



# Board of Governors' Meeting

February 27, 2025

Blum Student Union Room 220



AGENDA

MISSOURI WESTERN STATE UNIVERSITY  
BOARD OF GOVERNORS

February 27, 2025 - 1:30 P.M. BLUM STUDENT UNION ROOM 220

Notice is hereby given that Missouri Western State University's Board of Governors will convene a Board meeting beginning with its Public Session at 1:30 p.m. on Thursday, February 27, 2025. The meeting will originate from Blum Student Union Room 220 on the main campus of Missouri Western State University, St. Joseph, Missouri. The meeting will also be livestreamed at [griff.vn/BOG0227](http://griff.vn/BOG0227).

I. PUBLIC SESSION

- A. Motion to Approve Agenda
- B. Motion to Approve Minutes
  - 1. October 24, 2024 Board Meeting Minutes
- C. Ratification of Board Poll
  - 1. December 20, 2024 Board Poll
- D. Board of Governors' Committee Report
  - 1. Personnel, Finance & Operations
    - a. January 2025 Financial Report
    - b. FB25-023 Potter Hall Renovation (Amendment)
    - c. Board of Governors Policy Handbook Revisions
    - d. Decommission of Juda Hall and Beshears Hall
- E. Report of the President
- F. Division Reports
  - 1. Academic Affairs (Jay Johnson)
  - 2. Administration (Daniel Holt)
  - 3. University Advancement & MWSU Foundation (Marc Archambault)
  - 4. Student Affairs (Robert Goltra III)
  - 5. Admissions/Enrollment Management (Jeffrey Foot)
  - 6. Athletics (Andy Carter)
- G. Report of the Student-Governor
- H. Report of the Chair
- I. Old Business
- J. New Business

A vote will be held to close the meeting pursuant to Missouri Statutes 610.021 (1), (2), (3) & (13) to consider matters as protected by law. This meeting in closed session will also originate from Blum Student Union Room 220 on the main campus of Missouri Western State University.

II. CLOSED SESSION

A vote will be held to close the meeting pursuant to Missouri Statutes 174.621 (1) & (3) to consider personnel matters. This meeting in executive session will also originate from Blum Student Union Room 220 on the main campus of Missouri Western State University.

III. EXECUTIVE SESSION

IV. PUBLIC SESSION

Adjournment

MINUTES, BOARD OF GOVERNORS  
MISSOURI WESTERN STATE UNIVERSITY  
October 24, 2024

The meeting was called to order at 1:39 p.m. by Chair Lee Tieman in Blum Student Union Hall Room 220.

UNIVERSITY REPRESENTATIVES

**Board Members Present**

Lee Tieman – Chair

Bill Grimwood – Vice Chair

Al Landes

Lisa Norton

Kayla Schoonover

Garrett Jackson – Student-Governor

**APPROVAL OF MINUTES**

Board of Governor Chair Lee Tieman asked for a motion to approve the August 15, 2024 Board meeting minutes. Governor Landes made a motion to approve the minutes; Governor Norton seconded the motion. 6 Ayes, 0 Nays, 0 Abstentions. Motion passed.

**COMMITTEE REPORT**

Personnel, Finance, & Operations

- Vice President of Finance & Administration Daniel Holt introduced Dustin Haywood and Bobby Kelly from Forvis Mazars.
- Auditors stated to the Board, and those in attendance, that they presented details of the audit to the Personnel, Finance, & Operations Committee.
- The auditors are reporting an unmodified or clean audit opinion on both the financial statements as well as the audit of compliance with federal funds.
- The auditors received complete transparency from management throughout the entire audit process.
- VP Holt presented to the Board the FY25 financial report as of September 30, 2024. The Board was presented updates to operating revenue, operating expenses, state appropriations and cash position. VP Holt presented to the Board accounts receivable for the prior 24 months.
- VP Holt presented FB25-021 Hearnest Hall renovation to the main floor of the library. The renovations are funded by ARPA.
- VP Holt presented FB25-023 Potter Hall Remodel.
- VP Holt presented information only items to the Board. Enterprise Lease for fleet replacement and EAB Navigate 360. Both informational items were explained in detail to the Board.
- Board Chair Tieman stated there are several recommendations coming to the Board from the Committee. Board Chair Tieman asked for a motion to approve the Fiscal Year 2024 audit report as presented. Governor Grimwood made a motion to approve the audit

report; Governor Schoonover seconded the motion. 6 Ayes, 0 Nays, 0 Absentions. Motion passed.

- Board Chair Tieman asked for a motion to approve the September 30, 2024 financial report as presented. Governor Landes made a motion to approved the finance report; Governor Grimwood seconded the motion. 6 Ayes, 0 Nays, 0 Abstentions. Motion passed.
- Board Chair Tieman asked for a motion to approve FB25-021 Hearnes Center Renovation as presented. Governor Schoonover made a motion to approve FB25-021; Governor Norton seconded the motion. 6 Ayes, 0 Nays, 0 Absentions. Motion passed.
- Board Chair Tieman asked for a motion to approve FB25-023 Potter Hall Renovation as presented. Governor Landes made a motion to approve FB25-023; Governor Grimwood seconded the motion. 6 Ayes, 0 Nays, 0 Absentions. Motion passed.

## **DIVISION REPORTS**

Daniel Holt, Vice President of Finance & Administratin

- Budget software implementation
- Contract management training
- 2025-26 FAFSA opens Dec. 1
- New scholarship app opens Dec. 1
- Black & Gold Scholarship created, replaces the Griffon Guarantee scholarship program
- Houlne Center onboarding
- Hearnes and Potter renovations
- Blum capital assessment
- Human Resources (open positions, staff performance reviews, open enrollment, FLSA status updates)
- Email discontinuation on the @missouriwestern.edu domain for folks who are no longer employees are targeted for mid-January

Joel Hyer, Interim Provost & Dean, College of Liberal Arts

- Update provided on the College of Business and Professional Studies Dean Search
- 2026-2027 site visit by peer reviewers of the Higher Learning Commission
- Highlighted applied learning events

Marc Archambault, Vice President of Advancement/Executive Director of the MWSU Foundation

- MWSU Foundation audit was given an unmodified and clean report
- Record fundraising year in FY24
- Updates on new endowments and fundraising efforts
- Future visits with donors scheduled
- Inaugural meeting of the new National Executive Advisory Council of the Craig School of Business will be held in November
- Update on Provost search

Jeffrey Foot, Assistant Vice President of Enrollment Management

- Recruitment goals and plan for freshmen fall 2025
- Upcoming events, campus tours, recruitment fairs
- Current enrollment challenges facing the University

Robert Goltra III, Vice President and Dean of Students

- CARE highlights (new logo, “WeCARE”)
- Griffon Gold Community Standards (GGCS)

Andy Carter, Director of Athletics

- End of fall competition and has exceeded the wins from fall 2023
- In July 2024-October 2024, 91 athletic videos produced with over half a million views
- Mammoth Sports Consultants will guide the strategic plan for Athletics and Mammoth Sports Construction will guide a facilities master plan for Athletics

## **STUDENT-GOVERNOR REPORT**

Student-Governor Garrett Jackson offered his congratulations to Sara Yarbrough who was named the SGA president. Kudos to RSO for their service hours reported. Student-Governor Jackson shared positive student comments.

## **PRESIDENT’S REPORT**

President Kennedy focused her remarks to the Board with a third installment of the Moving Forward series addressing the Board that Missouri Western State University is focusing on identifying who we are as an institution. President Kennedy stated what the State’s goals are for higher ed and MWSU’s response.

President Kennedy stated there are three trends in higher education. Workforce, demographics, and affordability.

The State of Missouri has a “big” goal of 60% of the working age to have some higher education credentials. The Houlne Center for Convergent Technology is in response to public and private stakeholders asking for a solution to the State’s goal to increase education attainment.

Masters of Social work program is an answer to increase highly skilled therapists in the mental health field. Respiratory Therapy is in response to the need for more in the health care community.

Masters of Arts in Education was launched to address the teacher shortage. MWSU is exploring postsecondary options to address what the education community needs and what students want.

President Kennedy described the State of Missouri and Buchanan County demographics in terms of education obtained for the workage population. President Kennedy described the population challenges that faces the State of Missouri and Buchanan County.

President Kennedy stated the MWSU is committed to keeping a college education affordable. MWSU remains the fourth lowest cost public four-year public institution in the state of Missouri. The Foundation has increased its fundraising efforts and provides a million dollars in scholarships to students annually.

MWSU supports the Council on Public Higher Education in asking the Governor's office for a 3% core increase.

President Kennedy stated to the Board that feedback from students, faculty and staff were gathered in the fall of 2021 and 2023 in regard to Gold Fridays. In the spring of 2024 Interim Provost Joel Hyer assembled a taskforce of folks across the campus to evaluate the impact of Gold Fridays. The taskforce has unanimously recommended that MWSU return to a five-day class schedule beginning in the fall of 2025. The Office of Academic Affairs will roll out a Monday through Friday class schedule in the next few weeks.

### **REPORT OF THE CHAIR**

Chair Tieman provided the date of the next Board meeting, which will be Thursday, February 27, 2025 at 1:30 p.m. in Blum Student Union Room 220.

### **OLD BUSINESS**

*(no old business at this time)*

### **NEW BUSINESS**

*(no new business at this time)*

### **CLOSED SESSION**

### **REGULAR SESSION RE-CONVENED**

Chair Tieman asked for a motion to approve the naming opportunities as discussed in closed session. Governor Lisa Norton made a motion to approve the naming opportunities; Governor Bill Grimwood seconded the motion. 6 Ayes, 0 Nays, 0 Abstentions. Motion passed.

1. The conference room in the Houlne Center for Convergent Technology will be called the **Bradley Family Conference Room**.
2. The gathering space off the lobby in the Houlne Center for Convergent Technology will be called the **Nestle Purina Gathering Space**.

There being no further business, Chair Tieman adjourned the meeting.

Respectfully submitted,

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Betsy Wright, Secretary

APPROVED:

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Lee Tieman, Chair  
Board of Governors





Missouri Western State University  
4525 Downs Drive, St. Joseph MO 64507  
[www.missouriwestern.edu](http://www.missouriwestern.edu)

Board of Governors  
816-271-4237

## NOTICE OF MEETING VIA TELEPHONE

### Missouri Western State University Board of Governors

Place of Telephone Polling: Room 218, Popplewell Hall

Date of Telephone Polling: Friday, December 20, 2024

You are hereby notified that members of the Board of Governors will be contacted by telephone at 12:00 p.m. on the above date and in the room and building designated, and continuing thereafter until there are sufficient votes cast to render a decision in accordance with applicable state statutes.

Purpose: The purpose of this process is to poll members of the Board of Governors concerning their approval of:

**The contract for construction of a storage building as part of accepting a leasehold improvement involving an in-kind donation of materials and labor.**

Note: The results of this polling will be ratified by the Board of Governors at its next regularly scheduled meeting.



Missouri Western State University  
Daniel Holt  
Vice President  
Finance and Administration  
Popplewell 217  
4525 Downs Drive  
St. Joseph, MO 64507

February 19, 2025

To: Missouri Western State University Board of Governors

From: Daniel Holt, Vice President for Finance and Administration

Subject: Financial Information – Board Meeting, February 27, 2025

Please find the following financial documents for the period ending January 31, 2025, pertaining to the fiscal year 2025 for your review:

- Attachment #1 – Statement of Activities, Budget to Actual
- Attachment #2 – Statement of Cash Position January 31, 2025
- Attachment #3 – Statement of Funds Invested January 31, 2025
- Attachment #4 – Proposed redlines to Board Policy Handbook for approval

Thank you for your attention to these documents. Please let me know if you have any questions or concerns.

**Missouri Western State University**  
**Statement of Budget Changes and Comparison of Budget to Actual**  
**For the Year Ending June 30, 2025**  
**(As of January 31, 2025)**

<b>Educational &amp; General (Undesignated)</b>					
	<b>Original Budget</b>	<b>Adjustments</b>	<b>Revised Budget</b>	<b>Actual</b>	<b>Percentage of Total</b>
<b>OPERATING REVENUE</b>					
Student Tuition and Fees	29,872,985	(0)	29,872,985	28,211,743	94.4%
Less: Institutional scholarships					
Less: Other scholarship allowances					
Federal grants and contracts					
State grants and contracts					
Non-governmental grants and contracts	-	-	-	-	
Sales and service of educational departments	209,107	-	209,107	219,104	104.8%
Auxiliary enterprises:					
Athletics					
Less: Scholarship allowances					
Housing					
Less: Scholarship allowances					
Food service					
Less: Scholarship allowances					
Bookstore					
Less: Scholarship allowances					
Other auxiliary enterprises					
Less: Scholarship allowances					
Other operating revenues	106,000	-	106,000	56,101	52.9%
<b>TOTAL OPERATING REVENUES</b>	<b>30,188,092</b>	<b>(0)</b>	<b>30,188,092</b>	<b>28,486,948</b>	<b>94.4%</b>
<b>OPERATING EXPENSES</b>					
Salaries and compensation	23,146,720	1,300	23,148,020	12,637,630	54.6%
Fringe benefits	9,111,605	24	9,111,629	5,293,274	58.1%
Supplies and services	5,886,791	8,545	5,895,336	4,331,129	73.5%
Travel	280,510	2,093	282,603	119,324	42.2%
Utilities	1,370,275	(4,174)	1,366,101	667,674	48.9%
Insurance	565,556	-	565,556	445,612	78.8%
Scholarships	7,512,754	(12,999)	7,499,755	7,458,671	99.5%
<b>TOTAL OPERATING EXPENSES</b>	<b>47,874,211</b>	<b>(5,211)</b>	<b>47,869,000</b>	<b>30,953,314</b>	<b>64.7%</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>(17,686,119)</b>	<b>5,211</b>	<b>(17,680,908)</b>	<b>(2,466,366)</b>	<b>13.9%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
State appropriations	23,734,719	(62,877)	23,671,842	13,808,578	58.3%
State appropriations - lottery	2,322,497	-	2,322,497	1,354,787	58.3%
State appropriations - capital	-	-	-	-	0.0%
Grants					
Gifts	1,317,275	38,418	1,355,693	324,903	24.0%
Investment income	356,545	-	356,545	117,898	33.1%
Interest on capital related debt					
Capital	(577,614)	3,390	(574,224)	(12,100)	2.1%
Debt Service Principal					
Other					
<b>NET NON-OPERATING REVENUES</b>	<b>27,153,422</b>	<b>(21,069)</b>	<b>27,132,353</b>	<b>15,594,066</b>	<b>57.5%</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>9,467,303</b>	<b>(15,858)</b>	<b>9,451,445</b>	<b>13,127,700</b>	<b>138.9%</b>
<b>TRANSFERS IN (OUT)</b>					
Debt service	(497,736)	-	(497,736)	(326,627)	65.6%
Other	(104,232)	1,857,530	1,753,298	1,013,537	57.8%
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>(601,968)</b>	<b>1,857,530</b>	<b>1,255,562</b>	<b>686,910</b>	<b>54.7%</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>8,865,335</b>	<b>1,841,672</b>	<b>10,707,007</b>	<b>13,814,610</b>	<b>129.0%</b>
<b>OTHER</b>					
Prior year funds	8,865,335	1,841,672	10,707,007	13,814,610	

Missouri Western State University  
Statement of Budget Changes and Comparison of Budget to Actual  
For the Year Ending June 30, 2025  
(As of January 31, 2025)

Attachment 1

Educational & General (Designated)						
	Original Budget	Adjustments	Adjustments for Prior Year Funds	Revised Budget	Actual	Percentage of Total
<b>OPERATING REVENUE</b>						
Student Tuition and Fees	1,457,470	182,900	-	1,640,370	1,577,592	96.2%
Less: Institutional scholarships						
Less: Other scholarship allowances						
Federal grants and contracts						
State grants and contracts						
Non-governmental grants and contracts	-	-	-	-	-	0.0%
Sales and service of educational departments	137,350	26,191	-	163,541	111,943	68.4%
Auxiliary enterprises:						
Athletics	-	308,089	-	308,089	167,500	54.4%
Less: Scholarship allowances						
Housing						
Less: Scholarship allowances						
Food service						
Less: Scholarship allowances						
Bookstore						
Less: Scholarship allowances						
Other auxiliary enterprises						
Less: Scholarship allowances						
Other operating revenues	182,043	(19,861)	-	162,182	53,290	32.9%
<b>TOTAL OPERATING REVENUES</b>	<b>1,776,863</b>	<b>497,319</b>	<b>-</b>	<b>2,274,182</b>	<b>1,910,325</b>	<b>84.0%</b>
<b>OPERATING EXPENSES</b>						
Salaries and compensation	572,159	7,099	1,000	580,258	266,226	45.9%
Fringe benefits	150,140	(1,025)	-	149,115	87,351	58.6%
Supplies and services	1,417,889	123,431	104,611	1,645,931	683,758	41.5%
Travel	130,970	67,708	5,309	203,987	40,385	19.8%
Utilities	769	1,000	-	1,769	-	0.0%
Insurance	4,653	312	-	4,965	4,162	83.8%
Scholarships	40,455	-	-	40,455	35,450	87.6%
<b>TOTAL OPERATING EXPENSES</b>	<b>2,317,035</b>	<b>198,525</b>	<b>110,920</b>	<b>2,626,480</b>	<b>1,117,332</b>	<b>42.5%</b>
<b>OPERATING GAIN / (LOSS)</b>	<b>(540,172)</b>	<b>298,794</b>	<b>(110,920)</b>	<b>(352,298)</b>	<b>792,993</b>	<b>-225.1%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
State appropriations					-	
State appropriations - capital						
Grants						
Gifts	482,507	26,698	-	509,205	184,329	36.2%
Investment income						
Interest on capital related debt						
Capital	(46,567)	(14,541)	(11,500)	(72,608)	(20,907)	28.8%
Debt Service Principal						
Other						
<b>NET NON-OPERATING REVENUES</b>	<b>435,940</b>	<b>12,157</b>	<b>(11,500)</b>	<b>436,597</b>	<b>163,422</b>	<b>37.4%</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>(104,232)</b>	<b>310,951</b>	<b>(122,420)</b>	<b>84,299</b>	<b>956,415</b>	<b>1134.6%</b>
<b>TRANSFERS IN (OUT)</b>						
Debt service						
Other	104,232	(2,931)	-	101,301	24,439	24.1%
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>104,232</b>	<b>(2,931)</b>	<b>-</b>	<b>101,301</b>	<b>24,439</b>	<b>24.1%</b>
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>-</b>	<b>308,020</b>	<b>(122,420)</b>	<b>185,600</b>	<b>980,854</b>	<b>528%</b>
<b>OTHER</b>						
Prior year funds	-	-	122,420	122,420	-	
	-	308,020	-	308,020	980,854	

