

**THE UNIVERSITY OF WYOMING**  
**BOARD OF TRUSTEES' REPORT**

**“Special” Meeting**  
**Monday, June 16, 2014**

The final report can be found on the University of Wyoming Board of Trustees website at  
<http://www.uwyo.edu/trustees/>

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES “SPECIAL” MEETING REPORT**

**June 16, 2014**

**8:00-9:30 a.m.**

**Conference Call in Old Main Boardroom**

**Agenda Items for Discussion**

- I. College of Engineering Update – McGinity.....1
- II. Science Initiative Update – McGinity .....1

**Consent Agenda Items for Approval**

(Trustees are able to pull items off this list for discussion and/or separate vote.)

- I. Approval of CMAR High Bay Research Facility – Mai/Collins/Laursen .....2
- II. Approval of CMAR Corbett Pool Addition – Mai/Collins .....4
- III. Approval of Historic Preservation Plan Update - Consultant Agreement – Mai/Collins/Massie.....6
- IV. Approval of Architect/Engineer for the Arena-Auditorium Renovation, Phase 2 – Mai/Collins.....9
- V. Approval of Trail Easement at Jacoby Golf Course – Mai/Collins .....11
- VI. Approval of State Matching Funds, June 2014 – Blalock.....14
- VII. Approval of Revisions to UW Regulations 1-1, 1-2 and 4-2 – Miller .....16

**I. AGENDA ITEM TITLE: College of Engineering Update, McGinity**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

President Dick McGinity will provide the Board of Trustees with an update regarding the College of Engineering.

**II. AGENDA ITEM TITLE: Science Initiative Update, McGinity**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

President Dick McGinity will provide the Board of Trustees with an update regarding the Science Initiative.

**I. AGENDA ITEM TITLE: Approval of CMAR High Bay Research Facility, Mai/Collins/Laursen**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The High Bay Research Facility enhances the university's research capacity in strategic energy areas. It provides the necessary space and infrastructure to house and support large-scale testing related to energy development, conversion, and conservation. Additionally, the design enables collaborative, multi-disciplinary research and advanced education initiatives. Space will be designed flexibly, with initial use configured for projects associated with the major themes of flow through porous media, improved oil recovery, and geomechanics/petrology research. The inclusion of a structures research lab is also under consideration to be housed in the facility.

The High Bay Research Facility will be a flexibly-configured laboratory building, designed and built to accommodate large-scale experiment configurations in a semi-industrial setting and to provide infrastructure necessary for future expansion in a modular fashion. Other parts of the facility will be designed to house smaller-sized laboratories, offices (walled and open spaces), and conference rooms. The flexible laboratories will consider state-of-the-art energy-efficient heating and ventilating systems with a defined capacity; plumbing with appropriate sand, oil, and similar traps; compressed air; expandable electrical service; and networking (fiber optic) connectivity. Laboratory spaces will be comprised of both traditional and high bay (high ceiling) spaces to accommodate varying and evolving future research needs. Typically, the laboratories will be outfitted at the cost of the research project.

Level II design for the High Bay Research Facility will be completed by the summer of 2014 with a potential construction start in winter/spring of 2015 and completion by the summer of 2016.

The Facilities Planning Office advertised for High Bay Research Facility Construction Manager-At-Risk (CMAR) qualifications in April 2014. Six responses were received on May 6, 2014. The statements of qualifications were narrowed to three firms by the High Bay Research Facility Project Execution Team (PET). The short list of firms were issued Requests for Proposals (RFP) and were interviewed on June 6, 2014. The short-listed firms considered were:

- AP Wyoming, Cheyenne, Wyoming
- Haselden Wyoming Constructors, Laramie, Wyoming
- GE Johnson Construction Wyoming, Jackson, Wyoming

The High Bay Research Facility PET ranked the CMAR teams based on qualifications of the preconstruction and construction personnel, the firms' experience and capabilities with projects

similar to the High Bay Research Facility, and (per the RFP) best value to the University. The ranking agreed upon by the PET is as follows:

