CCHE AGENDA

September 5, 2019

Colorado Department of Higher Education
1600 Broadway, 5th Floor Conference Room
Denver, Colorado

COMMISSIONER & ADVISOR LEARNING SESSION
11:30am – 12:30am

BUSINESS MEETING
1:00pm – 4:30pm

CALL-IN NUMBER: 1-877-820-7831
PARTICIPANT CODE: 128479#

1600 Broadway, Suite 2200 • Denver, Colorado 80202 • (303) 862.3001
DR. ANGIE PACCIONE, EXECUTIVE DIRECTOR
Colorado Commission on Higher Education
September 5, 2019

Colorado Department of Higher Education
1600 Broadway, 5th Floor Conference Room
Denver, Colorado

11:30am -12:30pm  COMMISSIONER & ADVISOR LEARNING SESSION
TOPIC: Colorado Attorney General’s Office Presentation

1:00 – 4:30pm  BUSINESS MEETING

I. Opening Business
   A. Attendance
   B. Approval of the Minutes for the July 26, 2019 Commission Meeting
   C. Election of Chair
   D. Reports
      i. Chair
      ii. Vice Chair
      iii. Commissioners
      iv. Commission Standing Committees
      v. Advisors
   E. Executive Director Report
   F. Public Comment

II. Consent Items
   A. Proposed revisions to CCHE Policy Section I, Part F: Admissions Standards Policy – Carl Einhaus
   B. Recommendation of Approval of Reauthorization of Educator Preparation Unit at Adams State University - Dr. Brittany Lane


H. Recommendation of Approval of Two-Year Cash Funded Capital Program List Amendment - Colorado State University – Fort Collins – Lauren Gilliland

III. Action Items

A. Recommendation of Approval of Fiscal Year 2020-21 New and Continuing State-Funded Capital Projects and Priority List – Lauren Gilliland

B. Recommendation of Approval of Regular Cash Supplemental for Colorado School of Mines’ Subsurface Frontiers Building Project – Lauren Gilliland

C. Proposed Revisions to CCHE Policy Section X Part X: Clarification of the Definition of “Ownership Change” – Emily Burns and Jacquelynn Rich Fredricks

IV. Discussion Items


B. Proposed Revisions to CCHE Policy I, Part V: Creation of Academic Programs – Process for Review and Approval of Select Baccalaureate Degree Programs at Colorado Community College System Institutions and Local District Colleges – Dr. Chris Rasmussen

C. Fiscal Year 2020-21 Student Budget Parameters – Emily Burns and Emma Fedorchuk

D. Departmental Response to Legislative Request for Information regarding Commission Authority on State Financial Aid, Emily Burns

E. Funding Allocation Formula Revision to be included in November 1 Budget Request, Jason Schrock, Emily Burns, and Emma Fedorchuk

F. Proposed Revisions to CCHE Policy I, Part N: Service Area Policy – Inclusion of All Portions of Salida School District into the Service Area of Colorado Mountain College – Dr. Kim Poast and Dr. Chris Rasmussen

G. Non-monetary Supplemental Request for Metropolitan State University - Denver to Extend Cash Spending Authority on the Aerospace, Engineering and Sciences Building Project - Lauren Gilliland
Minutes of the Colorado Commission on Higher Education (CCHE) Meeting
At Ft. Lewis College, Sitter Family Hall, 1000 Rim Drive, Durango Colorado
July 26, 2019

BUSINESS MEETING

I. OPENING BUSINESS
Interim Chair Vanecia Kerr called the business meeting to order at 11:20 a.m.

A. Attendance
Interim Chair Vanecia Kerr, Commissioners Luis Colon, Cassie Gannett, Sarah Hughes, Tom McGimpsey, Charley Olena, Brittany Stich, Eric Tucker.

CCHE Advisory Committee members attending: Wayne Artis, Mark Cavanaugh, Christina Powell, Brad Baca.

B. Minutes
Commissioner McGimpsey moved to approve the minutes for the June 6, 2019 CCHE Meeting. The motion was seconded by Commissioner Colon and passed with one abstention.

C. Chair, Vice Chair, Commissioners and Advisors Reports
Interim Chair Kerr announced that she cannot take the role of chair at this time but will remain as vice chair. Elections for chair will be conducted, following a call for nominations. She asked if any commissioners were not interested in serving. New Commissioners Tucker, Olena and Stich indicated that they would not be willing to serve as chair. Interim Chair Kerr will accept nominations by email. She will then reach out to each nominee to confirm their willingness to serve, and an election will be held at the September meeting. Interim Chair Kerr thanked the department for an incredible retreat that allowed new and existing commissioners to participate in a meaningful way. She commented that the retreat was well-planned and organized and all materials provided were clear and helpful. She felt the retreat provided a great baseline for the work ahead. Special thanks were extended to Dr. Paccione, Katie Zaback and Katrina Smith. She extended a personal thank-you to the entire department.
Fiscal Affairs & Audit Committee – Commissioner Colon reported in the absence of a committee chair. The committee met to review the capitol project prioritization list. This has been passed along to the institutions for their review. The next step is for the department to get comments from institutions of higher education. These comments will be presented to the commission at the September meeting. The top five projects are continuation projects and are very large. The committee also met and discussed the Funding Allocation Formula.

Student Success & Academic Affairs Committee – Commissioner Gannett reported that the committee did not meet since the last commission meeting. The Commissioner looks forward to welcoming new commissioners to the committee.

D. Executive Director Report
Dr. Paccione recognized the department’s work in planning and executing the retreat. It went very well. She acknowledged Fort Lewis College for hosting. CCHE has some great work ahead, and the Governor has faith and trust in the new commissioners. Dr. Paccione acknowledged the very important task of making decisions, and the department is eager to get to work.

The department was able to get a lot of legislation passed this past session. She encouraged commissioners to look at the information about it included in the Commissioner’s handbook.

On Tuesday at 10 a.m. the ROI Report will be released at the capitol, and the Governor will attend. All commissioners are invited to attend. An embargoed copy of the report will be sent in advance.

Dr. Paccione reported on two campus incidents this past week. At a building on the Auraria campus, there is concern about cancer diagnosis of several people officed in the same space. Testing is being conducted to see if the environment is at issue. At CU Denver a presentation was shown by a TA in an anthropology class that contained offensive images around evolution and an African American woman depicted in a derogatory way. Chancellor Horrell has sent a letter to all with the university’s response and apology.

II. CONSENT ITEMS

A. Recommend Approval of Cash Supplemental for Colorado School of Mines Subsurface Frontiers Building Project - Lauren Gilliland

B. Recommend Approval of Amendment to Colorado School of Mines’ Two-year Cash Fund Programs List - Lauren Gilliland
C. Recommend Approval of Middle School Math Endorsement at University of Northern Colorado – Dr. Brittany Lane

D. Recommend Approval of Culturally and Linguistically Diverse Education at Colorado College – Dr. Brittany Lane

E. Recommend Approval of Culturally and Linguistically Diverse Education at Relay Graduate School of Education – Dr. Brittany Lane

F. Recommend Approval of COF Eligibility and Student FTE for Extended Studies Programs for FY2020 – Dr. Chris Rasmussen

Commissioner Gannett moved to approve consent items A through F. The motion was seconded by Commissioner Hughes and passed unanimously.

III. DISCUSSION ITEMS

A. Budget Update and Legislative Agenda Update – Jason Schrock, Chief Financial Officer at CDHE, provided an update on the FY 2020-21 budget request process. Mr. Schrock indicated the two budget target scenarios – a 5 percent reduction in funding and a 2 percent increase – that were required from all state departments to be submitted the Governor’s Office of State Planning and Budgeting (OSPB) on July 1. Mr. Schrock discussed the information submitted from higher education institutions in response to the 5 percent reduction scenario, including the impacts of the reductions in programs and services on institutions’ operations.

The commission discussed the budget targets and the Governor’s office beliefs about funding for higher education. Funding for higher education is facing heightened scrutiny from the Governor’s office this budget cycle.

Mr. Schrock also noted the other budget requests for Department programs. Some of these requests are for maintaining the operations of existing programs while others are for new initiatives to help the Department and higher education institutions meet Master Plan goals.

OSPB is scheduled to inform departments of their funding decisions at the beginning of September, and departments will have the opportunity to appeal before the budget is finalized in October.

Chloe Mugg, Legislative Liaison, provided Commissioners with an update on the Department’s 2020 Legislative Agenda submissions to the Governor’s office. In addition, Ms. Mugg highlighted the expected timeline for approval of legislative
items submitted as well as a quick overview on the interim committee on higher education.

There being no further business, Commissioner Gannett moved to adjourn the meeting. Commissioner McGimpsey seconded the motion. Meeting adjourned at 12:05pm.
TOPIC: PROPOSED REVISIONS TO CCHE POLICY I, PART F: ADMISSIONS STANDARDS POLICY

PREPARED BY: CARL EINHAUS, SENIOR DIRECTOR OF STUDENT SUCCESS AND ACADEMIC AFFAIRS

I. SUMMARY

This discussion item outlines proposed minor revisions to CCHE Policy I, Part F: Admissions Standards Policy.

II. BACKGROUND

Colorado public four-year institutions of higher education began following the updated admission policy for their fall 2019 applicants. The policy was initially passed in April 2014 but provided an education and awareness period to inform and prepare the Colorado community regarding the changes. Since 2014, minor changes have been identified.

III. STAFF ANALYSIS

Proposed changes are summarized below and are included as tracked changes on Attachment A: Proposed Revisions to Admission Policy. The statewide Admission Council has already reviewed and approved of these changes.

- Remove the start date range that existed in the original policy as clean-up: Institutions originally had the option to begin the policy between Fall 2016 and Fall 2019; however, for consistency all institutions agreed to begin the policy at the same time in fall 2019. This start range is no longer relevant as the policy is in effect.

- Eliminating the duplicating reporting requirements: The original policy required institutions to report on how they are supporting admitted students who are not deemed “college-ready” according to cut-scores defined in the CCHE Developmental Education Policy (Policy Section I, Part E). The Department collects this information in the Developmental Education Report, Postsecondary Success of High School Graduate Report, and an institutional survey of student support services.

- Changing “Higher Education Admission Requirements” (HEAR) to “Higher Education Admission Recommendations”. This change is simply a reflection of what HEAR has always represented—a recommendation for college preparedness. Students can still be admitted if they do not fulfill HEAR, so it is not a requirement.

- Adding a process for institutions to seek an exception to the admissions policy for students who cannot complete assessment tests. Colorado State University – Pueblo (CSU–Pueblo) has started a program that provides inmates an opportunity to enroll in a degree seeking program as a rehabilitation and reclamation strategy. Students in prison are not able to provide test scores or take assessment tests, and as a result, would not fulfill the minimum academic indicator requirements outlined in the policy for first time freshmen. The current
admission policy unintentionally removed exceptions to the admission process contained in the old admission policy.

- When referencing transfer admission GPA standards, change “Minimum” to “Recommended.” A minimum GPA does not reflect how institutions review a transfer student’s academic preparedness as well as the institutions’ standards. Transfer students often have a complicated mix of academic history, and using terminology like “minimum GPA” can mislead students as to their competitiveness for admission. Further, first-time freshmen standards use a mid-range to communicate GPA and test scores standards which is much more holistic. A “minimum” GPA is inconsistent with the holistic admission approach of this policy. Some institutions may choose to provide a transfer GPA mid-range as well.

- In the Guaranteed Transfer Admissions section, include the 2.5 GPA threshold which was agreed upon by the institutions last spring.

- Updates from statute changes (role and mission and institution name changes).

IV. STAFF RECOMMENDATION

Staff recommends that the Commission approve the proposed changes to the admission policy.

V. STATUTORY AUTHORITY

C.R.S. §23-1-113. Commission directive - admission standards for baccalaureate and graduate institutions of higher education - policy – definitions

(1) (a) The commission shall establish and the governing boards shall implement academic admission standards for first-time freshmen and transfer students at all state-supported baccalaureate and graduate institutions of higher education in the state. The commission shall establish and may subsequently review and amend the standards after consultation with the governing boards of institutions. The academic admission standards for students who do not have in-state status, as determined pursuant to section 23-7-103, shall equal or exceed those established for determining admission of in-state students.

(b) The standards established for first-time admitted freshman students shall use a combination of high school academic performance indicators and national assessment test scores for eligibility criteria. The academic performance indicators may include, but are not limited to, grade point average, class rank, and content standard performance level assessments. The criteria established and the specified performance levels shall be consistent with the role and mission established for each state-supported institution of higher education. In considering the high school academic performance indicators, the commission and the governing boards may take into account the rigor of a student's high school academic preparation and the academic content of the courses taken. In lieu of the established statewide criteria, each governing board may use additional criteria for up to twenty percent of the freshmen students annually admitted to each institution under the governing board's control. Students who meet the minimum criteria for admission are not
guaranteed admission to the institution to which they have applied, but they are eligible for consideration.

**ATTACHMENT**

Attachment A: Proposed Revisions to the Admission Policy.
SECTION I

PART F ADMISSIONS STANDARDS POLICY

(Effective for students seeking admission for fall 2019 and after. Institutions can begin using as early as fall 2016.)

1.00 Introduction

Colorado Revised Statute 23-1-113 authorizes the Colorado Commission on Higher Education (Commission) to establish academic admissions standards for first-time and transfer students at all state-supported baccalaureate and graduate institutions of higher education in the state. The Commission is also required to review and revise these standards. This admission standards policy is effective for all students seeking admission for fall 2019 and thereafter. For students seeking admission fall 2016 through summer 2019, institutions may use this policy or the fall 2013 policy, providing a three-year transition period.

Colorado’s groundbreaking 2008 Preschool to Postsecondary Education Alignment Act (SB 08-212), more commonly known as the Colorado Achievement Plan for Kids, or CAP4K, requires that the Commission review and align the admissions standards policy with the postsecondary and workforce readiness description, adopted by the Commission and the State Board of Education in 2009. Subsequent legislation (HB 12-1155) further requires the Commission to ensure that academic admissions standards are aligned with the state’s remedial education policy and allows the Commission, in developing new admissions standards, to take into account the rigor of a student’s high school courses.

In 2012, within the context of increased emphasis on P-20 alignment, the Commission adopted Colorado Competes, the Master Plan for higher education. The Master Plan established four statewide goals for higher education in Colorado: (1) increase attainment of credentials and degrees; (2) improve student success; (3) enhance access to post-secondary education while reducing attainment gaps among students from underserved communities; and (4) develop resources to allow institutions of higher education to meet enrollment demands while promoting affordability, accessibility and efficiency. The Master Plan reflects a shift in higher education policy in Colorado from inputs—that is, enrollment—to outputs—student progress and success. With the completion of negotiated performance contracts, institutions are held accountable not just for the number of students they enroll, but also, how students persist and succeed through to a degree.

This Admissions Standards Policy directly supports this shift in focus from enrollment to student success. The policy seeks to align postsecondary admissions and remedial education expectations with high school graduation requirements. Further, the policy increases flexibility for institutions to determine their own specific admissions requirements and increases the number of tools they may use to do so. The policy presupposes that institutions will develop admissions requirements and admit students whom they are best able to serve reflecting their statutory role and mission (see section 5.00 of this policy). In this sense, this policy represents a move to reflect what institutions are doing in practice and to better serve students.

To ensure that the Admissions Standards Policy continues to meet state goals and priorities, the
Commission will review the policy every three years or as required to determine any appropriate revisions.

The Commission admissions standards are intended to be a qualitative and quantitative guideline of requirements for consideration at four-year institutions. Meeting the Commission’s admissions standards does not guarantee admission to any student at any institution, as institutions consider a broad range of factors in making admissions decisions.

**This policy is comprised of the following sections:**

1.00 Introduction
2.00 Statutory Authority
3.00 Policy Goals
4.00 Admissions Standards
   - First-time Admissions Standards
   - Postsecondary and Workforce Readiness Endorsed Diploma Admissions Guidelines
   - Transfer Admissions Standards
5.00 Public Institutions’ Statutory Roles and Missions
6.00 Data Reporting and Analysis
7.00 Communication with Prospective Students
8.00 In-State and Out-of-State Enrollment Standards
9.00 Policy Background
10.00 Guiding Policies

**2.00 Statutory Authority**

23-1-113. Commission directive - admission standards for baccalaureate and graduate institutions of higher education - policy definitions

(1) (a) The commission shall establish and the governing boards shall implement academic admission standards for first-time freshmen and transfer students at all state-supported baccalaureate and graduate institutions of higher education in the state. The commission shall establish and may subsequently review and amend the standards after consultation with the governing boards of institutions. The academic admission standards for students who do not have in-state status, as determined pursuant to section 23-7-103, shall equal or exceed those established for determining admission of in-state students.

**3.00 Policy Goals**

Through this policy, the Commission intends to provide an opportunity for all qualified individuals to attend and succeed at a Colorado public higher education institution by:

1. Informing prospective students regarding the recommended ways to academically prepare for postsecondary education in Colorado.
2. Requiring that four-year institutions admit only students who are academically prepared, as defined in Colorado’s remedial education policy, unless that institution can adequately support the student with Supplemental Academic Instruction.
3. Requiring institutions to establish and clearly communicate to prospective students and
affiliated constituents performance-based admissions standards that reflect the institution’s statutory role and mission and which align to the following:

a. Colorado Department of Education’s high school graduation guidelines (Colorado Academic Standards) per C.R.S. 23-1-113(1.5);
b. Commission Policy I, L: Statewide Transfer and gPathways Policy;
c. Colorado Remedial Education Policy; and
d. Appropriate alternative pathways.

4. Encouraging diversity by encouraging the admissions of applicants from underrepresented groups, applicants with special talents and applicants with other unique circumstances while ensuring their ability to succeed.

5. Allowing institutional flexibility in making admissions decisions that will lead to each institution meeting its enrollment, persistence and completion rates and the state meeting its statewide goals.

4.00 Admissions Standards

4.01 First-time Admissions Standards
Starting with admission for the fall of 2019 (and for institutions who choose to use this policy during the transition period of fall 2016—summer 2019), these first-time admissions standards apply to all new first-time applicants and to transfer applicants with fewer than 24 college-level semester credit hours completed at the point of application, except first-time and transfer applicants who meet one of the admissions standards exemptions listed in section 4.04.

4.01.01 College-Readiness Requirement Guideline
Students admitted to four-year institutions must be college-ready as defined by the state’s Remedial Education Policy (Commission Policy section I Academic Affairs Statewide Remedial Education Policy part F). Institutions may admit students scoring below the college-ready cut scores as listed in the Statewide Developmental Education Policy (Commission Policy section I Academic Affairs; Part E) and place them in college-level courses provided that the students receive academic support, including by not limited to Supplemental Academic Instruction (SAI) based on the institution’s secondary evaluation process (Commission Policy section I Supplemental Academic Instruction part W).

Institutions enrolling students below college-ready as defined in the Remedial Education Policy who are not served through SAI must report to the Commission by December 31st of that year on the number of students, how the institution is supporting those students and how enrolling those students is consistent with the institution’s role and mission (see section 5.00 of this policy).

4.01.02 Development of Institutional Admissions Policy -- Academic Performance Indicators
In addition to determining college-readiness as described above, institutions shall each develop individual admissions standards using academic performance indicators. Academic performance indicators are defined in C.R.S. 23-1-113. For
the purposes of the Colorado Admissions Standards, institutions must use at a minimum all three of the following indicators as first-time admissions academic performance indicators:

- Assessment scores;
- Grade point average (GPA); and
- Rigor.

4.01.02.01 Assessment Scores
Institutions will set a performance indicator which will represent the assessment score mid 50% range of their admitted class from the previous year. Institutions may use either SAT or ACT; or PARCC or Smarter Balanced when validated. Institutions may also choose to use a supplemental assessment including Accuplacer and Compass.

4.01.02.02 Grade Point Average (GPA)
Institutions will set a performance indicator which will represent the high school cumulative GPA mid 50% range of their admitted class from the previous year. Institutions will accept the GPA reported on the high school transcript. All GPAs will be correlated to a 4.0 scale. In cases of students entering without a GPA that can be calculated on a 4.0 scale, the institution will review the GPA within the context of the grading methodology used at the school (e.g., standards-based assessment, narrative assessment, definitions of “mastery” to progress, non-U.S. based grading scales); assessment scores and rigor will also be considered.

4.01.02.03 Rigor
Institutions will set a performance indicator using rigor of students’ high school program of study. Research indicates the best preparation for success in college is for a student to take a rigorous high school curriculum. Institutions can assess rigor in multiple ways, recognizing that students engaged in competency-based high school programs of study and those in traditional seat-time based programs may have different methods of demonstrating rigor. Institutions’ performance indicators should accommodate these different demonstrations of rigor, including, but not limited to, the following:

A. Quantity and quality of completed high school core-content courses. Strong preparation in English and mathematics is highly recommended for all college-bound students. Students also should complete significant core-content coursework in social and behavior sciences, natural and physical sciences, arts and humanities, world languages and academic electives; For students in traditional seat-time
based programs, the minimum requirements for course completion include the seventeen academic units of the Higher Education Admission Requirements—Recommended Guidelines (HEAR) according to the distribution outlined below — specifics on HEAR can be found on the following CDHE web page:
http://highered.colorado.gov/Academics/Admissions/course completion.html

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</tr>
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Note: An academic unit, often referred to as a Carnegie unit, is equivalent to one full school year of credit in a specific subject.

A. B. Sequences of career and technical courses;
B. C. Successful completion of Advanced Placement courses, International Baccalaureate courses or gtPathways concurrent enrollment courses (grades of "C-" or better);
C. D. High school senior year coursework and experiences. Students are strongly encouraged to take the most rigorous courses available to them and consistent with their academic abilities. Additionally, students may be evaluated on the rigor of the courses selected compared to the rigor of courses available; and
D. E. High school courses in a chosen career path. Students are recommended to pursue high school courses and experiences relevant to their career path.

4.01.02.04 Submission of Institutional Standards to Commission

Following adoption of this policy, institutions are required to establish and submit to the Commission for approval admissions standards by December 1, 2014. Institutions will submit admissions standards in a format to be determined by the Department in consultation with the institutions. The admissions standards should include the performance indicators as described in sections 4.01.02.01, 4.01.02.02, and 4.01.02.03. Institutions may submit changes to their standards at any time in the future provided the proposed standards are accompanied by an explanation from the institution providing a justification for the change, to include at a minimum how the change in standards will enable the institution to continue to or better serve students according to its role and mission.
If institutions choose to require a higher high school equivalency exam score, this information must also be explained.

4.01.05 Review by the Commission

The Commission will review each institution’s proposed standards and provide within 60 days either a notice of approval or a request for further information. The Commission will consider each institution’s proposed standards according to its consistency with: Policy I-F, the institution’s statutory role and mission, and statewide student success goals as established in the statewide master plan.

4.01.03 Students required to meet First-time Admissions Standards

4.01.03.01 Students who leave high school before graduating, earn a high school equivalency degree and apply to a four-year institution are subject to High School Equivalency Exam requirements, assessment scores and rigor performance indicators.

4.01.03.02 Home-schooled students.

4.01.03.03 Students admitted to degree and certificate of completion programs offered through an institution’s Extended Studies program.

4.01.03.03.01.03.03 Applicants who wish to enroll in a degree or certificate of completion program offered either through Extended Studies, including Off-Campus State-Funded Program or under the authority as a Regional Education Provider shall meet exactly the same institutional requirements for admissions that are applied to students enrolling on campus. Institutions can request an exemption to the admission standards process from the Department for programs that serve targeted, in-need student populations (e.g. credential completion programs offered to students in prison) who are unable to submit some academic credentials.

4.01.03.04.04.01 A student who has been formally admitted to the institution may enroll in courses through the Statewide Extended Studies Program & apply the credits toward a degree. These students are advised to regularly consult with the institution to ensure the credits earned fulfill degree requirements.

4.01.04 High School Equivalency Exam

Students without a high school diploma must provide a high school equivalency exam score. Institutions shall accept General Education Development (GED)
versions 1988, 2002, 2014 and any other state approved exam. This route to admission is available only to students without a high school diploma. Selective, highly selective, moderately selective, and modified open institutions shall require a score of 145 or above in each content area on the 2014 GED. Selective and highly selective institutions shall require a score of 550 or greater on the 2002 version, or 55 or greater on the 1988 version. Moderately selective and modified open institutions shall require a score of 450 or greater on the 2002 version, or 45 or greater on the 1988 version. Minimum required scores for other state approved high school equivalency exams shall be set with the advice of both the vendor offering the exam and the Colorado Department of Education. Institutions choosing to set higher minimum scores must include this information in their standards submission to the Commission as described in section 4.01.02.04. Admission is not guaranteed for students who meet the minimum GED institutional scores, as institutions also may consider academic rigor, performance, and assessment scores as part of their comprehensive review of GED applicants.