Missouri Western State University  
Statement of Budget Changes and Comparison of Budget to Actual  
For the Year Ending June 30, 2025  
(As of January 31, 2025)

Attachment 1

Auxiliary					
	Original Budget	Adjustments	Revised Budget	Actual	Percentage of Total
<b>OPERATING REVENUE</b>					
Student Tuition and Fees					
Less: Institutional scholarships					
Less: Other scholarship allowances					
Federal grants and contracts					
State grants and contracts					
Non-governmental grants and contracts					
Sales and service of educational departments					
Auxiliary enterprises:					
Athletics	2,334,825	(199,056)	2,135,769	1,507,957	70.6%
Less: Scholarship allowances					
Housing	4,521,593	-	4,521,593	4,353,491	96.3%
Less: Scholarship allowances					
Food service	3,392,616	-	3,392,616	3,017,140	88.9%
Less: Scholarship allowances					
Bookstore	125,900	-	125,900	41,070	32.6%
Less: Scholarship allowances					
Other auxiliary enterprises	111,000	4,000	115,000	163,329	142.0%
Less: Scholarship allowances					
Other operating revenues					
<b>TOTAL OPERATING REVENUES</b>	10,485,934	(195,056)	10,290,878	9,082,987	88.3%
<b>OPERATING EXPENSES</b>					
Salaries and compensation	3,424,783	5,760	3,430,543	1,992,307	58.1%
Fringe benefits	1,264,011	560	1,264,571	973,500	77.0%
Supplies and services	5,249,517	266,314	5,515,831	3,744,774	67.9%
Travel	1,025,904	48,873	1,074,777	558,298	51.9%
Utilities	1,073,637	4,400	1,078,037	561,240	52.1%
Insurance	615,512	-	615,512	569,282	92.5%
Scholarships	3,855,603	(81,696)	3,773,907	3,536,192	93.7%
<b>TOTAL OPERATING EXPENSES</b>	16,508,967	244,211	16,753,178	11,935,593	71.2%
<b>OPERATING GAIN / (LOSS)</b>	(6,023,033)	(439,267)	(6,462,300)	(2,852,606)	44.1%
<b>NON-OPERATING REVENUES (EXPENSES)</b>					
State appropriations					
State appropriations - capital					
Grants					
Gifts	17,000	-	17,000	14,075	82.8%
Investment income	250,000	-	250,000	170,867	68.3%
Interest on capital related debt					
Capital	(105,225)	(41,963)	(147,188)	(93,084)	63.2%
Debt Service Principal					
Other					
<b>NET NON-OPERATING REVENUES</b>	161,775	(41,963)	119,812	91,858	76.7%
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	(5,861,258)	(481,230)	(6,342,488)	(2,760,748)	43.5%
<b>TRANSFERS IN (OUT)</b>					
Debt service	(3,985,222)	-	(3,985,222)	(827,641)	20.8%
Other	-	(1,855,504)	(1,855,504)	(1,039,380)	56.0%
<b>TOTAL TRANSFERS IN (OUT)</b>	(3,985,222)	(1,855,504)	(5,840,726)	(1,867,021)	32.0%
<b>INCREASE (DECREASE) IN NET POSITION</b>	(9,846,480)	(2,336,734)	(12,183,214)	(4,627,769)	38.0%
<b>OTHER</b>					
Prior year funds	(9,846,480)	(2,336,734)	(12,183,214)	(4,627,769)	

Missouri Western State University  
Statement of Budget Changes and Comparison of Budget to Actual  
For the Year Ending June 30, 2025  
(As of January 31, 2025)

Restricted						
	Original Budget	Adjustments	Adjustments for Prior Year Funds	Revised Budget	Actual	Percentage of Total
<b>OPERATING REVENUE</b>						
Student Tuition and Fees						
Less: Institutional scholarships						
Less: Other scholarship allowances						
Federal grants and contracts	752,955	336,872	-	1,089,827	624,903	57.3%
State grants and contracts	431,561	4,205,093	-	4,636,654	621,670	13.4%
Non-governmental grants and contracts	15,000	(5,408)	-	9,592	9,592	100.0%
Sales and service of educational departments						
Auxiliary enterprises:						
Athletics						
Less: Scholarship allowances						
Housing						
Less: Scholarship allowances						
Food service						
Less: Scholarship allowances						
Bookstore						
Less: Scholarship allowances						
Other auxiliary enterprises						
Less: Scholarship allowances						
Other operating revenues						
<b>TOTAL OPERATING REVENUES</b>	1,199,516	4,536,557	-	5,736,073	1,256,165	21.9%
<b>OPERATING EXPENSES</b>						
Salaries and compensation	443,383	(3,417)	-	439,966	172,996	39.3%
Fringe benefits	13,521	1,405	-	14,926	8,435	56.5%
Supplies and services	1,015,378	(215,979)	-	799,399	329,607	41.2%
Travel	29,800	3,140	-	32,940	4,128	12.5%
Utilities	-	-	-	-	-	
Insurance	-	-	-	-	-	
Scholarships	6,159,086	633,195	-	6,792,281	6,547,145	96.4%
<b>TOTAL OPERATING EXPENSES</b>	7,661,168	418,344	-	8,079,512	7,062,311	87.4%
<b>OPERATING GAIN / (LOSS)</b>	(6,461,652)	4,118,213	-	(2,343,439)	(5,806,146)	247.8%
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
State appropriations						
State appropriations - capital						
Grants	6,562,652	217,462	-	6,780,114	3,756,109	55.4%
Gifts						
Investment income						
Interest on capital related debt						
Capital	(101,000)	(4,052,094)	-	(4,153,094)	(677,486)	16.3%
Debt Service Principal						
Other						
<b>NET NON-OPERATING REVENUES</b>	6,461,652	(3,834,632)	-	2,627,020	3,078,623	117.2%
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	-	283,581	-	283,581	(2,727,523)	-961.8%
<b>TRANSFERS IN (OUT)</b>						
Debt service						
Other	-	(283,581)	-	(283,581)	(283,581)	100.0%
<b>TOTAL TRANSFERS IN (OUT)</b>	-	(283,581)	-	(283,581)	(283,581)	100.0%
<b>INCREASE (DECREASE) IN NET POSITION</b>	-	-	-	-	(3,011,104)	
<b>OTHER</b>						
Prior year funds	-	-	-	-	(3,011,104)	

Missouri Western State University  
Statement of Budget Changes and Comparison of Budget to Actual  
For the Year Ending June 30, 2025  
(As of January 31, 2025)

Attachment 1

Plant						
	Original Budget	Adjustments	Adjustments for Prior Year Funds	Revised Budget	Actual	Percentage of Total
<b>OPERATING REVENUE</b>						
Student Tuition and Fees						
Less: Institutional scholarships						
Less: Other scholarship allowances						
Federal grants and contracts						
State grants and contracts						
Non-governmental grants and contracts						
Sales and service of educational departments						
Auxiliary enterprises:						
Athletics						
Less: Scholarship allowances						
Housing						
Less: Scholarship allowances						
Food service						
Less: Scholarship allowances						
Bookstore						
Less: Scholarship allowances						
Other auxiliary enterprises						
Less: Scholarship allowances						
Other operating revenues						
<b>TOTAL OPERATING REVENUES</b>	-	-	-	-	-	-
<b>OPERATING EXPENSES</b>						
Salaries and compensation						
Fringe benefits						
Supplies and services	4,800	100,001		104,801	169,603	161.8%
Travel						
Utilities						-
Insurance						
Scholarships						
<b>TOTAL OPERATING EXPENSES</b>	4,800	100,001	-	104,801	169,603	161.8%
<b>OPERATING GAIN / (LOSS)</b>	(4,800)	(100,001)	-	(104,801)	(169,603)	161.8%
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
State appropriations						
State appropriations - capital						
Grants						
Gifts	-	715,014		715,014	347,574	48.6%
Investment income						
Interest on capital related debt	(1,454,259)			(1,454,259)	(852,624)	58.6%
Capital	-	(900,000)		(900,000)	(914,392)	101.6%
Debt Service Principal	(3,023,899)			(3,023,899)	-	0.0%
Other						-
<b>NET NON-OPERATING REVENUES</b>	(4,478,158)	(184,986)	-	(4,663,144)	(1,419,442)	30.4%
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	(4,482,958)	(284,987)	-	(4,767,945)	(1,589,045)	33.3%
<b>TRANSFERS IN (OUT)</b>						
Debt service	4,482,958			4,482,957	1,154,271	25.7%
Other	-	284,986		284,986	284,986	100.0%
<b>TOTAL TRANSFERS IN (OUT)</b>	4,482,958	284,986	-	4,767,943	1,439,257	30.2%
<b>INCREASE (DECREASE) IN NET POSITION</b>	-	(1)	-	(2)	(149,788)	7489400.0%
<b>OTHER</b>						
Prior year funds	981,146	(981,146)				
	981,146	(981,147)	-	(2)	(149,788)	

**Missouri Western State University**  
**Statement of Budget Changes and Comparison of Budget to Actual**  
**For the Year Ending June 30, 2025**  
**(As of January 31, 2025)**

TOTAL - ALL FUNDS						
	Original Budget	Adjustments	Adjustments for Prior Year Funds	Revised Budget	Actual	Percentage of Total
<b>OPERATING REVENUE</b>						
Student Tuition and Fees	31,330,455	182,900	-	31,513,355	29,789,335	94.5%
Less: Institutional scholarships						
Less: Other scholarship allowances						
Federal grants and contracts	752,955	336,872	-	1,089,827	624,903	57.3%
State grants and contracts	431,561	4,205,093	-	4,636,654	621,670	13.4%
Non-governmental grants and contracts	15,000	(5,408)	-	9,592	9,592	100.0%
Sales and service of educational departments	346,457	26,191	-	372,648	331,047	88.8%
Auxiliary enterprises:						
Athletics	2,334,825	109,033	-	2,443,858	1,675,457	68.6%
Less: Scholarship allowances						
Housing	4,521,593	-	-	4,521,593	4,353,491	96.3%
Less: Scholarship allowances						
Food service	3,392,616	-	-	3,392,616	3,017,140	88.9%
Less: Scholarship allowances						
Bookstore	125,900	-	-	125,900	41,070	32.6%
Less: Scholarship allowances						
Other auxiliary enterprises	111,000	4,000	-	115,000	163,329	142.0%
Less: Scholarship allowances						
Other operating revenues	288,043	(19,861)	-	268,182	109,391	40.8%
<b>TOTAL OPERATING REVENUES</b>	<b>43,650,405</b>	<b>4,838,820</b>	<b>-</b>	<b>48,489,225</b>	<b>40,736,425</b>	<b>84.0%</b>
<b>OPERATING EXPENSES</b>						
Salaries and compensation	27,587,045	11,742	1,000	27,599,787	15,069,159	54.6%
Fringe benefits	10,539,277	964	-	10,540,241	6,362,560	60.4%
Supplies and services	13,574,375	282,312	104,611	13,961,298	9,258,871	66.3%
Travel	1,467,184	121,814	5,309	1,594,307	722,135	45.3%
Utilities	2,444,681	1,226	-	2,445,907	1,228,914	50.2%
Insurance	1,185,721	312	-	1,186,033	1,019,056	85.9%
Scholarships	17,567,899	538,499	-	18,106,398	17,577,458	97.1%
<b>TOTAL OPERATING EXPENSES</b>	<b>74,366,182</b>	<b>956,869</b>	<b>110,920</b>	<b>75,432,971</b>	<b>51,238,153</b>	<b>67.9%</b>
				-	-	
<b>OPERATING GAIN / (LOSS)</b>	<b>(30,715,777)</b>	<b>3,881,951</b>	<b>(110,920)</b>	<b>(26,943,746)</b>	<b>(10,501,728)</b>	<b>39.0%</b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
State appropriations	23,734,719	(62,877)	-	23,671,842	13,808,578	58.3%
State appropriations - lottery	2,322,497	-	-	2,322,497	1,354,787	58.3%
State appropriations - capital	-	-	-	-	-	
Grants	6,562,652	217,462	-	6,780,114	3,756,109	55.4%
Gifts	1,816,782	780,130	-	2,596,912	870,881	33.5%
Investment income	606,545	-	-	606,545	288,765	47.6%
Interest on capital related debt	(1,454,259)	-	-	(1,454,259)	(852,624)	58.6%
Capital	(830,406)	(5,005,208)	(11,500)	(5,847,114)	(1,717,969)	29.4%
Debt service principal	(3,023,899)	-	-	(3,023,899)	(2,555,000)	84.5%
Other	-	-	-	-	-	0.0%
<b>NET NON-OPERATING REVENUES</b>	<b>29,734,631</b>	<b>(4,070,493)</b>	<b>(11,500)</b>	<b>25,652,638</b>	<b>14,953,527</b>	<b>58.3%</b>
<b>INCOME (LOSS) BEFORE TRANSFERS</b>	<b>(981,146)</b>	<b>(188,042)</b>	<b>(122,420)</b>	<b>(1,290,608)</b>	<b>4,451,799</b>	
<b>TRANSFERS IN (OUT)</b>						
Debt service	-	-	-	-	-	
Other	-	-	-	-	-	
<b>TOTAL TRANSFERS IN (OUT)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>INCREASE (DECREASE) IN NET POSITION</b>	<b>(981,146)</b>	<b>(188,040)</b>	<b>(122,420)</b>	<b>(1,290,608)</b>	<b>4,451,799</b>	
<b>OTHER</b>						
Prior year funds	981,146	188,040	122,420	1,290,608	-	
	<b>0</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>4,451,799</b>	



**Missouri Western State University**  
**Statement of Cash Position**  
**January 31, 2025**

<u>Fund</u>	<u>01/31/2025 Available Balance</u>	<u>01/31/2024 Available Balance</u>	<u>01/31/2023 Available Balance</u>
<b>Operating, Auxiliary, Agency, Payroll &amp; Petty Cash</b>	\$ 7,185,861	\$ 7,429,149	\$ 11,071,393
<b>Investments</b>	\$ -	2,882,608	-
<b>Auxiliary System Revenue Bond Funds</b>	300,000	300,000	300,000
<b>Loan Funds</b>	82,483	82,483	82,483
<b>TOTAL FUNDS INVESTED</b>	<u><u>\$ 7,568,344</u></u>	<u><u>\$ 10,694,240</u></u>	<u><u>\$ 11,453,876</u></u>

**Statement of Cash Position**

**Missouri Western State University  
Schedule of Funds Invested  
January 31, 2025**

<b>OPERATING FUND</b>	<b>YIELD</b>	<b>AMOUNT</b>	<b>BANK</b>
Checking Account-Operating	3.04%	250,521	Southern Bank
Checking Account-Other	3.00%	6,925,590	Southern Bank
Miscellaneous Petty Cash/Change Funds	0.00%	<u>9,750</u>	Campus Locations
<b>TOTAL OPERATING, AUXILIARY &amp; AGENCY FUNDS</b>		<u><u>7,185,861</u></u>	
 <b>AUXILIARY SYSTEM REVENUE BONDS</b>			
Repair & Replacement Reserve	3.04%	<u>300,000</u>	Southern Bank
<b>TOTAL AUXILIARY SYSTEM REVENUE BOND FUNDS</b>		<u><u>300,000</u></u>	
 <b>INSTITUTIONAL LOAN FUND</b>			
Checking Account	3.04%	<u>82,483</u>	Southern Bank
<b>TOTAL LOAN FUNDS</b>		<u><u>82,483</u></u>	
 <b>TOTAL FUNDS INVESTED</b>		 <u><u>\$ 7,568,344</u></u>	

## **ACTION ITEMS**

### **FB25-023 POTTER HALL VARIOUS ROOMS REMODEL (AMENDMENT)**

The University is proposing to accept the bid from Lee Grover Construction Company in the amount of \$533,915 for the remodel of various rooms in Potter Hall. This includes the base bid and two alternates of the Foundry room and restroom remodels.

A 10% contingency is recommended to cover any unforeseen costs (\$53,391.50). The total cost will be \$587,306.50 and will be paid from State Grant money.

Request a motion to accept the bid and recommend approval by the Board.

### **BOARD OF GOVERNOR POLICY HANDBOOK REVISIONS**

The University is proposing the redlined revisions of the Board of Governor Policy Handbook that would increase the threshold for purchases requiring Board of Governor approval from \$100,000 to \$250,000. Informational items will include purchases more than \$100,000 but less than \$250,000 using state cooperative and contract agreements, sole source items, and formal solicitations.

Request a motion to accept the revisions as presented and recommend approval by the Board.

See Attachment 4.

### **DECOMMISSION OF JUDA HALL AND BESHEARS HALL IN FISCAL YEAR 2026**

The University is proposing the decommission of Juda Hall and Beshears Hall in fiscal year 2026 and disposal of the asset at an estimated cost of \$369,347. Official solicitations will be conducted for razing both structures if approved.

Request a motion to accept the proposal and recommend approval by the Board.

**BOARD OF GOVERNORS**  
**POLICY HANDBOOK**

Annual Budgets

The President shall prepare an annual budget and submit the budget to the Board for approval. The annual operating budgets for educational and general funds and auxiliary funds normally are approved prior to the beginning of the fiscal year.

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Employment and Supervision of Faculty and Staff

The President of the University is charged with the responsibility for employment of competent and effective faculty and staff within the annual budget approved by the Board of Governors and for the supervision of such faculty and staff. It is the duty of the President of the University to develop and implement appropriate policies and procedures for hiring, training, supporting and evaluating faculty and staff members and, when necessary for the disciplining and/or discharging of faculty and staff members. The President of the University may delegate to other administrators as much authority for employment decisions as he or she deems advisable for effective and efficient administration. The President reports to the board in a timely manner all of his or her actions to hire, promote, suspend, or discharge employees, except those in regard to hourly, temporary and part-time workers.