1. Haselden Wyoming Constructors, Laramie, Wyoming
2. GE Johnson Construction, Jackson, Wyoming
3. AP Wyoming, Cheyenne, Wyoming

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- January 2013 – Board of Trustees authorized contracting with the first-ranked architect/engineering firms, Malone Belton Abel, P.C., Laramie, Wyoming and GSG Architecture, P.C., Casper, Wyoming in association with Zimmer Gunsul Frasca Architects, LLP of Seattle, WA for design of the Engineering Building Addition and Renovation and the Energy Engineering Research Facility (now known as the High Bay Research Facility).
- January 2013 – Board of Trustees approved site selection for the Energy Engineering Research Facility at the proposed 19<sup>th</sup> Street and the Gibbon Street Extension site.
- May 2014 – Board of Trustees were briefed on the status of the High Bay Research Facility Schematic Design effort and the project CMAR selection process.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Authorization is required from the Board of Trustees to contract the Construction-Manager-at-Risk (CMAR) services for the High Bay Research Facility.

**ARGUMENTS IN SUPPORT:**

- The 2012 Legislature appropriated \$15M requiring a match of \$15M to fund the construction of the High Bay Research Facility (EERF).
- The Wyoming Governor's Energy, Engineering, STEM Integration Task Force (WGEEISIT) sent a letter to Governor Matt Mead agreeing that the HBRF project is ready to proceed to the Level II design phase.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to contract with the first-ranked firm Haselden Wyoming Constructors, Laramie, Wyoming.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with the recommended first-ranked Construction-Manager-at-Risk, Haselden Wyoming Constructors, Laramie, Wyoming. If negotiations are not successful with the first-ranked firm then negotiations will be terminated with the first-ranked firm and opened with the second-ranked firm.

**II. AGENDA ITEM TITLE: Approval of CMAR Corbett Pool Addition, Mai/Collins**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The existing Corbett Pool facility, which was built in the mid-1970s, lacks several facets important to the success of the University's student-athletes. Throughout the Mountain West Conference and across the nation, 50-meter swimming and 5-meter diving are medians for competition aquatics facilities. The current pool's size is both too short for swim meets and practice and too shallow for diving over 3-meter springboard. Secondly, the water body is contiguous, which makes it impossible for dual practice or hosting of simultaneous events. In terms of supporting core competition and training activities, the pool's deck space is minimal, the pool is supported by outdated and utilitarian locker spaces, and the lack of amenities and enhancements limits the student-athlete's experience. During competitions, spectators and athletes are removed from each other by a glass partition, separating the spectators from the action and isolating the student-athletes from the energy of the crowd.

The new natatorium will feature an eight-lane 50-meter pool with movable bulkheads, a dive tower, and diving well. Seating will be located on an upper level. As envisioned in the Athletic Facilities Master Plan, the new aquatics facilities will be located outside the footprint of the existing natatorium so the existing pool can remain in use while most of the new construction is accomplished. Much of the program space will be located within the shell of the existing natatorium. The program space will include most of the home team space including locker rooms, team room, sports medicine, and video/film room. Mechanical space for the new pool will be located at grade within the footprint of the existing natatorium.

The total projected cost for the planned 36,000 SF addition and renovation of approximately 23,000 SF is \$21,000,000. The project would be funded through state appropriations.