4.02 Postsecondary and Workforce Readiness Endorsed Diploma Admissions Guidelines

C.R.S. 23-1-113(7) authorizes the Commission, in collaboration with the State Board of Education and each institution’s or system’s governing board, to establish guidelines on admissions practices for students receiving a Postsecondary and Workforce Readiness (PWR) Endorsed Diploma.

Open, modified open and moderately selective institutions shall have as part of their admissions policies that students with a PWR Endorsed Diploma are guaranteed admission. Colorado high school students applying to open, modified open and moderately selective institutions, with indication on their transcript, as early as completion of the sixth semester (junior year), that they are on-track for a PWR Endorsed Diploma, will be processed and admitted into open, modified open and moderately selective institutions upon receipt of a complete college application. In order to be considered for guaranteed admission, students must meet institution application deadlines. The final high school transcript should reflect whether students have successfully completed the PWR Endorsed Diploma. Failure to successfully complete the PWR Endorsed Diploma may negate the offer of admission or result in disenrollment from the institution. Each institution reserves the right to refuse a student based on past criminal or disciplinary action, according to institutional campus safety/conduct guidelines (refer to the institution for detail).

Selective and highly selective institutions shall have as part of their admissions policies that students with a Postsecondary and Workforce Readiness PWR Endorsed Diploma will receive priority consideration. Colorado high school students applying to selective and highly selective institutions, with indication on their transcript, as early as completion of the sixth semester (junior year), that they are on-track for a PWR Endorsed Diploma, shall receive priority processing consideration once their complete applications are received by selective and highly selective institutions. The institution will move the completed application to the beginning of the applications to be reviewed; however, institutions reserve the right to request additional information before rendering a final decision.
decision. In order to be considered for priority consideration, students must meet institution application deadlines. The final high school transcript should reflect whether students have successfully completed the PWR Endorsed Diploma. Failure to successfully complete the PWR Endorsed Diploma may negate the offer of admission or result in disenrollment from the institution. Each institution reserves the right to refuse a student based on past criminal or disciplinary action, according to institutional campus safety/conduct guidelines (refer to the institution for detail).

4.03 **Transfer Admissions Standards**

In accordance with the Commission’s Academic Affairs Policy section I, Part L: Statewide Transfer and gpPathways Policy, “transfer student” means a student entering the reporting institution for the first time but known to have previously attended a postsecondary institution at the same level (e.g. undergraduate, graduate) after high school graduation (or passing an equivalency exam). The student may transfer with or without credit. This excludes students who completed remedial coursework and students who completed college-level coursework as a high school student through Concurrent Enrollment or as their homeschool curriculum.

Starting fall of 2019 (and for institutions who choose to use this policy during the transition period of fall 2016 – summer 2019), the transfer student admissions standard will apply to all degree-seeking undergraduate transfer applicants with 24 or more college-level semester credit hours completed at the point of application who do not meet one of the exemptions listed in this policy (section 4.04). First-time admissions standards shall apply to transfer students with fewer than 24 college-level semester credit hours.

4.03.01 **Development of Institutional Admissions Policy - Academic Performance Indicators**

If transfer students have 24 or more college-level semester credit hours completed at the point of application, then the transfer student admissions standard shall apply. The **transfer admissions standards academic performance indicators** are:

- Cumulative grade point average (GPA) from all previous college-level coursework;
- 24 or more college-level semester credit hours completed; and
- Successful completion of basic skills courses.

4.03.02 **Coursework Requirement**

Students admitted to four-year institutions under the transfer student admissions standard must have completed all remedial coursework, with the exception that institutions approved to offer Supplemental Academic Instruction (SAI) under CCHE Policy I-W may offer SAI to eligible students. For many programs, transfer students are encouraged to complete gpPathways or equivalent courses in a range of academic subjects, especially college-level English composition and
4.03.03 Development of Minimum Recommended Transfer GPA

In addition to students having completed all remedial coursework as described above, institutions shall each develop a student’s minimum recommended cumulative grade point average (GPA) from all previous college-level coursework, following the institution’s own transfer policy. A recommended GPA acts more as a guideline, accommodating the highly varied academic history that often accompanies transfer students.

4.03.03.01 Submission of Recommended Transfer Minimum GPA to Commission

Following the adoption of this policy, institutions are required to establish and submit to the Commission for approval a minimum transfer GPA by December 1, 2014. Institutions will submit minimum recommended transfer GPAs in a format to be determined by the Department in consultation with the institutions. Institutions may submit changes to their minimum recommended transfer GPA at any time in the future, provided the proposed change is accompanied by a written explanation from the institution providing a justification for the change, to include at a minimum how the change in GPA will enable the institution to continue to or better serve students according to its role and mission.

4.03.03.02 Review by Commission

The commission will review each institution’s proposed minimum recommended transfer GPA according to 4.01.02.05 and provide within 60 days either a notice of approval or a request for further information.

4.03.04 Guaranteed Transfer Admissions

Applicants who have completed an Associate of Arts (AA) or Associate of Sciences (AS) degree from a Colorado public two-year institution will be guaranteed admissions at all Colorado public baccalaureate awarding institutions, except Colorado School of Mines, provided the student meets the 2.5 minimum recommended transfer GPA standard guideline, has completed all courses with a grade of C or better and a two-year institution is the last institution attended prior to transfer. *Admissions to an institution does not guarantee enrollment in a specific degree program. Institutions may have controlled entry due either to space limitations or academic requirements. Students who complete an AA or AS degree concurrent with mathematics, before applying to transfer to another institution.

Commented [EC6]: As we are moving away from “minimums” which can be misleading, I recommend changing it to “recommended” – institutions may decide to provide transfer GPA ranges similar to freshmen admission – this is still in discussion.

Commented [CE7]: For historical purposes, keeping the term “minimum” for the original 2014 submission of transfer GPAs, but changed to “recommended” for any changes IHEs wish to submit in future.

Commented [CE8]: Including the newly decided unified 2.5 transfer admission GPA.
with high school may qualify for guaranteed admissions to an institution, and subsequently may be held to additional criteria for determining students eligibility for specific degree programs. These students will be reported as first-time applicants and may be held to additional institutional expectations of first-time applicants.

*University of Colorado Boulder, University of Colorado Denver, and University of Colorado Colorado Springs require completion of the University of Colorado Minimum Academic Preparation Standards (MAPS) for guaranteed transfer admission. Each institution reserves the right to refuse a student based on certain past criminal or disciplinary action, according to institutional campus safety/conduct guidelines (refer to the institution for details).

4.04 Applicants Exempt from all Admissions Standards

The following undergraduate applicants are exempt from the Commission’s admissions first-time standards and transfer standards.

4.04.01 Degree-seeking applicants:

4.04.01.01 Who have a non-U.S. transcript. The Commission directs the individual institutions to evaluate, to the best of their ability, the non-United States credentials presented by the student to ensure that they are of an equivalent level to those students admitted under the Commission’s standards.

4.04.01.02 Who have already completed a baccalaureate degree.

4.04.01.03 Who have applied to the two-year role and mission component at Adams State University or Western Colorado Community College (the community college division of Colorado Mesa University).

4.04.02 Applicants enrolled as non-degree seeking students are exempt from the first-time admissions standards. This includes but is not limited to summer-only enrollment; formal Colorado Consortium exchange programs with a planned enrollment for one year or less; and those who have not been formally admitted to an institution and who wish to enroll in any off-campus coursework not offered as part of a complete off-campus degree program. Institutions can request an exemption to the admission standards process from the Department for programs that serve targeted, in-need student populations (e.g. credential completion programs offered to students in prison) who are unable to submit some academic credentials.

4.04.03 Applicants who are age 23 or older and/or have been out of school for five or more years are not held to these admissions standards and can be evaluated according to institutional policies.

Commented [CE9]: A point to the “Ban the Box” legislation where IHEs can only inquire about specific past disciplinary and criminal history on admission applications

Commented [CE10]: This is to address CSU Pueblo’s program that offers certificate completion programs to inmates in prison…want to keep it flexible for other similar programs that come up in the future
4.05 Two-year and Four-year Role and Mission Institutions

Students may be admitted at Adams State University in either a two-year or a four-year program or at Colorado Mesa University or Western Colorado Community College (the community college division of Colorado Mesa University). Those admitted to a four-year program as first-time students must meet the first-time admissions standards. Students whose only college work has been completed concurrent with high school, regardless of the number of credits, are subject to the first-time admissions standards, though all college coursework will be evaluated for transferability according to institutional and Colorado statewide transfer policies for admissions to the two-year or four-year program. Students enrolled in the two-year programs who seek to transfer to the four-year program must meet the Commission's and institutions’ transfer admissions standards to be eligible for transfer.

5.00 Public Institutions’ Statutory Roles and Missions

Institutions’ statutory roles and missions are as follows:

23-20-101 (1) (a) The Boulder campus of the University of Colorado shall be a comprehensive graduate research university with selective admission standards . . . . (b) The Denver campus of the University of Colorado shall be an urban comprehensive undergraduate and graduate research university with selective admission standards . . . . (c) The Colorado Springs Campus of the University of Colorado shall be a comprehensive university with selective admission standards . . .

23-31.3-101 . . . Colorado State University – Global Campus shall be a baccalaureate and graduate online university with the mission in Colorado of offering baccalaureate degree programs for nontraditional students . . . For baccalaureate degree students residing in Colorado, CSU Global Campus shall have moderately selective admission standards.

23-31-101 . . . Colorado State University shall be a comprehensive graduate research university with selective admission standards . . .

23-40-101. . . The University of Northern Colorado shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards . . .

23-41-105 . . . The Colorado School of Mines shall be a specialized baccalaureate and graduate research institution with high admission standards . . .

23-55-101 . . . Colorado State University-Pueblo which shall be a regional, comprehensive institution with moderately selective admission standards.

23-51-101 . . . Adams State University, which shall be a general baccalaureate institution with
moderately selective admission standards. . . and two-year transfer programs with a community college role and mission.

23-52-102 . . . Fort Lewis College, which shall be a public liberal arts institution, with selective admission standards.

23-53-101 . . . Colorado Mesa University, which shall be a general baccalaureate institution with selective admission standards. . . Colorado Mesa University shall also maintain a community college role and mission, including career and technical education programs.

23-54-101 . . . Metropolitan State University of Denver, which shall be a comprehensive institution with modified open admission standards at the baccalaureate level; except that non-traditional students at the baccalaureate level who are at least twenty years of age shall only have as an admission requirement a high school diploma, a GED high school equivalency certificate, or the equivalent thereof.

23-56-101 . . . Western Colorado University shall be a general baccalaureate institution with selective admission standards.

23-60-201 . . . A state system of community and technical colleges . . . offers a broad range of general, personal, career and technical education programs. . . Each community college may offer two-year degree programs with or without designation, and, . . . may offer technical, career, and workforce development bachelor of applied science degree programs. No college shall impose admission requirements upon any student.

23-1-113.3 . . . Aims Community College and Colorado Mountain College shall be two-year local district colleges with open admission standards. Per 23-71-102.(I): Colorado Mountain College . . . may also offer no more than five baccalaureate degree programs. . . Per 23-71-102.(II): Aims Community College . . . may also offer Bachelor of Applied Science degree programs . . .

Institution Selectivity per Colorado Revised Statute

<table>
<thead>
<tr>
<th>Institution</th>
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<tbody>
<tr>
<td>Community Colleges</td>
<td>Open admission standards</td>
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<tr>
<td>Metropolitan State University of Denver</td>
<td>Modified open admission standards</td>
</tr>
<tr>
<td>Adams State University</td>
<td>Moderately selective admission standards</td>
</tr>
<tr>
<td>Colorado State University – Global</td>
<td>Moderately selective admission standards</td>
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<tr>
<td>Colorado State University – Pueblo</td>
<td>Moderately selective admission standards</td>
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<tr>
<td>Colorado Mesa University</td>
<td>Selective admission standards</td>
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<tr>
<td>Fort Lewis College</td>
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<td>University of Colorado Boulder</td>
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<td>University of Northern Colorado</td>
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</tr>
<tr>
<td>Western State Colorado University</td>
<td>Selective admission standards</td>
</tr>
</tbody>
</table>

Commented [CE12]: To accommodate Western’s name change
6.00 Data Reporting and Analysis

Institutions shall report annually all undergraduate first-time and transfer applicants, including those for summer terms, to the Commission on the SURDS Undergraduate Applicant File. SURDS data will be used to monitor the compliance of institutions with the Commission’s admissions standards and to evaluate the impact of the policy on institutions and students. An institution must keep at least one, complete, prior year of files and records to document admissions decisions.

Each spring, using SURDS data, the Department will prepare an annual report on institutional performance to include the retention of first-time and transfer students. The Commission will monitor and report this data, along with admissions, enrollment, retention and completion of different student populations, including resident/non-resident status, students receiving financial aid, by type and level, and background characteristics such as gender and ethnicity. Data will be reported by institution for in-state and out-of-state students and will be reported by high school and school district level for in-state students, per C.R.S. 23-1-108.

The Commission then will formally review the report and monitor institutions’ performance. The Commission will rely on the performance contracts policy when evaluating the effectiveness of this policy. The Commission will also reconsider the question of whether the ultimate standards designated under this policy should be retained or modified and whether the implementation schedule should continue.

7.00 Communicating with Prospective Students

To enable students to understand which institutions they are best suited for, beginning spring 2015 and every spring thereafter, each institution shall compile and publish a quantitative and qualitative description of the mid 50 percent of its most recently admitted class. The presentation shall use the institution’s academic performance indicators approved by the Commission (including assessment scores, GPA and rigor) and any other indicators the institution uses to evaluate the admissibility of students. This information must be public and easily accessible to potential students. College in Colorado, a division of the Department of Higher Education, shall compile this information in an annual summary for statewide distribution.

8.00 In-State and Out of State Enrollment Standards

Colorado Revised Statute 23-1-113.5 states, “It is the intent of the General Assembly that all state-supported institutions of higher education operate primarily to serve and educate the people of Colorado.” Standards for out-of-state students must equal or exceed those for in-state students per C.R.S. 23-1-113 (1) (a). Not less than 55 percent of the incoming first-year class at each state-supported institution of higher education shall be in-state students per 23-1-113.5. The Department, working with institutional research representatives, will determine the calculation to monitor the in-state percentages per institution. The Department will include the in-state calculations in the annual admissions and enrollment report. This calculation includes all enrolled
students, including those who were admitted through an institution's admission window, with the exception of Native American students attending Fort Lewis College, who are excluded from this calculation.

9.00 Policy Background

The original admissions standards policy was adopted by the Commission in 1986 and was implemented the following year. In 1987, the Commission established state-level admissions standards for first-time entering undergraduates and transfer students at each of Colorado’s baccalaureate-granting public institutions. The standards established for an entering freshman were based on the calculation of an admissions index. The index had two components: a student’s high school performance (i.e., high school grade point average or class rank) and performance on a standardized test. For an undergraduate transferring from another institution, the standard’s criterion was a specific GPA.

Changes made in 2008 reflect a significant addition for applicants who graduate high school after spring 2008. In addition to defining institutional admissions indices for first-time students and grade point averages for entering undergraduate transfers, the standards expanded to require a stronger higher education admissions requirement so that students seeking admissions to four-year public institutions of higher education were ready to progress successfully in higher education. This policy articulated and required a particular curriculum to be met by first-time entering undergraduates who graduated from high school in spring 2008 or later. Beginning with students graduating from high school in spring 2010, students had to complete a fourth unit of mathematics (including at least courses that are the equivalent of Algebra I, Geometry and Algebra II), and one unit of world language and academic course units had to total 17.

<table>
<thead>
<tr>
<th>Academic Area</th>
<th>2008/2009</th>
<th>2010</th>
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<tbody>
<tr>
<td>English</td>
<td>4 Units</td>
<td>4 Units</td>
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<tr>
<td>Mathematics</td>
<td>3 Units</td>
<td>4 Units</td>
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<tr>
<td>Natural Science</td>
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<tr>
<td>Social Science</td>
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<tr>
<td>World Languages</td>
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<td>1 Unit</td>
</tr>
<tr>
<td>Academic Electives</td>
<td>2 Units</td>
<td>2 Units</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15 Units</td>
<td>17 Units</td>
</tr>
</tbody>
</table>

Note: An academic unit, often referred to as a Carnegie unit, is equivalent to one full school year of credit in a specific subject. Regarding CCHE Policy I, U, Section 2.04: “Two units of American Sign Language credits earned or awarded in high school (or the equivalent earned prior to the time of application) shall satisfy the world language entrance requirements of any public higher education institution in Colorado.”

10.00 Guiding Policies

C.R.S. 23-1-113(4) directs the Commission to align this policy with State Board of Education-determined graduation guidelines. It states:

CCHE Approved Policy 1E-14 Revised: September 5, 2019

CCHE Approved Policy 1E-14 Revised: September 1, 2016
The commission shall work with the state board of education to align the academic admission standards established pursuant to this section with the guidelines for high school graduation requirements developed pursuant to section 22-2-106 (1) (a.5), C.R.S. Any revised academic admission standards shall be implemented no later than the selection of the freshman class of fall 2012.

C.R.S. 23-1-113(1.5)(a) instructs the Commission to align the Remedial Education Policy and the Admissions Standards Policy. It states:

(I) The commission shall establish and the governing boards shall implement a policy pursuant to section 23-1-113.3 to identify matriculated students who need basic skills courses in English and mathematics and standards and procedures whereby state institutions of higher education may offer basic skills courses as provided in section 23-1-113.3. The commission, in consultation with the governing boards, shall ensure that the policy aligns with the admission policy adopted pursuant to subsection (1) of this section. In identifying the standards for basic skills, the commission may differentiate requirements for mathematics based on the prerequisite skills needed for required courses within a student’s declared program of study.

(II) As part of the policy established pursuant to this paragraph (a), the commission may authorize a state institution of higher education to provide supplemental academic instruction even though the institution is not authorized to provide basic skills courses pursuant to section 23-1-113.3. The institution may receive stipend payments from the state pursuant to section 23-18-202 on behalf of an eligible undergraduate student, as defined in section 23-18-102 (5), who is enrolled in a college-level course that includes supplemental academic instruction.
HISTORY: CCHE Agenda Item IV, A – April 11, 2014; CCHE Agenda Item IV, A – November 6, 2014; CCHE Agenda Item II, D – September 5, 2019.
TOPIC: RECOMMEND APPROVAL OF REAUTHORIZATION OF EDUCATOR PREPARATION UNIT AT ADAMS STATE UNIVERSITY

PREPARED BY: DR. BRITTANY LANE, DIRECTOR OF EDUCATOR PREPARATION

I. SUMMARY

This item recommends reauthorization of the educator preparation unit and educator preparation programs at Adams State University.

II. BACKGROUND

Pursuant to C.R.S. §23-1-121 the Colorado Commission on Higher Education (CCHE) considers reauthorization of all educator preparation programs at public and private institutions of higher education after receiving an affirmative recommendation from the State Board of Education. The process for reauthorization of educator preparation programs is as follows:

- Colorado Department of Education (CDE) conducts a review of the endorsement programs to ensure that the content is designed and implemented in a manner that will enable a candidate to meet the requirements for licensure in Colorado (C.R.S. §22-60.5).
- Department of Higher Education (CDHE) reviews the unit and its programs for the following statutory performance criteria: admission system; ongoing advising and screening of educator candidates; integration of theory and practice in coursework and field based training; supervised field based experience; and assessment of candidates’ subject matter and professional knowledge and ability to apply the professional knowledge base [C.R.S. §23-1-121(2)].
- CDHE and CDE then jointly conduct an on-site visit of the unit and its educator preparation programs.
- CDE makes a recommendation to the State Board of Education, which then makes a recommendation to CDHE.
- Upon receiving an affirmative recommendation, CDHE makes a recommendation to CCHE.

III. STAFF ANALYSIS

At its meeting on August 14, 2019 the Colorado State Board of Education approved the content of the educator preparation programs at Adams State University (ASU). CDE staff transmitted State Board of Education’s approval of the following endorsement programs:

- Business (4.05)  Physical Education (4.16)
- Counselor, School (7.09)  Principal (3.03)
- Culturally & Linguistically Diverse Education (4.22)  Science (4.17)
- Elementary Education (4.02)  Social Studies (4.18)
- English Lang Arts (4.09)  Visual Arts (4.04)
During the on-site evaluation visit, the reauthorization team noted several strengths and provided recommendations for the educator preparation programs at ASU.

Specifically, the site-visit review team was impressed with, among other achievements:
- The reputation of the Teacher Education Department (TED) faculty, staff, and programs in the Valley and the commitment with which the TED tries to meet local educational needs,
- That alumni and current students appreciate the small size of the number of students in classes, and that they feel they have “hands-on” experiences with k-12 students right away, and
- That faculty mentioned how impressed they are with Mr. Curtis Garcia’s leadership in the TED.

Recommended areas of development and continual improvement included:
- Recruit and retain more diverse candidates.
- Continue to expand/develop tool to identify and address candidate areas of concern.
- Develop advising system and organizational structure that allow for clear and consistent advising.
- Consider changes in organizational structures that would allow methods courses to be taught or co-taught by TED faculty.
- Expand opportunities for candidates to practice interpreting student results and knowing how to adjust instruction based on those results.

IV. STAFF RECOMMENDATION

Staff recommends that the Commission reauthorize the educator preparation unit and educator preparation programs at Adams State University.

STATUTORY AUTHORITY

§23-1-121 C.R.S.: (4) (a) (I) The department, in conjunction with the department of education, shall review each educator preparation program offered by an institution of higher education as provided in paragraph (b) of this subsection (4) and shall establish a schedule for review of each educator preparation program that ensures each program is reviewed as provided in this section not more frequently than once every five years.
I. SUMMARY

This consent item recommends the renewal of Full Authorization for Regis University pursuant to the Degree Authorization Act (§23-2-101 C.R.S.).

II. BACKGROUND

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges to operate in Colorado.

The DAA outlines the Department’s jurisdiction over private education programs available to the residents of the state of Colorado. The DAA establishes standards to (1) prevent misrepresentation, fraud, and collusion in offering educational programs to the public and (2) protect, preserve, foster and encourage the educational programs offered by private educational institutions, which meet generally recognized criteria of quality and effectiveness as determined through voluntary accreditation.

Pursuant to statute and policy, all authorized institutions under the DAA must renew authorization periodically. The renewal period varies by the type of authorization that the institution holds from the CCHE. A private college or university that has full authorization “shall apply for renewal of authorization in accordance with the schedule for institutional reaccreditation by its accrediting body or every three years, whichever is longer.”

Full Authorization is awarded to institutions which are institutionally accredited by a regional or national accrediting body that is recognized by the U.S. Department of Education and has had a successful on-site review of its Colorado location(s). These institutions are subject to the deceptive trade practice provisions in §23-2-104, C.R.S.

III. STAFF ANALYSIS

Regis University is a private, not-for-profit college located in Denver, Colorado and offers a multitude of graduate and undergraduate programs. Regis University hosted its accreditation site
visit in November 2018. At its March 2019 meeting, the Institutional Actions Council of the Higher Learning Commission voted to continue the University’s accreditation. The next reaffirmation of accreditation will occur in 2028-2029. The accreditation is renewed for a period of ten years.

With the reaffirmation of accreditation by the HLC, Regis University applied to the Department in June 2019 for renewal of Full Authorization in accordance with the schedule for reaccreditation by its accrediting body.

IV. **STAFF RECOMMENDATION**

Staff recommends the Commission approve the renewal of Full Authorization for Regis University.

**STATUTORY AUTHORITY**

C.R.S §23-2-103.3(5) A private college or university that has authorization from the commission pursuant to this section and maintains its accreditation shall apply to the department for reauthorization in accordance with the schedule for reaccreditation by its accrediting body or every three years, whichever is longer. A seminary or religious training institution shall apply for reauthorization every three years. A private college or university or seminary or religious training institution that seeks reauthorization shall submit an application in accordance with the procedures and policies adopted by the commission and shall pay the reauthorization fee established by the commission pursuant to section 23-2-104.5.
TOPIC:  DEGREE AUTHORIZATION ACT – SOUTHWEST ACUPUNCTURE COLLEGE - RECOMMENDATION OF APPROVAL FOR RENEWAL OF AUTHORIZATION

PREPARED BY:  HEATHER DELANGE, OFFICE OF PRIVATE POSTSECONDARY EDUCATION

I.  SUMMARY

This consent item recommends the renewal of Full Authorization for Southwest Acupuncture College pursuant to the Degree Authorization Act (§23-2-101 C.R.S.).

II.  BACKGROUND

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges to operate in Colorado. The DAA outlines the Department’s jurisdiction over private education programs available to the residents of the state of Colorado. The DAA establishes standards to (1) prevent misrepresentation, fraud, and collusion in offering educational programs to the public and (2) protect, preserve, foster, and encourage the educational programs offered by private educational institutions, which meet generally recognized criteria of quality and effectiveness as determined through voluntary accreditation.

