

STAFF SENATE RESOLUTION #234

**STAFF SENATE  
PASSED**

**Title: Resolution to Establish a Scholarship for University of Wyoming Staff Employees**

**Date: December 6, 2017**

**Author: Senator Rachel Stevens**

**Sponsors: Senators Kristin Blevins, Lindsay Galey, Jason Gonzales, and Kathy Kirkaldie**

- 1 WHEREAS, staff employees at the University of Wyoming take courses in order to complete degrees
- 2 and engage in personal and professional development, and;
- 3 WHEREAS, Staff Senate supports the initiative taken by any staff employees to improve their personal
- 4 and professional lives;
- 5 THEREFORE, be it resolved that the Staff Senate of the University of Wyoming hereby establishes a
- 6 Staff Scholarship Fund to be used as a means of granting scholarships at UW (see Addendum A), and;
- 7 THEREFORE, be it further resolved that Staff Senate hereby establishes a Scholarship Committee to
- 8 administer the Staff Scholarship Fund in conjunction with the UW Foundation, to coordinate
- 9 fundraising efforts, to solicit scholarship applications, and to award scholarships according to the
- 10 guidelines set out in Addendum B.

UNIVERSITY OF WYOMING  
PISTOL DEPT/ORG or PROJECT  
DOCUMENTATION FORM (Revised April 2004)

Fund 4400  
Dept/Org 14490  
Budget Reference \_\_\_\_\_  
Project \_\_\_\_\_

- I. Is this Chartfield Request:  New or  Name Change - Criteria -
- II. Chartfield Name: Staff Senate Endowment for Recognition of Staff
- III. Department mailing address: Division of Administration - Staff Senate Office
- IV. Manager Name (Title and Department): President, Rachel Stevens
- V. Responsible Person's Phone #: 6-5300 E-mail address: rstevens@uwyo.edu
- VI. Start Date: 4/24/18 End Date: \_\_\_\_\_
- VII. Is this Chartfield for (check one):  
A) Scholarships  Yes  No  
B) Pass-thru Scholarships  Yes  No

*Fund Source: 600379*

*Segment: 10.305.600379.2002*

**A. Source of Funds:**

- 1)  Section I (Transfer from chartfield fund \_\_\_\_\_ dept/org \_\_\_\_\_ budget ref \_\_\_\_\_)  
2)  Gifts:  Unrestricted or  Restricted  
3)  Self-Sustaining  Charges for Services  
4)  Other (describe): \_\_\_\_\_

**B. Source of Funds Description:** Endowment Income

**C. Use of Funds Description:** Appropriations for expenditure shall be used to recognize University of Wyoming staff to fund University of Wyoming Staff Senate activities, and to provide scholarships according to the guidelines and criteria established by the University of Wyoming Staff Senate.

Will payroll expenses be charged?  Yes  No

- D. Goods or Services provided to:**
- |  |  |
|--|--|
| 1) <input type="checkbox"/> Campus Departments | 4) <input type="checkbox"/> General Public   |
| 2) <input type="checkbox"/> Students           | 5) <input type="checkbox"/> Outside Entities |
| 3) <input type="checkbox"/> Faculty/Staff      |  |

- E. Relationship of Fees to Costs:**
- 1)  Equal to Cost  
2)  Cost + Profit  
3)  Fee Booklet Reference (page # \_\_\_\_\_)

Tyffanne Mobley  
Requested by (type name here): Tyffanne Mobley

4/27/18  
Date

\_\_\_\_\_  
Manager of Accounting Approval

\_\_\_\_\_  
Date

Accounting Office Use Only:

\_\_\_\_ AO\_FUND\_ORG \_\_\_\_ AP\_ALL\_PROJECTS \_\_\_\_ AO\_REPORTING \_\_\_\_



# UNIVERSITY OF WYOMING FOUNDATION

## RESTATED ENDOWMENT AGREEMENT

### **Staff Senate Endowment for Recognition of Staff**

This Restated Endowment Agreement hereby amends and replaces in its entirety that certain Endowment Agreement (the "Agreement") for the Staff Council Trust for Recognition of Staff executed by Kay Augustin, University of Wyoming Staff Council, and Daniel Baccari, University of Wyoming Vice President for Administration and Finance, on June 24, 1993. In place of the Agreement, the undersigned, William Mai, University of Wyoming Vice President for Administration, and Rachel Stevens, University of Wyoming Staff Senate President, hereinafter called the REPRESENTATIVES, hereby establishes a permanent endowment fund, hereinafter called the FUND, with the University of Wyoming Foundation, a non-profit corporation under the laws of the State of Wyoming, hereinafter called the FOUNDATION, for uses and purposes and upon terms and conditions hereafter set forth:

1. The endowment hereby created shall be known as the Staff Senate Endowment for Recognition of Staff and the above named FOUNDATION shall prudently maintain and administer the FUND as a permanent endowment. The FOUNDATION may make available for appropriation only that amount which is prudent, consistent with the purposes of the FUND as described herein, taking into account relevant economic factors and the REPRESENTATIVES' intent that the FUND continue in perpetuity. Appropriations for expenditure shall be used to recognize University of Wyoming staff, to fund University of Wyoming Staff Senate activities, and to provide staff scholarships according to the guidelines and criteria established by University of Wyoming Staff Senate.