The Facilities Planning Office advertised for construction manager-at-risk qualifications in April and May 2014. Five responses were received on May 13, 2014. The statements of qualifications were narrowed to three firms by the Corbett Pool Addition planning team and the Facilities Planning Office. The short list of firms were issued Requests for Proposals (RFP) and were interviewed on June 6, 2014. The firms being considered are:

- Sampson Construction, Cheyenne, Wyoming
- AP Wyoming, Cheyenne, Wyoming
- GE Johnson Construction Wyoming, Jackson, Wyoming

The ranking of the CMAR teams will be based upon qualifications of the preconstruction and construction personnel, the firms experience and capabilities with projects similar to the Corbett Pool Addition, and per the RFP the best value to the University. The ranking is as follows:

1. GE Johnson Construction Wyoming, Jackson Wyoming
2. AP Wyoming, Cheyenne, Wyoming
3. Sampson Construction, Cheyenne, Wyoming

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

May 2014- Approval of Architect and Engineer for Corbett Pool Addition

**WHY THIS ITEM IS BEFORE THE BOARD:**

Authorization is required from the Board of Trustees to contract the Construction-Manager-at-Risk services for the Corbett Pool Addition.

**ARGUMENTS IN SUPPORT:**

The Legislature has appropriated \$500,000 for Level II design of the Corbett Pool Addition and set aside \$2 million in the State Treasurer's Office for project funding.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to complete negotiations and contract with GE Johnson Construction Wyoming, of Jackson as recommended by the University Administration for the Corbett Pool Addition.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize contracting with GE Johnson Construction Wyoming, of Jackson the recommended first-ranked Construction Management-at-Risk firm for the Corbett Pool Addition. If negotiations are not successful with the first-ranked firm then negotiations will be terminated with the first-ranked firm and opened with the second-ranked firm.

**III. AGENDA ITEM TITLE:**

**Approval of Historic Preservation Plan Update – Consultant Agreement, Mai/Collins/Massie**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Historic Preservation Plan for the University of Wyoming Campus was prepared in 1999 as a direct result of new construction projects in the early 1990s that triggered compliance with Section 106 of the National Historic Preservation Act of 1966. In 1991, it was determined that the proposed construction of the Botany Conservatory Addition would have an effect on the Aven Nelson Building and Old Main, both of which were determined to be eligible for inclusion on the National Register of Historic Places (NRHP). As a result, a Memorandum of Understanding (MOU) was drafted that specified actions to mitigate the effects of the undertaking upon historic properties. The MOU called for the survey and significance evaluation of all buildings at least 49 years old on the main Laramie campus and for preparation of a historic preservation plan.

A 2013 Legislative Session Budget Bill footnote required the University to “*(iv) Report on the current practice of razing buildings constructed as part of the original campus prior to 1980, and recommend a policy which provides for approval by the legislature before razing any historic building.*” At the October 2013 special BOT conference call, the Board of Trustees was briefed on the University’s proposed responses to the Legislative Reporting Directive. The report on that conference call stated:

“The Board believes that a more formal process is necessary in determining the historical significance of UW’s older buildings. It directs the Administration Division to consult with the Wyoming State Historic Preservation Office in updating the 1990s study of UW’s historical structures. The study should include an assessment of all buildings that were built prior to 1980, as well as an assessment by a professional historian. The Board of Trustees will review the revised study and consider its adoption.”

The 2013 Legislative Session Budget Bill footnote also required the University to “*(v) Report on the current policies for architectural features of new buildings on campus, and recommend a permanent policy for minimum standards of appearance which preserves the classical architecture represented on the buildings facing Prexy’s Pasture as well as Old Main in all future construction.*” The report on the October 2013 special BOT conference call stated:

“The Board of Trustees will review its existing policies regarding architectural features and develop revised ones that set minimum standards that provide a clearer and more

detailed direction for future building construction and renovation. These policies will recommend that new UW construction projects facing Prexy's Pasture be designed with sensitivity for existing historic architectural features, particularly the use of sandstone ashlar masonry, color, and ornate design patterns that avoid box-like appearances. Buildings and other improvements should blend harmoniously with the historic built environment. New buildings should not block important views or visually overpower existing historic structures. Should the use of sandstone ashlar not prove feasible for new construction, other building materials that are compatible with the color and texture of sandstone masonry would be substituted.

The policy will also direct that the fundamental architectural elements that characterize the historic structures around Prexy's Pasture should be carried forward to new and renovated buildings elsewhere on campus. While adherence to architectural tradition would not be as strict for these buildings as those in the heart of campus, there should nevertheless be a clear and evident visual connection so that viewers readily recognize the building as being a part of the University's architectural landscape."