Pursuant to statute and policy, all authorized institutions under the DAA must renew authorization periodically. The renewal period varies by the type of authorization that the institution holds from the CCHE. A private college or university that has full authorization “shall apply for renewal of authorization in accordance with the schedule for institutional reaccreditation by its accrediting body or every three years, whichever is longer.”

Full Authorization is awarded to institutions which are institutionally accredited by a regional or national accrediting body that is recognized by the U.S. Department of Education and has had a successful on-site review of its Colorado location(s). These institutions are subject to the deceptive trade practice provisions in §23-2-104, C.R.S.

III.  STAFF ANALYSIS

Southwest Acupuncture College (SWAC) is a private, for-profit college located in Boulder, Colorado and offers Masters in Acupuncture and Masters in Oriental Medicine. SWAC is
accredited by the Accreditation Commission for Acupuncture and Oriental Medicine and hosted its site visit in the summer of 2018. At its August 2018 meeting, the ACAOM Commission action granted SWAC continuing institutional accreditation for its two Master level programs for a period of seven years until 2025.

With the reaffirmation of accreditation by ACAOM, Southwest Acupuncture College applied to the Department in July 2019 for renewal of Full Authorization in accordance with the schedule for reaccreditation by its accrediting body.

IV. **STAFF RECOMMENDATION**

Staff recommends the Commission approve the renewal of Full Authorization for Southwest Acupuncture College.

**STATUTORY AUTHORITY**

C.R.S §23-2-103.3(5) A private college or university that has authorization from the commission pursuant to this section and maintains its accreditation shall apply to the department for reauthorization in accordance with the schedule for reaccreditation by its accrediting body or every three years, whichever is longer. A seminary or religious training institution shall apply for reauthorization every three years. A private college or university or seminary or religious training institution that seeks reauthorization shall submit an application in accordance with the procedures and policies adopted by the commission and shall pay the reauthorization fee established by the commission pursuant to section 23-2-104.5.
TOPIC: DEGREE AUTHORIZATION ACT: CAMP GUNNISON – RECOMMENDATION OF APPROVAL FOR RENEWAL OF AUTHORIZATION AS A RELIGIOUS TRAINING INSTITUTION/SEMINARY

PREPARED BY: HEATHER DELANGE, OFFICE OF PRIVATE POSTSECONDARY EDUCATION

I. SUMMARY

This consent item recommends the renewal of authorization for Camp Gunnison as a Religious Training Institution/Seminary under the Degree Authorization Act.

II. BACKGROUND

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges to operate in Colorado.

Pursuant to statute and policy, all authorized institutions under the DAA must renew authorization periodically. The renewal period varies by the type of authorization that the institution holds from the CCHE. Seminaries and religious training institutions are required to apply for renewal of authorization every three years. To be considered for renewal of authorization, an institution must demonstrate that it continues to meet the minimum operating standards specified in statute and CCHE policy, Section I, Part J. Those minimum operating standards are demonstrated by the following documentation:

➢ An updated list of program offerings;
➢ Confirmation of non-profit status;
➢ Confirmation of tax-exempt status pursuant to Colorado State Law; and
➢ Updated contact information.

III STAFF ANALYSIS

After the review of the required documents, Camp Gunnison continues to meet the statutory and policy requirements as a Religious Training Institution under the Degree Authorization Act.

III. STAFF RECOMMENDATION

Staff recommends approval for the renewal of authorization for Camp Gunnison as a Religious Training Institutions/Seminary.
STATUTORY AUTHORITY

§23-2-103.3 C.R.S.

(II) A seminary or religious training institution that continues to meet the minimum operating standards specified in this section is presumed qualified for renewal of authorization, and the department shall recommend that the commission renew the institution's authorization for three additional years.
This consent item recommends the renewal of authorization for Yeshiva Torah Institute as a Religious Training Institution/Seminary under the Degree Authorization Act.

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges to operate in Colorado.

Pursuant to statute and policy, all authorized institutions under the DAA must renew authorization periodically. The renewal period varies by the type of authorization that the institution holds from the CCHE. Seminaries and religious training institutions are required to apply for renewal of authorization every three years. To be considered for renewal of authorization, an institution must demonstrate that it continues to meet the minimum operating standards specified in statute and CCHE policy, Section I, Part J. The minimum operating standards are demonstrated by the following documentation:

- An updated list of program offerings;
- Confirmation of non-profit status;
- Confirmation of tax-exempt status pursuant to Colorado State Law; and
- Updated contact information.

After the review of the required documents, Yeshiva Torah Institute continues to meet the statutory and policy requirements as a Religious Training Institution under the Degree Authorization Act.

Staff recommends approval for the renewal of authorization for Yeshiva Torah Institute as a Religious Training Institutions/Seminary.
STATUTORY AUTHORITY

§23-2-103.3 C.R.S.

(II) A seminary or religious training institution that continues to meet the minimum operating standards specified in this section is presumed qualified for renewal of authorization, and the department shall recommend that the commission renew the institution's authorization for three additional years.
TOPIC: DEGREE AUTHORIZATION ACT: REFORMED UNIVERSITY AND SEMINARY – RECOMMENDATION FOR AUTHORIZATION OF INTERNATIONAL AS A RELIGIOUS TRAINING INSTITUTION/SEMINARY

PREPARED BY: HEATHER DELANGE, OFFICE OF PRIVATE POSTSECONDARY EDUCATION

I. SUMMARY

This consent agenda item recommends authorization for International Reformed University and Seminary as a Religious Training Institution/Seminary pursuant to the provisions of the Degree Authorization Act (C.R.S. §23-2-103.3).

II. BACKGROUND

The Colorado Commission on Higher Education (CCHE) has statutory responsibility for administration of Title 23, Article 2 of the Colorado Revised Statutes, commonly referred to as the Degree Authorization Act (DAA). The Act sets out the terms by which the Commission may authorize accredited private colleges and universities, out-of-state public colleges and universities, and seminaries and bible colleges or religious training institutions to operate in Colorado.

Any non-public institution, seeking to offer degree programs, must apply for authorization with the Colorado Department of Higher Education (DHE) and meet criteria found in CCHE Policy Section I Part J, Degree Authorization Act, to receive authorization to offer degrees within Colorado prior to offering any program of instruction, academic credits or degrees; opening a place of business; soliciting students or enrollees; or offering educational support services.

The Commission administers the DAA by determining an institution’s eligibility to operate pursuant to statute and CCHE policy. To qualify as a bona fide religious postsecondary educational institution, an organization must meet each of the following criteria:

1. Be a non-profit institution owned, controlled, operated and maintained by a bona fide church or religious denomination, lawfully operating as a non-profit religious corporation pursuant to Title 7 of the Colorado Revised Statutes.

2. Limit the educational program to the principles of that church or denomination and grant degrees or diplomas only in areas of study that contain on their face a reference to the theological or religious aspect of the degree’s subject area. Institutions operating under this degree authorization shall not award degrees in any area of physical science or medicine; or degrees appropriate only for academic institutions; or degrees associated with specific professional fields or endeavors not clearly and directly related to religious studies or occupations.
3. Not market, offer, or grant degrees or diplomas which are represented as being linked to a church or denomination, but which actually are degrees in secular areas of study.

4. Have obtained exemption from property taxation under state law and shall have provided the Department a copy of the certificate of this exemption.

International Reformed University and Seminary (IRUS) is seeking authorization to create an extension center of its Los Angeles based campus in Colorado. IRUS was founded in Los Angeles in 1977, is registered and is fully approved by the state of California under the Bureau for Private Postsecondary Education to award degrees and is nationally accredited by the Association for Biblical Higher Education (ABHE) to offer the following four programs at its main campus. IRUS proposes to extend these programs in Colorado:

- Bachelor of Arts in Christian Studies
- Master of Arts in Christian Studies
- Master of Divinity
- Doctor of Ministry

The mission of IRUS is to be “an institution of biblical higher education, whose mission is to prepare members of the faith community for service as future ministries or lay leaders no only in Korean immigrant churches but also in all the churches of God.” The University is affiliated with the Bethel Korean Presbyterian Church located in Wheat Ridge, Colorado and will use that space for the extension center.

II. STAFF ANALYSIS

Staff has reviewed the documents submitted by International Reformed University and Seminary and determined that it meets the criteria for authorization to offer the degree listed above in accordance with CCHE policy, Section I, Part J. Based on the institution’s vision and mission and the proposed programs, staff determined that International Reformed University and Seminary meets the definition of bona fide religious postsecondary educational institution (C.R.S. §23-2-102 (4)).

IV. STAFF RECOMMENDATION

Staff recommends that the Commission approve authorization for International Reformed University and Seminary as a Religious Training Institution/Seminary under the Degree Authorization Act.

STATUTORY AUTHORITY

C.R.S. §23-2-103.3 (4) To operate in Colorado, a seminary or religious training institution shall apply for and receive authorization from the department and establish that it qualifies as a bona fide religious institution and as an institution of postsecondary education, as defined by rules
promulgated by the commission. A seminary or religious training institution that meets the criteria and rules established by this subsection (4) is exempt from the provisions of subsections (1), (2), and (3) of this section. A bona fide religious institution and an institution of postsecondary education that applies for authorization pursuant to this subsection (4) shall pay the fee established according to section 23-2-104.5.
Topics: RECOMMENDATION OF APPROVAL OF AMENDMENT TO COLORADO STATE UNIVERSITY – FORT COLLINS TWO-YEAR CASH FUNDED CAPITAL PROGRAM LIST

Prepared by: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This consent item is to amend the Two-Year Cash Funded Capital Program List for Colorado State University - Fort Collins. The List would be amended to reflect the addition of (1) Lory Student Center Phase III Revitalization and Adult Learner and Veteran Services Addition, (2) Meridian Village Phase I, (3) CU-CSU Medical School Branch Campus, (4) GeoExchange System, and (5) Mountain Campus Experiential Learning Center.

II. BACKGROUND

Under state law, C.R.S. 23-1-106, the Colorado Commission on Higher Education and the legislative Capital Development Committee must consider and approve amendments to the two-year cash funded capital program lists for capital construction projects or acquisition of real property exceeding two million dollars that are exclusively cash funded. Governing boards have the authority to submit new two-year lists and amendments to the CCHE or Capital Development Committee (CDC) at any point during the fiscal year.; however, projects on the two-year list may not commence until both the CCHE and the CDC consider and approve the list. Any project expected to exceed the originally approved appropriation by fifteen percent or more must submit an amended two-year list item for approval.

III. STAFF ANALYSIS

Lory Student Center Phase III Revitalization and Adult Learner and Veteran Services Addition:

Table 1 displays the cost of the Lory Student Center Phase III Revitalization and Adult Learner and Veteran Services Addition project.

Table 1: Two-Year Cash Funded Capital Program, Lory Student Center Phase III Revitalization and Adult Learner

<table>
<thead>
<tr>
<th>FY 2020-21 List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Funds</td>
</tr>
<tr>
<td>$24,000,000</td>
</tr>
<tr>
<td>Federal Funds</td>
</tr>
<tr>
<td>$ -</td>
</tr>
<tr>
<td>Total Funds</td>
</tr>
<tr>
<td>$24,000,000</td>
</tr>
</tbody>
</table>

Project Description: This project will revitalize the north section of the Lory Student Center, which is the final section of the building to be updated. This phase will focus on mechanical, electrical and plumbing upgrades and finishes to match Phase II of the project. In addition,
approximately 9,300 GSF will be added to accommodate the Adult Learner and Veteran Services program.

**Meridian Village Phase I:**

Table 2 displays the cost of the Meridian Village Phase I project.

**Table 2:** Two-Year Cash Funded Capital Program, Meridian Village Phase I FY 2020-21 List

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Funds</td>
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<tr>
<td>Federal Funds</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Funds</td>
<td>$140,000,000</td>
</tr>
</tbody>
</table>

**Project Description:** This project will construct approximately 1,100 beds with associated dining and infrastructure improvements geared toward students and student success

**CU-CSU Medical School Branch Campus:**

Table 3 displays the total cost of the CU-CSU Medical School Branch Campus project.

**Table 3:** Two-Year Cash Funded Capital Program, CU-CSU Medical School Branch Campus FY 2020-21 List

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Funds</td>
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<tr>
<td>Federal Funds</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Funds</td>
<td>$10,000,000</td>
</tr>
</tbody>
</table>

**Project Description:** This project will finish 27,800 GSF of core and shell space on the fourth floor of the CSU Health and Medical Center to create classrooms, offices and clinical spaces for a branch campus of the University of Colorado School of Medicine.

**GeoExchange System:**

Table 4 displays the total cost of the GeoExchange System project.

**Table 4:** Two-Year Cash Funded Capital Program, GeoExchange System FY 2020-21 List

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Cash Funds</td>
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<td>$ -</td>
</tr>
<tr>
<td>Total Funds</td>
<td>$21,300,000</td>
</tr>
</tbody>
</table>

**Project Description:** This project will install a GeoExchange system under the recreation fields south of Moby Gym. The system will service the Moby Gym and Fum McGraw buildings, allowing CSU to retire the aging steam and condensate system west of Meridian Ave.
Table 5 displays the total cost of the Mountain Campus Experiential Learning Center project.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Federal Funds</td>
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<tr>
<td><strong>Total Funds</strong></td>
<td><strong>$3,700,000</strong></td>
</tr>
</tbody>
</table>

**Project Description:** This project will construct a new classroom, office and laboratory facility with several options around project scope and budget. CSU anticipates approximately 6,000 GSF of finished classroom and office space with approximately 3,000 GSF of unfinished “walk out” basement space.

**IV. STAFF RECOMMENDATIONS**

Staff recommends that the Commission approve the amended Two-Year Cash Funded Capital Program List for Colorado State University - Fort Collins and forward the list to the Capital Development Committee and the Office of State Planning and Budgeting.

**V. STATUTORY AUTHORITY**

C.R.S. 23-1-106(1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.

(5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.

(b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.

(7)(c)(I)(B) The commission annually shall prepare a unified, two-year report for capital construction projects for new acquisitions of real property or for new construction, described in subsection (10) of this section, estimated to require total project expenditures exceeding two million dollars, coordinated with education plans. The commission shall transmit the report to
the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(II)(A) The commission shall submit the two-year projections prepared by each state institution of higher education for each two-year period to the office of state planning and budgeting and the capital development committee. The capital development committee shall conduct a hearing in each regular legislative session on the projections and either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each projection.

(B) A state institution of higher education may submit to the staff of the capital development committee, the commission, and the office of state planning and budgeting an amendment to its approved two-year projection. The capital development committee shall conduct a hearing on the amendment within thirty days after submission during a regular legislative session of the general assembly or within forty-five days after submission during any period that the general assembly is not in regular legislative session. The capital development committee shall either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each amendment.

(10)(b) For any project subject to subsection (9) of this section, the governing board may enhance the project in an amount not to exceed fifteen percent of the original estimate of the cost of the project without the approval of the commission, the office of state planning and budgeting, the capital development committee, or the joint budget committee so long as the governing board notifies the commission, the office of state planning and budgeting, the capital development committee, and the joint budget committee in writing, explaining how the project has been enhanced and the source of the moneys for the enhancement.

ATTACHMENTS:

ATTACHMENT A: Amended Two-Year Cash Funded Capital Program List – Colorado State University - Fort Collins
<table>
<thead>
<tr>
<th>Project Title</th>
<th>Total Project Cost</th>
<th>Project Type</th>
<th>Project Category</th>
<th>Funding Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lory Student Center Phase 3 Revitalization and Adult Learner &amp; Veteran Services Addition</td>
<td>$24,000,000</td>
<td>Renovation and Expansion</td>
<td>Auxiliary</td>
<td>Non-Appropriated Fee</td>
</tr>
<tr>
<td>Meridian Village Phase 1</td>
<td>$140,000,000</td>
<td>New Construction</td>
<td>Auxiliary</td>
<td>Non-Appropriated Fee</td>
</tr>
<tr>
<td>CU-CSU Medical School Branch Campus</td>
<td>$10,000,000</td>
<td>Renovation</td>
<td>Academic</td>
<td>Other</td>
</tr>
<tr>
<td>GeoExchange System</td>
<td>$21,300,000</td>
<td>New Construction</td>
<td>Academic</td>
<td>Other</td>
</tr>
<tr>
<td>Mountain Campus Experiential Learning Center</td>
<td>$3,700,000</td>
<td>New Construction</td>
<td>Academic</td>
<td>Gift/Donation</td>
</tr>
</tbody>
</table>
TOPIC: RECOMMENDATION OF APPROVAL OF FISCAL YEAR 2020-21 NEW AND CONTINUING STATE-FUNDED CAPITAL PROJECTS AND PRIORITY LIST

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This action item seeks approval of the FY 2020-21 State-Funded Capital Construction and Renewal Priority List (Attachment A) and the FY 2020-21 State-Funded Capital IT Priority List (Attachment B), pursuant to C.R.S. 23-1-106(7)(a)(b), as recommended by the Commission’s Fiscal Affairs and Audit Committee. Approval of new or revised program plans or exemptions for all submitted projects will be sought at the October CCHE meeting, pursuant to C.R.S. 23-1-106(3).

II. BACKGROUND

State law, C.R.S. 23-1-106(7)(a), requires the Colorado Commission on Higher Education (CCHE) to annually submit a recommended capital construction priority list to the Office of State Planning and Budgeting (OSPB), the Office of the State Architect (OSA), the Capital Development Committee (CDC), and the Joint Budget Committee (JBC) by November 1st.

The Commission’s Fiscal Affairs and Audit Standing Committee (FAA) and Colorado Department of Higher Education (CDHE) staff reviewed a total of 42 new or continuing state funded capital construction and renewal requests for FY 2020-21. Of these 42 projects, one is a certificate of participation lease payment, five are continuation projects funded in prior years, and 36 are previously unfunded. Of the 36 previously unfunded projects, 32 are capital construction and four are capital renewal. Separately, FAA and CDHE staff reviewed a total of 11 capital IT projects.

On August 23, 2019 the Fiscal Affairs and Audit Standing Committee recommended to the CCHE prioritized lists of (1) capital construction and renewal requests asking for $414,981,715 in state funds with a total institutional cash contribution of $202,713,116 (see Attachment A), and (2) capital IT requests asking for $23,408,965 in new state funds with a total institutional cash contribution of $1,075,007 (see Attachment B).

Once approved by the CCHE, CDHE staff will forward the final CCHE prioritized list to the Capital Development Committee (CDC), the Joint Technology Committee (JTC), and the Joint Budget Committee (JBC). It will also forward the list to the Governor’s Office of State Planning and Budgeting (OSPB) for consideration in the Governor’s budget request. The CCHE’s official submission to OSPB is limited to the top 20 prioritized projects.
III. **STAFF ANALYSIS**

**Capital construction and renewal requests.** For FY 2020-21, CDHE staff received and reviewed a total of 42 new or continuing state funded capital construction and renewal requests (see Attachment A). The total funding amount requested by institutions of higher education for capital construction and renewal is $617,694,831, which includes $18,696,574 for COP lease payments, $396,285,141 in new state funding and $97,171,931 in institutional cash funding. The total funding requested for the top 20 projects plus COP lease payments, which will be submitted to OSPB, amounts to $247,404,682 in state funding and $163,363,568 in institutional cash funding.

The first five projects at the top of the prioritized list are continuation projects that were funded in prior years. Continuation projects are ranked ahead of other projects to help institutions plan for capital budgets more effectively. Their placement on the list is based on when the project first received funding and then their ranking on last year’s list. The projects are only rescored when the preceding criteria do not make a distinction.

To develop the priority list, staff used the CCHE approved capital construction/renewal criteria. Criteria were adopted to provide an objective and analytical review of higher education’s capital construction and renewal needs. The CCHE approved capital construction/renewal criteria are as follows:

- Health, Life Safety, and Code Issues (10 points)
- Other Fund Sources (15 points)
- Space Needs Analysis (10 points)
- Clear Identification of Beneficiaries (8 points)
- Achieves Goals (5 points)
- Governing Board Priority (20 points)

**Capital IT requests.** For FY 2020-21, CDHE staff received and reviewed a total of 11 new state funded capital IT requests (see Attachment B). The total funding amount requested by institutions of higher education for capital IT is $24,483,972, which includes $23,408,965 in state funding and $1,075,007 in institutional cash funding. Since there are fewer than 20 projects on this list, the entire list will be forwarded to OSPB.

To develop the priority list, staff used the new FAA approved capital IT criteria. Criteria were adopted to provide an objective and analytical review of higher education’s capital IT needs. The approved capital IT criteria are as follows:

- IT Health, Security and Industry Standards (10 points)
- Other Fund Sources (15 points)
• Quality of Planning/Proposal (10 points)
• Clear Identification of Beneficiaries (8 points)
• Achieves Goals (5 points)
• Governing Board Priority (20 points)

Draft prioritized lists were developed by CDHE staff and shared with the FAA Committee and institutions on July 19, 2019. Institutions were invited and did submit proposed scoring changes along with supporting documentation. Staff analyzed the submissions and made scoring changes that were well supported through the additional documentation. On August 23, 2019, the FAA approved the revised prioritized capital construction/renewal list (Attachment A) and the revised prioritized capital IT list (Attachment B).

After the FAA Committee meeting on August 23, 2019, the Community College of Denver (CCD) contacted Staff about an error they made in constructing the appeal for their Classroom and Conference Room Technology project. CCD had mistakenly left off their cash contribution in their appeal. Staff reduced the project’s score on other fund sources accordingly. Staff reached out to the acting Chair of the FAA Committee, who was amenable to accepting CCD’s correction. Considering CCD’s corrected appeal, the revised prioritized capital IT list would appear as it does in Attachment C. Commissioners may wish to vote to approve the capital IT priority list in Attachment B or Attachment C depending on whether they accept this correction.

IV. STAFF RECOMMENDATION

Staff recommends that the Commission take the following four actions:

1. Approve the FY 2020-21 capital construction and renewal priority list shown in Attachment A.
2. Approve the FY 2020-21 capital IT priority list shown in Attachment C.
3. Acknowledge and forward to OSPB and the required Committees of the General Assembly the complete lists reflecting the projects and costs for all higher education capital projects submitted in FY 2020-2021 for informational purposes.

V. STATUTORY AUTHORITY

C.R.S. §23-1-106 Duties and powers of the commission with respect to capital construction and long-range planning.
(1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.

(2) The commission shall, after consultation with the appropriate governing boards of the state institutions of higher education and the appropriate state agencies, have authority to prescribe uniform policies, procedures, and standards of space utilization for the development and approval of capital construction or capital renewal programs by institutions.

(3) The commission shall review and approve facility master plans for all state institutions of higher education on land owned or controlled by the state or an institution and capital construction or capital renewal program plans for projects other than those projects described in subsection (9) of this section. The commission shall forward the approved facility master plans to the office of the state architect. Except for those projects described in subsection (9) of this section, no capital construction or capital renewal shall commence except in accordance with an approved facility master plan and program plan.

(4) The commission shall ensure conformity of facilities master planning with approved educational master plans and facility program plans with approved facilities master plans.

(5) (a) The commission shall approve plans for any capital construction or capital renewal project at any state institution of higher education regardless of the source of funds; except that the commission need not approve plans for any capital construction or capital renewal project at a local district college or area technical college or for any capital construction or capital renewal project described in subsection (9) of this section.

(b) The commission may except from the requirements for program and physical planning any project that requires two million dollars or less if the capital construction project is for new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or ten million dollars or less if the project is not for new construction and is funded solely from cash funds held by the institution.

(6) (a) The commission shall request annually from each governing board of each state institution of higher education a five-year projection of capital construction or capital renewal projects to be constructed but not including those projects described in subsection (9) of this section. The projection must include the estimated cost, the method of funding, a schedule for
project completion, and the governing board-approved priority for each project. The commission shall determine whether a proposed project is consistent with the role and mission and master planning of the institution and conforms to standards recommended by the commission.

(b) The commission shall request annually from the governing board of each state institution of higher education a two-year projection of capital construction projects to be undertaken pursuant to subsection (9) of this section and estimated to require total project expenditures exceeding two million dollars if the capital construction project is for new acquisitions of real property or new construction and funded solely from cash funds held by the institution or the project is funded through the higher education revenue bond intercept program established pursuant to section 23-5-139, or exceeding ten million dollars if the project is not for new acquisitions of real property or new construction and is funded solely from cash funds held by the institution. The projection must include the estimated cost, the method of funding, and a schedule for project completion for each project. A state institution of higher education shall amend the projection prior to commencing a project that is not included in the institution's most recent projection.

(7) (a) The commission annually shall prepare a unified, five-year capital improvements report of projects to be constructed, but not including those capital construction or capital renewal projects to be undertaken pursuant to subsection (9) of this section, coordinated with education plans. Notwithstanding section 24-1-136 (11)(a)(I), the commission shall transmit the report to the office of state planning and budgeting, the office of the state architect, the capital development committee, and the joint budget committee, consistent with the executive budget timetable, together with a recommended priority of funding of capital construction or capital renewal projects for the system of public higher education. The commission shall annually transmit the recommended priority of funding of capital construction or capital renewal projects to the capital development committee no later than November 1 of each year.