1. Authority of President. The President of the University has the authority to appoint, reappoint, promote, reassign, discipline, suspend, and discharge non-faculty employees. He or she may accept resignations, grant leaves of absence without pay, and take other appropriate actions in regard to non-faculty employees. The President may make recommendations to the Board concerning faculty personnel and personnel matters including the Vice-Presidents of the University. Such recommendations are subject to approval by the Board. Provided, however, that the President may not 1) take such actions in violation of the Bylaws or other policies of the Board of Governors or 2) approve expenditures in excess of the total amount budgeted for expenditures in the annual budget.
2. Reservation of Authority by Board: The following personal matters are specifically reserved for action by the Board of Governors.

- a. Appointment and removal of officers named in the Bylaws and Vice Presidents of the University.
- b. Hiring or dismissal of any faculty members.
- c. Reappointment of faculty members in regular positions when such reappointment is tantamount to the granting of tenure.
- d. Promotion in academic rank of faculty members in regular positions.
- e. Grant of paid sabbatical or professional leaves of absence.
- f. Award of early retirement benefits.
- g. Such other powers as may be specifically reserved to the Board by other sections of these policies.

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Purchasing and Leasing of Equipment and Supplies

Purchasing and leasing of equipment and supplies for the University is conducted in accordance with state statues and guidelines established by the state purchasing office. The President of the University, and his or her designee, are authorized to establish internal policies and procedures for such purchases and leases, and the employees designated in such policies and procedures may execute purchases and leases on behalf of the University. Approval of the Board of Governors is required for the purchase or lease of any supplies or single item of equipment for which the cost is \$250,000 or greater. Purchases or leases greater than \$100,000 but less than \$250,000 will be brought to the Board as informational items only.

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Emergency Acquisitions

The President of the University is authorized to issue emergency offers of purchase or lease for the equipment and supplies, for which the cost is \$250,000 or more in instances deemed to be emergency situations and which need to proceed prior the next meeting of the Board. In all such emergency acquisitions, the President, or the President's designee, shall inform the Board as soon as practicable of the emergency and the action taken to purchase or lease equipment or supplies necessary to resolve the emergency. The Board shall review and ratify such emergency acquisition at its next meeting.

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For purpose of this paragraph, the term "emergency situations" shall mean a situation which poses a threat to life, property, public health, public safety or when an immediate expenditure is necessary for repairs to the University property in order to protect against further loss of, or damage to, University property, to prevent or minimize serious disruption in University services or to ensure the integrity of University records. Even when an emergency situation exists, procurements shall be made with as much competition as is practicable under the circumstances.

Procurement of Contracted Services

The procurement of contracted services for the University is conducted in accordance with state statutes and guidelines developed by the state purchasing office. The President of the University, and his or her designees, are authorized to establish internal policies for the procurement of such contracted services and the employees designated in such policies and procedures may procure such services for the University. Approval of the Board of Governors is required for the selection of all contractors and/or consultants providing professional and/or other services to the University for which the cost is expected to exceed \$250,000 and for which less than three proposals are received from qualified consultants.

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Sole Source Provider

The requirements for competitive bids or proposals for supplies may be waived by the President and/or his/her designee when a determination has been made that there is only a single feasible or sole source for the supplies. A single feasible or sole source exists when:

1. Supplies are proprietary and only available from the manufacturer or a single distributor; or
2. Based on past procurement experience, it is determined that only a single distributor services the region in which the supplies are needed; or
3. Supplies are available at a discount from a single distributor for a limited period of time.

All sole source purchases over \$250,000 shall be reported to the Board for its ratification at its next regular meeting.

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Cooperative Purchases of Supplies with other Governmental Entities

The President and/or his/her designee may purchase supplies in cooperation with the State of Missouri where the State has, for purposes of economics of scale, previously competitively bid the purchase of such supplies. In such cases, the purchase of such supplies shall not require the approval of the Board.

Selection of Project Architect, Engineer or Land Surveyor

Missouri Western State University will solicit firms engaged in providing architectural, engineering and land surveying services to apply for appointment by the University for projects with exceed \$1 million in construction cost and for the selection of a Campus Architect whose purpose shall be to provide general architectural advice to the University of projects under \$1 million.

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The criteria for selection of such consultants will be those set out in Sections 8.285-8.291 of the Missouri Revised Statutes as follows:

1. The specialized experience and technical competence of the firm with respect to the type of services required.
2. The capacity and capability of the firm to perform the work in question, including specialized services, within the time limitations fixed for the completion of the project.
3. The past record of performance of the firm with respect to such factors as control of cost, quality of work, and ability to meet schedules.
4. The firm's proximity to and familiarity with the area in which the project is located.

For such services the President of the University will, from a list of three highly qualified firms, recommend to the Board of Governors a firm to be used as architect, engineer or land surveyor for the project as appropriate. Missouri Western State University shall be bound by the laws of the State of Missouri regarding architectural, engineering, and land surveying services.

Contracts for Construction Projects

The awarding of contracts for construction projects is handled in the following manner:

1. Authorization for Small Projects: For the construction projects costing ~~\$250,000~~ or less, the President of the University, and his or her designee, are authorized to award contracts for such projects upon satisfaction of the following requirements for each project:
  - a. Funds for such projects are available through the budgets approved by the Board.
  - b. The contractors for such projects are selected through normal bidding procedures.
  - c. The President shall report such action to the Board of Governors at its next regular meeting.
2. Authorization for Projects Costs in excess of \$250,000. For construction projects costing more than ~~\$250,000~~, the President of the University, and his

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or her designees, are authorized to award contracts for such projects upon satisfaction of the following requirements for each project:

- a. Funds for such projects are available through the budgets approved by the Board.
- b. The bids are solicited through normal bidding procedures and two or more bids are received for the particular project.
- c. The bidder selected to perform the work for the particular project has submitted both the lowest and best bid for the base bid and lowest and best bid for the total of the base bid and the selected alternatives; and
- d. Specific approval of the Board, either at a meeting off the Board or through written ballots between meetings as described in the following subsection is received.

#### Approval Between Meetings

The President of the University may obtain approval of construction projects over \$250,000 in cost, which do not meet the requirements of the preceding subsection, and which need to proceed without waiting for the next meeting of the Board, by submitting to the members of the Board the following information on each project: 1) a description of the work for the project, 2) the budgeted amount for the project, 3) a list of bids for the project, 4) a recommendation of the best bidder for the project, and 5) the qualifications of the recommended best bidder. Upon receipt of written approval from a majority of the voting members of the Board, the President of the University, or his or her designee, is authorized to execute a contract with the approved bidder. Any such construction project contract shall be ratified at the next meeting of the Board.

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#### Change Orders for Construction Projects

The approval of change orders for construction projects shall be handled in the following manner:

1. Authorization The President of the University or his/her designee is authorized to approve change orders for construction contracts which 1) do not cause major changes in the plans and specifications for the project and 2) do not cause, in conjunction with other previous change orders for the same project, the amended contract price to exceed the original price by more than ten (10%) percent. The approval of the Board of Governors is required for other change orders.



2. Approval Between Meetings The President of the University or his/her designee may obtain approval of change orders for construction projects requiring Board approval, which need to proceed without awaiting the next meeting of the Board, by submitting to the members of the Board the following information for each change order: 1) a description of the proposed changes in the project, 2) the cost of the proposed changes, 3) the original contract amount for the project, 4) the amended amount of the contract after approval of the proposed changes and any previous change orders, and 5) the rationale for the proposed changes. Upon receipt of the written approvals from a majority of the voting members of the Board, the President of the University, or his or her designee, is authorized to approve such proposed changes and to execute a change order on behalf of the University. Any such change order shall be ratified at the next meeting of the Board.

#### Land Acquisitions, Conveyance, and Leasing of Real Property

The acquisitions and the conveyance or leasing of real property requires approval of the Board of Governors.

1. Proposal for the Acquisition, Sale or Lease of Real Property. The President of the University may from time to time recommend the acquisition, sale or leasing of real estate property to the Board of Governors. Normally, the recommendations by the President are supported by the estimates of market value by one or more competent appraisers.
2. Approval of Board Required. No acquisition, sale or lease of real property shall be made without the approval of the Board of Governors.
3. The Board shall comply with the applicable state statutes governing the granting of interest in real property or the transfer of real property.

#### Authority to Act for the Board

1. Government Relations It is recognized that the University receives assistance from many governmental agencies, and the President of the University, and his or her designees, are authorized to sign and execute applications, contracts, reports, and other documents to receive

assistance and/or to work cooperatively with various agencies and departments of federal, state, and local governments. The signing and execution of any such documents do not require Board approval.

2. Execution of Contracts and Documents The President of the University may personally sign and execute any and all contracts and other legal documents on behalf of the University for which he or she has expressed or implied authority under Missouri statutes or Board policies. The President also may delegate his or her authority for signature and execution of documents to one or more persons either by name or by title. Provided, however, that all checks and other orders for payments of money, the sale or withdrawal or investments, and the release of collateral securities, require the signatures of two persons at least one of whom shall be the Treasurer. The President also may certify the names of the persons authorized by him or her to sign and execute various types of contracts and other documents on behalf of the University, and third persons may rely upon such certificates of legal agency by the President.
3. Civil Disobedience or Disruption The President of the University of his/her designee has authority to act for the Board in cases of civil disobedience or disruption on the University campus.

#### Cash Reserves

Financial Reserves need to be maintained at adequate levels to provide cash flow and to guard against future operating losses. The Administration of the University is to maintain a minimum financial reserve of 4-6% of the operating budget in uncommitted funds for emergency needs.

#### Environmental Impact

The Campus Environment Impact Committee will make recommendations to the University President and the President shall inform the Board of Governors concerning the preservation of the University greenbelt, the enhancement of external campus aesthetics, and the environmental impact of new developments of the University.

#### Gifts

The Missouri Western State University Foundation will receive all monetary gifts made to Missouri Western State University.

### Primary Depository

The Board of Governors selects a primary depository for University funds in accordance with statues of the State of Missouri. The University depository must safeguard the University deposits by either pledging collateral securities or by providing an irrevocable letter of credit. If the deposits are safeguarded by the pledge of collateral securities, such collateral securities must have a market value of at least 110% of the amount of the deposit, less the amount insured by the Federal Deposit Insurance Corporation. If the deposit is safeguarded by the issuance of an irrevocable letter of credit, such irrevocable letter of credit must be given by a financial institution acceptable to the University for an amount equal to the total amount of the deposits.

### Investments

The available funds shall be invested in accordance with the statues of the State of Missouri. The determination of the highest return for invested funds will be competitive bid from insured and qualified financial institutions. A financial institution will be considered qualified if it is adequately capitalized in accordance with Federal agency requirements. Should the available funds by invested in a certificate of deposit beyond the federally insured limits, the financial institution must pledge securities in accordance with Missouri Statute 30.270. The investments at any qualified financial institution will not exceed fifty percent (50%) of the University's total invested funds, except that the percent invested with any such qualified institution may, at the discretion of the University Treasurer, exceed the fifty percent (50%) for up to ninety (90) days or until the next certificate of deposit maturity date with that institution.

### Investment Competitive Bidder List

1. The list of competitive bidders will be maintained by the Treasurer through written correspondence with qualified financial institutions in the Missouri Western State University service region. Additions or deletions from the competitive bidder list may be accomplished at any time.
2. The Treasure of the Board of Governors will annually update the competitive bidder list to insure all qualified financial institutions offering participation in the bidding process.

### Investment Bidding Procedures

1. The Vice President for Financial Planning and Administration of the University will determine the amount of funds available and the length of time for investing.
2. The Vice President for Financial Planning and Administration will contact all financial institutions on the competitive bidder list for their bid rate on the funds available for investment.
3. Upon receipt of all bids, the funds will be invested with the highest bidder. If the bids result in a tie, the initial tie between financial institutions will be determined by a blind draw. Future ties between the same financial institutions will be handled by investing the funds on a rotating basis (i.e., Bank A, then Bank B, etc.)
4. Following the selection of the highest bidder, the Vice President for Financial Planning and Administration will verify that the financial institution has pledged sufficient securities; the Vice President of Financial Planning and Administration will review monthly the market value of pledged securities on all outstanding investments.
5. The Vice President for Financial Planning and Administration will maintain a complete file of all bids. The results of each completed bid letting will be available upon request to the Vice President for Financial Planning and Administration.
6. The Vice President for Financial Planning and Administration will maintain a record listing of the maturity date, type of investment and amount of investment on all outstanding university investments. The Vice President for Financial Planning and Administration will review monthly the market value of pledged securities on all outstanding investments.

### Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the President of the University any material financial interest in the financial institutions that conduct business with the University,

and they shall further disclose any larger personal financial/investment positions that could be related to the performance of the University's portfolio. Employees and officials shall subordinate their personal investment transactions to those of the University.

University Mascot

The Griffon is the official University mascot.

Orientation Program for New Board of Governors Members

The President shall be responsible for establishing and conducting an orientation program for new Board of Governors members.

Revision of Policy Handbook

The Board shall have the right to revise the Policy Handbook in whole or in part at any regular or special meeting of the Board.

Adopted August 26, 2010



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**Report of the President  
to the Board of Governors**

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## **Report to the Board of Governors**

**February 27, 2025**

### Introduction

As of this publication, the MWSU Spring 2025 academic session is well underway, with nearly one-third of the semester already completed. Despite a cold and snowy start, our campus has been vibrant with a variety of activities. The University has hosted award recognition programs alongside our Registered Student Organizations (RSO's); our students have conducted and presented research projects in their disciplines; and our winter sports teams' battles against their competitors are winding down just as our spring sports teams are beginning practices for their upcoming seasons. On all fronts, MWSU students, faculty, and staff are deeply engaged in MWSU's educational enterprise, all within an applied learning framework and an unrelenting focus on student success.

### State Funding for Higher Education

Governor Mike Kehoe called presidents of both four-year universities and two-year community colleges to Jefferson City on January 24, just prior to his state-of-the-state address. At the meeting, Governor Kehoe outlined his proposed higher education budget. Although the Department of Higher Education and Workforce Development and the Coordinating Board for Higher Education had recommended a 3% increase to the higher education core appropriation, Governor Kehoe included a 1.5% core appropriate increase. For MWSU, this increase amount, minus the 3% budget office withhold, is equivalent to approximately \$380K. Further, funding for MoExcels projects as well as relief for deferred maintenance were not included in the Governor's budget. I am continuing to work with our local and other state-elected officials, the Saint Joseph Legislative Partnership, and the Council on Public Higher Education (COPHE) to advance our budget requests for the next fiscal year.

### Realignment of the Division of Student Affairs

As communicated to Governors on February 5<sup>th</sup> and again on February 8<sup>th</sup>, realignment of the Division of Student Affairs is underway. Given the pending departure of VP Goltra, Director of the Center for Student Development and the Director for the Center for Diversity and Inclusion, coupled with recent policy shifts at both federal and state levels, the University is moving to restructure our student support areas to ensure support of our students continues. We are continuing our search for a Dean of Students, who will lead the Division of Student Affairs' work, and for a VP of Enrollment Management and Marketing, who will collate our efforts in these two areas as one unit. At this writing, VP Daniel Holt is heading realignment efforts. My leadership team and I have met with the Faculty Senate Executive Committee and the Staff Association Executive Board to discuss these changes and our processes to implement them; we plan to engage with our Student Government Association (SGA) and to work with both our MWSU Alumni Association and our MWSU Black Alumni Association. Our goal is to communicate to all members of our MWSU community, ensuring to all that our commitment to student success is paramount to everything we do at MWSU.

### Status of the Search for the Vice President for Enrollment Management and Marketing

As has been reported to and discussed with Governors, MWSU's search for a new Vice President of Enrollment Management and Marketing continues. VPFA Holt is leading this search and is working closely with Chief Assistant for Strategic Initiatives Tama Wagner. The search committee has been reconvened to review applications received since November. The University remains focused on identifying best-fit candidates who understand our mission and can bring solid results to our student acquisition efforts. This is a key position, and our efforts to bring a qualified candidate to campus have been foremost.

### UMKC Dental School Partnership

As Governors are aware, conversations with UMKC about a Dental School partnership involving UMKC locating the last two years of their rural, community-focused dental program (i.e., the dental clinical experience) and dental hygienist program to MWSU's campus are moving forward. As such, we are working through details related to potential space, timelines, and leasing terms. From there, fund raising, led by UMKC, will drive the project. By serving as the host site, MWSU will be better positioned to develop related, in-demand undergraduate academic programs and provide additional dental services to our faculty, staff, and students.

### Kansas City Chiefs' Summer Training Camp

Negotiations for the next Kansas City (KC) Chief's Summer Training Camp on MWSU's campus are underway. Athletic Director Andy Carter has been involved in early conversations, which began well before the end of the regular NFL season, and has been continuing to participate post the Super Bowl. Overall, recent talks with the KC Chiefs have been very positive, and we have initiated exploratory conversations with the City of Saint Joseph, the Buchanan County Commissioners, and our state-elected officials to ensure that MWSU continues to offer the highest quality fan experience for all those who attend a training camp day. As Governors are aware, hosting the Chiefs' summer training camp is not a revenue generator for the University nor does it largely affect student acquisition efforts. However, MWSU recognizes the positive impact hosting the camp on our campus has for our city, county, and, given recent relocation conversations swirling around our KC Chiefs, maintaining their presence in Missouri, which is front-and-center among many state officials. I appreciate AD Carter's efforts to stimulate contract negotiations and recognized that it is the hard work of so many of our MWSU employees that makes the summer training camp the success that it is.

### MWSU Marching Band

Efforts to revitalize the MWSU Marching Band have begun. Student participation in the MWSU marching band has been reduced to approximately 24. Analyses of marching band membership and related scholarship funding indicate that nearly 60% of marching band members are not music majors, but rather are students pursuing other degree paths. Therefore, effective immediately, the MWSU Marching Band will shift as an additional unit under the Athletic Department. I have tasked AD Carter with providing leadership over the MWSU Marching Band and to initiate a search for a marching band director and a marching band member recruitment process similar to those successfully conducted by our athletic coaches when



recruiting student athletes. To be clear, I have required that conversations with academic leadership and faculty as well as athletics be held prior to this decision so as to ensure that communication between our Music Programs in the School of Fine Arts, the Office of Academic Affairs, and the Department of Athletics have had opportunities to dialogue and resolve potential conflicts related to this shift. Further, as someone who was a high school marching band member and marched in the Rose Bowl Parade, I personally attest to the importance that a vibrant marching band has to our ability to recruit students of all academic interests, to our campus spirit, and to the support of our athletic programs. Our efforts to revitalize and reorganize the MWSU marching band are designed to do just that – increase our census and thereby enhance our music programs. I appreciate greatly the cooperation demonstrated by everyone involved in this process.