The Consultant will review the 1999 plan and revise as necessary the assessments of the various structures eligible for inclusion in the NHRP. The Consultant will research and complete the Wyoming Cultural Properties form provided by the Wyoming State Historic Preservation Office (SHPO) for all UW buildings that were not included in the previous building surveys. The Consultant will conduct a visual survey of historic campus buildings to identify significant architectural features and themes such as the use of sandstone ashlar masonry, symmetry, vertical emphasis, and vertically-aligned fenestration pattern. The Consultant will develop design guidelines for new and renovated buildings for the West Campus, Central Campus, and East Campus (as defined in the UW Long Range Development Plan). UW has formed an advisory committee of internal and external stakeholders to help guide the study. The consultant, SHPO, and UW will hold public meetings in Laramie to field public comments regarding the consultant's historic preservation recommendations and draft architectural design guidelines. A final draft will then be prepared and conveyed to the Board of Trustees for review. The estimated projected cost for the Historic Preservation Plan Update is \$125,000.

The professional consultant services were publicly advertised in August 2013 with qualification responses received by August 28, 2013. Three statements-of-qualification were received from firms. Two respondents were invited to respond to a Request for Proposals by May 13, 2014. The recommended ranking of the firms by the Historic Preservation Plan Update planning team and the Facilities Planning office is as follows:

1. TDSi of Cheyenne, WY, in association with Historic Strategies of Birchrunville, PA
2. CRSA of Salt Lake City, UT

#### PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

October 2013 – Board of Trustees was briefed on the University of Wyoming Responses to the Legislative Reporting Directive.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Authorization is required from the Board of Trustees to contract the consultant services for the Historic Preservation Plan Update.

**ARGUMENTS IN SUPPORT:**

It has been determined that an update to the University's Historic Preservation Plan and Design Guidelines is both appropriate and timely.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to contract with the first-ranked historic preservation consulting firm, TDSi of Cheyenne, Wyoming, in association with Historic Strategies of Birchrunville, PA. If favorable negotiations cannot be completed with the first-ranked firm, negotiations will be opened with the second-ranked firm until a contractual agreement can be successfully completed.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with the recommended first-ranked historic preservation consulting firm, TDSi, in association with Historic Strategies.

**IV. AGENDA ITEM TITLE:**

**Approval of Architect/Engineer for the Arena-Auditorium Renovation, Phase 2, Mai/Collins**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify: Special Board of Trustees Meeting (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Arena-Auditorium (AA), occupied in 1982, was constructed primarily as a competition and practice venue for basketball but also hosts special events and university/high school/WyoTech graduation ceremonies. Recent or planned transformations of similar buildings, particularly in the Mountain West region, are setting a new standard for basketball arenas and practice facilities. The Athletic Facilities Master Plan recommends two phases of renovations to the Arena-Auditorium. Phase 1 included renovations to the basketball court, seating bowl, and Locker Room Level; and Phase 2 includes building additions and renovations to the concourse and spectator services located on the concourse level.

The proposed Phase 2 work will include an addition to the east side of the building, which will provide a new major façade to the facility with two new entry lobbies. Within the addition, a new club room with dedicated amenities, views to the court, and Hall of Fame, will be created. The concourse will be renovated to provide improved concession areas, merchandise areas, restrooms, way finding, and upgraded appearance. A new central ticket office will be created to serve the AA, as well as War Memorial Stadium. A concession commissary will be developed within the southeast portion of the addition to serve the AA, War Memorial Stadium, and other Athletics events. An elevator will be provided to provide access for patrons seated on or near the arena floor. A tunnel connection, restrooms, media room, and new storage areas will connect the elevator to the arena floor area.