(b) Except as provided in subsections (5) and (15) of this section, it is the policy of the general assembly to appropriate funds only for capital construction or capital renewal projects approved by the commission.

(c) (I) (A) The commission annually shall prepare a unified, two-year report for capital construction or capital renewal projects described in subsection (9) of this section that are not for new acquisitions of real property or new construction and are estimated to require
total project expenditures exceeding ten million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(B) The commission annually shall prepare a unified, two-year report for capital construction projects for new acquisitions of real property or for new construction, described in subsection (10) of this section, estimated to require total project expenditures exceeding two million dollars, coordinated with education plans. The commission shall transmit the report to the office of state planning and budgeting, the governor, the capital development committee, and the joint budget committee, consistent with the executive budget timetable.

(II) (A) The commission shall submit the two-year projections prepared by each state institution of higher education for each two-year period to the office of state planning and budgeting and the capital development committee. The capital development committee shall conduct a hearing in each regular legislative session on the projections and either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each projection.

(B) A state institution of higher education may submit to the staff of the capital development committee, the commission, and the office of state planning and budgeting an amendment to its approved two-year projection. The capital development committee shall conduct a hearing on the amendment within thirty days after submission during a regular legislative session of the general assembly or within forty-five days after submission during any period that the general assembly is not in regular legislative session. The capital development committee shall either approve the projections or return the projections to the state institution of higher education for modification. The commission and the office of state planning and budgeting shall provide the capital development committee with comments concerning each amendment.

**ATTACHMENTS:**

**Attachment A** - Fiscal Affairs and Audit Standing Committee Recommended FY 2020-21 State Funded Capital Construction and Renewal Priorities List.

**Attachment B** - Fiscal Affairs and Audit Standing Committee Recommended FY 2020-21 State Funded Capital IT Priorities List.
Attachment C - Amended FY 2020-21 State Funded Capital IT Priorities List Including Revised Classroom and Conference Room Technology Score.
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<th>Ranking</th>
<th>Institution Name</th>
<th>Project Name</th>
<th>Score</th>
<th>CCF</th>
<th>CF</th>
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</thead>
<tbody>
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<td>NWC COP lease payments through construction N/A - Legislative Mandate</td>
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<td>$18,696,574</td>
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<tr>
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<tr>
<td>3</td>
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<td>8</td>
<td>Arapahoe Community College</td>
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<td>$8,384,000</td>
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<td>9</td>
<td>Colorado School of Mines</td>
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<td>University of Colorado - Denver</td>
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<td>12</td>
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<td>University of Northern Colorado</td>
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<td>14</td>
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<td>15</td>
<td>Auraria Higher Education Center</td>
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<td>Central Technology Renovation / Addition</td>
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<td>Health Institute</td>
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<td>Arthur Lakes Library</td>
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<td>Gray Hall Mechanical Systems Replacement</td>
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**TOP 20 TOTAL** $247,404,682 $163,363,568
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<th>CCF</th>
<th>CF</th>
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<td>26</td>
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<td>$9,253,972</td>
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<td>Pikes Peak Community College FREE Complex</td>
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**GRAND TOTAL**: 841,981,715$ 202,713,116$
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<th>CF</th>
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<td>$370,000</td>
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<tr>
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<td>$125,000</td>
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<tr>
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<td>Community College of Aurora</td>
<td>Improving Student Access to Technology</td>
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<td>Technology Infrastructure</td>
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<tr>
<td>9</td>
<td>Colorado Northwestern Community College</td>
<td>Computer/Network Upgrades</td>
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<td>Colorado State University - Pueblo</td>
<td>Communications System Upgrades</td>
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<td>Communications System Upgrades</td>
<td>39.71%</td>
<td>$2,132,807</td>
<td>-</td>
</tr>
</tbody>
</table>

**TOTAL** | 8 | **23,379,211** | **1,219,999**
TOPIC: RECOMMENDATION OF APPROVAL OF REGULAR CASH SUPPLEMENTAL FOR COLORADO SCHOOL OF MINES’ SUBSURFACE FRONTIERS BUILDING PROJECT

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This consent item is to approve a cash supplemental request submitted by the Colorado School of Mines (CSM) for their capital project constructing the Subsurface Frontiers Building (SSF). The FY19-20 Long Bill includes an appropriation of $1.9 million in state funds and $9.4 million in cash funds. Estimates of $18.1 million in state funds and $91.7 million in cash funds were given for FY20-21 for the second and final phase of the project. CSM is seeking a supplemental to increase FY19-20 cash spending authority to $120 million. This will allow them to bond for the entire cash portion of the project at once, taking advantage of the current favorable interest rate environment. Additionally, this cash appropriation is $18.9 million higher than the initially proposed total cash contribution due to CSM’s identification of the need for an additional 25,000 square feet. This is not a request for additional state funding.

II. BACKGROUND

In the FY19-20 Long Bill, the CSM received $1.9 million in state funding and $9.4 million cash spending authority for phase one of their SSF projects. This building will house both CSM and United States Geological Survey (USGS) programs. Phase one of the project is primarily design and pre-construction. CSM is requesting the second and final phase of the SSF project in FY20-21. This project is considered a continuation project and therefore has a relatively high probability of being funded. This second phase will complete the construction and outfitting of the building.

Supplemental appropriations amend prior appropriations that were contained in a past or current year Long Bill. CSM is requesting cash spending authority of $120 million in FY19-20, which is $110.6 million greater than what was originally appropriated for this fiscal year. The project originally proposed spending cash funds of $9.4 million in FY19-20 and $91.7 million in FY20-21. CSM has now identified the need for an additional 25,000 square feet to allow for programmatic growth and to meet larger than expected USGS per FTE space requirements. This has increased the cash need for the entire project by $18.9 million to $120 million total. Further, CSM has noted the current, favorable interest rate environment. It is financial advantageous for CSM to bond for the entire cash portion of the project this year. This supplemental would allow for each of these changes. This supplemental does not require additional state funding.

This action item seeks to approve CSM’s regular supplemental request and forward the request on to OSPB. If OSPB decides to approve request, they will forward it to CDC for consideration. The CDC and JBC must both approve before the State Controller grants CSM the new cash spending authority requested.
III. STAFF ANALYSIS

Summary of Request:

Table 1 displays the summary of the supplemental cash adjustment.

<table>
<thead>
<tr>
<th>Fiscal Year to be Modified</th>
<th>Total Funds</th>
<th>Capital Construction Fund (CCF)</th>
<th>Cash Funds (CF)</th>
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<tr>
<td>FY 2019-2020</td>
<td>$110,630,982</td>
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<td>$110,630,982</td>
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</table>

**Subsurface Frontiers Building:** This nearly 212,000-square foot building will serve as an interdisciplinary research facility serving both CSM and USGS programs. It will be an academic and research focused space, housing mineral exploration, subsurface mineral economics, geophysics and more. It will include lab space with specialized equipment such as electron microscopes, collaboration spaces, classrooms and office space. The collaboration between CSM and USGS will foster collaborative efforts in the application of geoscience to solve problems such as sustainable energy sources and expansion of mineral supplies.

**Analysis of Request:** CSM’s cash supplemental request is complete and appropriate. It meets the JBC’s general requirements for a supplemental given that it is the result of data that was not available when the original appropriation was made. This request impacts only CSM’s institutional cash spending authority and does not increase state funding. The increase in estimated cash contributions across the entire project is due to the addition of 25,000 square feet. This additional space will allow for programmatic growth and will help CSM meet USGS’ square footage per FTE requirement. The movement of all cash spending authority on the project into FY19-20 will allow CSM to bond for their portion of the funding all at once. This gives CSM more allows them to take advantage of the current low interest rate environment. This will reduce costs to CSM long-term.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission approve the regular supplemental request submitted by the Colorado School of Mines. Approval will be communicated to the Office of State Planning and Budgeting, the Capital Development Committee, and the Joint Budget Committee.

V. STATUTORY AUTHORITY

C.R.S. § 23-1-106
(1) Except as permitted by subsection (9) of this section, it is declared to be the policy of the general assembly not to authorize any activity requiring capital construction or capital renewal for state institutions of higher education unless approved by the commission.
ATTACHMENTS:

ATTACHMENT A: Colorado School of Mines Cash Supplemental Request for Subsurface Frontiers Building - Narrative and Cost Detail
<table>
<thead>
<tr>
<th>(a) New Total Project Cost</th>
<th>(b) Prior-Year Appropriation(s) Excluding Modified FY</th>
<th>(c) Appropriation for the Modified Fiscal Year</th>
<th>(d) Supplemental Request For Modified Fiscal Year</th>
<th>(e) New Modified FY Total Request</th>
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<td>FY 2019-20 SUPPLEMENTAL CAPITAL CONSTRUCTION/CAPITAL RENEWAL REQUEST - NARRATIVE (S CC_CR-N)</td>
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<td><strong>Supplemental Type (Supplemental/1331 Supplemental):</strong> Regular Supplemental</td>
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<tr>
<td><strong>Name &amp; Title of Preparer:</strong> Kirsten Volpi</td>
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</tr>
<tr>
<td><strong>E-mail of Preparer:</strong> <a href="mailto:kvolpi@mines.edu">kvolpi@mines.edu</a></td>
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<td><strong>Institution Signature Approval:</strong> Date</td>
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</tbody>
</table>

**A. SUPPLEMENTAL CRITERIA:**

This request meets criteria A.3, "Data which was not available when the original appropriation was made."

**B. SUPPLEMENTAL JUSTIFICATION:**

This supplement request seeks approval for two reasons.

1. During the schematic design phase of the project, it was determined that additional space was needed for the building program requirements including future needs. This space includes program support space and an increase to SF/FTE requirements. In addition, Mines and the USGS are strategically planning for future growth based on the unique programmatic synergies that developed during the program and design phases of the
project. The solution to these space needs is to add 25,000 GSF to accommodate the programmatic growth requirements and to add "shelled" space to accommodate future growth.

Mines seeks supplemental approval to allow for the construction of the building to commence without delay. It is our intent to obtain financing and begin construction on the building utilizing year one of Capital Construction and Cash funds plus requested remaining Cash funds as soon as possible. The Denver/Metro area is experiencing construction escalation rates at a high rate and a time delay can cost several million dollars. We anticipate construction cost escalation to be 4% for the next year. We estimate a nine month delay to the construction of this project would cost the University $3.3M.

2). Mines has a rare opportunity to finance this project at interest rates that are at historic lows (please refer to the attached chart). The financing terms for a project of this scale can have major economic consequences for the University over time. For instance, for $100M of fixed rate bonds, a 0.50% increase in bond yields would represent a $7M present value impact (~$400K/yr in debt service), funds that could otherwise be invested in the classroom.

As an indication for how quickly rates can shift, just six months ago 20-yr taxable and tax-exempt rates were approximately 0.70% and 1.00% higher than where they are today. That drop in rates equates to almost $1M in lower debt service payments.

Mines seeks supplemental approval to allow us to move forward with financing and reduce the financial impact by an estimated $1M per year.

C. PROJECT SUMMARY/STATUS:

Based on a history of successful collaboration, the Colorado School of Mines (Mines) and the United States Geological Survey (USGS) seek to revolutionize Earth science in the 21st Century by partnering in a new interdisciplinary research facility entitled the Subsurface Frontiers Building. This academic and research focused Building will serve as the home for both organizations’ mineral exploration, subsurface mineral economics programs among other interdisciplinary programs. The relocation and collocation will provide world-class resources fostering collaborative efforts in the application of geoscience to solve real-world problems including the discovery of sustainable sources of energy, an expansion of potential mineral supplies and strategies to balance energy, water and climate for a more sustainable future.

The combination of both institution’s world-class programs in geoscience and USGS’s impartial scientific research related to the earth’s subsurface, provides a unique opportunity to establish a national center with the best researchers and finest equipment, which will fundamentally transform applied geoscience research. Colorado School of Mines intends to construct and own the facility on land the University already owns within its Main Campus in Golden, Colorado. USGS will lease significant space within the new Building and collaborate with Mines faculty and students in five areas of thematic focus or research centers. USGS will relocate from existing outdated facilities at the Denver Federal Center.

Detailed programming efforts and schematic design are complete, and research focuses, collaborative centers and shared laboratory facilities have been identified. The project is envisioned as a new stand-alone 5-6 story Building of approximately 180,189 gross square feet. Occupancies include research laboratories, imaging labs, classrooms, conference rooms, offices and associated spaces.

D. SUMMARY OF FUNDING CHANGE:

<table>
<thead>
<tr>
<th>Fiscal Year to be Modified</th>
<th>Total Funds</th>
<th>Capital Construction Fund (CCF)</th>
<th>Cash Funds (CF)</th>
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<tr>
<td>FY2019-2020</td>
<td>$110,630,982</td>
<td>$0.00</td>
<td>$110,630,982</td>
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</table>
E. ASSUMPTIONS FOR CALCULATIONS:

Based on the program cost estimate, $603/GSF was applied to 25,000 GSF to account for the added building space. This equals an additional construction cost of $15,075,000. Another 25.3% of the cost was added for fees, inflation, and contingency equaling $3,819,082. The resulting added project cost equals $18,894,082. Inflation is added at 8% total (4% per year) to the midpoint of construction.

F. CONSEQUENCES IF NOT FUNDED:

If this increase to the project funding is not appropriated, the full programmatic function of the Subsurface Frontiers building will not be realized. The future contributions to the worldwide body of knowledge about Earth sciences will suffer. Access to knowledge about our planet’s energy and mineral resources will also suffer. Planning for future growth related to the programmatic function of the Subsurface Frontiers is most efficient and cost effective by building shell space vs. a costly addition or a separate structure.

The following are other signification consequences of inaction:

- **Institutional missions will fall short** – the academic and research mission of the University will be hampered without this facility especially in the areas of geophysics, geochemistry, and geology.
- **Workforce pipeline will suffer**—teaching the next generation of Earth Science researchers is one critical aspect for both the University and, especially, the USGS.
- **Research funding capacity will diminish and fall short of University goals**—the University’s goal of growing annual research funding will be harder to achieve without specialized facilities that attract faculty who land research funding.
- **Partnerships will not occur**—the interdisciplinary science expertise of both the University and USGS will not come to fruition
- **Diminished educational opportunities of students as well as general public**

G. ADDITIONAL REQUEST INFORMATION:

<table>
<thead>
<tr>
<th>Additional Request Information</th>
<th>Yes</th>
<th>No</th>
<th>Additional Information</th>
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<tbody>
<tr>
<td>Is this request driven by a new statutory mandate?</td>
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<td>Will this request require a statutory change?</td>
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<td>Is this a one-time request?</td>
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<tr>
<td>Will this request involve any IT components?</td>
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</table>
TOPIC: PROPOSED REVISIONS TO CCHE POLICY SECTION VI PART F: CLARIFICATION OF THE DEFINITION OF “OWNERSHIP CHANGE”

PREPARED BY: EMILY BURNS, SENIOR FINANCE ANALYST; JACQUELYNN RICH FREDICKS, FIRST ASSISTANT ATTORNEY GENERAL

I. SUMMARY

This action item is to provide clarity to staff on the Commission’s interpretation of the definition “change of ownership” as cited in Commission Policy Section VI Part F: State Funded Financial Aid.

II. BACKGROUND

The Department is requesting guidance from the Commission regarding the appropriate interpretation of when a “change of ownership or control” occurs under CCHE policy and guidelines. Current CCHE Policy language and guidance clearly state that when an institution experiences a “change of ownership or control,” they lose their eligibility and cannot participate in state-funded student assistance; however, the definition of “change of ownership or control” is not clearly defined within the policy. As private educational institutions consolidate and are otherwise bought and sold, it is important to clarify this term within policy. In practice, this may arise where a school undergoes a change in ownership and either becomes newly eligible for state student assistance or becomes newly ineligible based upon the ownership transition.

Under the CCHE’s Guidelines for Administering State-Funded Student Assistance Programs 8.02, “[p]reviously approved institutions maintain their eligibility to participate in Colorado’s state financial aid programs as long as there is no change in the institution’s legal status…”. Furthermore, under section 8.03, “[S]chools that undergo a change of ownership or control automatically lose their eligibility to participate in state-funded student assistance programs.”

As CCHE’s Guidelines for Administering State-Funded Student Assistance Programs 8.3. Under Section VI, Part F, 3.03 of the Financial Aid Policy states, “a change in ownership or control of an eligible proprietary institution terminates eligibility [and] [t]he owners must submit a new application.”

Since “change of ownership or control is not defined,” the Department may find itself in conflict with an institution that believes they have not changed ownership when the Department believes they have. Below are two definitions that may inform a CCHE definition:

The Higher Learning Commission, which is the independent corporation responsible for accrediting degree-granting postsecondary institution in the North Central region of the United States, defines a transaction that affects corporate control as a transition in “the possession, direct
or indirect, of the power to direct or cause the direction of, the management and policies of an institution, corporation, partnership or other entity, whether through the ownership of voting securities, by contract or otherwise.” See Change of Control, Structure, or Organization at https://www.hlcommission.org/Policies/change-of-control-structure-or-organization.html and 34 CFR Section 600.31(b).

The Federal Department of Education states that “[a] change in ownership and control occurs when a person or corporation obtains new authority to control a school’s actions, whether the school is a proprietorship, partnership, or corporation. A change in ownership that results in a change in control includes any change through which a person or corporation acquires an ownership interest in the entity that owns the school or the parent corporation of that entity, or who owns or acquires an ownership interest attains or loses the ability to control the school.” (Emphasis added). See Ch. 5 Updating Application Information at https://ifap.ed.gov/fsahandbook/attachments/0910FSAHbkVol2Ch5Updating.pdf

III. STAFF ANALYSIS

Presently, the Department requests the Commission’s guidance regarding whether a change occurs only when the ownership of the institution itself changes or whether a change in ownership also occurs when the transition occurs at the parent company level.

A chart is attached to illustrate the inquiry. On the chart, both the federal U.S. Department of Education, Higher Learning Commission and the Department of Higher Education would consider the transition in parent company between the first and second columns to constitute a change in ownership. The Department recommends aligning with the definitions already established by the Higher Learning Commission and the U.S. Department of Education.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission discuss and act today to clarify the definition of ownership change.

V. STATUTORY AUTHORITY

23-3.7-103 Tuition assistance grant program- authorization- administration.

(1) The general assembly hereby authorizes the commission to establish and administer a tuition assistance grant program within the scholarship and grant program for in-state students attending nonpublic institutions of higher education in this state.
Ownership Structure:
Has a change in Ownership Occurred?

- School
  - Parent Company A
    - Parent Company AA
- School
  - Parent Company A
    - Parent Company BB
I. SUMMARY

This discussion item outlines proposed revisions to Commission Policy I, V: Creation, Modification or Discontinuance of Academic and Vocational Programs at Public Institutions of Higher Education. The bulk of the revisions are to codify a process for institutional application, Department staff review and Commission consideration of proposed Bachelor of Applied Science degree programs at Colorado Community College System Institutions and at Aims Community College; Bachelor of Science in Nursing degree programs at Aims Community College; and all baccalaureate degree programs at Colorado Mountain College.

The proposed revisions also reflect a statutory change resulting from HB 19-1153, which amended §23-71-102, C.R.S. to authorize Colorado Mountain College to offer “a limited number” of baccalaureate degree programs. Additionally, the proposed revisions articulate the role of the Academic Council in the process of review, addition, modification and discontinuance of academic programs and include technical changes to improve clarity.

II. BACKGROUND

The Commission revised Policy I, V in December 2017, following enactment of SB 17-297, which amended §23-1-107(1), C.R.S. to state:

“A governing board of a state-supported institution of higher education is not required to submit a proposal to or obtain approval from the commission to create, modify, or discontinue academic or vocational programs offered by the institution, so long as the creation, modification, or discontinuance of the academic or vocational program is consistent with the institution's statutory role and mission.”

Commission policy articulates four exceptions where proposed degrees carry additional statutory requirements:

i. New baccalaureate degree program proposals at Colorado Mountain College, which require Commission approval per §23-71-133, C.R.S.;
ii. New Bachelor of Applied Science (B.A.S.) degree proposals from Colorado Community College System (CCCS) institutions and from Aims Community College, which require Commission approval per §23-1-133, C.R.S.;
iii. New Bachelor of Science in Nursing (B.S.N.) degree proposals from Aims Community College, which require Commission approval per §23-71-102, C.R.S.; and
iv. Educator preparation programs that lead to endorsement for educator licensure, which require Commission approval per §23-1-121, C.R.S.

The current Commission policy addresses the program proposal review process in a fairly general manner, indicating that Department staff will confirm alignment with statutory criteria for the program and that the Academic Council will be engaged in the process. In response to feedback from institutions that a more detailed, transparent, step-by-step process was needed to guide proposing institutions—and ensure that four-year institutions have adequate time to review and provide feedback on program proposals—Department staff members have drafted and tested a revised process for review and approval of proposed BAS programs. The process was vetted with the Academic Council in early 2018 and was followed by Department staff in two instances in late 2018 and early 2019. Two-year institutions have appreciated the additional transparency of the process and improved clarity of expectations, while four-year institutions have responded favorably to the advance notification process and formalized mechanism for soliciting their input. Staff believes it is prudent for this process to be codified in Commission policy and applied to all proposed baccalaureate degree programs at two-year institutions that require Commission approval.

It should be noted that statutory authority granted to Aims Community College by HB 18-1300 to offer the Bachelor of Science in Nursing (B.S.N.) degree is distinct from statutory authority granted to Colorado Community College System institutions by HB 18-1086 to offer the B.S.N. degree. Whereas HB 18-1300 requires Aims Community College to obtain approval from the Colorado Commission on Higher Education to offer the B.S.N. degree, HB 18-1086 requires only that the State Board for Community Colleges and Occupational Education and/or individual CCCS campuses inform the Colorado Commission on Higher Education of their intent to offer the degree and solicit the Commission’s input in a joint meeting of the CCCS board and the Commission, and also provide ninety days advance notice to the Commission and to all state public and nonpublic institutions of higher education prior to a CCCS institution requesting board approval to offer a B.S.N. degree.

III. STAFF ANALYSIS

The following substantive changes are proposed:

1. Section 2.00 Statutory Authority: Revised language reflects changes required by HB 19-1153 regarding the authority of Colorado Mountain College to offer “a limited number of baccalaureate degree programs.”

2. Section 4.00 New and Substantively Modified Programs: Process and Procedures
   • Sub-section 4.02.03 outlines a step-by-step process for application, review and approval of proposed BAS degree programs at CCCS institutions and Aims Community College and proposed BSN degree programs at Aims Community College.
   • Sub-section 4.02.04 outlines a step-by-step process for application, review and approval of proposed baccalaureate degree programs at Colorado Mountain College.
   • Sub-section 4.02.05 clarifies the role of the Academic Council in cases of new or substantially modified programs that do not require approval by the Commission.
3. Section 5:00 Non-Substantive Modifications to and Discontinuance of Existing Programs:
Clarifies the role of the Academic Council in cases of discontinued or non-substantively modified programs.

A copy of the revised policy showing changes in red type can be found in Appendix A. The proposed, revised policy is in line with statute and other CCHE policies.

IV. STAFF RECOMMENDATIONS

Discussion item. In the event the Commission moves the item from Discussion to Action, staff recommends that the Commission approve proposed revisions to Policy I, V: CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION.

V. STATUTORY AUTHORITY

§23-1-107(1), C.R.S. – noted above


As used in this article 71, unless the context otherwise requires:
(1)(a) …
(b) Notwithstanding the provisions of subsection (1)(a) of this section:
(I) Colorado mountain college, in addition to its mission as a local district college, may also offer a limited number of baccalaureate degree programs as its board of trustees determines appropriate to address the needs of the communities within its service area and that are approved by the Colorado commission on higher education.
(II) Aims community college, in addition to its mission as a local district college, may also offer, as its board of trustees determines appropriate to address the needs of the communities within its service area that are approved by the Colorado commission on higher education pursuant to the criteria set form in section 23-1-133 (2):
(A) Bachelor of applied science degree programs; and
(B) Bachelor of science degree in nursing programs as a completion degree to students who have or are pursuing an associate degree in nursing.


(1)(a) The state board for community colleges and occupational education, referred to in this section as the "state board", shall submit to the commission for its approval technical, career, and workforce development Bachelor of Applied Science degree programs to be offered at one or more community colleges within the state system. The commission shall consider the following criteria in determining whether to approve a Bachelor of Applied Science degree program:
…
§23-71-133, C.R.S. – Local district colleges – approval of baccalaureate degrees – attorney general to advise.