### Community Engagement and Relations

I continue my efforts to connect MWSU with the City of Saint Joseph and the Northwest Missouri region. My time is devoted toward developing key relationships and sharing the true story about MWSU's good works as broadly as possible with our community.

Great Northwest Days at the Capitol (GNDC) was held Feb. 3-6, and I would be remiss if I did not point out what wonderful representation MWSU had. I, along with Chief Assistant for Strategic Initiatives Tama Wagner and Senior Philanthropy Officer and Government Relations Officer Jerry Pickman, attended. In addition to the GNDC events, our team met with several key legislators including Representatives Brenda Shields, Ed Lewis, Bill Falkner, Dean Van Schoiack, and Dirk Deaton, Speaker of the House Jon Patterson, and Senators Rusty Black, Tony Luetkemeyer, and Lincoln Hough. At these meetings, we discussed the MWSU legislative priorities, and I provided an update related to the ongoing negotiations with the Chiefs related to the summer training camp (more to come here – playoffs and the Superbowl have slowed conversations, as you might guess). I also engaged in several conversations related to COPHE's priorities, and went with MSSU president, Dr. Dean Van Galen, who is vice chair of COPHE, to promote these with several key elected officials. I was also very pleased that Mr. Pickman was able to meet incoming Adjutant General Hausman, present him with a MWSU challenge coin, and provide an update on the status of our work with our military and military-connected students. Jerry did a great job! Finally, and the best part, Dr. Goltra accompanied four of our Student Government Association Students who had the fantastic opportunity to meet our locally elected officials, chat with Governor Kehoe, and be introduced on the Senate floor by Senator Luetkemeyer. These students also volunteered at the GNDC reception event, helping to check-in guests and distribute name tags. They did a wonderful job, and I am very proud of how they represented MWSU.

On February 7, the News Press Now Weekender edition ran an op-ed I wrote in response to an editorial published in that paper on 12-20-2024, which truly did not represent the challenges facing MWSU and higher education overall. Here's the link to my piece [Missouri Western has responded to challenges](#). I have received strong support from the community about this piece. Again, please feel free to share with others.

## Summary

MWSU is moving forward with clear direction and sure purpose. The strong and abundant evidence provided in the reports herein unequivocally reinforce this statement.

I greatly appreciate the time, assistance, and positive support that the Governors routinely provide to ensure that the University continues on this trajectory. Your positive promotion of MWSU and your service as University ambassadors to share our good story is an invaluable component of our continued success.

**Division or Office Name:** Academic Affairs

**Name and Title of Person Submitting:** Dr. Jay Johnson, Provost and Vice President of Academic Affairs

**Date:** February 19, 2025

**HIGHLIGHTS**

**Dr. Jay Johnson** began his role as Provost on January 13, 2025. Dr. Johnson has been busy learning systems, meeting faculty and staff, working with his direct reports, and assessing needs. Since joining MWSU, Dr. Johnson has:

- Formed a task force to review University 101 - a course designed to orient students to MWSU
- Developed a strategy to address MWSU’s curriculum process
- Changed how MWSU reports programming to MDHEWD
- Assessed data needs
- Learned more about the upcoming HLC accreditation visit in 2026
- Addressed Houlne Center and workforce development opportunities
- Welcomed over 350 FBLA students to campus for district competition
- Provided welcomes at CSH and CLA meetings
- Awarded sabbaticals
- Approved faculty hires

**Early College Academy**

Ben Moran, Director

Total distinct headcount for Spring 2025 was 888, up 6.9% from last spring. Total individual course enrollments for Spring 2025 was 1,321, up 16.7% from last spring. Total credit hours for Spring 2025 was 3,994, up 16.6% from last spring.

ECA is working with 42 different high schools this spring (not counting homeschool co-ops). In regards to homeschooling co-ops, ECA is having dialogues and conversations to provide more support for these students. We have gained one partner school for the spring semester - North Harrison. Across all grades, ECA provides support and courses to 1,428 students for AY25, up 1.4% from AY24.

**Faculty and Staff Activity Update: Academic Affairs Offices and Colleges**

	Student Applied Learning Experiences				Faculty Scholarly Activities		Student/Alumni Accomplishments		Faculty/Staff Accomplishments	
	10-16-24 thru 2-18-25				10-16-24 thru 2-18-25		10-16-24 thru 2-18-25		10-16-24 thru 2-18-25	
	Events	YTD	Students	YTD	Current	YTD	Current	YTD	Current	YTD
Bus. & Prof Studies	2	5	2	101	1	6	0	1	1	3
Liberal Arts	3	14	39	92	11	24	6	14	9	31
Science & Health	17	64	319	251	14	58	6	11	84	131

Total	21	84	360	471	30	92	11	25	89	160
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**Library**

Sally Gibson, Director

	2024-2025	2023-2024
Average Weekly People Count	*	2156
Reference Questions	585	690
Reference Consultations	48	66
Physical Circulation	1541	1710
eBook Downloads	1291	1766
Article Downloads	22207	21697
Course Reserves	72	62
Large Group Study Room Reservations	531	497

**Student Success & Academic Advising Center**

Derek Evans, Director

Student Success advisors assisted with new and transfer students at Griffon Orientation on January 14th and a Walk-In Registration program on January 16th. The staff organized the assignment of advisors to more than 40 new freshmen and over 100 transfer and returning students since the last report. Student Success advisors have had just over 700 one-on-one visits with nearly 450 students since the last report on October 9, 2025.

**Center for Academic Support**

Susan Garrison, Director

During the Fall 2024 semester, 363 students utilized CAS services.

Fall 2024 (362 students)		Online & in-person
Math	Students	84
	Hours	485.32
	Visits	363
Content	Students	101
	Hours	296.94
	Visits	271
Independent Study	Students	141
	Hours	548.41
	Visits	575
Peer Review	Students	42

	Papers	73
Total	Hours	2061.99
	Visits	1980
Writing	Students	61
	Hours	78.82
	Visits	133
Supplemental Instruction	Students	98
	Hours	629.75
	Visits	615
Workshops	Students	19
	Hours	22.75
	Visits	23

Usage of the Center for Academic Support in fall 2024 compared to fall 2023 saw an increase of 41 students and 297 visits. Total hours increased by 304.

## College Level Reports

### College of Business and Professional Studies (CBPS)

Dr. Suzanne Kissock, Interim Dean

Craig School of Business benefactor, Steve Craig, visited the Applied Business Ownership class in January. Students had the opportunity to engage with him and learn about his entrepreneurial journey.

**Aden Monzon**, a freshman athlete, has been selected to serve as a Collegiate FBLA state officer. He will be the Vice President of FBLA Relations.

The project “Mini Satellites Efficient and Beneficial System” completed by **Joseph Bui**, a MET undergraduate student, and supervised by **Dr. Jinwen Zhu** has been accepted for poster presentation at the National Conference on Undergraduate Research (NCUR) 2025.

### College of Liberal Arts (CLA)

Dr. Joel Hyer, Dean

The Psychology Department hosted Psychology Research Day, with over 65 attendees, including faculty, current students, prospective students, their families, alumni, community employers, and graduate schools. Twenty-six students presented their semester-long research to all who attended.

Psychology student, **Lauren Nylund**, was featured by the Foundation and has been declared MIAA Defensive Player of the Year.

Eleven students completed a practicum experience within the community last semester. Students’ placements included Oak Grove Elementary, Noyes Home for Children, YWCA Center for Domestic

Violence, Bessie Ellison Elementary, Skaith Elementary, Mark Twain Early Learning Center, Family Guidance, St. Joseph Youth Alliance, Noll Psychological Group, and the Saint Joseph School District Psychology Department.

### **College of Science and Health (CSH)**

Dr. Joan Brewer, Dean

**Dr. Csengele Barta, Dr. Mark Mills**, and undergraduate Biology and Wildlife Conservation and Management students, **Emily Sweet, Angel Justus, Kyla Spradlin, Tyson Cook, and Grace Allen** held a day-long interactive presentation and demonstration series promoting MWSU programs to over 150 environmental science students from Savannah High School.

Over 200 Bode 8th graders enjoyed 2 hours in the MWSU chemistry laboratories. Students watched demonstrations and participated in hands-on activities presented by the Alchemist Club and **Drs. Shauna Hiley, Natalie Mikita, Steve Lorimor, Jeff Wordford, Stan Svojanovski, and Jon Rhoad** along with **Instructor Cindy Ruuskanen**.

**Dr. Maureen Holtz and Instructor Amy Hallquist** spoke to over 265 Benton High School students about the field of Physical Therapy at *Breakfast with the Experts*.

**Instructor Amy Hallquist** spoke to the 110 Senior ELA students at Central High School about the role of a Physical Therapy Assistant and the PTA program at Missouri Western.

Admissions and Advisement Director **Chelsea Norton Norton** provided information on Nursing and Health Professions programs to students interested in the healthcare field at the Northland Career Center College Fair.

The MWSU Nursing Scholars of Promise program was created in partnership with Mosaic Life Care. This program will cover 75 percent of the cost of students earning their nursing degree in exchange for working at Mosaic Life Care for a specified period following graduation.

### **Griffon Office of Applied Learning**

Dr. Tilo Roy, Interim Director

The Conference of Applied Learning in Higher Education (CALHE) (scheduled for March 6th and 7th, 2025), spearheaded by **Dr. Roy** is seeing the highest participation since the last time it was held prior to Covid, with the following numbers:

56 Abstracts total so far (as compared to 26 in Sp 2024)

27 Oral

24 Poster (abstracts submission ongoing)

2 Roundtable

3 Workshop

Participants from outside MWSU - 19 (as compared to 6 in Sp 2024)

Multidisciplinary Research Day (MRD) held in December 2024, led by **Dr. Roy** had a significant increase in participation. Fall 2025 featured 71 total posters (as compared to 55 in Fall 2023 and 54 in Spring 2024).

**Division or Office Name:** Finance and Administration Division

**Name and Title of Person Submitting:** Daniel Holt, Vice President of Finance and Administration

**Date:** February 19, 2025

#### Finance

The Finance office has sent out a request for proposal for banking services to several banks in the area. The timeline includes proposals to be submitted by February 28<sup>th</sup> and a decision to be recommended to the Board of Governors at the April Board meeting.

The Budget staff is preparing the fiscal year 2026 budget to present to the Board of Governors at the April meeting. Concurrently, the implementation of budget software, Axiom by Strata Decision Technology Group, is progressing with several modules advancing including budget preparation, forecasting, labor planning, and tuition revenue planning.

The Student Accounts staff is working with students to ensure their Spring semester balances are taken care of timely. Financial aid refunds have been sent to students; therefore, mid-semester calling campaign to assist students who are behind on their financial responsibility have begun. Financial holds will also be put on student accounts to help notify students who need to take care of financial obligations prior to being allowed to enroll in the Fall semester. Touchnet, our third-party payment processing application, has a critical upgrade called Advisor, that is currently being implemented by staff for simplified access and coordination of student account information to proactively advise students from any office across campus besides the business office, such as financial aid, athletics, and advising.

#### Physical Plant

Bryan Adkins, Assistant Vice President of the Physical Plant (and Director of Facilities Management) departed the institution on February 20<sup>th</sup>. The search to fill the Director of Facilities Management began earlier in February with the intended interviews beginning mid-March.

Both Potter Hall and Hearnese Center renovations continue to progress well, with estimated completions in late-May to early-June 2025. The winter weather has been challenging for staff but has not altered project timelines.

Houlne Center programming continues to develop, with courses by MWSU and NCMC occurring this semester, as well as workforce development activities and guided workshops, most recently with St. Joseph School District high school counselors to learn about pathways available at the University in traditional programs and for students who do not intend to pursue a bachelor's degree.

### Technology Services

Technology Services has added two new members to the team. Dr. Jason Morrill was hired as the Director of Institutional Research and Jay Schussler was hired as a Systems Administrator. Institutional Research was reorganized from Academic Affairs in November because of the growing demand for analytical assistance and data informed decision making from functional departmental leadership.

In January, EnterpriseKC installed a cyber range in the Houlne Center. This partnership provides our students with tremendous real world learning experiences in the field of cyber via collaboration with other partner institutions in the EnterpriseKC network.

The University's email policy changes went into effect January 16, 2025. Updates to our email infrastructure was a critical next step in security enhancements and more than 90,000 MWSU email address were deactivated.

The EAB Navigate 360 project kicked off in January with an estimated completion time of June. The goal is to implement this software with this Fall's incoming cohort during June GO events. Navigate 360 will improve our engagement with students to provide critical support and collaboration among faculty and staff to improve student retention and completion.

Microsoft is retiring Windows 10 in October of this year and in March, Technology Services will begin upgrading devices from Windows 10 to Windows 11. This will also require the purchase of approximately 470 new devices to meet Windows 11 hardware requirements, which will be spread between fiscal years 2025 and 2026.

### Financial Aid

The Financial Aid staff has been pleased with the smooth rollout of the 2025-26 FAFSA. 2,072 FAFSAs have been received as of February 14, 2025, approximately 25% of which are from students who have not applied for admissions, which is a tremendous enrollment opportunity. 508 first time freshman has received financial aid offers, as that work continues on a rolling basis.

Through February 7, 31.0% of the nation's high school class and 34.1% of the high school class in Missouri has completed a FAFSA. Comparable data to next year is difficult to assess due to the FAFSA complications in 2024, and completion rates did not improve until late-March.

The White House announcement temporarily ceasing federal disbursements created a panic on campus in January. Students were quickly contacting the office at 8:00 a.m. as staff were learning of the press release. While it was a short-term issue with resolution later that day, it did highlight systems issues for the University as spring financial aid had not yet disbursed, and the institution had millions of dollars at risk. We are evaluating attendance taking processes and disbursement dates to identify procedural improvements for the fall.

Staff have been active in the community, having completed several FAFSA completion events in local and regional high schools. Events at Smithville and Stewartsville are upcoming in the next three weeks.



### University Police Department

University Police had two officers resign but were quickly able to get two more hired due to interest in local and state law enforcement officers wanting to work for the University. In addition to the normal day to day, UPD is focusing on training and upgrades for 2025, with required taser training and upgrading radios to comply with the encryption requirements.

### Human Resources

The University has hired 17 new full-time employees since November; facilitating five new employee orientations. Currently, there are 24 full-time staff positions, and four faculty positions posted for hire. Student positions are being hired on an on-going basis for the Spring semester to replace those who graduated in December.

A new employee separation policy took effect December 1, specifically detailing an employee's notice requirement to leave in good standing with the University. Staff has participated in various employment webinars with focus on employment law affected by the executive orders of the current Administration, namely changes to DEI and Title IX. It is imperative for the University to continue to build employee policies and handbooks to limit University risk and protect its employees.

**Division or Office Name:** Division of Advancement and the MWSU Foundation

**Name and Title of Person Submitting:** Marc Archambault, Vice President of Advancement and Executive Director, MWSU

**Date:** February 19, 2025

## DEVELOPMENT

A successful ribbon cutting was held at the Houlne Center on Nov. 15 with over 150 guests attending. The program included remarks from President Kennedy, Dr. Lenny Klaver of North Central Missouri College and various members of the community. Our special guest was Dr. Bennett Boggs, Commissioner of Higher Education for the State of Missouri. Dr. Boggs was very impressed with the facility and the scope of the Center's community partnerships.

As of December, gift receipts have reached \$2,941,752, about 80% of last year's robust EOFY total. Minimally, another \$407,000 in pledge payment gift receipts are expected this fiscal year, which will propel our total to 90% of last fiscal year's ending total. By securing another \$380,000 in new gift receipts atop that, we can exceed last year's strong total.

In terms of all types of cash receipts through December, 84% have been for scholarships (~75% endowed and ~15% restricted). Of restricted gifts: 39% have been for scholarships, 38% have been contributions to the Houlne Center general fund, and~ 23% for academic support and other initiatives. Unrestricted receipts represent approximately 6% of all cash received.

We are enjoying success beyond the Houlne Center campaign, which is winding down. Non-Houlne Center gift receipts rose from \$1.5 million in FY23 to \$1.6 million (+7%) in FY24 and we are positioned to grow again as we are already at \$1.4 million in just half-way through FY25. This figure conservatively omits approximately \$1.8 million worth of unrelated scholarship receipts that have arrived in FY25 from estate gifts.

In November, a new endowed scholarship was established with an anonymous gift of \$768,000 designated for students majoring in Nursing, Physical Therapy Assistant, Respiratory Therapy and/or Medical Laboratory Science. The fund would yield almost \$30,000 per year in perpetuity.

In December a gift of \$1,050,000 was received from the Rydberg Family Trust of which we were a remainder beneficiary. Mildred Rydberg was a 1935 graduate of the Junior College. As stipulated in her trust, funds will establish endowed scholarships for Music Education and Elementary Education students, each producing approximately \$20,000 per year in perpetuity.

Another gift has been received from the Anna (Angie) Deberry Trust. \$100,000 from the estate will go towards existing scholarships and the remaining funds will establish the Anna F. (Angie) Smaich Chemistry Scholarship.

These 3 successes remind us of the importance of investing actively in planned giving programs, despite the long term nature of their ROI.

The fundraising team is currently pursuing a number of new solicitations. These include a \$210,000 matching challenge opportunity for the Franchise Development Program and expansion of the program's collateral pool as well as other support for the Craig School, Potter Hall renovation, library hub renovation, athletics, and Engineering Technology faculty support.

We continue to expand our donor pipeline through our new efforts in Kansas City, the Ambassadors, the Arts Society, and annual giving outreach.