The Athletics Department and Facilities Planning have been very satisfied with the performance of the Architect-of-Record, By Architectural Means of Cheyenne, WY, in association with Sink Combs Dethlefs of Denver, CO, on Phase 1 of the Arena-Auditorium Renovation, Phase 1 project. The architectural team is quite familiar with the portion of the Athletic Facilities Master Plan (developed by Sink Combs Dethlefs) on the 2-phase renovation of the Arena-Auditorium and the intricacies of the facility. Sallie Means of By Architectural Means was integrally involved in gaining State Fire Marshall approval of the smoke-protected assembly seating provisions of the seating bowl of the AA. A compelling justification can be made to continue with the same architectural team for Phase 2 of the project.

The preliminary estimate for the Arena-Auditorium Renovation Phase 2 is \$17M. The project will be funded through \$5M from State Appropriation, \$6M from private donations, and \$6M from State matching funds. The preliminary *construction* estimate for the Arena-Auditorium

Renovation Phase 2 is \$13.4M. The estimated total cost for the entire Arena-Auditorium Renovation project (including both Phase 1 and Phase 2) is \$30M.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- November 2012 – Board of Trustees approved the architect/engineering firm of By Architectural Means of Cheyenne, Wyoming in association with Sink Combs Dethlefs of Denver, CO for the Arena-Auditorium Renovation, Phase 1 project.
- May 2013 – Board of Trustee approved the Construction Manager at-Risk firm, Haselden Wyoming Constructors of Casper, Wyoming for the Arena-Auditorium Renovation, Phase 1 project.
- November 2013 – Board of Trustees approved contracting for the construction with the Construction Manager at-Risk firm, Haselden Wyoming Constructors, for the Arena-Auditorium Renovation, Phase 1 project.

**WHY THIS ITEM IS BEFORE THE BOARD:**

Authorization is required from the Board of Trustees to contract the architect/engineering services for the Arena-Auditorium Renovation, Phase 2.

**ARGUMENTS IN SUPPORT:**

This project will better position the Arena-Auditorium in relation to competing venues within the Mountain West Conference and provide more attractive facilities for the recruitment of prospects.

A preliminary time line for Phase 2 indicates that there is not sufficient time to complete the standard Architect/Engineer selection process, which typically requires two months.

**ARGUMENTS AGAINST:**

None.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to amend the contract for Architect/Engineer services on the Arena-Auditorium Phase 1 with By Architectural Means, P.C. to include Architect/Engineer services for Phase 2 of the project.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize the contracting with By Architectural Means, P.C., of Cheyenne, Wyoming for Phase 2 of the Arena-Auditorium Renovation.

**V. AGENDA ITEM TITLE: Approval of Trail Easement at Jacoby Golf Course, Mai/Collins**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Over the past 18 months, the University of Wyoming (UW) and City of Laramie (City) have worked collaboratively to establish a rural trail along the perimeter of University property adjacent to and east of the University's Glenn "Red" Jacoby Golf Course (see attached map). The trail is identified as a proposed rural trail in the City's Parks and Recreation Master Plan and would expand the city network of pathways and trails on the east side of Laramie.

The trail will offer a readily-accessible shared use path for walking, running or bicycling for all community members. The portion of the proposed trail along the ridge on the east side of the golf course will follow an established gravel trail currently used by community members. The new trail will offer patrons a full loop as opposed to a return trip along the same route. The main access to the trail will be from the golf course east parking lots, with a possible additional access near the intersection of Indian Hills and Crow Drives.

The trail easement area will be 25 feet wide and approximately 2 miles long. The trail will be classified as a rural trail and have a crushed gravel surface of six to eight feet in width. Six feet on each side of the trail will be clear for mowing operations and the easement width allows for maintenance vehicles to access the trail without being an impediment to users. The easement width also allows for proper slope and grading of the trail.