(1) When approving baccalaureate degrees for any local district college pursuant to the authority in section 23-71-102 (1), the Colorado commission on higher education shall make its determination based on the following criteria:

…


(1) As used in this section, unless the context otherwise requires:

(a) "Approved educator preparation program" means an educator preparation program that has been reviewed pursuant to the provisions of this section and has been determined by the commission to meet the performance-based standards established by the commission pursuant to this section and the requirements of section 23-1-108.

…

VI. APPENDICES:

Appendix A: (with track changes) Proposed Revisions to CCHE Policy I, V: CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION.
SECTION I

PART V

CREATION, MODIFICATION OR DISCONTINUANCE OF ACADEMIC AND VOCATIONAL PROGRAMS AT PUBLIC INSTITUTIONS OF HIGHER EDUCATION

1.00 Introduction

Senate Bill 17-297 amended §23-1-107(1), C.R.S. to clarify that Commission approval is not required for new academic or vocational programs, so long as the new program is consistent with the institution's statutory role and mission. The Commission delegates review of statutory role and mission to Department staff (see Section 4.02.013 below). There are several exceptions where proposed degrees have additional statutory requirements, including educator preparation degrees, baccalaureate degrees at Colorado Mountain College, bachelor of science in nursing (B.S.N.) completion degrees at Aims Community College, and bachelor of applied science (B.A.S.) degrees at Aims Community College and at Colorado Community College System campuses, which are explained in detail below. This policy does not apply to certificate programs offered at area technical colleges, local district colleges, community colleges or 4-year institutions.

It should be noted that 4-year institutions may offer other programs that are commonly referred to as “certificates” that do not require review by the Department and are not eligible for entry into SURDS. Examples include, but are not limited to, non-credit bearing programs offered on a cash-funded basis, emphasis areas within degrees, and other sequences of courses that do not result in a bona fide credential. To be eligible for entry into SURDS, certificates must be credit-bearing, standalone programs (i.e., not part of a baccalaureate or graduate degree program). Certificates that can be applied to degree program requirements, such as “stackable certificates,” are considered to be standalone programs.

2.00 Statutory Authority

The Commission’s role and responsibility in the creation, modification and discontinuance of academic and vocational programs is defined in §23-1-107, which states that:

(1) A governing board of a state-supported institution of higher education is not required to submit a proposal to or obtain approval from the commission to create, modify, or discontinue academic or
vocational programs offered by the institution, so long as the creation, modification, or discontinuance of the academic or vocational program is consistent with the institution’s statutory role and mission.

There are four exceptions where proposed degrees have additional statutory requirements:

2.01 Educator preparation program review and approval is a collaborative review between the Colorado Department of Education and the Colorado Department of Higher Education and a dual approval process between the State Board of Education and the Colorado Commission on Higher Education, per §23-1-121, C.R.S.

2.02 The Colorado Community College System institutions, as well as Aims Community College, received state authorization to propose bachelor of applied science (B.A.S.) degrees when Senate Bill 14-004 was enacted, creating §23-1-133, C.R.S. and amending §23-71-102, C.R.S., which requires the State Board for Community Colleges and Occupational Education (SBCCOE) or the Board of Trustees for Aims Community College to submit to the Commission for its approval technical, career, and workforce development bachelor of applied science degree programs and specifies the criteria to be used in evaluating the requests.

2.03 Similarly, Senate Bill 10-101 and House Bill 19-1153 amended §23-71-102(4), C.R.S. to read, “…Colorado mountain college, in addition to its mission as a junior college, may also offer a limited number of no more than five baccalaureate degree programs as its board of trustees determines appropriate to address the needs of the communities within its service area and that are approved by the Colorado commission on higher education.” and (4) The Commission has the authority to approve those degrees based on the criteria outlined in the §23-71-133, C.R.S. statute.

2.04 Similarly, House Bill 18-1300 amended §23-71-102(4), C.R.S. to read, “…Aims community college, in addition to its mission as a local district college, may also offer, as its board of trustees determines appropriate to address the needs of the communities within its service area…bachelor of science degree in nursing programs as a completion degree to students who have or are pursuing an associate degree in nursing” and the Commission has the authority to approve those degrees based on the criteria outlined in §23-1-133, C.R.S. the statute.

3.00 Policy Goal

The goal of this policy is to ensure that a new or substantially modified program is consistent with the statutory role and mission of the institution and additional statutory requirements (where applicable). Additionally, the Department staff needs certain information, including but not limited to degree
level and CIP code, to enter new programs into the Student Unit Record Data System (SURDS) so that institutions may report enrollment and completion, for instance, in those programs.

### 4.00 New and Substantively Modified Programs: Process and Procedures

#### 4.01 Governing Board Approval

4.01.01 A governing board may act to approve a new degree program before or after the Department’s approval of the program or endorsement of the program’s fit with the institution’s statutory role and mission.

4.01.02 The governing board shall formally notify the Department of its approval of a new or substantively modified degree program immediately following board action. The Department requests that new program proposals be sent by the institution’s or system’s representative on Academic Council (or their designee) to the Department staff who facilitates Academic Council. Institutions should follow their normal process to ensure compliance with any applicable Title IV, federal regulations, Gainful Employment, as well as any accreditation requirements.

#### 4.02 Review by the Department

4.02.01 Upon receipt of the notification of the governing board’s action, the Department reviews the program for fit with the institution’s statutory role and mission, compliance with the 60 credit cap for associate of arts and associate of science degrees, or 120 credit cap for baccalaureate degrees [per §23-1-125(1)(a)], unless exempted by the Commission, and alignment with GT Pathways requirements unless a waiver is sought [per 23-1-125(3)]. The Department will and responds to the governing board within 30 days of receiving the proposal.

4.02.02 New or substantially modified programs that require Commission action are as follows:

- In the case of new educator preparation programs, Department staff shall follow the review process outlined in Commission Policy I, P: Educator Preparation, per §23-1-121, C.R.S.

4.02.03 In the case of Bachelor of Applied Science degrees, new baccalaureate degrees at Colorado Mountain College (§23-71-133, C.R.S.), Aims Community College (§23-1-133(2), C.R.S.), or one of the campuses within the Colorado Community College System (§23-1-133(1), C.R.S.), Bachelor of Applied Science degrees at Aims Community College (§23-71-102 (1)(b)(II)(A) C.R.S., and §23-1-133(2), C.R.S.), and Bachelor of Science in Nursing degrees at Aims...
The chief academic officer of the institution or system seeking approval of a BAS or BSN program shall submit a proposal to the Department addressing all of the criteria listed in §23-1-133(1)(a), C.R.S. (for Colorado Community College System institutions), or in §23-1-133(2)(a), C.R.S. (for Aims Community College), including:

- Data demonstrating sufficient workforce and student demand for the proposed degree program;
- The regional and professional accreditation requirements for the degree program, if applicable, and evidence that the institution can satisfy those requirements, as appropriate, at both the institutional and program levels;
- Evidence that providing the degree program is cost-effective for students, for the institution, and for the Colorado Community College System (if applicable);
- Evidence that the degree program is sufficiently distinguishable from an existing degree program at a state four-year institution provided within the community college’s service area, and sufficiently distinguishable from a degree program that had been offered in conjunction with a state four-year institution that is scheduled to be reinstated;
- Evidence that the degree program could not practically or feasibly be offered through a statewide transfer agreement.

Upon receipt of the proposal, the Department will consult with all state four-year institutions located in the proposing institution’s service area regarding any existing similar academic programs offered by the four-year institutions, and any potential opportunities to offer the proposed degree through collaboration or articulation.

If the Department determines that the institution’s or system’s proposal does not meet one or more of the above statutory requirements, the Department will provide a written response identifying the area or areas where the proposal has fallen short. The institution or system may revise and resubmit the proposal for review.

If the Department determines that the institution’s or system’s proposal does meet the above statutory requirements, the proposal will be sent to members of the Academic Council for consideration of any anticipated systemwide effects of the new degree program. Members of Academic Council will have no fewer than 30 calendar days (excluding periods of time between academic terms) to review the proposal and provide feedback to the Department.
Following the 30-day review period, the proposal will be placed on the agenda for the next meeting of the Academic Council for discussion. At the meeting, Department staff will summarize the feedback received from institutions on the proposal and provide an opportunity for representatives of the proposing institution or system to respond.

If there is consensus among members of Academic Council that the proposed degree will not have any negative systemwide effects, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval or distributed to Academic Council electronically for the Council’s advice to the Department.

If there is no consensus among members of the Academic Council that the proposed degree will not have any negative systemwide effects, based on feedback from the Academic Council, the institution or system submitting the proposal will be encouraged to resolve any areas of concern with other institutions with Department staff acting as a facilitator of the discussion. The institution or system may submit a revised proposal, which will be reviewed by Department staff and sent to members of Academic Council for another review period of no fewer than 30 days, after which the revised proposal will be placed on the agenda for the next meeting of the Academic Council for discussion, with similar steps taken following consensus or no consensus.

If following two rounds of feedback the Academic Council is not able to reach consensus, the institution or system may request that the proposal be brought to the Commission for discussion. In preparing the agenda item for the Commission, Department staff will summarize all feedback received during the review process and may recommend that the Commission approve or not approve the program. The Commission may choose to act by approving or not approving the program, or may request additional information and postpone action to a future meeting.

If there is disagreement, or at the request of an institution, the proposal shall be placed on the next Commission agenda for discussion and action. The Commission shall have final authority as to whether or not the proposed program is approved.

4.02.04 In the case of baccalaureate degrees at Colorado Mountain College (§23-71-102(1)(b)(I), C.R.S., and §23-71-133(1), C.R.S.), the review process shall be as follows:

- The chief academic officer of the institution shall submit a proposal to the Department addressing all of the criteria listed in §23-71-133(1), C.R.S., including:
  - Data demonstrating sufficient workforce and student demand for the proposed degree program;
  - The regional and professional accreditation requirements for the degree program, if applicable, and evidence that the institution
can satisfy those requirements, as appropriate, at both the institutional and program levels:

- Evidence that the institution’s provision of the baccalaureate degree program is the most cost-effective way to provide the program within the institution’s service area;

- Evidence via a cost-benefit analysis that the institution’s proposed baccalaureate degree program is the most cost-effective method of providing the program in the institution’s service area.

Upon receipt of the proposal, the Department will consult with all state four-year institutions located in the proposing institution’s service area regarding any existing similar academic programs offered by the four-year institutions, and any potential opportunities to offer the proposed degree through collaboration or articulation.

If the Department determines that the institution’s proposal does not meet one or more of the above statutory requirements, the Department will provide a written response identifying the area or areas where the proposal has fallen short. The institution may revise and resubmit the proposal for review.

If the Department determines that the institution’s proposal does meet the above statutory requirements, the proposal will be sent to members of the Academic Council for consideration of any anticipated systemwide effects of the new degree program. Members of Academic Council will have no fewer than 30 calendar days (excluding periods of time between academic terms) to review the proposal and provide feedback to the Department.

Following the 30-day review period, the proposal will be placed on the agenda for the next meeting of the Academic Council for discussion. At the meeting, Department staff will summarize the feedback received from institutions on the proposal and provide an opportunity for representatives of the proposing institution or system to respond.

If there is consensus among members of Academic Council that the proposed degree will not have any negative systemwide effects, the proposal will be placed on the next Commission meeting agenda with a staff recommendation for approval.

If there is no consensus among members of the Academic Council that the proposed degree will not have any negative systemwide effects, the institution will be encouraged to resolve any areas of concern with other institutions with Department staff acting as a facilitator of the discussion. The institution may submit a revised proposal, which will be reviewed by Department staff and sent to members of Academic Council for another review period of no fewer than 30 days, after which the revised proposal will be placed on the agenda for the next meeting of the Academic Council for discussion, with similar steps taken following consensus or no consensus.
If following two rounds of feedback the Academic Council is not able to reach consensus, the institution may request that the proposal be brought to the Commission for discussion. In preparing the agenda item for the Commission, Department staff will summarize all feedback received during the review process and may recommend that the Commission approve or not approve the program. The Commission may choose to act by approving or not approving the program, or may request additional information and postpone action to a future meeting.

4.02.053 In the case of new or substantively modified program proposals that are not subject to the statutory requirements outlined above (which will be the majority of new program proposals), if the Department determines that the proposed program is consistent with an institution’s statutory role and mission and meets the other applicable statutory requirements outlined above then the Department shall enter the new or substantively modified program into the Student Unit Record Data System (SURDS) and notify the institution. Following notification to the institution, the new or substantively modified program will be added to the agenda for the next meeting of Academic Council for information purposes.

- If the Department determines that the proposal is not consistent with the institution’s statutory role and mission or credit cap and GT Pathways requirements (if applicable), it will so inform the governing board. The Department shall take credit cap and GT Pathways (where applicable) waiver requests to the Commission for action.
- If disagreement on Department staff’s determination arises then the review and ensuing discussion shall be elevated to Academic Council for its advice. The Commission shall have final authority as to whether or not the proposed program is approved.

5.00 Non-Substantive Modifications to and Discontinuance of Existing Programs

Following institutional and/or governing board approval, proposals that involve non-substantive modification to or discontinuance of an existing program, must be reported to the Department for appropriate entry in the list of approved programs in SURDS and do not require action by the Commission. Following notification by the institution to the Department, the discontinued or non-substantively modified program will be added to the agenda for the next meeting of the Academic Council for information purposes.

TOPIC: FISCAL YEAR 2020 – 2021 STUDENT BUDGET PARAMETERS

PREPARED BY: EMILY BURNS, LEAD FINANCE ANALYST
EMMA FEDORCHUK, BUDGET AND FINANCE ANALYST

I. SUMMARY

This discussion item recommends approval of the Fiscal Year 2020-2021 Student Budget Parameters.

II. BACKGROUND

In compliance with federal regulations, postsecondary education institutions that participate in federal financial aid programs are required to set average costs they use to determine federal financial aid (grants, work study, and loans) to students. The cost of attendance for a student is an estimate of a student’s educational expenses for the period of enrollment. Allowable costs include the following: tuition and fees, books, supplies, transportation, personal expenses and room and board with additional supplemental budgets specific to certain circumstances. The cost of attendance is a widely used metric. For example, cost of attendance was a key part of the discussion in the Department’s Return on Investment Report released July 31, 2019. In Colorado, institutional cost of attendance calculations are made with guidance from student budget parameters set by the Department.

Institutional financial aid administrators conduct a need analysis for students, estimating the amount of assistance needed after accounting for the expected contributions from that student and his or her family. The need analysis has two basic components: (1) the student’s cost of attendance (COA), which is a reasonable estimate of what it will cost the student to attend a given institution for a given period of time; and (2) an estimate of the expected family contribution (EFC), which is calculated by a federally-approved formula that accounts for income, assets, the number of family members attending college and other information. The difference between the COA and the EFC determines the eligible amount of need-based financial aid an eligible student can be awarded.

Annually, the Colorado Commission on Higher Education (CCHE) recommends guidelines for student budget parameters to be used by financial aid administrators in determining COA at their respective institutions. The Department’s recommended guidelines use published data from the Colorado Department of Local Affairs and the U.S. Bureau of Labor Statistics to determine housing costs. Food costs are based on U.S. Bureau of Labor Statistics data, specifically the consumer price index for food costs. Book costs are derived using the guidelines from the Trends in College Pricing report from the College Board and information collected from colleges. Childcare costs are based on Colorado data as reported from the National Association of Child Care Resource and Referral Agencies.

Although the state guidelines establish a reference point, the U.S. Department of Education allows institutions discretion to determine reasonable cost elements from empirical data, such as data...
based on valid student surveys and housing cost norms from a local realty board. Institutions that wish to modify these costs must use actual data to support their adjusted budget and file adjusted student budgets with the Department.

III. **STAFF ANALYSIS**

Annually Department staff conducts research in each student budget area to ensure that student budgets remain reasonable. The following tables summarize the recommended guidelines for FY 2020-21 with further information provided below.

**Table 1** shows the Student Budget Base for FY 2020-21 for Student Living with Parents, Students Living on Campus and Students Living off Campus. The student monthly budget base includes monthly costs typically incurred by all students.

<table>
<thead>
<tr>
<th></th>
<th>Students Living with Parents</th>
<th>Students Living on Campus</th>
<th>Students Living off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$238</td>
<td>Actual</td>
<td>$798</td>
</tr>
<tr>
<td>Food</td>
<td>$276</td>
<td>Actual</td>
<td>$473</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>$185</td>
<td>$185</td>
<td>$185</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$143</td>
<td>$160</td>
<td>$160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$842</strong></td>
<td><strong>$345</strong></td>
<td><strong>$1,616</strong></td>
</tr>
</tbody>
</table>

Note: the total for students living on campus does not include housing and food costs. Totals rounded to nearest dollar.

**Table 2** lists the guidelines for the annual cost of books and supplies and discretionary costs that apply to certain students:

<table>
<thead>
<tr>
<th></th>
<th>Lower Range</th>
<th>Upper Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book &amp; Supplies Per Year</td>
<td>No lower limit</td>
<td>$1,800*</td>
</tr>
<tr>
<td>Childcare if appropriate per month</td>
<td>$428</td>
<td>$1,295</td>
</tr>
<tr>
<td>Non-local Transportation</td>
<td>Amount determined by Institution</td>
<td></td>
</tr>
<tr>
<td>Computer Allowance</td>
<td>$500</td>
<td>$1,800</td>
</tr>
</tbody>
</table>
The recommended FY 2020-21 student budget guidelines are described in more detail below.

**Housing Costs**

Housing budget guidelines vary for three groups of students.

- **On Campus:** For students living in dormitories, the housing budget is the actual room expense that the campus charges students.

- **Off Campus:** The Department’s student budget parameters define the housing budget for students living off campus as 50 percent of the average rent and utility costs for a two-bedroom apartment. The FY 2019-20 student budget guideline for housing was $858. According to the fourth quarter 2018 Apartment and Rental Properties: Vacancy and Rent Surveys, rents in the Denver metro area increased in the first two quarters before falling in the second half of the year. The average rent for a two-bedroom, one-bathroom apartment was $1,367 in the metro area.

  Regionally, outside of metro Denver and Boulder, housing costs remain lower, but continue to grow at varying rates. Utility costs decreased per the Consumer Price Index (CPI) due to lower prices for all major components. The Department’s suggested increase was calculated using the household energy index of the Bureau of Labor Statistics, which includes electricity and utility (piped) gas service.

  Staff recommends setting the monthly budget at $798. This amount covers half of the rent for a two-bedroom, one-bathroom apartment ($683), and decreases the amount for utilities from $102 to $97 based on a 5.3% decline in the household energy index. Additionally, staff applied a 2.6 percent inflation rate; the BLS reported inflation rate on rent to housing costs as a way to anticipate changes between September of 2019 and the date when the parameters will take effect in the fall of 2020. As housing costs are the largest share of the budget, staff seeks to ensure that there is room for fluctuation in prices was built into the budgets. Department staff used the Bureau of Labor Statistics Denver-Aurora-Lakewood CPI Report for July 2019 and the Fourth Quarter of 2018 Vacancy and Rent Surveys produced by the Colorado Department of Local Affairs to determine that the average market rate for a two-bedroom apartment in the Denver metropolitan area.

- **With Parents:** For students living with parents, the FY 2019-20 housing budget guideline was $233. Staff recommends increasing the housing budget for students living at home by inflation (2.1 percent), which would increase the total to $238.
Food Expenses:

Food budgets vary for three groups of students:

- **On Campus:** For students living in dormitories, the food budget guideline is the actual cost of board.

- **Off Campus:** For students living off campus the annualized CPI measure from the Bureau of Labor Statistics for food costs away from home increased by 4.3% over the last 12 months. Department staff recommends the FY 2020-21 budget guideline reflect the inflationary increase, bringing the total monthly allowance to $473 (an increase of $19).

- **With Parents:** For students who live with their parents, the Department’s student budget parameters assume that food is a shared cost across the household. The FY 2019-20 student budget guideline was set at $280 per month. According to the measure from the Bureau of Labor Statistics, the annualized food costs at home decreased by 1.6 percent over the last 12 months. Staff recommends the FY 2020-21 budget guideline reflect the decrease, lowering the monthly allowance by $4 for a total of $276.

Local Transportation Expenses Excluding Non-Local Transportation:

The student budget parameters define local transportation expenses as the cost of using public transportation or sharing the operation of an automobile. For FY 2019-20, the Department held the monthly local transportation guideline at $185, based largely on the cost of an RTD Monthly Pass plus an additional budget for recreation, or the approximate cost of commuting and parking a car at $6.00 per day. Because the Regional Transit Pass increase realized in FY 2017-18 has since stabilized, staff recommends that the FY 2020-21 amount also remain constant.

Personal Expenses:

The student budget parameters define personal expenses to include the costs of laundry, dry cleaning, toiletries, clothing, recreation and recreational transportation. The annualized Consumer Price Index for all items minus food and energy (which are accounted for elsewhere in the parameters) increased by 2.8 percent over the last 12 months. In FY 2019-20, the monthly budget was $139 for students living at home and $156 for all other students; staff recommends that the FY 2020-21 budget parameters reflect the 2.8 percent inflationary increase to CPI for all items minus food and energy. As such the FY 2020-21 monthly budget for students living at home is $143, and $160 for all other students. The main difference between the two groups is that students living at home do not typically incur laundry expenses.
Books and Supplies:

For books and supplies, Department staff recommends the upper budget limit for FY 2020-21 be set at $1,800, the same rate as the FY 2019-20 limit. The average amount spent on textbooks nationally in FY 2018-19 varied by sector, but it remains under the $1,800 proposed parameter. The book allowance at each institution may vary, depending on course of study. The Department will continue to abstain from recommending a minimum amount for books in FY 2020-21. There are more affordable options for textbooks than purchasing all books. Students may choose to rent textbooks, borrow, or share.

Childcare:

Childcare in Colorado continues to be expensive. The cost depends on location and age of the child. The 2019 Colorado Fact Sheet published by Child Care Aware USA no longer includes average cost data as a metric. For that reason, Department staff has elected to increase the FY 2019-20 average cost of childcare by the Denver-Aurora-Lakewood CPI inflation rate for tuition, school fees and childcare (3.9 percent). As such, the inflation adjusted range for average costs for childcare in Colorado is between $5,135 for a school-aged child and $15,543 for an infant. The FY 2020-21 childcare budget guideline is based on the range of the estimated cost of care per child per month, from $428 up to a maximum of $1,295 per child. The recommended range is the monthly average cost associated with the cost for care for a school-aged child (the lower cost) and the cost of care for an infant (the higher cost).

Medical Expenses:

For institutions that do not have health insurance or medical care funded through student fees, the Department recommends a maximum health expense guideline of $350 per month or to use the actual costs at campuses that offer campus-based insurance plans. The upper limit is based on health insurance data from major health care providers in addition to data for an older, higher-risk population. The lower limit of $250 per month is based on the review of individual plans on Colorado’s health insurance exchange (Connect for Health Colorado) for an individual plan for a 20-year-old student. The amounts account for some differences in population traits.

Non-local Transportation:

The Department does not establish this guideline. Institutions may include the cost of plane fare for two round trips home per year for students who live outside a normal travel range.

Computer Allowance:

The cost of attendance regulations in the Federal Higher Education Amendment of 1998 provide for a reasonable allowance for the documented rental or purchase of a personal computer.
Institutions may include this cost in their student budget for determining eligibility for state financial aid. With the decrease in hardware prices, few students rent computers. For FY 2019-20, the proposed parameter is price range for computers is $500 to $1,800, remaining constant from the previous fiscal year as prices for technology remain constant or decline.

**Summary of Changes**

**Table 1: Student Monthly Budget Base, Changes from FY 2019-20 to FY 2020-21**

<table>
<thead>
<tr>
<th></th>
<th>FY 19-20</th>
<th>FY 20-21</th>
<th>FY 19-20</th>
<th>FY 20-21</th>
<th>FY 19-20</th>
<th>FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing</td>
<td>$233</td>
<td>$238</td>
<td>Actual</td>
<td>Actual</td>
<td>$858</td>
<td>$798</td>
</tr>
<tr>
<td>Food</td>
<td>$280</td>
<td>$276</td>
<td>Actual</td>
<td>Actual</td>
<td>$453</td>
<td>$473</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>$185</td>
<td>$185</td>
<td>$185</td>
<td>$185</td>
<td>$185</td>
<td>$185</td>
</tr>
<tr>
<td>Personal Expenses</td>
<td>$139</td>
<td>$143</td>
<td>$156</td>
<td>$160</td>
<td>$156</td>
<td>$160</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$837</strong></td>
<td><strong>$842</strong></td>
<td><strong>$341</strong></td>
<td><strong>$345</strong></td>
<td><strong>$1,652</strong></td>
<td><strong>$1,616</strong></td>
</tr>
</tbody>
</table>

*Note: The total for students living on campus does not include housing and food costs. Totals rounded to nearest dollar.*

**Table 2** lists the guidelines for the annual cost of books and supplies and discretionary costs that apply to certain students:

**Table 2: Supplemental Student Budget Expenses, Changes from FY 2019-20 to FY 2020-21**

<table>
<thead>
<tr>
<th></th>
<th>Lower Range FY 19-20</th>
<th>Lower Range FY 20-21</th>
<th>Upper Range FY 19-20</th>
<th>Upper Range FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; Supplies Per Year</td>
<td>No lower limit</td>
<td>No lower limit</td>
<td>$1,800*</td>
<td>$1,800*</td>
</tr>
<tr>
<td>Childcare Per Month (if appropriate)</td>
<td>$411</td>
<td>$428</td>
<td>$1,246</td>
<td>$1,295</td>
</tr>
<tr>
<td>Non-local Transportation</td>
<td>Amount determined by institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Allowance</td>
<td>$500</td>
<td>$500</td>
<td>$1,800</td>
<td>$1,800</td>
</tr>
<tr>
<td>Medical</td>
<td>$200</td>
<td>$250</td>
<td>Actual cost at campus health center</td>
<td>$300</td>
</tr>
</tbody>
</table>

*To be determined at institution and may vary by course of study.*
IV. **STAFF RECOMMENDATIONS**

Staff recommends that the Commission approve the FY 2020-21 Student Budget Parameters.