Planning for the Spring Kansas City Griffons Going Places (KCGGP) Social at The National Golf Club in Parkville, MO is underway. The Advancement and Alumni Relations staff are collaborating with three alumni who have volunteered to serve as hosts for the event – Dan Heckman '84, Dirck Clark '85, and Wayne Chatham '90. More details will be provided soon. We are thankful for the leadership of the MWSU Foundation's Engagement Committee and co-chairs Kurt Jordan '84 and Mitzi Klukvin '84. With their help, the first of a planned series of luncheons in Leawood brought together President Kennedy with five successful alumni and potential donors, including a pair of alums engaged for the first time.

The Ambassadors organization serves as a bridge between the campus and community. Fundraisers, donations and dues from members of the Scholarship Champion Giving Society are used to fund nontraditional student scholarships. The next Ambassadors Luncheon will be March 13 and will feature Dr. Fiona Sansone speaking about Health Professions and the Social Work program. We recently welcomed volunteers Angela Fenwick, David Jordan, and Judy Skoch to the board. The Ambassadors program continues to grow in Saint Joseph, reaching 110 members, once again a new record. Since FY23, we have grown membership by 200%. In FY24, the Ambassadors generated an 8% increase in revenues over the previous fiscal year. In FY25 to date, revenues are up 20% year over year.

The Arts Society Annual Gathering is scheduled for Tuesday, March 11 from 5:30 p.m. to 7 p.m. in the Drew Brown Gallery. Three new faculty members and several students will be highlighted. Arts Society donor-funded faculty grants for FY25 will be announced. The evening will conclude with a performance from the Chamber Singers featuring the new vocal sound system funded by a previous grant from the Arts Society. Tours of the Dr. George S. Richmond Student Collaboration Center and other spaces being renovated may follow.

The Fall Phonathon concluded in November. Two student callers contacted alumni to update their records, share University news, and encourage donations. Together, our students made 953 calls, shared 746 texts, and sent 482 emails. Their efforts raised \$3,660 and generated hundreds of record updates that support ongoing communication. The Spring Phonathon began this month.

The end of the year direct mail campaign raised a total of \$12,565 to date from 70 donors with an average gift of \$180. This campaign featured Lauren Nylund, a Senior Psychology/Childhood Studies major. Lauren is a student-athlete on the soccer team who will graduate in May. The spring direct mail campaign will feature the Craig School of Business Center for Franchise Development and three recent franchise winners.

The second meeting of the Craig School of Business National Executive Advisory Council (NEAC) was held in the Houlne Center on February 3rd. Current members thus far include chair Greg VerMulm '89, Tim Houlne '86, Shawn Malone '87, Pat Modlin '88, Brent Porlier '82 and Jim Reinert '73. The NEAC has seven objectives: 1. Provide input on CSB direction and accreditation efforts; 2. Assist in developing a multi-year strategic plan aligned with College and University goals; 3. Advise on aligning high-quality academic programs with business and industry hiring needs; 4. Contribute general private financial support to the School; 5. Recommend and support engagement strategies for CSB alumni and donors; 6. Advocate on behalf of the School and the University and leverage their networks to grow partnerships; and 7. deliver student mentoring, co-curricular, or applied learning experiences for students.

At the recent meeting, members were highly engaged, discussing key topics such as the upcoming Association to Advance Collegiate Schools of Business (AACSB) accreditation site visit and essential workforce competencies that could be developed through coursework. The Regional Business Leadership Council will be convened next month. It will be a more local, much larger group reflective of a wide range of business sectors that will be dedicated to the relevance of curriculum to local employers, providing frequent mentoring and applied learning experiences, and working to engage students with local businesses in order to encourage students to seek local employment while schooling and after graduation.

The NEAC is off to a strong start, with accomplished alumni offering their expertise in fields such as artificial intelligence, supply chain management, marketing, and entrepreneurship. After the meeting, four members of the NEAC participated in a panel discussion with students in Dr. Pramit Banerjee's Marketing class. The topic of discussion was "AI, EI, and U: Being Future-Ready in a Changing World." NEAC member Shawn Malone also gave a presentation titled "6 Negotiation Strategies to Mitigate Procurement Challenges and Risks" to over 50 guests including students, industry partners, faculty and staff to conclude the successful day.

On February 4, the Advancement Office collaborated with staff from the Houlne Center to welcome to campus representatives of the Houlne Center Advisory Group. Representatives from among the firms that invested robustly in the Center gathered to share specifics about their training needs and desired delivery formats. This discussion led to decision to roll out a CNC machining course as the first workforce development training offering of 2025.

## ALUMNI RELATIONS

The Fall 2024 Alumni Awards Banquet had 175 in attendance, the largest crowd we have hosted in the past several years. It was a wonderful evening celebrating some of our accomplished alums such as:

- *Artemii Udovenko '24, International Student of the Year*
- *Roger Collins '24, Clifford Hughes '55 Award*
- *Elizabeth Reese '24, Graduating Student of the Year*
- *Peggy Gaines '76, Great Griffon Award College of Science and Health*
- *Kate Schaefer '00, Great Griffon Award College of Business and Professional Studies*
- *Courtenay Wills '02, Great Griffon Award College of Liberal Arts*
- *Sharon Kosek '77 Iffert Award for Outstanding Service to the University*

- *Kaleb Johnson '15, GOLD (Graduate of the Last Decade)*
- *Tammie Conley, Distinguished Faculty Award*
- *L.B. Galbearth '94, Distinguished Alumni Award*
- *Natalie Hawn '00, Distinguished Alumni Award*

Nineteen students received legacy cords at the winter GradFest as we prepared for commencement. Immediately after the commencement ceremony, our new alumni along with their family and friends in attendance celebrated at our annual reception featuring music from alum Brian Alford and his steel drums.

The Alumni Office was on hand at the *Pack the House* basketball games. Dozens of alumni visited our table, proudly wearing their black and gold. Upcoming alumni events include:

- Wednesday, February 26, Music Bingo from 7 to 9 pm at River Bluff Brewery
- Wednesday, March 5, MIAA Rally at 4 pm at Johnny's Tavern in KC
- Saturday, April 26, MIAA Day at the K at 6:10 pm

In March, the Alumni Relations Office will roll out a new promotional feature for its web sites, newsletters, social media, and events that will highlight alumni-led businesses. As with similar programs operated by other successful universities, businesses' products or services will not be warranted or endorsed, nor will this be a platform for advertising. Instead, the program will focus on owners sharing how Missouri Western education has helped them flourish, what lessons they want to share with current students, and their expressions of school spirit and engagement. In addition to illustrating an often-overlooked aspect of the University's contributions to economic development and community amenities, the featured graduates can also serve as a source of inspiration to current and prospective students.

The Alumni Board will also inaugurate a new award this fall, celebrating thriving alumni-owned businesses that are active in their community and highly engaged with the University. Please mark your calendars: the 2025 Alumni Awards Banquet will be held on Friday, October 3 and the Homecoming parade, tailgate and game on Saturday, October 4, 2025. Alumni Award Nominations for 2025 are open, so please let me know if you'd like to nominate an alumnus.

The Alumni Relations Office is collaborating with various departments to plan upcoming events, including the MO-RISE STEM career fair, Grad Fest, Spring Commencement, and several athletic event partnerships.

## GOVERNMENT RELATIONS

Jerry Pickman accompanied President Kennedy and Tama Wagner to *Great Northwest Days at the Capitol*, held on February 4-5. This annual event facilitates face-to-face interactions between northwest Missouri residents and their legislators, establishes regional priorities, showcases the 19 participating counties, and fosters collaboration across the region. Dr. Robert Goltra and four outstanding students also took part in the event, meeting with area legislators to learn about the legislative process and express their appreciation for Missouri Western's support. They even had a brief, impromptu visit with Governor Mike Kehoe and had their photo taken with him.

While in Jefferson City, President Kennedy, Tama, and Jerry met individually with numerous legislators to discuss MWSU's legislative priorities for the 2025 session. Given President Kennedy's role as Chair of the Council on Public Higher Education in Missouri (COPHE), she also spent time representing the interests of Missouri's public higher education presidents (excluding the University of Missouri system).

Additionally, Jerry joined community partners in a visit with Brigadier General Charles Hausman, the recently installed Adjutant General of the Missouri National Guard. During their discussion, he emphasized MWSU's strong partnership with the 139th Airlift Wing and highlighted the university's Center for Military and Veterans Services.

## MWSU FOUNDATION

The Foundation, in partnership with the Financial Aid Office and Technology Services, completed the first phase of the 2025-2026 academic scholarship application implementation which went live on December 2, 2024. As with nearly all new technology implementations, some challenges have arisen, but work continues on enhancing scholarship data, budgeting input, awarding committee structure and reporting. Weekly meetings are conducted with Next Gen to ensure the process continues to move forward.

The Foundation Board of Directors approved three new members of the Board of Directors at the November meeting: local IT professional Lou Ann Adams '83, former politician Martin T. Rucker and attorney Sara Styslinger. Members who termed off in December were Ali Carolus and Rodger Karn '98. The Board thanked them for their years of service with a plaque of appreciation. In the coming year, a priority will be placed on attracting additional members with investment experience and those who are CPAs in order to meet succession planning objectives.

The Foundation and Advancement teams published the Foundation's 2024 Annual Report. It was sent out electronically to donors in December. Hard copies are also available. The Foundation's overall assets have grown to over \$60 million, although it is imperative to bear in mind that only a very small portion of those assets are unrestricted and available for flexible allocation. During the past year, endowment performance rose to over 11%.

Marc Archambault and Michele Chambers, together with immediate past chair Pat Modlin and Board vice chair Nick Robb, attended the Association of Governing Boards (AGB) Leadership Forum in Washington D. C. at the end of January. The beneficial conference offered opportunities to learn how other institutions of varying missions, sizes, and structures are addressing challenges often common to MWSU and its Foundation. These meetings of the AGB are open to members of the Board of Governors. If you are interested in attending future meetings, please let Marc or Betsy know.

**Division or Office Name:** Division of Student Affairs

**Name and Title of Person Submitting:** Dr. Robert Goltra III, Vice President and Dean of Students

**Date:** February 27, 2025

*Career Development Center*

A Criminal Justice, Legal Studies, Public Service, and Nonprofit Career Fair was held on October 29th. Thirty-four employers, 59 representatives, and one service dog worked the tables. Employer evaluations were very positive. One employer said, “Interactions with students were excellent. Students asked great questions and were interested in information.” Student evaluations were also very positive. One student said they enjoyed “talking, networking, and showing them (the employers) that I can work the same positions they are.”

A Teacher Recruitment Fair was held on November 13th in the Fulkerson Center. The Teacher Education Advisory Board (TEAB) There were 29 School Districts with 40 representatives present to provide district information and more details related to potential positions needing to be filled.

The 5th Annual Communications Career Night, held on November 13th, saw a significant increase in attendance. With twenty-five Missouri Western alums in the communications workforce, up from nineteen last fall, the event's growth is a promising sign for future career nights.

A Nursing Clinical Partners Career Fair was hosted on Wednesday, January 22nd. It was an invite-only event with clinical partners such as Mosaic Life Care, University Health, The University of Kansas Hospital, North Kansas City Hospital, Liberty Hospital, Children’s Mercy Kansas City Hospital, and Saint Luke’s Hospital in attendance. Sixty-nine students attended the event, with 45 completing a post-event survey.

The MWSU Career Services Teacher Recruitment Fair Virtual Mock Interview Day will be held on Wednesday, March 5th, from 8:00 a.m. to 4:00 p.m. This event will bring 30-32 school districts to interview our graduate and undergraduate education majors.

MO-RISE is planned for Tuesday, March 4th, from 4:45 p.m. to 8:00 p.m. in the Fulkerson Center. It is a Missouri Regional Industrial Science and Engineering Networking and Employment Event that brings students in STEM-related fields together with regional employers and Missouri Western STEM alums, faculty, and staff. The CDC is partnering with the Houlne Center for Convergent Technology, Alumni Relations and Advancement, and the STEM departments at Missouri Western. Attendees will receive a private tour of the Houlne Center.

An All Majors Career Fair has been scheduled for Tuesday, March 25th, from 11:00 a.m. to 1:00 p.m. in the Fulkerson Center. This event is open to all employers and students, providing a platform for students from various majors to explore career opportunities. There will be free headshots available to our students, as well as on-site interview experience options, making it a valuable experience for both employers and students.

The Career Closet Fashion Show will be held on Wednesday, April 9th, from 7:00 p.m. to 8:30 p.m. in Blum Union 218/219. This event will showcase our students' free professional clothing options in the Career Development Center Career Closet in Blum Union 210. Students will be exposed to quality interview tips and tricks and learn about food and beverage etiquette to prepare them for future interview opportunities with prospective employers. The fashion show will not only provide students with a practical understanding of professional attire but also equip them with the necessary skills and knowledge to make a positive impression during interviews.

The director also recently completed resume workshops by visiting classrooms by request, which yielded over 200 students' resumes being started, brushed up or completed. Thirty-five campus partner/stakeholder meetings have been conducted, in addition to meeting individually with over 55 students to discuss career exploration and resume building.

#### *Center for Military & Veterans Services*

Seven VA students graduated during the university's winter commencement ceremony.

MWSU continues to partner with the Missouri Veterans Endeavor (MOVE), a nonprofit organization that provides housing and support services to veterans and their families. MOVE helps veterans achieve their goal of living independently. Its goals are to help veterans rediscover a sense of purpose and optimism, help them achieve their goal of independent living, and provide a safe and stable environment for them and their families.

For Veterans Day, the center hosted a Heroes Snack Shack, inviting MWSU employees and students who served our country to visit the center for special treats and to connect with fellow veterans. The Flags of Freedom event provided over 200 miniature flags displayed at the main entrance of Downs Drive.

#### *Center for Service*

Returning to campus for the Spring semester allows us to reflect on Dr. Martin Luther King's famous quote and the Center for Service motto: "What are you doing for others?" Our fourth annual day of service brought together over 150 University students, faculty, and staff for our first-ever bed build, supported by the organization Sleep in Heavenly Peace. The main bay of the Houlne Center for Convergent Technology was the perfect location for us to meet our goal of building 50 beds for kids in our community. Tonya Ball, a local team member with SHP, said



there are currently 300 children in St. Joseph on the list awaiting a bed of their own to sleep in. Student volunteers from across campus, including Women’s Soccer, Griffon Football, and various other students, participated in this event. The following week, campus volunteers led by Griffon Football helped deliver and set up 17 beds for four families at the Museum Hill Apartments. The beds are complete and ready for the child to sleep in that night with a new twin mattress, sheets, quilt, pillow, and a stuffed animal. Special thanks to Missouri Western Alum and Gold Coat Board President Zack Workman for his help in making this meaningful event possible.

The beginning of the semester has been busy, with multiple student inquiries about earning UNV 201 credit. Volunteer events are planned for the semester at the following locations: Second Harvest Community Food Bank, YWCA Bliss Apartments, Open Door Food Kitchen, Abundant Acres, Noyes Home Kindness Event, and The Big Event. I continue to engage with our community partners to identify service opportunities for our students.

**Fall 2024 Volunteer Data  
(August 1 - December 31, 2024)**

Volunteers	288
Volunteer Hours	1325.5
Economic Impact	\$42,936.50
UNV 201 Credits Awarded	18

*Counseling Center*

The MWSU Counseling Center is the main point of contact for implementing the Missouri Assessment of College Health Behaviors (MACHB) survey. The MACHB is an annual online survey implemented each spring to assess the impact that alcohol, drugs, tobacco, interpersonal violence, and mental health issues have on student health and wellness, with results being available at an institutional level and comparable to other institutions within the state. The MACHB survey’s results are used to plan strategic campus student health and wellness events. The survey is scheduled to be open from February 13th to February 26th.

*Housing and Residential Life*

Housing and Residential Life manages four residential halls, which have 523 students. The current occupancy numbers are shown in Table 1 below.

Housing applications for the 2025-2026 academic year have opened on our new StarRez housing platform. Table 2 below compares the 25-26 and 24-25 application numbers. Current residents will receive additional communications and incentives that will boost contract renewals. Room selection will start at the beginning of March, and we will work to get all applications assigned before the first Summer orientation day.

**Table 1***Residence Hall Occupancy Rates Spring 2025*

<b>Housing Occupancy as of 02/17/2025</b>				
<b>Hall</b>	<b>Beds Available</b>	<b>Beds Occupied</b>	<b>% Occupied</b>	<b>Beds Unoccupied</b>
Vartabedian	240	164	68.33%	76
Juda	98	71	72.45%	27
Vaselakos	200	120	60%	80
Scanlon	400	168	42%	232
Beds Unoccupied				415
Totals:	938	523	55.76%	

**Table 2***2025-2026 v 2024-2025 Housing Applications and Contract Renewals*

<b>Housing Applications and Contract Renewals to Date</b>				
<b>New Student Application</b>		<b>Contract Renewals</b>		<b>Total Fall Applications</b>
Fall 2025-2026 Applications	104	Contract Renewal 2025-2026	31	135
Fall 2024-2025 Applications	99	Contract Renewal 2024-2025	40	139
<b>Difference</b>	<b>5</b>		<b>-9</b>	<b>-4</b>

*Esry Student Health Center*

The Health Center's electronic health record provides a secure pathway to track housing/residential life immunization compliance for health services. At the end of the Fall '24 semester, the Meningitis Compliance rate for new housing students was 99.9%, and the Tuberculosis Screening/Testing compliance rate for all students was 95.9%.

Health Services continues to support the MWSU Nursing Department with the Community Health Capstone Clinical Preceptorship. Two nursing students will complete their Community Health clinical throughout the Spring '25 semester. From the beginning of the Fall '24 semester to the present, the health center has had 413 visits.

**Division or Office Name:** Enrollment Management (Office of Admissions)

**Name and Title of Person Submitting:** Jeffrey Foot, AVP Enrollment Management

**Date:** February 19, 2025

The Admissions Office has two major challenges this Spring: Staffing and undergraduate recruitment.

Like most of higher education, staff turnover is an issue. Multiple recruitment coordinators have separated from the University to take on new career paths. Two junior recruitment coordinators left due the demanding travel and long hours of the position. This has left a deficiency in our ability keep up with the recruitment needs of the fall class. We are aggressively seeking filling these vacancies, as well as creating new upper-level assistant director and director positions that would be more desirable by seasoned recruitment professionals, in an attempt to gain director level experience in college admissions.