The easement grants access to the City of Laramie to construct, maintain and repair the trail and associated appurtenances in the easement area for an initial term of 15 years and may be extended for an additional ten years if agreed to between the parties. The easement agreement allows for the trail to be re-routed by the University to a mutually acceptable location should the University desire to construct improvements in the easement area, or if a change in the route becomes necessary. The estimated cost for the trail project is approximately \$150,000, which includes a \$50,000 Albany County Recreation Board grant. The City has budgeted for the project in fiscal year 2015 and will construct the trail in the spring/summer of 2015 to have the trail ready for public use by fall of 2015. Given the public benefits the trail will provide to the community, it is proposed that the University grant this trail easement to the City of Laramie at no cost.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

A proposed license agreement for the Jacoby Golf Course and Trail was preliminarily presented to the Board of Trustees at their January 2014 meeting.

**WHY THIS ITEM IS BEFORE THE BOARD:**

It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land. The Vice President for Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation. Any evaluation regarding retention or disposal of real property shall be presented to the Trustees of the University of Wyoming for consideration.

Board approval is necessary for the University to grant the trail easement on University land to the City of Laramie.

**ARGUMENTS IN SUPPORT:**

- University and City personnel have worked collaboratively to locate the trail along the most logical and least disruptive route.
- The trail is routed around the perimeter of University property with little impact to the University's current use of the property, including golf course operations.
- The proposed trail along the ridge currently follows an existing gravel path already in use by the community.
- Trail use is consistent with golf course and public outdoor recreation uses.
- University project representatives support the proposed trail project.
- The trail project continues the collaborative partnership between the City of Laramie and UW.
- A term easement allows for future University expansion and development, while also protecting the City's investment in the trail project.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board's approval to grant the term trail easement to the City of Laramie on University land adjacent to Jacoby Golf Course.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming approve the trail easement described above to the City of Laramie.



**VI. AGENDA ITEM TITLE: Approval of State Matching Funds, June 2014, Blalock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**GIFTS PROPOSED FOR STATE MATCHING FUNDS  
June 2014**

**Matching Funds for Disciplines Related to Wyoming's Economy (\$5.0MM) – 2014 Wyoming Session Laws, Chapter 26, Section 067 of Section 3, footnote 13**

**John P. Ellbogen Foundation; Casper, WY**

**Gift Amount:** \$350,000.00  
**Match Amount Requested** \$350,000.00  
**Fund Name:** John P. Ellbogen Foundation Wyoming Communities, Agriculture, and Rural Living Project Fund  
**New/Existing:** New  
**Purpose:** Provide grants to University of Wyoming Extension projects that improve Wyoming communities, agriculture, and rural living.

**Kelly, Sam and Margaret; Rawlins, WY**

**Gift Amount** \$25,000.00  
**Match Amount Requested** \$25,000.00  
**Fund Name:** Sam and Margaret Kelly Wildlife Research Scholarship  
**New/Existing:** New  
**Purpose:** Provide scholarships for students enrolled in the College of Agriculture and Natural Resources who are conducting research concerning wildlife and/or wildlife health. Donors are vested in the endowment state matching program by virtue of their 2003 gift.

**Reed, Jacob; Lusk, WY**

**Gift Amount** \$50,000.00  
**Match Amount Requested** \$50,000.00  
**Fund Name:** TBD  
**New/Existing:** New  
**Purpose:** Provide a University of Wyoming Alumni Association administered scholarship to students who are enrolled in the College of Agriculture and Natural Resources.

**Vandel, John and Joyce; Laramie, WY**

**Gift Amount** \$10,000.00  
**Match Amount Requested** \$10,000.00  
**Fund Name:** John H. and Joyce Vandel Pharmacy Scholarship  
**New/Existing:** Existing  
**Purpose:** Distributions from this fund are used to support students enrolled in the professional pharmacy program at the discretion of the Dean of the School of Pharmacy. First preference is given to applicants from Goshen County, with subsequent preference given to Wyoming residents. Donors are vested in the endowment state matching program by virtue of their 2006 gift.