V. **STATUTORY AUTHORITY**

C.R.S. 23-3.3-101 (1.5) (a)

(1.5) "Cost of attendance at a nonpublic institution of higher education" means:
(a) Allowances specified by the commission for room and board and miscellaneous expenses, which shall be the same for nonpublic institutions of higher education as for a representative group of comparable state institutions, as determined by the commission
TOPIC: LEGISLATIVE REQUEST FOR INFORMATION REGARDING COMMISSION AUTHORITY OVER STATE FINANCIAL AID

PREPARED BY: EMILY BURNS, SENIOR FINANCE ANALYST

I. SUMMARY

This discussion item is to provide an overview of the Commission’s authority as it pertains to the allocation of state financial aid resources and to receive feedback from the Commission as to whether statutory revision ought to be sought.

II. BACKGROUND

The Department received a legislative request for information that asks staff to consider changes to the Colorado Revised Statutes that currently govern financial aid. These statutes located in C.R.S. Article 3.3 through 3.7 of Title 23 grant authority to the Commission to allocate financial aid resources to Colorado’s public, and certain private, institutions of higher education to set certain allowances for the calculation of a student’s cost of attendance. Statute also allows institutions to determine the types of students eligible to receive state-funded financial aid and the types of institutions eligible to award state-funded financial aid. Furthermore, these sections of Colorado Revised Statute grant authority to the Commission to develop policy and guidelines to shape the process of allocation and awarding of state-funded financial aid. These processes are currently outlined by Commission Policy Section VI Part F: State Funded Student Financial Aid Policy Departmental Guidelines in addition to federal rules and regulations.

Operationally, awards are made to individual students at the institutional level. Institutional financial aid staff are best equipped to look holistically at the aid resources available (federal, state, institutional, private/third party) and package aid according to federal, state, and institutional policies. Colorado revised statute goes on to specify the responsibilities of governing boards, both public and private, as well as outline the order in which state funds are to be applied to programs. It also requires bi-annual audits to ensure the programs are being properly administered.

III. STAFF ANALYSIS

In fiscal year 2013-14, the Commission adopted a Completions Incentive Grant Model for the allocation of state need-based financial aid resources. The principles of this model incentivize the completion of Pell-eligible students. Staff recently engaged in a research project to determine whether the Completions Incentive Grant model was having the intended effect and found that indeed, the allocation methodology was effectively incenting the enrollment and persistence of Pell-eligible students. (The full study is attached). The Commission was able to develop this completions incentive model in conjunction with Department staff because of the statutory authority granted to the Commission in C.R.S. Article 3.3 through 3.7 of Title 23. Staff believes
this authority is well-placed and sees no reason to change statute. Furthermore, financial aid programs at individual institutions of higher education are closely monitored and required by statute to be audited every other year. The definitions, clarifications and alignment in the request for information already exist within statute, policy and/or guidelines. Additionally, staff believes that the current practice of outlining the requirements of the Financial Aid Report as a Legislative Request for Information is the best method given that the requirements of the report have changed and are expected to continue to change. As such, to enshrine the requirements of the report within statute would require statutory change each time the requirements of the report were updated; this would be cumbersome and unnecessary, especially since the current practice of requesting the report via a Legislative Request for Information is functional and flexible.

Furthermore, changes were very recently made to the sections of statute cited in the legislative request for information. The recent passage of House Bill 19-1196 allows students who qualify for in-state tuition under the ASSET legislation to be eligible for state-funded financial aid. This statutory change and the adjustments required to CCHE policy and guidelines present both challenges and opportunities. Staff believes that this most recent statutory revision should be fully implemented before any additional changes are made to statute.

Staff had previously discussed with the Fiscal Affairs and Audit Subcommittee the possibility of removing or repealing certain portions of C.R.S. Article 3.3 through 3.7 of Title 23 that had not been funded or amended for many years. After additional consideration, staff no longer believes this to be the best course of action. The types of programs which would be repealed are programs that provide scholarships and other forms of aid to nursing students and recent graduates as well as educators. Given the shortage of qualified healthcare professionals and educators in this state, staff believes that to repeal these programs would send the wrong message. For example, in this past 2019 Legislative Session, a program very similar to those which Staff considered recommending be repealed, was revitalized. The Teacher Loan Forgiveness Program (established by CRS 23-3.9) has been renamed the Educator Loan Forgiveness Program, and Department staff have been working diligently to build out this next iteration of the program. Staff believes that those portions of C.R.S. Article 3.3 through 3.7 of Title 23 that are currently unfunded ought not to be stripped from the public record but should be carefully reconsidered by legislators as a way to address the workforce needs of Colorado.

IV. STAFF RECOMMENDATIONS

Staff recommends that no changes be made to the C.R.S. Article 3.3 through 3.7 of Title 23 at this time. Given the decentralized nature of individual student aid awards, and the breadth and depth of federal and state law, policy and guidelines governing the distribution of aid awards, staff believes that the existing statute places an appropriate degree of authority with the Commission.

V. STATUTORY AUTHORITY AND RELEVANT SECTIONS OF STATUTE PERTAINING TO COMMISSION AUTHORITY IN LEGISLATIVE REQUEST FOR INFORMATION

FULL STATUTORY LANGUAGE AVAILABLE UPON REQUEST OR ONLINE
23-3.3-101
As used in this article 3.3, unless the context otherwise requires:

(1) "Commission" means the Colorado commission on higher education.

(1.5) "Cost of attendance at a nonpublic institution of higher education" means:

(a) Allowances specified by the commission for room and board and miscellaneous expenses, which shall be the same for nonpublic institutions of higher education as for a representative group of comparable state institutions, as determined by the commission; and

(b) An allowance for tuition and fees equal to the lesser of:

(I) The actual tuition and fees charged by the nonpublic institution of higher education; or

(II) One hundred percent of the combination of actual in-state tuition and fees charged by a representative group of comparable state institutions plus the general fund moneys allocated to support such comparable state institutions.

(2) "In-state student" means a student at an institution of higher education who meets the criteria established by article 7 of this title for classification as an in-state student at a state institution of higher education, but "in-state student" does not include a member of the armed forces of the United States or his dependents who are eligible to obtain in-state tuition status upon moving to Colorado on a permanent change-of-station basis until such individual meets the one-year domicile requirement of section 23-7-102 (5).

(3) "Institution" means an educational institution operating in this state that meets all of the following:

(a) Admits as regular students persons having a certification of graduation from a school providing secondary education or comparable qualifications and persons for enrollment in courses which they reasonably may be expected to complete successfully;

(b) Is accredited by a nationally recognized accrediting agency or association and, in the case of private occupational schools, holds a regular certificate in accordance with the provisions of article 64 of this title 23;

(c) (I) Provides an educational program for which it awards a bachelor's degree;

(II) Provides not less than a two-year program which is acceptable for full credit towards such a degree; or

(III) Provides not less than a six-month program of training to prepare students for gainful employment in a recognized occupation;

(d) Is not a branch program of an institution of higher education whose principal campus and facilities are located outside this state.

(3.5) "Nonpublic institution of higher education" shall have the same meaning as provided in section 23-3.7-102 (3).

(3.7) "Professional degree in theology" means a certificate signifying a person's graduation from a degree program that is:

(a) Devotional in nature or designed to induce religious faith; and

(b) Offered by an institution as preparation for a career in the clergy.

(4) "State institution" means an institution supported in whole or in part by general fund moneys.
(5) "Undergraduate" refers to any program leading toward a bachelor's degree or associate degree or any nondegree program providing training for employment in a recognized occupation.

(1) The general assembly hereby authorizes the commission to establish a program of financial assistance, to be operated during any school sessions, including summer sessions for students attending institutions.

(2) The commission shall determine, by guideline, the institutions eligible for participation in the program and shall annually determine the amount allocated to each institution.

(3) Each state institution shall administer a financial assistance program according to policies and procedures established by the governing board of the institution. Each private institution of higher education, as defined in section 23-18-102(9), that participates in the program of financial assistance established pursuant to this section shall administer a financial assistance program according to policies and procedures established by the governing board of the institution. Each participating nonpublic institution that is not a private institution of higher education shall administer a financial assistance program according to policies and procedures established by the commission. Each institution shall fund its assistance program using state moneys allocated to the institution and institutional moneys.

(3.5) Notwithstanding any provision of this article to the contrary, each participating institution shall adopt policies and procedures to allow a person who meets the following criteria to qualify for financial assistance through the financial assistance programs established pursuant to this article:

(a) The person qualifies as an in-state student; and

(b) The person is enrolled at an institution that participates in the programs of financial assistance established pursuant to this article; and

(c) The person is enrolled in an approved program of preparation, as defined in section 22-60.5-102(8), C.R.S., for principals.

(4) Program disbursements shall be handled by the institution subject to audit and review.

(5) Upon commencement of participation in the program, no participating institution shall decrease the amount of its own funds spent for student aid below the amount so spent prior to participation in the program.

(6) In determining the amount allocated to each institution that is not a state institution or a nonpublic institution of higher education, the commission shall consider only that portion of financial need which would have existed were the institution's tuition no greater than the highest in-state tuition rate charged by a comparable state institution. In determining the amount allocated to each nonpublic institution of higher education, the commission shall base its determination upon the cost of attendance at a nonpublic institution of higher education.

(7) Each annual budget request submitted by the commission shall provide information on the proposed distribution of moneys among the programs developed under this article. Subsequent to final appropriation, the commission shall provide to the joint budget committee an allocation proposal specifically identifying the distributions among programs for the coming year. Expenditures in any program shall not exceed the allocation for that program by more than ten percent of such allocation, and the total appropriation for all student aid programs shall not be exceeded. The commission may require such reports from institutions as are necessary to fulfill the reporting requirements of this subsection (7) and to perform other administrative tasks.

(8) The state auditor or his or her designee shall audit, in accordance with state statute and federal guidelines, the program at any participating institution every other year to review
residency determinations, needs analyses, awards, payment procedures, and such other practices as may be necessary to ensure that the program is being properly administered, but the audit shall be limited to the administration of the program at the participating institution. The state auditor may accept an audit of the program from an institution that is not a state institution from such institution's independent auditor. The cost of conducting audits of the program at an institution that is not a state institution shall be borne by such institution.

(9) Repealed.

23-3.3-103
(1) The annual appropriations for student financial assistance under this article shall increase by at least the same percentage as the aggregate percentage increase of all general fund appropriations to institutions of higher education. Nothing in this section shall be construed to limit or impair the authority of the Colorado commission on higher education under section 23-1-105.

(2) The provisions of subsection (1) of this section concerning appropriations for student financial assistance under this article shall not apply to said appropriations for the 2010-11 fiscal year.

(3) The provisions of subsection (1) of this section concerning appropriations for student financial assistance under this article shall not apply to appropriations made pursuant to the "Inclusive Higher Education Act", article 75 of this title.

23-3.3-401
(1) The commission shall use a portion of any moneys remaining after meeting the requirements of parts 2 and 3 of this article to provide a work-study program of employment of qualifying students in good standing with the institution in which they are enrolled in positions that are directly under the control of the institution in which the student is enrolled or in positions with nonprofit organizations, governmental agencies, or for-profit organizations with which the institution may execute student employment contracts.

(2) Any in-state student who is enrolled or accepted for enrollment at an institution as an undergraduate may qualify for participation in the work-study program established pursuant to this section.

(3) Funds appropriated to the commission may also be used by the commission in conjunction with and to supplement funds for current job opportunities or to supplement or match funds made available through any other public or private program for financial assistance. A sum not to exceed thirty percent of the funds allocated by the commission for the work-study program may be used to provide funding on a basis other than financial need. A sum not less than seventy percent of such money shall be used for students demonstrating financial need.

23-3.3-501
The commission shall use a portion of any moneys remaining after meeting the requirements of parts 2 and 3 of this article to provide other programs of financial assistance based upon financial need, merit, talent, or other criteria established by the commission for students enrolled at institutions.

23-3.3-1101
(1) (a) The commission shall establish a tuition assistance program for students enrolled in qualifying career and technical education certificate programs. Subject to available appropriations, the commission shall allocate money to community colleges, Colorado Mesa university, area technical colleges, and local district colleges to provide tuition assistance for students who are enrolled in qualifying career and technical education certificate programs and meet the income eligibility requirements established in guidelines adopted by the commission. The department of higher education and the institutions that receive tuition assistance money pursuant to this section shall administer the program in accordance with policies and procedures that the commission establishes.

(b) As used in this section, unless the context otherwise requires:

(I) "Qualifying career and technical education certificate program" means a career and technical education certificate program that does not meet the minimum credit hour requirements for the federal Pell grant program.

(II) "Tuition assistance" means money that a student may use to pay for tuition, fees, and course materials.

(2) The general assembly may appropriate annually an amount for support of the program established pursuant to this section.

23-3.5-101
The general assembly hereby declares that it is the policy of this state, within appropriations available for such purpose, to provide assistance to Colorado in-state students attending institutions of higher education, by utilizing federal and other moneys available for such purpose.

23-3.5-102
As used in this article 3.5, unless the context otherwise requires:

(1) "Commission" means the Colorado commission on higher education.

(2) "In-state student" means an undergraduate student at an institution of higher education who meets the criteria established by article 7 of this title for classification as an in-state student at a state institution of higher education, but "in-state student" does not include a member of the armed forces of the United States or his dependents who are eligible to obtain in-state tuition status upon moving to Colorado on a permanent change-of-station basis until such individual meets the one-year domicile requirement of section 23-7-102 (5).

(3) (a) "Institution of higher education" means an educational institution operating in this state that:

(I) Admits as regular students only persons having a certification of graduation from a school providing secondary education or the recognized equivalent of such a certificate;

(II) Is accredited by a nationally recognized accrediting agency or association and, in the case of private occupational schools, holds a regular certificate from the private occupational school division in accordance with the provisions of article 64 of this title 23, or is regulated or approved pursuant to any other statute;

(III) (A) Provides an educational program for which it awards a bachelor's degree; or

(B) Provides not less than a two-year program which is acceptable for full credit towards such a degree; or

(C) Provides not less than a one-year program of training to prepare students for gainful employment in a recognized occupation; or
(D) Is a private occupational school providing not less than a six-month program of training to prepare students for gainful employment in a recognized occupation;

(IV) Was in operation in this state as of January 1, 1999, or has been in operation in this state for a minimum of ten academic years.

(b) The term "institution of higher education" does not include a branch program of an institution of higher education whose principal campus and facilities are located outside this state, unless the institution operating the branch program has received a certificate of approval from the private occupational school division in accordance with the provisions of article 64 of this title 23.

(4) "Nonpublic institution" means an educational institution which receives no support from general fund moneys in support of its operating costs.

(5) "Professional degree in theology" means a certificate signifying a person's graduation from a degree program that is:

(a) Devotional in nature or designed to induce religious faith; and

(b) Offered by an institution as preparation for a career in the clergy.

23-3.5-103

(1) The general assembly hereby authorizes the commission to establish a grant program for in-state students having financial need, to be administered in accordance with federal law and regulations and guidelines established by the commission.

(2) The commission shall determine, by guideline, the institutions of higher education eligible for participation in the grant program, and each eligible institution of higher education shall recommend in-state students to the commission for receipt of a grant.

(3) Grant program disbursements shall be handled by the institution of higher education, subject to audit and review as provided in section 23-3.5-104.

(4) Upon commencement of participation in the grant program, no participating institution of higher education shall decrease the amount of its own funds spent for student aid below the amount so spent prior to participation in the grant program.

(5) In determining the amount of a grant, the commission shall consider only that portion of an in-state student's financial need which would have existed were the nonpublic institution's tuition no greater than the highest in-state tuition rate charged by a comparable state institution of higher education.

23-3.5-104

The state auditor or his designee shall audit, in accordance with federal and commission guidelines, the grant program at any participating institution of higher education every other year to review residency determinations, needs analyses, awards, payment procedures, and such other practices as may be necessary to ensure that the grant program is being properly administered, but such audit shall be limited to the administration of the grant program at the participating institution of higher education. The state auditor may accept an audit of the program from an institution not supported in whole or in part by the general fund from the institution's independent auditor. The cost of conducting audits of the program at an institution not supported in whole or in part by the general fund shall be borne by the institution.
TOPIC: FUNDING FORMULA REVISION TO BE INCLUDED IN THE NOVEMBER 1 BUDGET

PREPARED BY: JASON SCHROCK, CHIEF FINANCIAL OFFICER; EMILY BURNS, SENIOR FINANCE ANALYST; EMMA FEDORCHUK, BUDGET AND FINANCE ANALYST

I. SUMMARY

This discussion item is to provide an update on the funding formula revision and for the Department to receive feedback from the Commission on the new proposed formula.

II. BACKGROUND

The Department continues to work on revisions to the funding formula. Pursuant to Colorado Revised Statutes (C.R.S.) 23-18-306 (5.5), the Commission is required to review and recommend changes to the funding formula by Nov. 1, 2019, and November 1 every five years thereafter. An overview of the current funding formula and a new proposed formula was presented at the Commission’s annual retreat on July 26, 2019.

III. STAFF ANALYSIS

A status update on the work on the funding formula will be shared and discussed at the meeting. The Department will discuss the latest iteration of the formula, including the feedback it has received from stakeholders, notably the Governor’s office, on the formula.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission discuss the latest iteration of the funding formula and provide direction regarding the formula it would like to have used in the Governor’s November budget request. A new formula would need to be approved by the Commission at its October meeting to be incorporated into the November budget request.

V. STATUTORY AUTHORITY


(5.5) (a) COMMENCING IN 2019 AND EVERY FIVE YEARS THEREAFTER, THE COMMISSION SHALL REVIEW THE FUNDING FORMULA ESTABLISHED PURSUANT TO THIS SECTION AND, BY NOVEMBER 1, 2019, AND NOVEMBER 1 EVERY FIVE YEARS THEREAFTER, SUBMIT A REPORT TO THE GOVERNOR, THE
JOINT BUDGET COMMITTEE OF THE GENERAL ASSEMBLY, AND THE EDUCATION COMMITTEES OF THE SENATE AND THE HOUSE OF REPRESENTATIVES, OR ANY SUCCESSOR COMMITTEES, CONTAINING CHANGES TO THE FUNDING FORMULA AND ANY RECOMMENDATIONS FOR LEGISLATIVE CHANGES.

(b) IN CONDUCTING THE REVIEW REQUIRED BY SUBSECTION (5.5)(a) OF THIS SECTION, THE COMMISSION AND THE DEPARTMENT SHALL:
(I) CONVENE ONE OR_MORE_MEETINGS WITH INTERESTED PARTIES TO DISCUSS THE EXISTING FUNDING MODEL AND TO LEARN OF ISSUES RAISED BY THE INTERESTED PARTIES;
(II) CONDUCT AN ANALYSIS OF THE ISSUES IDENTIFIED BY INTERESTED PARTIES AND POSSIBLE SOLUTIONS;
(III) ENGAGE DIRECTLY WITH THE INSTITUTIONS TO STRIVE FOR CONSENSUS AMONG THE INSTITUTIONS ON ANY PROPOSED CHANGES; AND
(IV) IF APPLICABLE, DEVELOP A SET OF CHANGES TO RECOMMEND TO THE GOVERNOR AND COMMITTEES OF THE GENERAL ASSEMBLY.

(c) NOTWITHSTANDING THE PROVISIONS OF SECTION 24-1-136 (11)(a)(I), THE REPORTING REQUIREMENT PURSUANT TO THIS SUBSECTION (5.5) CONTINUES INDEFINITELY.
TOPIC: PROPOSED REVISIONS TO CCHE POLICY I, PART N: SERVICE AREA OF COLORADO PUBLIC INSTITUTIONS OF HIGHER EDUCATION – INCLUSION OF ALL PORTIONS OF SALIDA SCHOOL DISTRICT INTO THE SERVICE AREA OF COLORADO MOUNTAIN COLLEGE

PREPARED BY: DR. KIM POAST, CHIEF STUDENT SUCCESS AND ACADEMIC AFFAIRS OFFICER;
DR. CHRIS RASMUSSEN, DIRECTOR OF ACADEMIC AFFAIRS

I. SUMMARY

This discussion item concerns proposed revisions to Commission Policy I, N: Service Areas of Colorado Public Institutions of Higher Education to include all portions of Salida school district R-32-J within the defined service area of Colorado Mountain College and to correct a clerical error in the definition of the service area of Pueblo Community College.

II. BACKGROUND

C.R.S. 23-1-109(2) requires the Colorado Commission on Higher Education to define, after consultation with the governing boards of institutions, the geographic and programmatic service areas for Colorado public institutions of higher education for providing off-campus instruction. The service area policy provides precise narrative descriptions of the geographic service areas for all Colorado public four-year universities with a two-year statutory role and mission (i.e., Adams State University and Colorado Mesa University), all 15 community colleges, local district colleges (Aims Community College and Colorado Mountain College) and the three area technical colleges. For all institutions with a four-year statutory role and mission, the service area is the entire state of Colorado.

On Aug. 13, 2019, the Board for Salida school district R-32-J passed a resolution seeking annexation into the taxing district of Colorado Mountain College (CMC) and to place the matter on the local election ballot in November 2019. A small portion of the Salida school district is located in Fremont County, outside of the defined service area of CMC. The CMC administration seeks a change in the CCHE Service Area Policy to transfer the portion of Salida school district located within Fremont County from the service area of Pueblo Community College to the service area of Colorado Mountain College.

III. STAFF ANALYSIS

This request represents a small administrative change that would bring all of Salida school district into the service area of a single higher education institution with a two-year statutory role and mission. A similar arrangement exists in Eagle County, which is within the defined service area of
Colorado Mountain College: The portion of Routt County school district RE-3 located within Eagle County is part of the service area of Colorado Northwestern Community College.

The proposed change has been discussed with the leadership of Colorado Mountain College, Pueblo Community College, and the Colorado Community College System, all of whom are generally supportive of the proposed change.

In the process of researching the implications of the proposed change and preparing this agenda item, it was discovered that the CCHE Service Area Policy mistakenly includes Chaffee County within the service area of Pueblo Community College. Staff recommends striking this reference from the policy regardless of the outcome of deliberations related to the Salida school district.

IV. STAFF RECOMMENDATIONS

Discussion item only.

V. STATUTORY AUTHORITY

§23-1-109 Duties and powers of the commission with regard to off-campus instruction.

(1) The general assembly declares its intent that the state-supported institutions of higher education may engage in instruction off the geographic boundaries of their campuses.

(2) The commission shall define, after consultation with the governing boards of institutions, the geographic and programmatic service areas for each state-supported institution of higher education. No such institution shall provide instruction off-campus in programs or in geographic areas or at sites not approved by the commission, unless otherwise provided by law.

§23-71-128 Additions to district - procedure.

(1) If a school district or group of districts that is adjacent to a local college district or located entirely within the boundaries of the local district college's service area, as determined by the Colorado commission on higher education, desires to be annexed to the existing local college district, it may do so by satisfying both of the following requirements:

(a) By obtaining approval of the existing local college district. The approval shall be given only upon a majority vote of the eligible electors of the existing local college district as expressed by a majority polled at the time of the regular biennial school election held in the local college district. The election shall be called only upon the affirmative vote of the board of trustees.

(b) By the school district desiring to be annexed voting on the question of annexation at a regular biennial school election. The election shall be called only upon the affirmative vote of the school district board of education. If a single school district desires to be annexed, the annexation shall be effected by a majority vote of the eligible electors of the district. If two or more school districts desire annexation as a group, the annexation shall be effected only by a majority vote in favor
thereof in each district desiring annexation. If there is not a majority vote in favor of the annexation in any district comprising the group, then the annexation shall not occur for the group of districts, but any individual district in the group which had a majority vote in favor of the annexation shall be annexed to the local college district.