Freshmen enrollment data reveals a bottleneck in the student recruitment funnel. The overall decline of admissions by about 20% reinforces that improvement is needed in identifying and nurturing initial interest among our prospects and inquiries. Key market demographics play a role in fueling a decline (Buchanan County is down 6.5-7.0% compared to fall 2024 recruitment). The prospect pool for northern Missouri and the Kansas City metropolitan area is up year over year, but it has been challenging to convert these students through our recruitment funnel.

Our response has been to examine our messaging, how we can provide better support to applicants, and how we can communicate the value proposition of our institution and its programs. This will be a comprehensive rebuild of our processes for fall 2026, while giving 110% to finishing the fall 2025 recruitment out strong. Our net price is competitive so our marketing materials highlight that reality. Increased local marketing efforts with strategic paid social media and traditional media spends will complement our teams personal efforts. Collaborative efforts with academic units to offer discovery days and engagement with visiting ECA students with tailored tours that fit their schedule have also increased.

Despite these tactical efforts, we must continue to examine demographic and competitive data to understand what is impacting interest among prospective students. Last year, recognizing local challenges we increased recruiter presence in Kansas City with a focus on Northland schools that have more students and a higher socioeconomic ability to attend university. More is necessary to be competitive in that market. The current priorities include the identification and goal setting for targeted northland prospects and inquiries over the following 90 days, in addition to a re-recruitment campaign for students who applied to the University over the past three years but opted to enroll at a two-year institution.

**Division or Office Name:** Athletics

**Name and Title of Person Submitting:** Andy Carter; Director of Athletics

**Date:** February 19, 2025

Men's and Women's basketball continues MIAA play as we wind down toward the MIAA post-season tournament. The men have struggled to be consistently efficient in all facets of their game. Currently, the men are 16-10, 7-8 in the MIAA. The women have rebounded from back-to-back losses to win 5 of their last 6. They are 16-7, 11-4 in the MIAA. The men currently sit #9 in the MIAA standings, but would receive a #6 seed in the MIAA Tournament due to the KPI. The women currently sit #4 in the MIAA standings, but would receive a #2 seed due to their KPI.

Both teams have 4 regular season games remaining: Feb 20<sup>th</sup> @AFS, Feb 22<sup>nd</sup> @NSU, Feb 26<sup>th</sup> @ESU, and Senior Day on March 1<sup>st</sup> at home vs Newman University. Much to play for as we wind down the regular season and get into post-season.

Indoor track& field competes next February 28-March 2, 2025 at the MIAA Indoor Championships in Maryville, MO with the NCAA Championships to be held March 14-16, 2025 in Indianapolis, IN. The Women's Indoor Track & Field programs recently broke into the national rankings at #254. The outdoor season starts competition at the end of March.

Women's Tennis has opened their season with 2 wins and 2 losses. Both losses were close matches versus national-ranked teams Should be an exciting season for this program.

Baseball has played 2 very tough opponents, the top 2 programs from the Great American Conference, on the road back-to-back weekends to start the season. Their record is 1-6, however they have played at a high level in several close games. This young team should show steady improvement throughout the season.

Softball played 2 consecutive weekends in Texas versus very high-level competition. The first weekend the team went 1-4, losing 3, 1-run games. The second weekend we played better and went 4-1, splitting 2 games with #11 nationally ranked Angelo State University.

Women's Lacrosse opened their season with a home loss to Colorado Mesa University on February 16, 202. This match was played in the GISC due to inclement weather.

Both of our Golf teams open their spring season in March.

All spring sports are being greatly affected by the severe weather.

Our Football staff had a very productive National Signing Day, signing 30 new freshman and 8 mid-year transfers. Coach Fenwick and staff have done a fantastic job in this process.

**Division or Office Name:** Marketing and Communication

**Name and Title of Person Submitting:** Tama Wagner, Chief Assistant for Strategic Initiatives

**Date:** February 20, 2025

We've onboarded Yoodle, as our agency of record, and its staff will now embed with the Marketing and Communications staff to enhance our student acquisition and brand awareness efforts. Samantha Fowler, Marketing Coordinator, along with Yoodle staff will develop a student acquisition calendar, plan and implementation strategy to achieve agreed upon student target numbers.

Again, our goal with this new alignment is to support Enrollment Management, better understand the internal tools available and improve efforts to recruit future students.

### **MarComm Data**

Additionally, the Marketing and Communications team continues to support the organization managing more than 860 project requests in FY 25. That's about four requests per day, which is up two percent from FY 24. A special call-out to Kent Heier, Interim Director for his assistance editing and managing the President's February 7, 2025 letter to the editor.

### **Social media metrics – October 1, 2024-January 31, 2025**

	Facebook	Instagram	LinkedIn	TikTok
Followers	Up 160	Up 79	Up 1,128	Up 24
Engagement <sup>1</sup>	Down 8%	Up 95%	Down 10%	
Impressions <sup>2</sup>	Down 18%	Up 48%	Down 31%	

1. Social media engagement is a measure of how people interact with content on social media. It includes actions like comments, likes shares, and link clicks.
2. In social media, impressions are the number of times a piece of content is displayed to users. This metric is used to measure the visibility of content and how well it reaches a target audience.

Social media content receiving the most engagement during the time period:

- Facebook: Ending Gold Fridays, campus photos after the early January snowstorm, Nursing Scholars of Promise announcement;
- Instagram: Campus photos after the early January snowstorm, partnership with the Downtown Association for the Lover event, Winter 2024 Commencement;
- LinkedIn: Homecoming wrap-up, Winter 2024 Nursing Pinning Ceremony, What Are You Doing for Others Day of Service;
- TikTok: Short video of the Walter Cronkite Memorial, Super Science Saturday, winter weather.

## QR Code (*Call to Action*) Reporting

<b>Communication</b>	<b>Scans as of February 20, 2025</b>
Griffin Alert (campus communication)	693
Family News Sign-up	564
Admissions GO schedule (Admissions/Acquisition)	367
Griffin Edge Site	90
Griffon Edge Mentor application	59
MWSU:25 Spring Griffon Experience	26
Scholarship PC	24
Griffon Orientation Invitation	22

### **Strategic Planning**

Finally, the committee work is beginning on upcoming the organization-wide strategic plan. The 18-person committee of staff and faculty members will meet for the first time Friday, February 28. The group will review the Yoodle perception data from last summer's discovery sessions (focus groups) and surveys. The process is expected to take six weeks of committee work and another three weeks for writing, editing and approvals. The strategic plan is expected to be presented to the Board of Governors during the June 26, 2025 meeting.

**Division or Office Name:** Office of General Counsel

**Name and Title of Person Submitting:** Kelli Douglas, Vice President and General Counsel

**Date:** February 20, 2025

The University is recommending the Board of Governors take action to review and approve two University Policies. The first policy for consideration is the Alcohol on University Grounds and at University-Sponsored Events. The University's current *Alcohol Policy (adopted 04/29/2008)* outlines the request process and limited requirements for alcoholic beverages on campus; however, this policy has not been amended since February 25, 2016, and not substantively reviewed or revised since July 13, 2016. The second policy for consideration is the Minors on Campus policy. The proposed policy states the University's requirements for activities and events which are planned for minors. Additionally, this policy identifies the process for internal and external users to request to host or sponsor activities and events geared towards minors. While many of these requirements and procedures are currently in place and followed, this policy will create a public-facing document which clearly outlines the University commitment to protecting minors on campus and at University sponsored events, regardless of location.

### **Review of Draft Policies and Next Steps**

At this time, the Board does not need to take action on the draft policies. Unless the Board desires otherwise, after the February 27, 2025 Board of Governors meeting, the attached drafts of these policies will be shared with the campus community and stakeholders for comment for a period of approximately thirty (30) days. During the comment period, any submitted input from the campus community will be reviewed and considered and adjustments, as appropriate, to the draft policies will be made. Any substantive comments will be shared with the Board of Governors.

Once the comment period has ended, the Board will be provided the proposed final versions of both the Alcohol on University Grounds and at University-Sponsored Events and the Minors on Campus policies for consideration and potential adoption.

### **Summary of Draft Policies**

#### **1) Alcohol on University Grounds and at University-Sponsored Events – Attachment A**

The revised policy clarifies where alcoholic beverages may be used on campus and under what circumstances. As noted, the draft policy would replace the University's current "Alcohol Policy," with some requirements remaining unchanged and several new requirements.

Requirements that Remain Unchanged Include:

- All individuals must comply with federal state and local laws and ordinances with regard to the purchase, service, or consumption of alcohol – *i.e.*, no one under the age of 21.

- No University funds or student fees may be used to purchase alcoholic beverages.
- No alcohol may be permitted in the residence halls.
- Alcohol may only be served by the campus licensed and insured food and beverage service provider or other such authorized insured and licensed vendor(s).
- Tailgating may still occur on campus and the Tailgating Policy remains unchanged in that set parking lots are designated for use on football game days and participants must follow the procedures and rules set forth in the Tailgating Policy.

Requirements that are New or Different Include:

- Instead of having a committee approve a request, the process for requesting and receiving approval for use of alcoholic beverages now rests with the Vice President for Finance and Administration and/or the authorized designee (typically, the Director of Risk Management)
- Clarifies that any outside organization or group desiring to use alcohol on campus is subject to a review and approval process and is required to possess general liability insurance and an alcohol rider naming the University as an additional insured under such policies.
- Requires the provision of non-alcoholic beverages and snacks/food at all events where alcoholic beverages will be made available.
- Allows for liquor/spirits to be made available in the University Spratt Memorial Stadium Suites
- Allows for the sale of beer and wine at concessions for certain intercollegiate athletic events
- Clearly states the University reserves the right to identify if additional safety or security measures must be put into place for activities and events where alcohol will be present.

## **2) Minors on Campus – Attachment B**

This is a new policy which establishes general standards for minors participating in University-sponsored programs and for outside entities desiring to host activities and events geared toward minor participants. This policy would apply to all Missouri Western State University employees, students, volunteers, independent contractors, and external, third-party organizations that interact with minors in University-run programs or activities and on University-owned or controlled property.

The policy memorializes the University practices and procedures requiring all persons interacting with minors on campus to abide by all federal and state laws and regulations concerning the protection of minors. The policy also includes information details confirming what University employees need do when the employee has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect.

The policy sets forth the process for internal campus departments or groups to request permission for conducting or holding a covered activity or event and the requirements for approval. When seeking approval for a University-sponsored event (*i.e.*, one that is requested by a member or



department of the University), the request must include sufficient information evidencing the individual or group has addressed issues including but not limited to appropriate staffing and supervision, plans for addressing the safety and security of the participants, cost to the institution, appropriate waivers and releases are in place, expectations for conduct for participants and organizers, training and appropriate background checks for staff and volunteers, and insurance.

For non-University sponsored programs, outside entities must enter into a duly authorized agreement with the University which addressed supervision, safety, insurance and indemnification.

The proposed policy also includes details regarding the requirements for minors to stay overnight in the campus resident halls at part of an approved, covered program; administration of medication; conduct expectations for minors participating in a covered program; and, record retention requirements.

**Missouri Western State University**

<b>Policy Name:</b> Alcohol on University Grounds and at University-Sponsored Events	<b>Date Effective:</b>
<b>Policy Category:</b>	<b>Date Last Revised:</b> July 13, 2016
<b>Approving Authority:</b> Board of Governors	<b>Date Last Reviewed:</b>
<b>Responsible Office:</b> Risk Management	<b>Recommended Review Cycle:</b> 3 years

**I. Purpose**

This policy is intended to help maintain the health and safety of the University’s faculty, staff, students, and visitors, and to ensure that alcohol use do not interfere with the effective functioning of the University. It delineates the parameters relative to the use of alcoholic beverages on University property, at University-sponsored events, or in conjunction with University activities. This policy establishes the University’s requirements and restrictions regarding alcohol on or off campus events or activities, in accordance the University’s mission and state and local laws.

**II. Applicability**

This policy applies to any person or group organizing an event or program where alcohol will be served on University-owned or -controlled property and to all University-sponsored events and activities regardless of where located.

**III. Definitions**

**Alcoholic Beverages.** Beer, wine, liquor, or any other drinks that are considered “alcoholic beverages” by the Missouri Liquor Control Board (MLCB). Pursuant to this policy, beer and wine may be sold and consumed by the general public, subject to all applicable laws and regulations. Spirits and liquor may only be sold and consumed in the University Spratt Stadium Suites, subject to all applicable laws and regulations.

**Athletics Facilities.** Locations on the University campus where the Board of Governors have approved the sale and/or use of alcohol. For purposes of this policy, Athletic Facilities are: Spratt Memorial Stadium (Stadium Club and Spratt Memorial Stadium Suites), Griffon End Zone, Bill Snyder Pavilion, Griffon Indoor Sports Complex, and the M.O. Looney Fieldhouse.

**Host.** The individual or group who is organizing or sponsoring an event.

**Insured and Licensed vendor:** A business entity that holds an annual liquor license and any applicable temporary licenses to serve alcohol on or off University Premises, issued by the Missouri Liquor Control Board (“MLCB”), and that carries general liability and liquor liability insurance at minimum limits satisfactory to the Director of Risk Management.

# ATTACHMENT A

**Minor:** A person who is not of legal age (21 years or older) to purchase, possess or consume alcohol.

**Non-University Entity:** An outside individual or group event that has been approved to host and event or activity on University Premises.

**University-Sponsored Event:** An event, function or activity for which University funds are paying all or a portion of the cost of the event sponsored by the University or a University department, organization, or group either on or off University Premises. Examples include receptions, performances, athletic competitions, gallery openings, meetings, and conferences organized by departments, colleges, divisions, programs and facilities. For purposes of this policy, a University-Sponsored Event does not include an off-campus event where the University does not serve as the host and may be one of several event sponsors.

**University Premises:** All buildings, property, or grounds owned, leased, operated, controlled, or supervised by the University.

## IV. Policy

Because alcohol and drug abuse pose a threat to the health and safety of University faculty, staff, students, and visitors and interfere with the ability of the University to achieve its mission, it is the policy of Missouri Western State University to provide a drug-free workplace and learning environment and, more specifically, to only permit the sale and/or use of alcoholic beverages on University Property, at University-Sponsored Events, or in conjunction with University Activities in a manner that reasonably ensures the health and safety of participants, complies with applicable law, and meets the requirements of this policy.

Missouri Western State University expects the responsible use of alcohol at events that are hosted and/or attended by students, faculty, staff, or University guests. The possession, use, distribution, and sale of alcoholic beverages is prohibited upon the property of Missouri Western State University unless specifically authorized in accordance with this policy. Where such possession, use, distribution and/or sale is authorized, strict compliance with requirements of this policy and the laws of the State of Missouri are required.

The University strives to promote a healthy and safe educational, professional, and residential community where alcohol does not interfere with individual performance, personal success, public safety, or the integrity of the learning environment. In every instance where alcohol is made available, the individuals and organizations involved are responsible for compliance with all applicable local, state, and federal laws, this policy, and other applicable University policies, procedures, and regulations.

## V. Procedures/Policy Details

### A. General Provisions

All members of the campus community and guests are expected to abide by federal, Missouri

## ATTACHMENT A

State Law, local laws, and University policies and procedures regarding the possession, consumption, use, production, or sale of alcohol. Students are also required to abide with the relevant sections of the Student Code of Conduct governing alcohol consumption, distribution, and possession. The unlawful use, possession, purchase, and/or distribution of alcoholic beverages is prohibited on the Missouri Western State University campus.

Under University policy and Missouri State Law, it is against the law to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is illegal for any person to misrepresent his or her own age or the age of any other person to obtain alcoholic beverages. Individuals may not coerce, however subtly, another person to drink alcohol or to drink excessively. Intoxicated persons will not be served or permitted to consume alcoholic beverages on University Premises or at a University-Sponsored Event. Members of the University community are subject to disciplinary action if they violate this policy, and anyone may be subject to criminal citation for violating the law.

No University funds or student fees may be used to purchase alcoholic beverages. Additionally, regardless of the source of funding for the event or its location, the service of alcohol at a University-Sponsored Event should always be ancillary to the central subject of the event and should never be used as a mechanism to increase interest in or drive attendance to the event. Alcohol may not be served at student-sponsored events or events whose primary target audience is students.

No person may bring their own alcohol to drink or serve at a University event or activity, or carry or consume alcohol on University-owned sidewalks, streets, and parking lots, with the exception of tailgating activities on game days as separately permitted under this policy and the University's Tailgating Policy. Disruptive, destructive, threatening, harassing or other forms of adverse behavior related to the possession or consumption of alcoholic beverages will be subject to disciplinary action and/or civil enforcement. The University reserves the right to request assistance from local law enforcement authorities in such matters.

All University employees are prohibited from consuming alcohol or being under the influence of alcohol during work hours or in the workplace (except that it will not be a violation of this policy for an employee to engage in the responsible consumption of alcohol at approved University Events, provided that the use of alcohol has been permitted in these circumstances.) Under no circumstances may a University employee consume or be under the influence of alcohol while operating University vehicles or equipment.

### **B. University Facilities and Special Events**

The University has the authority to determine the time, place, quantities and conditions under which alcoholic beverages are sold, served or consumed on University Premises, including the right to refuse to serve alcohol at any event or to any person. The service and sale of alcoholic beverages on University Premises and at University-Sponsored Events on or off campus must comply with Missouri law and the requirements of this policy. Alcoholic beverages are not permitted in classrooms, laboratories, residence halls, and/or offices at any time. Alcoholic

## ATTACHMENT A

Beverages are also not permitted in Wilson Hall due to the location of the early childcare center.

There are a number of University facilities and buildings frequently available for the hosting of University special events, use by departments and divisions, or rental by outside groups and organizations. The following locations are designated as allowing the sale or service of alcoholic beverages, consistent with the applicable provisions of this policy:

- Blum Union
- Spratt Memorial Stadium (Stadium Club and Spratt Memorial Stadium Suites)
- Bill Snyder Pavilion
- Griffon Indoor Sports Complex
- Griffon End Zone
- Fulkerson Center
- Conference Room located in Houlne Center for Convergent Technology
- Drew Brown Art Gallery located in Potter Hall.
- Atrium located in Spratt Hall
- Christopher S. "Kit" Bond Science and Technology Incubator

The Office of the President may approve additional building and facility locations and may make exceptions to this policy at his or her discretion, provided the exception is in accordance with applicable state law.