2. At its discretion, the University of Wyoming Staff Senate may award all of the funds available for appropriation to one or more purposes described in Paragraph (1) above. If, in the judgment of the University of Wyoming Staff Senate, there is no eligible use during a particular year, subject to the then current provisions of the FOUNDATION'S Investment Policy, the funds available for appropriation may accumulate for use in subsequent years or may be permanently added to the corpus of the FUND.

3. The FOUNDATION is authorized to accept additional gifts and/or bequests to this FUND from the REPRESENTATIVES or others.

4. While the REPRESENTATIVES intend that for the foreseeable future, the FUND shall be used exclusively for the purposes and in the manner set forth in Paragraph (1) above, the REPRESENTATIVES recognize the possibility of changes in the field of higher education that could eliminate, at some future time, the need for the Staff Senate Endowment for Recognition of Staff. Therefore, the REPRESENTATIVES direct that should the FOUNDATION determine, after due consultation with the University of Wyoming President, and the REPRESENTATIVES if possible, that such is the case, then the FUND should be used for such useful educational purposes as the FOUNDATION may determine to be most closely related to the purposes set forth in Paragraph (1) above.

5. It is intended that the FUND shall be a component part of the FOUNDATION and not a separate FUND, and that nothing in this Agreement shall affect the status of the FOUNDATION as an organization described in section 501(c)(3) of the Internal Revenue Code and as an organization which is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code. This Agreement shall be interpreted in a manner consistent with the foregoing intention and so as to conform to the requirements of such provisions of the federal tax laws and any regulations issued pursuant thereto. The FOUNDATION shall have all of the powers provided in the FOUNDATION'S articles of incorporation and bylaws (specifically including, without limitation, the powers with respect to designated contributions) or otherwise provided by law in connection with its administration of the FUND.

6. The FOUNDATION shall maintain the FUND, including any additions to the corpus thereof, as a permanent endowment but shall, nevertheless, have full power and authority to invest the FUND and to sell all or any part thereof and reinvest the proceeds from time to time without being bound by any regulatory, statutory, or customary rules relating to investments by the FOUNDATION, provided, however, that such investments shall be made in accordance with the standards set forth in the Uniform Prudent Management of Institutional Funds Act (W.S. 17-7-301 to 17-7-307), and its successors. The FOUNDATION shall be under no obligation to make funds available for appropriation if, in the opinion of the University of Wyoming Foundation Board of Directors, making appropriations for expenditure would endanger the long term vitality of the FUND due to negative market conditions or would otherwise be in violation of the Uniform Prudent Management of Institutional Funds Act. The FOUNDATION may do so without limiting the generality of the foregoing and may:

- Invest and reinvest the assets of the FUND according to the FOUNDATION'S Investment Policy as approved from time to time by the University of Wyoming Foundation Board of Directors;
- Pool the subject matter of various gifts, bequests and devises into one or more funds for the purpose of investment and management;
- Employ the services of investment managers, investment counselors, brokers, custodial banks and others in carrying out the foregoing provisions, and to pay reasonable fees from the FUND for these services.
- Charge a reasonable fee to the FUND for FOUNDATION investment and administration as accepted and approved by the University of Wyoming Foundation Board of Directors.

In no way shall the use of the FUND for the purposes set forth in Paragraph (1) above be prejudiced. The FOUNDATION shall have full power to vote and execute proxies to vote corporate shares included in the FUND.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_ 2018.



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William Mai

Vice President for Administration



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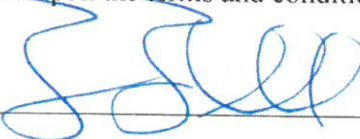
Rachel Stevens


Staff Senate President

ACCEPTANCE:

THE UNIVERSITY OF WYOMING FOUNDATION

The University of Wyoming Foundation hereby acknowledges receipt of the above gift and agrees to administer the same for the use and purposes and upon the terms and conditions herein contained.

  
\_\_\_\_\_ 2018.04.23  
Ben Blalock, President Date

  
\_\_\_\_\_ 4-23-18  
Mary Ann Garman, Treasurer Date

## **Addendum B**

### UW Staff Scholarship Criteria

To qualify for a staff scholarship, applicants must be

- Classified staff
- 100% FTE
- Past the probationary period
- Enrolled in a minimum of three credit hours
- Taking a course that is not required for their current position at UW.

### Scholarship Committee

The scholarship committee will consist of one delegate from each Staff Senate standing committee. The committee will meet on an as-needed basis.

### Procedure

Each semester the Scholarship Committee will meet to review the amount of scholarship funds available for the following semester. The committee will determine how many scholarships will be offered, put out a call for applications, and set a deadline. Once the application period closes, the committee will review the applications to confirm eligibility. If there are more applications submitted than funds available, scholarships will be awarded based on a lottery process. In semesters where a lottery process is used, scholarship recipients from the previous semester will be excluded from the pool. After one semester, previous scholarship recipients who apply will be returned to the pool.

### Other Duties

The Scholarship Committee will work with:

- the Staff Senate Office Assistant Senior and UW Foundation accounting personnel to manage the endowment account.
- the Communications Committee to advertise scholarship opportunities and solicit applications, and to advertise fundraising events.
- the Finance Committee to coordinate fundraising activities in support of the Scholarship Endowment Fund.

Date of Passage: 1|3|2018

"Being enacted on 1|3|2018, I do hereby sign my name hereto and approve this Senate action."

Rachel Stevens

Staff Senate President, Rachel Stevens