ATTACHMENTS:
- Attachment B: CMC Service Area Request 08-20-2019
- Attachment C: Service Area Map (webpage)
SECTION I

PART N  SERVICE AREAS OF COLORADO PUBLIC INSTITUTIONS OF HIGHER EDUCATION

1.00  Introduction

C.R.S. §23-1-109(2) requires the Colorado Commission on Higher Education to define the geographic and programmatic service areas for Colorado public institutions of higher education:

“The commission shall define, after consultation with the governing boards of institutions, the geographic and programmatic service areas for each state-supported institution of higher education. No such institution shall provide instruction off-campus in programs or in geographic areas or at sites not approved by the commission, unless otherwise provided by law.”

This policy provides precise narrative descriptions of the geographic service areas for all Colorado universities with a two-year statutory role and mission, community colleges, local district colleges, and area technical colleges.

See Section 4.00 below for all four-year institutions.

When discussing the service areas of community college, local district colleges, area technical colleges, and universities delivering educational services through their two-year statutory role and mission the precise narrative descriptions contained herein should be referenced. These narrative descriptions should also be used or referenced in planning documents concerning community college, local district colleges, and area technical colleges.

These institutions' service areas are the geographic areas in which these institutions may offer their programs.
2.00 Geographic Service Areas for Universities with a Two-Year Statutory Role and Mission, Community Colleges, Local District Colleges, and Area Technical Colleges

2.01 Adams State University

- Adams State University (ASU) has both a two- and four-year statutory role and mission and may provide Resident Instruction, two-year academic programs in Saguache, Mineral, Rio Grande, Alamosa, Conejos, and Costilla counties.
- Adams State University shall cooperate with Colorado Mesa University in providing any necessary two-year academic programs in Gunnison and Hinsdale counties.

2.02 Aims Community College

Aims Community College serves Larimer and Weld counties. Its service area for career and technical education programs is the same and is shared with Front Range Community College.

2.03 Arapahoe Community College

Arapahoe Community College (ACC) serves the area defined by the boundaries below and all of Douglas County. Its service area for career and technical education programs is the same.

**Western Boundary** (from north to south): U.S. Highway 285 intersect at the western border of Jefferson County; and Jefferson County border south, encompassing all of south Jefferson County.

**Northern Boundary** (from west to east): U.S. Highway 85 to West Quincy Avenue; east on Quincy to South Irving; north on Irving to West Oxford; west on Oxford, following the Fort Logan Mental Health Center boundaries, to South Lowell; north on Lowell to West Hampden Avenue (U.S. 285); east on Hampden to South Federal Boulevard; north on Federal to West Dartmouth Avenue; east on Dartmouth to South Tejon; north on Tejon to Yale Avenue; east on Yale to University Boulevard; south on University to East Hampden Avenue; east on Hampden to I-25, south on I-25 to I-225; northeast on I-225 to South Yosemite Street; south on Yosemite to the intersect of I-25, which approaches Arapahoe Road; and east on Arapahoe Road to Boxelder Creek.

**Eastern Boundary** (from north to south): Intersect of East Hampden Avenue and I-25; I-25 southeast to I-225; I-225 northeast to South Yosemite; Yosemite south to I-25 intersect, approaching Arapahoe Road; Arapahoe Road east to Boxelder Creek; Boxelder Creek south through Arapahoe County to the Elbert County border; northern Elbert County border west to Douglas County border; and Douglas County border south encompassing all of Douglas County.
Southern Boundary (from west to east): Southern borders of Jefferson and Douglas counties.

2.04 Colorado Mesa University

- Colorado Mesa University (CMU) has both a two- and four-year statutory role and mission and may provide Resident Instruction, two-year academic programs in Mesa, Delta, Montrose, San Miguel and Ouray counties.
- It shall cooperate with Adams State University in providing any needed two-year academic programs in Gunnison and Hinsdale counties. CMU’s service area for career and technical education programs is Mesa County.

2.05 Colorado Mountain College

- Colorado Mountain College (CMC) serves Garfield, Eagle, Summit, Pitkin, Lake, Chaffee, Grand, and Jackson counties; the portion of Salida school district R-32-J located in Fremont County; and Routt County school district RE 2. (The section of Routt County school district RE 3 that extends into Eagle County is within the service area of Colorado Northwestern Community College.)
- CMC’s service area for career and technical education programs is the same.

2.06 Colorado Northwestern Community College

Colorado Northwestern Community College (CNCC) serves Moffat and Rio Blanco counties and Routt County school districts RE 1 and RE 3 (the latter extending into a small part of Eagle County). CNCC’s service area for career and technical education programs is the same.

2.07 Community College of Aurora

Community College of Aurora (CCA) serves an area defined by the boundaries described below. Its service area for career and technical education programs is the same.

Western Boundary (from north to south): Quebec Street south to Hampden Avenue; west on Hampden to I-25; south on I-25 to I-225; northeast on I-225 to South Yosemite Street; south on Yosemite to the I-225 intersect, which approaches Arapahoe Road.

Northern Boundary: Highway 2 from Quebec Street northeast to the Adams County line and along that line to Boxelder Creek.
Eastern Boundary (from north to south): From Adams County line to Boxelder Creek; south on Boxelder Creek to a point equivalent to Arapahoe Road as it extends east through Arapahoe County to Boxelder Creek.

Southern Boundary (from west to east): Arapahoe Road and a line extending east from Arapahoe Road to Boxelder Creek.

2.08 Community College of Denver

Community College of Denver (CCD) serves an area defined by the boundaries described below. CCD’s service area for career and technical education programs is the same.

Western Boundary: Sheridan Boulevard.

Northern Boundary: Interstate 70.

Eastern Boundary: Quebec Street.

Southern Boundary (from west to east): West Quincy Avenue from Sheridan intersect to South Irving Street; north on Irving to west Oxford; west on Oxford, following Fort Logan Mental Health Center boundaries to South Lowell Boulevard; north on Lowell to U.S. 285 (Hampden); east on U.S. 285 to South Federal Boulevard; north on Federal to West Dartmouth; east on Dartmouth to South Tejon; north on Tejon to Yale Avenue; east on Yale to University Boulevard; south on University to East Hampden Avenue, and east on Hampden to the intersect of Quebec Street. The southern boundary of CCD coincides with the northern boundary of Arapahoe Community College.

2.09 Emily Griffith Technical College

Emily Griffith Technical College serves the city and county of Denver.

2.10 Front Range Community College

Front Range Community College (FRCC) serves an area defined by the boundaries described below and all of Larimer County, Broomfield County, Brighton and Commerce City. Its service area for career and technical education programs is the same. Front Range Community College also holds a service area assignment in Larimer County. Front Range Community College shares Larimer and Weld counties with Aims Community College for career and technical education programs.

Western Boundary (from north to south): Western borders of Boulder and Jefferson counties; Jefferson County border south to a point equivalent to 80th
Avenue as it extends west to the border; 80th Avenue line east to Wadsworth Boulevard; Wadsworth south to West 66th Avenue; 66th Avenue east to Sheridan Avenue; and Sheridan south to I 70 intersect.

Northern Boundary (from west to east): Boulder County border to Adams County border and north Adams County border to I 76 intersect, reaching the intersection of Adams County border and I 76.

Eastern Boundary (from south to north): Quebec Street from I 70 to Highway 2; northeast on Highway 2 to the Adams County border.

Southern Boundary: Interstate 70.

2.11 Lamar Community College

Lamar Community College (LCC) serves Cheyenne, Kiowa, Prowers, and Baca counties. Its service area for career and technical education programs is the same.

2.12 Morgan Community College

Morgan Community College (MCC) serves Morgan, Kit Carson, and Lincoln counties. It will share responsibility for serving Washington and Yuma counties with Northeastern Junior College. Morgan Community College's service area also includes eastern Adams and Arapahoe counties extending to Boxelder Creek on the west and encompasses, among others, the communities of Bennett, Strasburg, Byers, and Deer Trail. MCC’s service area for career and technical education programs is the same.

2.13 Northeastern Junior College

Northeastern Junior College (NJC) serves Logan, Sedgwick, and Phillips counties exclusively and shall share the responsibility for serving Washington and Yuma counties with Morgan Community College. Its service area for career and technical education programs is the same.

2.14 Otero Junior College

Otero Junior College (OJC) serves Crowley, Otero, and Bent counties. Its service area for career and technical education programs is the same.

2.15 Pikes Peak Community College

Pikes Peak Community College (PPCC) serves Teller, El Paso, and Elbert counties. Its service area for career and technical education programs includes Teller, El Paso, and Elbert counties and Kit Carson County School District RE 4J.
2.16 Pueblo Community College

Pueblo Community College (PCC) serves Pueblo, Fremont, Custer, Chaffee, Dolores, Montezuma, La Plata, San Juan, and Archuleta counties. Its service area for career and technical education programs is the same.

2.17 Red Rocks Community College

Red Rocks Community College (RRCC) serves an area defined by the boundaries described below. It service area for career and technical education programs is the same.

Western Boundary: Western borders of Gilpin, Clear Creek, and Park counties.

Northern Boundary (from west to east): Northern border of Gilpin County; Highway 72 south to a point equivalent to 80th Avenue; 80th Avenue extending east to Wadsworth Boulevard; Wadsworth south to 66th Avenue; and 66th Avenue east to Sheridan Boulevard.

Eastern Boundary (from north to south): Eastern border of Gilpin County to a point equivalent to 80th Avenue; 80th Avenue east to Wadsworth Boulevard; Wadsworth south to 66th Avenue; 66th east to South Sheridan Boulevard; and Sheridan south to West Quincy Avenue.

Southern Boundary (from west to east): U.S. 285 from Jefferson County border to West Quincy Avenue east to Sheridan Boulevard.

2.18 Pickens Technical College

Pickens Technical College serves the area defined by the boundaries described below.

Western Boundary (from north to south): Quebec Street south to Hampden Avenue; west on Hampden to I-25; south on I-25 to I-225; northeast on I-225 to South Yosemite Street; south on Yosemite to the I-225 intersect, which approaches Arapahoe Road.

Northern Boundary: Highway 2 from Quebec Street northeast to the Adams County line and along that line to Boxelder Creek.

Eastern Boundary (from north to south): From Adams County line to Boxelder Creek; south on Boxelder Creek to a point equivalent to Arapahoe Road as it extends east through Arapahoe County to Boxelder Creek.

Southern Boundary (from west to east): Arapahoe Road and a line extending east from Arapahoe Road to Boxelder Creek.
2.19 Technical College of the Rockies

Technical College of the Rockies (previously Delta-Montrose Technical College) serves Delta, Gunnison, Ouray, Montrose, and San Miguel counties, Hinsdale school district RE 1, and Gunnison Watershed School District RE 1J in Saguache County.

2.20 Trinidad State Junior College

Trinidad State Junior College (TSJC) serves Las Animas and Huerfano counties with both academic and career and technical education programs. Trinidad State Junior College also serves Conejos, Costilla, Alamosa, Rio Grande, Mineral, and Saguache counties with career and technical education programs. Academic courses required in the career and technical education certificate and degree programs in those six counties shall be provided by Adams State University. Trinidad State Junior College may offer other courses in those six counties that are not clearly either academic or career and technical education with the agreement of Adams State University.

In cooperation with the State Board for Community Colleges and Occupational Education and the Colorado Commission on Higher Education, the college may continue to extend educational opportunities to northern New Mexico through formal reciprocity arrangements.

3.00 Programmatic Distinctions Recognized By the Commission

Two-year lower division programs currently approved for Colorado Mesa University and Adams State University may be delivered as part of these institutions' resident instruction programs within service areas designated. Career and technical education instruction and academic instruction at the lower division level shall be offered in separate and distinct service areas.

4.00 Geographic Service Area for Four-Year Institutions

For all institutions with a four-year statutory role and mission, the service area is the entire state of Colorado, except that the geographic service area for four-year institutions delivering services though a two-year statutory role and mission shall be as is described in Sections 2.00 and 3.00.

5.00 Process to Seek a Concurrent Enrollment Exception

House Bill 18-1052 established a process (C.R.S §23-1-109(6)) to facilitate local education provider participation in a Concurrent Enrollment course or program, pursuant to §22-35-112, C.R.S., with an institution of higher education that is outside of the institution’s geographic service area in which the local education provider is located.
This policy shall apply when the local education provider requests, in writing, a Concurrent Enrollment course or program from an institution of higher education within which geographic service area the local education provider resides. The institution may decline, in writing, to provide the requested Concurrent Enrollment course or program. If the institution fails to respond to the local education provider within 45 days of the request, the institution shall be deemed to have declined to provide the requested Concurrent Enrollment course or program.

5.01 If an institution in the local education provider’s Commission-approved geographic service areas declines or is deemed to have declined to provide a requested Concurrent Enrollment course or program, the local education provider may then partner with an institution of higher education outside of the Commission-approved geographic service area where the local education provider is located to provide the requested Concurrent Enrollment programs or courses. After a local education provider reaches an agreement with an institution outside the Commission-approved geographic service area, the local education provider must provide the Department with the following:

   i. A dated copy of the request made in writing to the institution in the local education provider’s geographic service area and an explanation of the institution’s response and/or decision to decline to offer the requested Concurrent Enrollment course or program;
   ii. A detailed account of the specific Concurrent Enrollment academic programs or courses;
   iii. Identification of which institution(s) outside of the geographic service area the local education provider plans to partner with to offer the requested Concurrent Enrollment programs or courses; and
   iv. The length of time of the agreement

5.02 If an institution is deemed to have declined because they do not respond to the Local Education Provider’s request within 45 days then the concurrent enrollment service area exception will, by default, last two years unless a shorter time is requested by the Local Education Provider. If both parties agree in writing to the exception then the concurrent enrollment service area exception can last up to five years. Once a concurrent enrollment service area exception has expired then the local education provider must submit another request. However, requests may be submitted on a yearly basis.

5.03 When an institution of higher education provides a Concurrent Enrollment course or program outside of its service area pursuant to this policy, it shall be funded in the same manner as Concurrent Enrollment courses and programs offered within the institution’s service area and shall be treated as on-campus instruction.
HISTORY: January 1986; May 1987; March 1988; December 1992; September 1994; May 1995; CCHE Agenda 10/5/95 Item III, D; CCHE Agenda 9/12/17 Item IV, A; CCHE Agenda 10/23/17 Item V, D; CCHE Agenda 10/22/2018 Item V,A; CCHE Agenda 9/5/2019 Item IV, F.
MEMORANDUM

To: Angie Paccione, Executive Director, Colorado Department of Higher Education
Vanecia Kerr, Chair, Colorado Commission on Higher Education

From: Matt Gianneschi, Chief Operating Officer

cc: Carrie Hauser, President and CEO, Colorado Mountain College
Richard Gonzales, General Counsel and Senior Inclusivity Officer, CMC
Colorado Mountain College Board of Trustees
Kim Poast, Chief Student Success and Academic Affairs Officer, CDHE
Inta Morris, Chief Operating Officer, CDHE
Joe Garcia, Chancellor, Colorado Community College System
Patty Erjavec, President, Pueblo Community College

Date: August 20, 2019
Re: Request to Modify the “Narrative Definition” of CMC's Service Area

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**Background**

Pursuant to the requirements of CCHE policy Section I, Part N (Service Areas), Colorado Mountain College provides postsecondary services to all of Chaffee County. Chaffee County is home to two school districts, Buena Vista School District and Salida School District. CMC has physical presence in both school districts and provides college programs to the residents of the entire region.

On August 13, 2019, the Salida School Board passed a resolution seeking annexation into the CMC taxing district. If successful in November 2019, Salida would become the ninth school district to join CMC’s taxing district.

Importantly, a portion of the Salida School District is in Fremont County (please see figures 1 and 2 below), which is currently in Pueblo Community College’s service area.

**Analysis**

Colorado Law (23-71-128 CRS) authorizes any school district “located adjacent to a local college district or located entirely within the boundaries of the local district college's service area, as determined by the Colorado commission on higher education,” to seek annexation during a regular biennial school election (e.g., 2019). Technically, though nearly all of the Salida school district is located in Chaffee County, it is not located “entirely within” CMC’s service area boundary, as a portion is within Fremont County, which is in PCC’s service area.
Figure 1: Boundaries of the Salida School District
(the Area in Red is Located in Fremont County)

Figure 2: CMC's Service Area Pursuant to CCHE Policy
(the Area in Red is the Region Under Consideration)
On Tuesday, August 13, 2019, CMC contacted CCCS chancellor Joe Garcia and Pueblo Community College president Dr. Patty Erjavec regarding the Salida School District’s decision and the potential impact on PCC’s service area. CMC staff requested the CCCS’ support in modifying the CCHE’s definition of CMC’s service area from “Chaffee County” to include “the properties within Buena Vista School District R-31 and Salida School District R32J.”

On Wednesday, August 14, 2019, Dr. Erjavec communicated the CCCS’ support for the above-referenced modification.

Request

With support from the Colorado Community College System and Pueblo Community College, Colorado Mountain College requests that, on or before its October 24, 2019 meeting, the Colorado Commission on Higher Education officially modify the description of Colorado Mountain College’s service area, as found in CCHE policy Section I, Part N (Service Areas), paragraph 2.05, as follows:

- Colorado Mountain College (CMC) serves Garfield, Eagle, Summit, Pitkin, Lake, Chaffee, Grand and Jackson counties, the properties located within Buena Vista School District R-31, Salida School District R32J, and Routt County school district RE 2. (The section of Routt County school district RE 3 that extends into Eagle County is within the service area of Colorado Northwestern Community College.)

- CMC’s service area for career and technical education programs is the same.
Note: In counties shared by multiple colleges, color placement not meant to denote precise service area.
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</tr>
<tr>
<td>Morgan Community College</td>
<td>Adams, Arapahoe, Kit Carson, Lincoln, Morgan, Washington, Yuma</td>
<td>Kari Linker 970-542-3113</td>
<td></td>
</tr>
<tr>
<td>Northeastern Junior College</td>
<td>Logan, Phillips, Sedgwick</td>
<td>Jason Hazlett 970.521.6789</td>
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<tr>
<td>Otero Junior College</td>
<td>Bent, Crowley, Otero</td>
<td>Ryan Trosper 719.384.6886</td>
<td></td>
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<tr>
<td>Pikes Peak Community College</td>
<td>El Paso, Elbert, Teller</td>
<td>Debbie Sagen 719.502.2454</td>
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<tr>
<td>Pueblo Community College Southeast Region</td>
<td>Custer, Fremont, Pueblo</td>
<td>Kathy Cox 719.549.3342</td>
<td></td>
</tr>
<tr>
<td>Pueblo Community College Southwest Region</td>
<td>Archuleta, Dolores, La Plata, Montezuma, San Juan</td>
<td>Nancy Zimmer 970.564.6230</td>
<td></td>
</tr>
<tr>
<td>Red Rocks Community College</td>
<td>Clear Creek, Gilpin, Jefferson, Park</td>
<td>Jeannine Kreller 303.914.6769</td>
<td></td>
</tr>
<tr>
<td>Technical College of the Rockies</td>
<td>Delta, Gunnison, Hinsdale, Mesa, Montrose, Ouray, San Miguel</td>
<td>Tony Bowling 970.874.6503</td>
<td></td>
</tr>
<tr>
<td>Trinidad State Junior College</td>
<td>Alamosa, Conejos, Costilla, Huerfano, Las Animas, Mineral, Rio Grande, Saguache</td>
<td>Donna Haddow 719-846-5742</td>
<td></td>
</tr>
</tbody>
</table>

**System President’s Procedure SP 9-20b- Community College Service Areas** describes the service areas for Metro Denver.
TOPIC: NON-MONETARY SUPPLEMENTAL REQUEST FOR METROPOLITAN STATE UNIVERSITY – DENVER TO EXTEND CASH SPENDING AUTHORITY ON THE AEROSPACE ENGINEERING SCIENCES BUILDING PROJECT

PREPARED BY: LAUREN GILLILAND, LEAD FINANCE ANALYST

I. SUMMARY

This discussion item is to review a non-monetary supplemental request submitted by the Metropolitan State University of Denver (MSU Denver) for their capital project constructing the Aerospace Engineering Sciences (AES) building. The request is for a three-year extension of the original appropriation deadline. If MSU Denver is not granted an extension, they will be required to revert $2.15 million to the state under the proportional spending requirement. This request has an element of urgency, so the Commission may wish to move to act.

II. BACKGROUND

State funding for capital projects typically must be encumbered within three years of the appropriation. In extraordinary circumstances, this deadline may be extended via a supplemental request approved by the Colorado Commission on Higher Education (CCHE), the Office of State Planning and Budgeting (OSPB), the Capital Development Committee (CDC) and the Joint Budget Committee (JBC). Per C.R.S. 24-75-1115, non-monetary adjustments to capital projects, such as a time extension, may be made outside of the legislative session.

MSU Denver's new Aerospace Engineering Sciences building is jointly funded by the state and the institution. The project received total appropriations of $20 million in state funds with cash spending authority of $40 million between FY 2014 and FY 2017. Capital appropriations must be encumbered within three years. As such, MSU Denver’s spending authority ran out on June 30 of this year. At that time, the project was underspent by $6,451,420.20. Per C.R.S. 24-75-303, if a project closes underspent, the institution must revert funds back to the state in proportion to the original investment. Therefore, MSU Denver would be required to revert $2.15 million to the state given that the state made one-third of the total investment (one-third of the $6,451,420.20 underspent amount is $2.15 million).

As of the end of last fiscal year, MSU Denver had utilized all state funds on the project and ran out of cash funds to complete it. When originally making the $40 million match commitment, MSU Denver expected to bond for $20 million and raise the other $20 million through their foundation. With transitions in university leadership and the departure of the project’s lead fundraiser, the donations did not materialize. MSU Denver was able to increase their bond from $20 million to $30 million, as well as identify approximately $5 million in cash funds to complete the first three floors of the building and some of the fourth. The building is currently not completed.
A non-monetary supplemental can be used to reduce MSU Denver's cash spending authority by $6.45 million in the original year of appropriation, FY16-17, and increase its cash spending authority by the same amount for this fiscal year, FY19-20. Since capital appropriations have a three-year timeline, this is essentially granting MSU Denver a three-year extension. If granted this extension, MSU Denver will have three additional years to raise and spend their remaining $6.45 million commitment. MSU Denver expects to use gifts and institutional funds to complete the fourth floor of the building, add laboratory space and make other improvements.

III. STAFF ANALYSIS

Summary of Request:

Table 1 displays the summary of the non-monetary adjustment.

<table>
<thead>
<tr>
<th>Fiscal Year to be Modified</th>
<th>Total Funds</th>
<th>Capital Construction Fund (CCF)</th>
<th>Cash Funds (CF)</th>
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</thead>
<tbody>
<tr>
<td>FY 2016-17</td>
<td>($6,451,420.20)</td>
<td>-</td>
<td>($6,451,420.20)</td>
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<tr>
<td>FY 2019-20</td>
<td>$6,451,420.20</td>
<td>-</td>
<td>$6,451,420.20</td>
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</table>

AES Building: This new 118,000 GSF, four-story building will bring together MSU Denver’s programs in aerospace science and aviation; physics; industrial design; and civil, mechanical and electrical engineering technology, computer sciences and computer information systems in a truly integrated space with the technology of laboratories to match. The result will be a dynamic interdisciplinary learning space designed to support an integrated curriculum, foster collaborative research and drive deeper industry ties.

Analysis: If MSU Denver is not granted the three-year extension via this non-monetary supplemental, they will be required to revert $2.15 million to the state. The project may remain unfinished, though the building may still be occupiable. The burden of the reversion may be felt by students, as MSU Denver would have to divert from other priorities. It would be a substantial hardship for the university. If MSU Denver is granted this extension, they plan to raise and expend the remaining $6.45 million. MSU Denver has about one-third of this amount on hand now. They are actively working with donors and their budget to identify the remainder. If approved by the Commission, this non-monetary supplemental request will go on to OSPB, CDC and JBC for their approval.

IV. STAFF RECOMMENDATIONS

Staff recommends that the Commission discuss this non-monetary supplemental submission. If it sees fit, the Commission may wish to move this item into action and approve the supplemental.
V. **STATUTORY AUTHORITY**

C.R.S. 24-75-1115

(1) For purposes of this section, “nonmonetary adjustment” means a change that does not affect the amount of the appropriation, including a name change, an extension of time for completion, a scope change, a transfer between departments, or other such similar changes.