### **C. Insured and Licensed Vendor(s)**

Any alcoholic beverages permitted for events or activities occurring on University Premises must be provided by the campus food and beverage service vendor, an authorized insured and licensed vendor, or by the third party contracted to provide such service at the Kansas City Chiefs Training Camp, which shall possess a valid liquor license and shall adhere to all applicable laws and regulations concerning the sale, service, and use of alcohol. The authorized vendor(s) shall provide all trained personnel necessary for and have full control over dispensing alcohol at approved events. The authorized insured and licensed food and beverage service vendor will adhere to the following in its capacity as caterer:

- The University authorized food and beverage service vendor shall be responsible for the event's compliance with federal, state, and local laws and ordinances related to the consumption of alcohol;
- Non-alcoholic beverages (in addition to water) shall be available to invitees during the entire event; and
- The University food and beverage service vendor shall serve food at the event.

The sale or use of alcoholic beverages is prohibited at any University Premises unless the venue or third-party vendor working within the venue possess all service permits, insurance, and licenses required by the University and Missouri Division of Alcohol and Tobacco Control. If, at any time, a venue's or third-party vendor's required service permits, insurance, or licenses expire, are suspended, or are revoked, all sale and distribution of alcoholic beverages must immediately cease and shall not resume until the service permit, insurance, or license has been

restored.

## 1. Requests and Approvals for Alcoholic Beverages at University-Sponsored Events

Requests for alcoholic beverages at University-Sponsored Events, whether on or off University Premises, must be in compliance with applicable local, state and federal laws and regulations, and in accordance with University policies and procedures. When the responsible use of alcoholic beverages at University-Sponsored Events is appropriate, such use must be consistent with the University's mission, vision and responsibilities to all members of the University community.

University departments may be approved to serve beer and wine at University approved business-related events or activities, which have as their primary purpose one of the following:

- In connection with approved business-related events or activities that promote the teaching, research, or service mission of the University
- Establishing and maintaining effective communications and relationships with persons or organizations outside the University
- Facilitating effective communications and relationships with alumni, boards, advisory groups, and other members of the University community
- University fundraising
- Employee recognition

All requests to have alcoholic beverages at activities or events held on University Premises and/or at University-Sponsored Events regardless of location should be included on a Request to Use Alcoholic Beverages for review and approval a minimum of thirty (30) days in advance of the event's start date. The Vice President for Finance and Administration or authorized designee will assess whether the request to serve alcoholic beverages (beer and wine only) comports with University policy and whether any additional licensing or modifications to the event may be required. University departments are required to route the Request to Use Alcoholic Beverages form through their departmental supervisory chain for approval before submission of the completed form to the Vice President for Finance and Administration.

## 2. Requests and Approvals for Alcoholic Beverages on University Premises by Non-University Entities

Non-University or outside groups and organizations that reserve University facilities for special events through the University's Camps, Conferences, and Events coordinator may request that the event catering include the service of beer and wine (no liquor or spirits). Such catering may only be performed by the University's authorized food and beverage service vendor and/or other approved insured and licensed vendor(s). Requests for alcoholic beverage service will only be considered when access to the event is limited and can be carefully monitored for compliance with alcohol beverage laws and ordinances. At the University's sole discretion, groups or organizations will be required to purchase additional insurance coverage and/or to arrange through the University for additional supervision or security.

### 3. Insurance Requirements

Individuals and outside organizations may hold events at Missouri Western State University facilities provided they:

- Follow the campus protocol for reserving/space use
- Enter into a facilities usage agreement
- Provide the evidence of insurance (Certificate of Insurance) for the event, General Liability of \$1,000,000/ per occurrence and \$3,000,000/aggregate. Other coverages, including but not limited to liquor liability, may be required.

When alcoholic beverages will be consumed at University-Sponsored Events and/or events and activities occurring on University Premises, the University shall require event liability insurance, including an alcohol rider. "Missouri Western State University" shall be named additional insureds for commercial general liability and liquor liability noted above. The certificate holder shall be:

Missouri Western State University  
4525 Downs Drive  
St. Joseph, Missouri 64507

The Certificate of Insurance must provide 30 days' advance written notice for any modification, change, or cancellation of any component of the insurance coverage.

#### **D. University Procedures for Serving of Alcoholic Beverages**

Whether occurring on or off University Premises, all University-Sponsored Events must adhere to the following:

- No Alcoholic Beverages, no matter what the funding source, may be served when the majority of attendees are less than 21 years of age.
- At all events, the event organizer needs to regulate entry into the event, ensure that alcoholic beverages are not carried out of the event, and facilitate the safety of individuals leaving the event.
- Consumption of alcohol will be confined to the designated public place that has been reserved and approved for the function. The area where alcohol is to be consumed must be clearly marked and controlled with monitored entrances/exits. Alcoholic beverages may not be carried or consumed outside rooms or areas designated for use by the sponsoring entity or individual.
- Alcohol may not be served after 10:00 p.m. and shall not be served for more than three hours during any single event.
- The service of alcohol shall cease at least one hour prior to the scheduled conclusion of the event, unless another end time for service has been specifically identified and approved.
- Any event at which alcohol is served must include non-alcoholic beverages, food, light snack, etc.

## ATTACHMENT A

- When a University -Sponsored Event is off-campus, the sponsoring unit assumes responsibility for the event and must ensure that the service of alcoholic beverages is legal and complies with applicable portions of this policy.
- Students who are of legal drinking age may possess or consume alcohol at Missouri Western events in accordance with the applicable provisions outlined in this policy and state law.
- Open access kegs, party-balls, beer bong, or other similar common-source containers containing alcohol are not allowed.
- Drinking contests and/or games in any form are not allowed.
- Alcohol must be stored in a locked location before and after an event. After an event serving alcohol, best practice is to return unopened alcohol to the vendor for an expense credit.
- The consumption of alcoholic beverages should not be promoted as the primary event focus. Beverage company inflatables or other promotional items may not be used to promote an event.
- Sponsorship of the event includes responsibility for reasonable supervision during the event. Supervision includes appropriate ratio of staff to attendees and responsibility to notify proper authorities regarding violations of law, specifically possession or consumption by a minor, furnishing alcohol to minors or public drunkenness.
- The area used for an activity must be cleaned by users immediately following the event unless an alternative written arrangement has been made. This includes removal of all alcohol from the event space. The host organization is responsible for any damages or cleaning expenses.

### **E. Athletic Facilities and Tailgating**

#### **1. Spratt Memorial Stadium Suites**

Alcoholic Beverages (beer/wine/liquor/spirits) are permitted within the suites. Suite owners must arrange for and purchase alcohol for the suite through the University's designated vendor. No outside alcohol may be brought to the suites. No one under the age of 21 is permitted to consume or possess alcohol. Verification of age of suite guests is the responsibility of each suite holder. Anyone possessing and/or consuming alcohol shall comply with request to show valid photo identification establishing that they are 21 years of age or older if requested by law enforcement, game security personnel or university official.

The sale of alcohol at any point within the suites is strictly prohibited and alcohol may not be shared between suites. The only people permitted to consume alcohol in the suite are those people of lawful age for such consumption who possess a pass or ticket to sit in the suite. Alcoholic beverages from the suites shall not be consumed outside of the suites must remain in the suites with the exception of the designated removal time. No one may possess or consume alcohol from any device or apparatus designed to consume beverages at a greater than normal rate of speed (including but not limited to funnels or beer bong). Kegs and other common bulk containers are not allowed at any time in the suites.



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All patrons must be in possession of a suite ticket or a game day suite access pass to access the suite level prior to and during the game. As a condition of being permitted to use a suite, each holder must agree that Missouri Western State University will bear no responsibility for loss of any alcohol the suite purchased or stored in the suite.

## 2. Bill Snyder Pavilion, Griffon End Zone and Griffon Indoor Sports Center

Alcoholic Beverages (beer and wine only) are permitted within the Bill Snyder Pavilion, Griffon End Zone and Griffon Indoor Sports Center. The University's authorized insured and licensed food and beverage service vendor(s) shall be the exclusive caterer(s) for the service of alcohol (beer and wine only) at these locations and shall provide all personnel necessary for and have full control over dispensing alcohol at approved events. The University's authorized insured and licensed service vendor(s) will adhere to the following:

- The University insured and licensed food and beverage service vendor(s) shall be responsible for the event's compliance with federal, state, and local laws and ordinances related to the consumption of alcohol;
- Non-alcoholic beverages (in addition to water) shall be available to invitees during the entire event;
- No glass bottles or containers are permitted;
- Playing games that involve consumption of alcohol or use of alcohol-related paraphernalia are prohibited, including but not limited to beer pong, flip cup, shot gunning, etc.;
- Open source containers (i.e., well drinks, kegs, etc.) are prohibited;
- Alcohol is not to be taken outside the marked area;
- Public intoxication is prohibited; and
- The University's insured and licensed food and beverage service vendor(s) shall serve food at the event.

## 3. Concessions at Athletic Facilities

Sales of alcoholic beverages (beer and wine only) at intercollegiate athletic competitions are only permitted in accordance with the following provisions:

- Sales of alcoholic beverages shall be conducted solely by the University food and beverage service vendor and/or other contracted vendor(s).
- The sale of alcoholic beverages at intercollegiate athletic competitions must be conducted under the liquor control permits held by the contracted third-party concessions vendor.
- All sales and consumption of alcoholic beverages shall be lawful.
- Non-alcoholic beverages and food shall be available when alcoholic beverages are sold.
- In order to purchase alcoholic beverages, customers must have valid state identification with photograph and date of birth. Individuals who have reached the minimum age required to purchase an alcoholic beverage will have a wristband affixed by a member of the sales staff. Customers are required to show identification each time they request to purchase an alcoholic beverage.
- Customers may purchase only one alcoholic beverage at a time. No more than two (2)

drinks per person are permitted.

- Persons attending intercollegiate athletic events are not permitted to bring alcoholic beverages from outside.
- Sales of alcoholic beverages must end before the completion of the competition. For football games, sales must end at the conclusion of the third quarter. The Athletic Director in conjunction with the President shall determine the point of time during the event at which sales of alcoholic beverages conclude in intercollegiate athletic competitions other than football.
- Missouri Western State University reserves the right to refuse the sale of alcoholic beverages.

#### 4. Tailgating

Tailgating is permitted in designated event parking areas in association with Intercollegiate Athletics sporting events. Any sale or use of alcoholic beverages related to “tailgating” activities will be allowed only in designated areas. University employees who violate this policy or state or local laws governing alcoholic beverage sale or consumption are subject to discipline.

Students or student organizations that violate this policy or state or local laws governing alcoholic beverages sale or consumption may be referred to the Dean of Students.

The University reserves the right to determine what behavior is acceptable and unacceptable on its private property. University Policy Department officers and other university officials are authorized to enforce university policies and may, at their discretion, restrict or prohibit access to university property. Individuals or groups who do not comply with this policy or relevant laws may have their campus tailgating privileges revoked by the appropriate university officials and may be removed from University property, among other possible remedies. Refer to the University’s [Tailgating Policy](#) for additional details.

#### **F. Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act Amendments of 1989, a bi-annual assessment of the University’s alcohol and drug-free policies and education and prevention programs shall be conducted, and shall make recommendations to the president and vice presidents to enhance these as indicated. For additional information regarding the University’s compliance with the Drug Free Schools and Communities Act Amendments of 1989, please refer to the University’s [Drug Policy](#).

#### **G. Revocation of Privilege.**

Any person or unit that has demonstrated a repeated pattern of non-compliance may have their alcohol service privileges revoked.

#### **H. Additional Precautions May Be Required**

The University reserves the right to require additional precautions for any event where alcohol

will be used, such as the use of trained persons to dispense alcoholic beverages, greater limitations on time of service or staffing an event with appropriate security. Any additional costs associated with these additional resources will be borne by the sponsor or host.

### **I. Disclaimer**

The University assumes no responsibility for any liability of any nature arising from the use, possession, distribution and/or sale of alcoholic beverages on University Property or at any University-Sponsored Event pursuant to any permission for such use, possession, distribution and/or sale granted by the University under this policy. Any person not in the course of their University employment receiving permission or approval under this policy to use, possess, receive, distribute or sell alcoholic beverages on University Property or at any University-Sponsored Event shall indemnify and hold harmless the University from any liability, damage or claim, including counsel fees, arising from such use, possession, distribution, receipt, and/or sale, pursuant to a written agreement in form and substance satisfactory to the University.

DRAFT

Missouri Western State University

<b>Policy Name:</b> Minors on Campus	<b>Date Effective:</b>
<b>Policy Category:</b> Safety and Risk Management	<b>Date Last Revised:</b>
<b>Approving Authority:</b> Board of Governors	<b>Date Last Reviewed:</b>
<b>Responsible Office:</b> Risk Management	<b>Recommended Review Cycle:</b> 3 Years

**I. Purpose**

This policy establishes general standards for Minors participating in University Programs and for Minors visiting campus. The purpose of this policy is to encourage the security, safety, and wellness of minors who are participating in programs offered by Missouri Western State University or who participate in programs on campus and to provide guidance to employees involved with coordinating and/or sponsoring events that include Minors.

**II. Applicability**

This policy applies to all Missouri Western State University employees, students, volunteers, independent contractors, and external, third-party organizations that interact with Minors in University-run programs or activities and on University-owned or controlled property.

This policy does not apply to general public events where parents or guardians are invited or expected to provide supervision of minors, or to events where parents or guardians are explicitly required to accompany their children. This policy does not apply to campus visits and tours by prospective students, full-time or dual-enrolled Minors students, or registered guests of a University student in accordance with established policies of Housing and Residence Life. Finally, this policy is not applicable to the University’s on-campus child care center which has established procedures following licensing regulations.

**III. Definitions**

**Authorized Adult.** An individual who is (are) age eighteen (18) or older, paid or unpaid, who supervises, chaperones, or otherwise works with Minors in a Covered Program.

**Background Check.** A report that includes criminal history, sex offender registry and/or child abuse/neglect database records consistent with the University’s policies and procedures related to background checks.

**Mandatory Reporter.** Any person who is required by Missouri law to report suspected child abuse to the appropriate authorities. Mandatory Reporters include, but are not limited to, faculty/teachers and other school officials, physicians and other health care practitioners, counselors, social workers, psychologists, law enforcement personnel, and other persons with responsibility for the care of children. Mandatory Reporters are required to provide their name when they make a report. For a complete list of mandated reporters, please review [RSMo 210.115.1](#).

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**Minor.** For the purpose of this policy, a person under the age of eighteen (18) who is not enrolled as a student at Missouri Western State University.

**One-on-One Contact.** Direct interaction between any individual and a Minor without at least one other Authorized Adult, parent or legal guardian present. For purposes of this definition, another adult will be deemed “present” if he/she is within line of sight of the adult interacting with the Minor. Such contact is to be avoided by all adults on campus, whether considered an Authorized Adult under this policy or not.

**Covered Program.** A program or activity that will potentially include Minors as participants and is offered by one of the various academic or administrative units of the University, whether on University property or not, or by a non-University group using University facilities, subject to other University policies and procedures. A Covered Program shall include but is not limited to: workshops, sport camps, academic camps, conferences, pre-enrollment visits, internships, employment, housing, departmental programs and other similar.

**Covered Program Administrator.** Any individual who has primary and direct operational responsibility for the overall content and execution of a Covered Program and who serves as the primary point of contact.

**Program Staff.** Individuals, whether paid, volunteer, or for academic credit, who have care, custody, control, and/or direct contact or interaction with Minors involved in Covered Program. This includes, but is not limited to, University administrators, faculty, staff, students, volunteers, and third parties when operating a Covered Program.

**Sponsoring Entity.** In the case of a University-Sponsored Program, the academic or administrative unit of the University that offers the University Program. For Non-University Program, the entity, organization or person that is contracting for the use of University Premises for the Non-University Program.

**Third Party Covered Program.** A program or activity that involves Minors and uses University facilities and is not operated under the direction or authority of the University. Third party programs are not covered under any of the University’s insurance policies and must carry or procure their own insurance for the program held on University property.

**University-Sponsored Program.** Program that are directly organized, managed, and/or supervised by University faculty or staff on behalf of the University, including, but not limited to, workshops, services, camps, conferences, campus visits, or similar activities on or off campus. A “University-Sponsored” program is one that: (1) the University solely owns and operates; (2) the University jointly operates with another organization; or (3) the University contracts with another organization to provide. University-Sponsored Program may or may not take place on University Premises. This also includes a program or activity operated by an affiliated Missouri Western State University Department or University Recognized Student Organization where the Minors participating in the program are supervised by University Authorized Adults. (NOTE: Recognized Student Organizations are not permitted to hold a minors-on-campus event without an academic or administrative unit co-sponsor.)

**Non-University Program.** An individual, organization, or entity external to the University, to which the University allows use of its facilities to operate a Program. The Program may be specifically designed for participation by Minors that are offered by non-University groups using University Premises through a contract, license, or other written agreement with the University. The external entity assumes full responsibility for the supervision of the Minors.

**University Premises:** All buildings, property, or grounds owned, leased, operated, controlled, or supervised by the University.

#### IV. Policy

Missouri Western State University is committed to the safety and health of our community members. For the purpose of this policy, Missouri Western State University defines community broadly to include not only faculty, staff, students, volunteers, governors, and administrators, but any visitor to campus or participant in an off-campus program administered or sponsored by any division of the University. Missouri Western State University recognizes its particular obligation to ensure the safety and well-being of minors on our campus, including but not limited to prospective minor students, and minor participants in camps and clinics, workshops, outreach activities, and academic programming. The safety and well-being of minors visiting campus is of the highest concern.

Missouri Western State University offers a variety of athletic camps, science camps, clinics, enrichment classes and activities that bring non-student minors on campus and are of great educational value, benefiting both the institution and the larger community. The purpose of the Minors on Campus policy is to ensure these programs implement controls designed to enhance the safety and protection of minors who are participating in University-sponsored programs, or in programs operated by outside entities held in University facilities. Because minor children are a particularly vulnerable population, this policy has been adopted to address the special concerns associated with minor children participating in University sponsored activities or other activities utilizing University buildings, facilities, and spaces.

All persons interacting with Minors on campus are expected to abide by all federal and state laws and regulations concerning the protection of Minors. Consistent with Missouri law, it is the University's policy that any employee who has reasonable cause to suspect that a minor child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances that would reasonably result in abuse or neglect shall immediately make a report to the Children's Division Child Abuse and Neglect Hotline (1-800-392- 3738).