(2) For fiscal years commencing on or after July 1, 2015, the controller may allow any department, institution, or agency of the state, including any institution of higher education, to expend moneys differently from the authority granted by an item of appropriation for a capital construction budget item or an information technology capital project if the capital construction, controlled maintenance, capital renewal project, or information technology capital project that the appropriation was for requires a nonmonetary adjustment for its timely continuation and the nonmonetary adjustment is due to unforeseen circumstances arising while the general assembly is not meeting in regular or special session during which such nonmonetary adjustment would be legislatively addressed, under the following circumstances:

(a) If the nonmonetary adjustment is in regard to a capital construction budget item and is requested by a department, institution, or agency of the state other than the department of law, the department of the treasury, the department of state, the judicial department, or the legislative department:

(I) The request for the nonmonetary adjustment has been submitted to the office of state planning and budgeting for approval and the office of state planning and budgeting has approved the nonmonetary adjustment, in whole or in part; and

(II) Upon approval by the office of state planning and budgeting, the request for the nonmonetary adjustment has been submitted to the capital development committee for consideration; and

(III) Upon the issuance of a written recommendation regarding the nonmonetary adjustment by the capital development committee, the request for the nonmonetary adjustment has been submitted to the joint budget committee for approval; and

(IV) The request for the nonmonetary adjustment has been approved, in whole or in part, by a majority vote of the members of the joint budget committee, and the controller has received written confirmation of such approval from the joint budget committee; or

(b) If the nonmonetary adjustment is in regard to a capital construction budget item and is requested by the department of law, the department of the treasury, the department of state, the judicial department, or the legislative department:

(I) The request for the nonmonetary adjustment has been submitted to the capital development committee for consideration; and

(II) Upon the issuance of a written recommendation regarding the nonmonetary adjustment by the capital development committee, the request for the nonmonetary adjustment has been submitted to the joint budget committee for approval; and

(III) The request for the nonmonetary adjustment has been approved, in whole or in part, by a majority vote of the members of the joint budget committee, and the controller has received written confirmation of such approval from the joint budget committee.

(3) Any department, institution, or agency of the state requesting a nonmonetary adjustment pursuant to subsection (1) of this section shall make the request in such form and shall include in the request such information as may be required by the office of state planning and budgeting, the
capital development committee, the joint technology committee, and the joint budget committee, as applicable.

(4) Nonmonetary adjustments must be consistent with the original purpose for which the appropriation was made and may not change the amount of the appropriation.

(5) The joint budget committee shall introduce a supplemental appropriation for the fiscal year in which the nonmonetary adjustment occurred that reflects the nonmonetary adjustment.

ATTACHMENTS:

ATTACHMENT A: MSU Denver Non-monetary Supplemental Request
A. SUPPLEMENTAL CRITERIA:

This supplemental request addresses the following criteria:

1. This supplemental does have to do with the data we had on hand when the original appropriation was made. We had assumed we would be able to fundraise $20M in funds to contribute to the project costs. This turned out not to be true as we raised less than $2M. Most of the additional funding was covered via institutional bonds.

2. This supplemental does have to do with an unforeseen contingency, such as the timing of signing tenants to use spaces on the 4th floor of the building and move forward with tenant improvement construction work.

At this point, we are still attempting to true up the budget and understand the remaining project needs, such as completing the tenant finish of the 4th floor and security issues. We are asking for a non-monetary adjustment because the work will be consistent with the original purpose for which the capital appropriation was given. We are not asking for additional appropriation to complete the project, we are asking for an extension to allow MSU Denver to identify an additional $6.45 million in funds to finish the project. An additional three years would allow MSU Denver to continue working towards its total project cost of $60M.

B. SUPPLEMENTAL JUSTIFICATION:
Describe the problem: MSU Denver was able to raise $35 million for the project in cash funds and financing but was left with a $5 million deficit to complete all aspects of the building. During the construction phase, the University leadership was in transition and an impact of this transition was the departure of the lead fundraiser for this project. The University was able to increase the anticipated debt for the building from $20 million to $30 million, as well as identify approximately $5 million in cash funds to complete the first three floors of the building, as well as some of the fourth floor. Leadership in the fundraising areas, as well as University operations has stabilized. We anticipate being able to use a combination of giving as well as institutional funding to complete the 4th floor of the building as well as update/add laboratory space in the AES building and improve the overall student experience.

Describe the solution: Extend the appropriation deadline from 6/30/2019 to 6/30/2022 as we believe there are opportunities to identify institutional resources over three years to spend the remaining budget of $6,451,420.20 by enhancing the building with security features, a mock cyber-attack lab, storage solutions and optimized functionality.

Alternate solution evaluated that lead to the solution above: We could return the proportionate amount of the remaining funds, $2.15 M, to the state right now. This would reduce our cash reserves, negatively impacting our students and force Aerospace Engineering Science building close out and optimizations onto department budgets.

C. PROJECT SUMMARY/STATUS:

Original scope of the project: The new building will bring together MSU Denver’s programs in aerospace science and aviation; physics; industrial design; and civil, mechanical & electrical engineering technology, computer science and computer information systems in a truly integrated space with the technology and laboratories to match. The result will be a dynamic interdisciplinary learning space designed to support an integrated curriculum, foster collaborative research and drive deeper industry ties.

Amount of the original appropriation request: $20M spread out over two years as follows:

- FY 2014-15: $5,279,128
- FY 2015-16: $14,720,872

The project is not mandated via legislation or a court order.

This is a continuation project from a previous year appropriation.

Status of prior appropriated project by phases:

- Phase 1 (2014-15): Design work to construction drawings level complete.
- Phase 2 (2015-16): Construction work of building began and it became apparent fundraising was not coming in at the expected rate. Design was modified to shell out the 4th floor of the building.
- Phase 3 (2016-17): Construction continued and partners were pursued to lease spaces in the 4th floor of the building.
- 1st year after final phase, phase 3 (2017-18): The building officially opened. Tenant improvements to the 4th floor and build out of common spaces began.
- 3rd year after final phase, phase 3 (2019-20): Last tenant improvements, faculty offices and build out of a classroom continued.
- Now (2020-2021): Finishing tenant improvements, upgrading security, adding mock cyber-attack lab, moving lab equipment from prior location, etc.
D. SUMMARY OF FUNDING CHANGE:

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<tr>
<th>Fiscal Year to be Modified</th>
<th>Total Funds</th>
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</table>

* Indicate fiscal years needing modifications
Reduction of $6,451,420.20 cash spending authority in FY16-17 and increase of the same magnitude in FY19-20.

E. ASSUMPTIONS FOR CALCULATIONS:

The calculations used to determine the amounts in the Cost Summary are comprised of total remaining encumbered costs to date (categorized by expense type) as well as the remaining unspent budget of the project. The remaining unspent budget numbers are approximate in their amounts and their line item allocations. The majority of the items were divided as follows:

- Other (Line 11)
- Cost for new square footage build out work (Line 18)
- Security Cameras (Line 29)
- Furnishings (Line 30)
- Relocation costs (Line 36)

F. CONSEQUENCES IF NOT FUNDED:

If this request were not approved, MSU Denver would be required to revert a proportional $2.15M to the state. This would reduce our cash reserves and force Aerospace Engineering Science building close out and optimizations onto department budgets.

G. ADDITIONAL REQUEST INFORMATION:

*Provide any additional information necessary to fully explain the supplemental request. See instructions for further detail.*

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<th>Additional Request Information</th>
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<tr>
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<td>Will this request require a statutory change?</td>
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<td>Is this a one-time request?</td>
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<tr>
<td>Will this request involve any IT components?</td>
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Section 1. Organization and Meetings

1.1 Organization: Pursuant to C.R.S. §23-1-102, the Commission shall consist of eleven members appointed by the Governor with the consent of the Senate. The members of the Commission are selected on the basis of their knowledge of and interest in higher education and shall serve for four-year terms. No member of the Commission may serve more than two consecutive full four-year terms.

1.2 Officers: Pursuant to C.R.S. §23-1-110, the officers of the Commission shall be the Chair and Vice Chair. The Secretary shall be the Executive Director of the Commission and the Department and is a non-voting member of the Commission. The Governor appoints, with the consent of the Senate, the Executive Director to serve as the executive officer of the Commission and the Department.

1.3 All officers shall be elected at the May meeting of the Commission to serve a term of one year, except the Secretary whose term shall be coterminous with his or her term as Executive Director. Any member may nominate themselves or another member to be chair or vice-chair. Members will vote on each position; if there is more than one nomination the vote will be conducted by private ballot to be counted by the Secretary. Officers shall be limited to two consecutive terms, unless an exception is approved by a vote of more than 60 percent of the Commission. When possible, a Commissioner is encouraged to serve as vice-chair prior to becoming chair.

1.4 Regular Meetings of the Commission: The Commission shall adopt at the October Commission meeting a schedule of regular meetings of the Commission for the following calendar year.

1.3 Notice of Meetings: Any meetings at which the adoption of any proposed policy, position, resolution, rule, regulation, or formal action occurs or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be held only after full and timely notice to the public. In addition to any other means selected by the Commission for giving notice to the public, the Commission shall post notice of its meetings at the office of the Colorado Department of Higher Education located at 1560 Broadway, Suite 1600, Denver, Colorado 80202 and on the Colorado Department of Higher Education website. Notices shall be posted no less than two days prior to the holding of the meeting. The posting shall include specific agenda information where possible.

1.4 Special Meetings: Special meetings of the Commission may be held at the call of the Chair on two days’ notice, or at the request of five members of the Commission who may petition the Chair to call such a meeting. Notice of special meetings shall be made electronically or by telephone and posted at the office and on the website of the Colorado
1.5 Conduct of Meetings: The Chair shall preside at all meetings at which he or she is present. In the Chair’s absence, the Vice Chair shall preside, and in the event both are absent, those present shall elect a presiding officer. All meetings shall be conducted in accordance with all State laws and regulations. The parliamentary rules contained in Robert’s Rules of Order, latest revision, shall govern in all cases to which they are applicable, except as modified herein.

1.6 Attendance at Meetings: The term of any member of the Commission who misses more than two consecutive regular Commission meetings without good cause, as determined by the Chair, shall be terminated and his successor appointed in the manner provided for appointments under C.R.S. §23-1-102.

1.7 Preparation of Agenda: Meeting agendas shall be prepared by the Executive Director of the Department. A monthly agenda call will be scheduled with the Chair, Vice Chair, and Executive Director, or his or her designee, to discuss and approve the proposed agenda. At a regular or special meeting, an item of business may be considered for addition to the agenda by a majority vote of the Commissioners present.

1.8 Minutes of the Commission: The Secretary shall maintain an accurate set of minutes of Commission meetings, which shall include a complete record of all actions taken by the Commission. Such minutes shall constitute a permanent record. After the minutes of each meeting are completed they shall be reviewed by the Commission and, after approval, posted on the CCHE website and made available to the public for inspection upon written request.

1.9 Standing Committees: The Commission may create standing or ad hoc committees comprised of Commissioners to research and make recommendations on specific issues for the full Commission to consider and act on.

Section 2. Duties and Responsibilities of Officers

2.1 Chair of the Commission: The Chair of the Commission shall preside at meetings of the Commission at which he or she is in attendance.

2.2 Vice Chair of the Commission: The Vice Chair shall perform all duties of the Chair in the Chair’s absence.

2.3 The Secretary/Executive Director of the Commission: In addition to performing those duties established by law, the Executive Director of the Commission and Department shall: (a) serve as the Secretary of the Commission, (b) meet with the officers and staff of institutions of higher learning as the needs dictate for a mutual discussion of the matters affecting the responsibilities of the Commission, (c) meet with appropriate state and federal groups and/or officials on matters pertaining to the Commission, (d) meet with appropriate committees of the General Assembly on matters pertaining to the
Commission’s responsibilities, (e) appoint such professional staff as in his or her judgment are required and are within the budget approved by the Commission and for which funds are available, (f) prepare an annual operating budget and work program for approval by the Commission, (g) implement the policies of the Commission and communicate those policies to interested parties as appropriate.

Section 3. The Advisory Committee

3.1 There is hereby established an advisory committee pursuant to C.R.S. §23-1-103).

Advisory Committee Members: The advisory committee shall consist of not less than thirteen members, to be designated as follows:

(a) Six members shall be appointed from the General Assembly, including three senators, two of whom shall be from the majority party, appointed by the President of the Senate and one of who shall be from the minority party appointed by the Minority Leader of the Senate, and three representatives, two of whom shall be from the majority party, appointed by the Speaker of the House of Representatives and one of who shall be from the minority party appointed by the Minority Leader of the House of Representatives. Said six members shall be appointed for terms of two years or for the same terms to which they were elected to the general assembly, whichever is the lesser. Successors shall be appointed in the same manner as the original members;

(b) One member shall be selected and designated by the Commission, as recommended by the Colorado Faculty Advisory Council, to represent the faculty in the state;

(c) One member shall be selected and designated by the Commission, as recommended by the Student Affairs Council, to represent the students in the state for a term of one year, commencing on July 1 of the year appointed;

(d) One member shall be selected and designated by the Commission who is a parent of a student enrolled in a state supported institution of higher education in Colorado to represent the parents of students for a term of two years, commencing on July 1 of the year appointed.

(e) Not more than four additional members representing educational or other groups may be selected and designated by the Commission to serve on the advisory committee.

The Commission has designated the four additional advisory committee members to represent:

- Chief Academic Officers of Colorado’s state supported institutions of higher education, as recommended by the Colorado Academic Council;
- Chief Financial Officers of Colorado’s state supported institutions of higher education, as recommended by the, as recommended by the Chief Financial Officers group;
• Independent Higher Education Institutions in Colorado (Colorado College, Regis, and Denver University), as recommended by the Independent Higher Education Council; and,
• The K-12 system, as recommended by the Colorado Department of Education.

All such appointments shall be for a term of two years, commencing on July 1 of the year appointed.

3.2 Notice and Agendas: All members of the advisory committee shall receive agendas and background material and be notified of all public meetings of the Commission and shall be invited to attend for the purpose of suggesting solutions for the problems and needs of higher education and maintaining liaison with the general assembly.

3.3 Recommendations of the Advisory Committee: The members of the advisory committee shall have full opportunity to present their views on any matter before the Commission.

Section 4. Change in Bylaws

4.1 Bylaws shall be subject to amendment at any meeting of the Commission provided any such proposed change is listed on the agenda in accordance with the procedure outlined in Section 1.5 Notice of Meetings. Bylaw changes must be approved by a majority of the Commission.

HISTORY: Adopted on September 10, 1965. Amended January 14, 1966; February 25, 1972; June 1, 1978; July 1, 1993; October 7, 2004; May 6, 2011; CCHE Agenda March 3, 2017 Item V; April 5, 2019
COLORADO COMMISSION ON HIGHER EDUCATION

- Interim Chair Vanecia Kerr (D- 6th Congressional District) 1st term ends June 2018
- Commissioner Paul Berrick Abramson (U-7th Congressional District) 1st term ends July 2023
- Commissioner Mary Beth Buescher (D-3rd Congressional District) 1st term ends June 2020
- Commissioner Luis Colón (R-4th Congressional District) 2nd term ends June 2021
- Commissioner Cassie Gannett (U-5th Congressional District) 1st term ends June 2020
- Commissioner Sarah Hughes (D-3rd Congressional District) 1st term ends July 2023
- Commissioner Tom McGimpsey (R-2nd Congressional District) 1st term ends June 2021
- Commissioner Charlotte Olena (D-1st Congressional District) 1st term ends July 2023
- Commissioner Brittany Stich (D-1st Congressional District) 1st term ends July 2022
- Commissioner Steven Trujillo (D-3rd Congressional District) 1st term ends July 2023
- Commissioner Eric Tucker (U-5th Congressional District) 1st term ends July 2023

ADVISORY COMMITTEE

Legislative Advisors
- Representative Julie McCluskie, House Majority Appointment
- Representative Cathy Kipp, House Majority Appointment
- Representative Kevin Van Winkle, House Minority Appointment
- Senator Nancy Todd, Senate Majority Appointment
- Senator Tammy Story, Senate Majority Appointment
- Senator Paul Lundeen, Senate Minority Appointment

Subject Matter Advisors
- Mr. Wayne Artis, Faculty Representative
- Mark Cavanaugh, IHEC Representative
- Mr. Brad Baca, Institutional Finance Representative
- Dr. Rick Miranda, Academic Council Representative
- Ms. Misti Ruthven, K-12 Representative
- Ms. Christina Powell, Parent Representative
- Kim Johnson, Student Representative
## INSTITUTION AND SYSTEM LEADERS

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<tr>
<th>INSTITUTION</th>
<th>CEO</th>
<th>LOCATION</th>
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<td>Adams State University</td>
<td>Dr. Cheryl Lovell, President</td>
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<td>Dr. Leah Bornstein, President</td>
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<td>Community College System</td>
<td>Joe Garcia, Chancellor</td>
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<td>Dr. Diana Doyle, President</td>
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<td>CSU-Global Campus</td>
<td>Dr. Becky Takeda-Tinker, President</td>
<td>Greenwood Village</td>
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<td>CU System</td>
<td>Mark Kennedy, President</td>
<td>Denver</td>
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<td>CU – Boulder</td>
<td>Dr. Philip DiStefano, Chancellor</td>
<td>Boulder</td>
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<td>UCCS</td>
<td>Dr. Venkat Reddy, Chancellor</td>
<td>Colorado Springs</td>
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<td>UCD</td>
<td>Dr. Dorothy Horrell, Chancellor</td>
<td>Denver</td>
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<td>UC-Anschutz</td>
<td>Don Elliman, Chancellor</td>
<td>Aurora, Denver</td>
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<td>Emily Griffith Technical College</td>
<td>Stephanie Donner, Executive Director</td>
<td>Denver</td>
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<tr>
<td>Ft. Lewis College</td>
<td>Dr. Tom Stritikus, President</td>
<td>Durango</td>
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<td>Metropolitan State University of Denver</td>
<td>Janine Davidson, President</td>
<td>Denver</td>
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<td>Pickens Technical College</td>
<td>Teina McConnell, Executive Director</td>
<td>Aurora</td>
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<tr>
<td>Institution</td>
<td>Contact Person</td>
<td>City</td>
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<td>Technical College of the Rockies</td>
<td>Michael Klouser, Director</td>
<td>Delta</td>
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<tr>
<td>University of Northern Colorado</td>
<td>Dr. Andy Feinstein, President</td>
<td>Greeley</td>
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<tr>
<td>Western State Colorado University</td>
<td>Dr. Gregory Salsbury, President</td>
<td>Gunnison</td>
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Higher Education Glossary

529 Savings Plan - 529 plans are more than just savings accounts. These state-sponsored college savings plans were established by the federal government in Section 529 of the Internal Revenue Code to encourage families to save more for college. They offer unique state and federal tax benefits you can’t get from other ways to save, making them one of the best ways to save for college.

Accuplacer - A suite of computer-adaptive placement tests that are used as assessment tools at institutions to evaluate the level of course work for a student. Students measured as needing additional course work will be assigned to remediation.

Admission Standard - includes both Freshman and Transfer standard. The freshman standard applies to all in-state and out-of-state new freshmen applicants and to transfer applicants with 12 or fewer college credit hours, except freshmen and transfer applicants who meet one of the admissions standards index exemptions. The transfer standard applies to all degree-seeking undergraduate transfer applicants with more than 12 college credit hours who do not meet one of the exemptions

Admission Window - Defined in Admission policy, "The maximum allowable percentage of admitted students who are not required to meet the CCHE admission standards within a specific fiscal year is referred to as the admissions window. Separate windows exist for the freshmen and transfer standards. The allowable percentage is determined by the Commission." The percentages vary by institution.

CAP4K - SB08-212, Preschool to Postsecondary Education Alignment Act; Colorado Achievement Plan for Kids.

CHEA - Council for Higher Education Accreditation. As described on their website, CHEA is "A national advocate and institutional voice for self-regulation of academic quality through accreditation, CHEA is an association of 3,000 degree-granting colleges and universities and recognizes 60 institutional and programmatic accrediting organizations."

CIP - Classification of Instructional Program; The purpose of which is to provide a taxonomic scheme that will support the accurate tracking, assessment, and reporting of fields of study and program completions activity. (Relevant in Role & Mission)

CLEP - College Level Examination Program; Earn college credit for passing a subject specific examination.

COA - Cost of Attendance; in the context of financial aid, it is an estimate of what it will reasonably cost the student to attend a given institution for a given period of time.
**Concurrent Enrollment** – A high school student enrolled for one or more classes at a college or university in addition to high school courses.

**Dually Enrolled** - A student enrolled at two institutions at the same time. This may affect enrollment reports when both institutions count that student as enrolled.

**EFC** - Expected Family Contribution; in the context of financial aid, it is calculated by a federally-approved formula that accounts for income, assets, number of family members attending college, and other information.

**FAFSA** - Free Application for Federal Student Aid. This is a free service provided by the Federal government under the Department of Education and students are not charged to complete/file the FAFSA.

**FAP** – Financial Aid Plan (HESP specific)

**FERPA** - Family Educational Rights and Privacy Act, view federal website. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**FFS** – Fee-For-Service Contracts; A portion of the College Opportunity Fund program in addition to COF stipends, this contract provides funding to certain higher education institutions to supplement high cost programs and purchase additional services (such as graduate programs).

**Floor** - In reference to the admission window, the floor is the minimum requirements for admission without requiring an exception of some kind. This usually coincides with the Index score.

**FTE** - Full-time Equivalent; a way to measure a student's academic enrollment activity at an educational institution. An FTE of 1.0 means that the student is equivalent to full-time enrollment, or 30 credit hours per academic year for an undergraduate student.

**GEARUP** - Gaining Early Awareness and Readiness for Undergraduate Programs; A Federal discretionary grant program designed to increase the number of low-income students who are prepared to enter and succeed in postsecondary education.

**Guaranteed Transfer, GT Pathways** - gtPATHWAYS applies to all Colorado public institutions of higher education, and there are more than 900 lower-division general education courses in 20 subject areas approved for guaranteed transfer. Courses are approved at least twice per academic and calendar year and apply the next semester immediately following their approval.

**HB 1023** - In most cases, refers to HB 06S-1023, which declares "It is the public policy of the state of Colorado that all persons eighteen years of age or older shall provide proof that they are lawfully present in the United States prior to receipt of certain public benefits."
**HB 1024** - In most cases, refers to HB 06-1024, which declares "On or before September 1, 2006, each governing board of a state institution of higher education shall submit to the Colorado commission on higher education and the education committees of the senate and the house of representatives, or any successor committees, a report regarding underserved students".

**HB 1057** - In most cases, refers to HB 05-1057, which declares "a college preparation program operating within the school district that the college preparation program shall provide to the Colorado commission on higher education, on or before December 31 of each school year, a report specifying each student, by unique identifying number."


**Index, Index Score** - This index score is a quantitative evaluation that is part of a larger student application evaluation. The score is generated from academic achievement (GPA or High School Rank) and college placement tests (ACT or SAT). You can calculate your index score online. Index varies by institution depending on that institutions selection criteria.

**IPEDS** - Integrated Postsecondary Education Data System; Run by NCES, this system collects statistical data and information on postsecondary institutions. The Colorado Department of Higher Education submits aggregated data on public institutions to IPEDS.

**Need** - In the context of student financial aid, Need is calculated by the difference between the COA (Cost of Attendance) and the EFC (Expected Family Contribution)

**NCATE** - National Council for Accreditation of Teacher Education; NCATE is the profession’s mechanism to help establish high quality teacher preparation.

**NCLB** - No Child Left Behind; The No Child Left Behind Act of 2001 (NCLB) reauthorized the Elementary and Secondary Education Act (ESEA) -- the main federal law affecting education from kindergarten through high school.

**PSEO** - Post Secondary Enrollment Option; A program that offers concurrent enrollment in college courses while in high school.

**PWR** - Postsecondary and Workforce Readiness; Definition was created during the SB08-212 CAP4K meetings.

**QIS** - Quality Indicator System; Implemented in HB96-1219, the specific quality indicators involved in QIS are similar to those used in the variety of quality indicator systems found in other states: graduation rates, freshmen retention and persistence rates, passing scores or rates on tests and licensure examinations, undergraduate class size, faculty teaching workload rates, and institutional support/administrative expenditures.

**REP** - Regional Education Provider; Colorado Statute authorizes Adams State College, Fort Lewis College, Mesa State College and Western State College to function as regional
educational providers and “have as their primary goal the assessment of regional educational needs...” Regional education providers focus their attention on a certain geographical area.

**SB 3** – In most cases refers to SB10-003, the Higher Education Flexibility Bill.

**SB 212** - In most cases, refers to HB 08-212, the CAP4K legislation.

**SBE** - State Board of Education; As described on their website, "Members of the Colorado State Board of Education are charged by the Colorado Constitution with the general supervision of the public schools. They have numerous powers and duties specified in state law. Individuals are elected on a partisan basis to serve six-year terms without pay."

**SFSF** – State Fiscal Stabilization Fund; A component of the ARRA legislation and funding.

**SURDS** - Student Unit Record Data System

**WICHE** - Western Interstate Commission for Higher Education; A regional research and policy organization that assists students, policymakers, educators, and institutional, business and community leaders. WICHE states include: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming.

**WUE** - Western Undergraduate Exchange Program, managed by WICHE