Persons who violate this policy may, as appropriate, be referred to legal authorities. University employees who violate this policy are subject to discipline up to termination, and volunteers who violate this Policy may have their service with the University discontinued. Third Parties who violate this Policy will be subject to the terms and conditions of the written agreement with the University.

## V. Procedures/Policy Details

### A. Request and Registration

1. Permission to conduct or hold any Covered Program must be granted in advance of any Covered Program being advertised or offered.
2. Individuals seeking to conduct, hold, offer, host, or sponsor a Covered Program must first submit a Covered Program Request Form.
  - a. For University-Sponsored Covered Program, including those operated by an affiliated University Department or Recognized Student Organization, the request form will be reviewed and approved by the Sponsoring Entity's Director or Department Head and responsible Vice-President. Requestors should complete and submit the Covered Program Request Form to initiate the review and approval process. Once approved by the Sponsoring Entity's applicable Vice-President, the Covered Program must be registered with the Director of Risk Management using the Minors on Campus Program/Event Registration Form.
  - b. For Non-University Covered Programs, individuals/entities must complete the Minors on Campus Program/Event Registration Form to request to use University Premises for a Covered Program. The form will be submitted directly to the Director of Risk Management for review.
3. Covered Programs must be registered annually with the Risk Manager.

### B. University-Sponsored Covered Programs and Unit Approval and Pre-Assessment

1. The Covered Program Administrator must address the following considerations in advance of the Covered Program's approval by the responsible Vice-President.
  - a. Alignment of the Covered Program with the University's mission;
  - b. Appropriate staffing and supervision ratios, with special regard to avoiding one-on-one contact between Minors and Covered Program Staff;
  - c. Appropriate subject matter and fully planned activity itinerary;
  - d. Covered Program Staff expectations and guidelines;
  - e. Appropriate training Covered Program Staff;
  - f. Minor Code of Conduct, Applicable Forms, Waivers, and any supplemental Covered Program guidelines appropriate for the particular Covered Program;
  - g. Covered Program orientation and information for Minors and parents/guardians;
  - h. Transportation arrangements;
  - i. Housing arrangements with special consideration for overnight Covered Program;
  - j. Indirect costs to the University (*i.e.*, set up/breakdown, cleaning, wear and tear to facilities or University-owned equipment)
  - k. Contracts, if any, for auxiliary services and food services;
  - l. Response protocols for any accusations of misconduct;
  - m. Safety and security planning including, but not limited to:
    - Basic first aid;
    - Emergency response and notification plans;
    - Reporting protocols for injury and/or illness; and
    - Inclement weather plans.

- n. Insurance;
- o. Any licensing or exemption required by a government agency; and
- p. Record retention procedures.

### **C. Training Requirements for Employees and Volunteers**

1. All Authorized Adults and Covered Program Staff must complete “Minors on Campus Training” prior to any involvement in the Covered Program.
2. Other training may be recognized as a substitute to University training if, at a minimum, the training addresses mandatory reporting requirements, responsibilities and expectations, relevant institutional policies, safety and security procedures, and staff expectations with regard to communications and interactions with Minors.
3. All Authorized Adults and Covered Program Staff must make all reasonable efforts to remove Minors from dangerous or potentially dangerous situations, irrespective of any other limitation or requirement.

### **D. Background Investigation & Additional Screening**

1. Covered Program Administrators must be in receipt of background check clearance on all Covered Program Staff prior to involvement. The background check must include a state and federal criminal history check, covering a minimum of seven (7) years, and sex offender registry checks, in accordance with the University’s policies and procedures related to background checks.
  - a. Frequency of Background Checks for Employee: If the Covered Program Staff member is an employee of Missouri Western State University the employee must have an initial background check completed and on file. Thereafter, the background check must be rerun and completed every three (3) years.
  - b. Frequency of Background Checks for Non-Employees: If the Covered Program Staff member is not an employee of Missouri Western, then the Covered Program Staff member must have the background check completed on an annual basis.
2. Individuals volunteering or employed in licensed child care programs shall undergo a criminal background check as mandated by the Missouri Department of Elementary and Secondary Education and learning and applicable state laws and federal laws.
3. Additional Screening: Depending on the nature of the Covered Program, additional screening of Covered Program Staff beyond background checks may be advisable, including in-person interviews and/or reference checks.
4. The University is not responsible for covering any costs associated with required background checks for Non-University Covered Programs.

### **E. Covered Program Staff Ratio Requirements**

1. University-Sponsored and Non-University Covered Programs must provide for the appropriate supervision of program participants. These activities must be coordinated in a way that eliminates one-on-one interactions and ensures that adequate staff-to-participant ratios are in place at all times.



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- Below are minimum staff-to-participant ratios for Covered Program. All aspects of the activity should also be considered, including the number and age of participants, the location of the activity, the risks associated with the activity, whether housing or travel is involved, and the age and experience of the responsible adults.

Participant age	Ratio for day program	Ratio for overnight program
5 years and younger	1 staff: 6 participants	1 staff: 5 participants
6–8 years	1 staff: 8 participants	1 staff: 6 participants
9–14 years	1 staff: 10 participants	1 staff: 8 participants
15–18 years	1 staff: 12 participants	1 staff: 10 participants

### F. Requirements for Permissions, Medical and Contact Information

- For all University-Sponsored Covered Programs in which parent(s), legal guardian(s) or other adults(s) will not, or may not be physically present at all times, the University Covered Program shall collect and maintain certain information and forms related to permission to participate, release and waiver of liability, medical history and authorization for medical treatment for each participant. At a minimum this shall include:
  - Signed permission/authorization forms completed by the parent/guardian of each Minor participating in the Covered Program, where required due to the nature of the Covered Program, the permission/authorization form shall include a liability and media release. NOTE: All participating Minors must provide a waiver or release form signed by a Parent or Legal Guardian prior to their participation in the Covered Program. The Parent or Legal Guardian must also provide a medical treatment authorization form on behalf of the Minor. If a Program will be granting Minors access to the University network, the waiver or release form shall include consent to the Minor's use of the University's network. If preferred by the Sponsoring Unit, a separate consent form may be used instead. If a Program will be allowing or directing Minors to use third-party software, the Covered Program shall review any applicable terms and conditions to determine if additional Parent or Legal Guardian consent is needed.
  - A roster of all University Covered Program participants and a directory of University Covered Program Staff. The list shall include each participant's name, local room assignment (if applicable); gender, age, address, and phone number(s) of parent(s)/legal guardian(s), as well as emergency contact information. The list shall be maintained by the Covered Program Staff, with a copy provided to the Office of Housing and Residence Life and the University Police Department for overnight Covered Program.
  - A requirement that the parent(s) or legal guardian(s) of each minor participant complete and submit to the Sponsoring Entity a Medical History/Medical Treatment Authorization form which shall, at a minimum, contain:

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1. A statement informing the parent/legal guardian that the University does (or does not, as applicable) provide medical insurance to cover medical care for the Minor.
  2. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  3. A space to list (voluntarily) any physical, mental or medical conditions the Minor may have (including any allergies) that could impact the Minor's participation in the program.
  4. Information regarding any prescription medication(s) to be administered during the Covered Program.
- d. A requirement for the parent/legal guardian to pick up the Minor, or arrange for the Minor to be picked up as soon as reasonably feasible in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions.
  - e. Individual programs may require medical examination/authorization where mandated by the nature of the activity and/or legal or associational requirements.

### **G. Other Requirements for University-Sponsored Covered Program**

1. Authorized Adults and Covered Program Staff should be positive role models for Minors and act in a caring, honest, respectful, professional, and responsible manner that is consistent with the mission of the University. Authorized Adults or Covered Program Staff are required to comply with all applicable laws and University policy.
2. Covered Program will utilize the buddy system (operating in pairs) in all activities whenever possible.
3. Minor participants may not be allowed to leave the Covered Program except in the company of a parent/legal guardian, someone authorized in writing by a parent/legal guardian, or to walk/bike home as authorized in writing by a parent/legal guardian.
4. While a Covered Program may be targeted to a specific audience, no person may be denied participation based on a protected class covered by Missouri Western State University policies. Offered Covered Program must reflect the University's commitment to equal access and opportunity.
5. Minors may not operate a University-owned and/or controlled motor vehicle while they are attending and participating in the Covered Program.
6. If Covered Program Staff are transporting Minors in University-owned or operated vehicle, more than one adult or more than one minor must be present in the vehicle for the duration of the transportation. Privately-owned vehicles may not be used to transport Minors during any University-Sponsored Covered Program.

### **H. Disability Accommodations**

State and federal law (the Americans with Disability Act and Section 504 of the Rehabilitation Act of 1973) may govern disability accommodations. In considering an appropriate accommodation process and procedure, ask for assistance from trained institution staff, if possible. Questions may be directed to the Accessibility Resource Center.

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### I. Requirements Regarding the Administration of Medications

1. Minors who are currently receiving prescription medications and are able to self-administer may receive these medications while participating in University-Sponsored Covered Programs, subject to the following conditions:
  - a. The need for the medication is documented in the Minor's Medical History/Medical Authorization form.
  - b. The medicine is provided by the Minor's parent or guardian in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Personal "epi" pens and inhalers may be carried by the participant during activities. Over-the-counter medications must be provided in their manufacturers' container.
  - c. Staff shall keep the medicine in a secure location, and at the appropriate time for distribution shall meet with the participant.
  - d. While under staff observation, the Minor participant shall be allowed to self-administer the appropriate dose as shown on the container.
  - e. For any medication that the participant cannot self-administer, prior arrangements appropriate to the circumstances must be made with the Sponsoring Entity.

### J. Required Policies Governing the Conduct of Minor Participants

1. All University-Sponsored Covered Program shall have in place, and distribute to Minor participants and/or their parents/guardians as appropriate, a "Standards of Conduct" for the Covered Program. All such conduct standards must contain the following provisions:
  1. All Covered Program participants and staff must abide by all University regulations.
  2. The possession or use of alcohol and other drugs, including but not limited to cannabis, fireworks, guns and other weapons is strictly prohibited and will not be tolerated. Any Minor found in possession of such items will immediately be reported to the University Police Department and dismissed from the Covered Program.
  3. The parking of staff and participant vehicles must be in accordance with University parking regulations.
  4. Rules and procedures governing when and under what circumstances participants may leave University property during the program.
  5. No violence or discrimination (including sexual abuse or harassment) will be tolerated.
  6. Hazing of any kind is prohibited. Bullying including verbal, physical, and cyber bullying are prohibited.
  7. No theft of property regardless of owner will be tolerated. Property of other participants is not to be used without express permission (access does not constitute permission).
  8. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are responsible for damage or misusing University property.
  9. The inappropriate use of cameras, imaging, and digital devices is prohibited including use of such devices in showers, restrooms, or other areas where privacy is expected by participants.
  10. The University reserves the right to dismiss any participant from the Covered Program when it determines that the behavior of the participant creates a health or safety hazard,

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is not in accordance with the rules and/or is a disturbance to other participants. The Minor will immediately be sent the home from the Covered Program if the Minor poses a risk to safety or health, engages in conduct in violation of the Code of Conduct. Minors dismissed for these reasons are not entitled to any registration refund.

### **K. Records Retention**

All records should be retained in accordance with University policies on record retention. Copies of all required forms and documentation pertaining to Minors should be retained for a period of three (3) years after the Minor reaches the age of eighteen (18). Records pertaining to Covered Program Staff should be retained for five (5) years.

### **L. Requirements for Overnight Covered Program**

1. University-Sponsored Covered Program involving overnight stays in University Premises shall adopt and implement rules and policies for the proper supervision of Minors in University housing. These policies must include, at a minimum:
  - a. Written permission signed by the parent/guardian for the Minor to temporarily reside in University housing.
  - b. A curfew time which is age-appropriate for the participants, but in no case shall it be later than 10:00 p.m.
  - c. Whenever there is in-room visitation, the door to the room is required to stay open and visitors and hosts are required to remain visible in their room to the hallway.
  - d. In-room visitation to be restricted to participants of the same gender.
2. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Covered Program with appropriate supervision by Authorized Adults.
3. The Covered Program must comply with all security measures and procedures specified by University Housing and Residence Life and the University Police Department.
4. No Authorized Adult may enter a Minor's room, bathroom facility, or similar area unless accompanied by another Authorized Adult.
5. Separate accommodations and facilities are to be provided for adults and Minors other than the Minors' parents/guardians.

### **M. Reporting**

1. Injury: In order to maintain a safe environment for all students, faculty, staff, and visitors, it is important that the University be informed, at the earliest possible date, of any injuries that occur at a University Facility or to faculty and staff in the course of their work responsibilities. Covered Program Staff should complete the University's Accident/Injury/Incident Report form and submit the completed form to the Covered Program Administrator and the University's Risk Manager.
2. Child Abuse and Mandatory Reporters: In addition to Missouri law requirements, the University requires faculty, staff, students, and volunteers to report allegations of suspected child abuse or inappropriate conduct to the Covered Program Administrator and the

## ATTACHMENT B

University Police Department if the alleged conduct may have occurred or was observed in connection with activities occurring on University Premises, or while faculty, staff, students, or volunteers participated in University-Sponsored or -affiliated activities off University Premises. Reports are not necessarily accusations; they merely report facts for trained professionals to evaluate and investigate. All employees must appropriately report suspected child abuse. They should not attempt to investigate a matter further or gather additional information before reporting.

3. *If a Mandatory Reporter suspects child abuse, or simply has an idea or uneasy feeling about a possible abuse situation, the Mandatory Reporter should immediately report the situation to ALL of the following:*
  - The Missouri Department of Social Services Family Support Division, Child Abuse and Neglect Hotline at 1-800-392-3738, and
  - The University Police Department at (816) 271-4438; and
  - The Program/Activity Administrator.
4. Mandatory Reporters must ensure that the Family Support Division is notified of the suspected abuse immediately and in no case later than 24 hours after the Covered Program Staff (or other reporter) first had reasonable cause to suspect the abuse.

### **N. Requirements for Non-University Sponsored Covered Program**

1. Non-University or third-party organizations or agencies that utilize Missouri Western State University facilities or space to host programs or activities involving Minors must comply with the Minors on Campus Policy. In particular, these entities or organizations must execute and deliver the following prior to utilizing University Premises:
  - a. A completed Facilities Usage contract setting forth the specific facilities to be used, the dates and hours of permitted access and other terms applicable to such use;
  - b. A certification that the Covered Program meets all legal requirements for the activity in question, including without limitation any requirements for licensing and criminal background checks;
  - c. An indemnification agreement in a form acceptable to the University General Counsel and Risk Manager agreeing to defend and holding the University harmless against any and all claims arising from the operation of the Non-University program (this requirement may be waived for public entities prohibited by law from agreeing to indemnify);
  - d. Evidence of insurance coverage in amounts to be determined by Risk Management and that may include coverage for sexual misconduct at the University's sole discretion; and,
  - e. Certification that all their Covered Program Staff have undergone background checks, which would, at a minimum, satisfy the Background Check requirements listed above.

### **O. Accountability and Sanctions**

Violators of this policy will be held accountable for their actions under University policy and applicable law. Sanctions for violations may include, but are not limited to, suspension of University funding, non-renewal or termination of the Covered Program, suspension,

dismissal, or termination of University employment or Covered Program Staff status, or removal or barring from University Premises.

### **P. Reporting Procedures**

#### 1. Complaint Reporting

- a. Internal Reporting: Any individual who becomes aware of or suspects violations of this policy, incidents of misconduct, or concerns regarding the safety and well-being of minors should report the matter immediately.
  - Reports can be made to the Program Administrator, University Police Department, or designated personnel responsible for overseeing minors' programs.
  - Reports should include detailed information about the incident or concern, including date, time, location, and individuals involved or affected.
- b. Confidential Reporting:
  - All reports received through confidential channels should be investigated promptly and thoroughly while maintaining the confidentiality of the reporter, where possible.
  - Confidential reports may be submitted to the University's Office of General Counsel.
- c. External Reporting: In cases involving suspected child abuse or neglect, Covered Program Staff or Mandatory Reporters must follow mandated reporting requirements as outlined in state law and this policy. Reports of suspected child abuse should be made to the Missouri Department of Social Services Family Support Division and the University Police Department.

#### 2. Investigation and Resolution

- a. Upon receiving a complaint or report, the University will conduct a prompt and impartial investigation to determine the validity of the allegations and take appropriate actions to address any confirmed violations.
- b. The investigation process shall adhere to principles of fairness, respect, and confidentiality for all parties involved.
- c. If a complaint involves criminal behavior or serious misconduct, law enforcement authorities may be notified in accordance with legal requirements and University policy.

#### 3. Follow-Up and Documentation

- a. The University will provide updates to all parties involved in the complaint process regarding the status of the investigation and any remedial actions taken.
- b. All documentation related to complaints, investigations, and resolutions shall be maintained in accordance with the University's record retention policies.

#### 4. Non-Retaliation

- a. The University prohibits retaliation against individuals who report complaints or participate in investigations in good faith.
- b. Any acts of retaliation will be subject to disciplinary action, up to and including termination of employment, expulsion from the University, and/or removal from University programs, activities, and events.

### **Q. Presence of Minors on Campus**

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The University reserves the right to condition, restrict or deny access to University facilities by Minors at its discretion. All Minors, including those participating in Covered Programs, shall be subject to all University regulations while on campus, and may be asked to leave the campus if unable to comply.

DRAFT

Report of the Student Governor, Garrett Jackson  
27 February, 2025

### Student Government Association

- SGA welcomed a new Senator (Brock Harris)
- Introduced and voted in two new RSOs
  - Musical Theatre Club
  - American Marketing Association

### Student Governor Business

- Continued meeting with students regarding their positives and negatives.
- Met with Sara Yarbrough to discuss Student Governor and SGA alignment
- Met with Students to discuss Gold Friday changes
- Met with Sara Yarbrough to discuss bus fees paid by SGA.
- Met with John Vanderpool

### *Conferences/Meetings/Events Attended*

- Board of Governors Meeting
- PFOC Meeting
- CTAC Ribbon Cutting
- Active Shooter Response Training
- SGA Congress
- International Fair
- Sleep in Heavenly Peace Bed Build