**Woodson Family Foundation; Cheyenne, WY**

**Gift Amount** \$55,206.00  
**Match Amount Requested** \$55,206.00  
**Fund Name:** Woodson Family Foundation Scholarship  
**New/Existing:** New  
**Purpose:** Endow a previously non-endowed scholarship in the College of Business. Awarded to students with a GPA of 2.5 or higher.

**Remaining Matching Funds from 2011 Supplemental Budget Session - Endowment or Academic Facilities – Original Appropriation of \$3.5 Million**

**Agee, Richard and Judith; Houston, TX**

**Gift Amount** \$50,000.00  
**Match Amount Requested** \$50,000.00  
**Fund Name:** Art Museum Classroom Remodel Project  
**New/Existing:** Existing- Capital Project  
**Purpose:** Expenses in repurposing an existing space to be converted into a classroom space to support current space needs for Master Teacher program and future demand for expansion of the successful program which served 9,000 Pre-K - 12 Wyoming students in the last year.

**American Council of Engineering Companies of Wyoming; Laramie, WY**

**Gift Amount** \$25,000.00  
**Match Amount Requested** \$25,000.00  
**Fund Name:** American Council of Engineering Companies of WY Scholarship  
**New/Existing:** Existing  
**Purpose:** ACEC is a voluntary, non-profit organization established to promote the ethical practices in engineering and surveying, to advance the profession's prestige and usefulness to public health,

safety and welfare, and to promote the continued professional development of its members. To meet these goals ACEC has established a scholarship for engineering students at UW. Donor is vested in the endowment state match program by virtue of its 2002 gift.

**Steadman, John and Sally; Spanish Fort, AL**

**Gift Amount** \$5,000.00

**Match Amount Requested** \$5,000.00

**Fund Name:** National Advisory Board Excellence Fund

**New/Existing:** New

**Purpose:** Provide important support for developing and sustaining programs, associated activities, and incentives for the faculty, staff, and students that may not be available via other means in the College of Engineering and Applied Science. Donors are vested in the endowment state match program by virtue of their 2003 gift.

**VII. AGENDA ITEM TITLE:**

**Approval of Revisions to UW Regulations 1-1, 1-2, and 4-2, Miller**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other           Specify: Special Board of Trustees Meeting (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The President proposes modifications to UW Regulations 1-1, 1-2, and 4-2 for the Board's consideration, effective July 1, 2014.

The proposed modifications relate to the restructuring of the University's Office of Risk Management and Insurance and the Office of Environmental Health and Safety. Currently, these two offices are managed by separate directors who report to the Vice President for Administration, through the Associate Vice President for Administrative Operations.

In an effort to enhance the University's operations, the President proposes that the Office of Risk Management and Insurance and the Office of Environmental Health and Safety be restructured into one unit, titled the Office of Risk Management and Safety and headed by a Chief Risk Officer. The Chief Risk Officer will report to the Vice President and General Counsel. The two units will operate substantially the same, with some combining and/or modification of duties to increase efficiency of the services offered by the units.

**Prior Related Board Discussions/Actions:**

The restructuring and related personnel matters were discussed with the Board of Trustees at the May 2014 regular meeting.

**WHY THIS ITEM IS BEFORE THE BOARD:**

UW Regulation 1-101 requires that any modification to UW Regulations must be approved by the Board.

**ARGUMENTS IN SUPPORT:**

The restructuring is needed to enhance and improve the regulatory and compliance efforts of the University.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the modifications to the Regulations.

**PRESIDENT'S RECOMMENDATION:**  
The President recommends approval.

Below please find excerpts from UW Regulations 1-1, 1-2, and 4-2.

### **Excerpt from UW Regulations 1-1**

consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents, and such other assistants as are authorized from time to time.

### **3. VICE PRESIDENT FOR ADMINISTRATION**

The Vice President for Administration shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University, including institutional planning, preparation and administration of the University budget, development of long-term financing strategies to support implementation of the Capital Facilities Plan, and serves as the principal advisor to the President on the condition of the University budget. As the principal financial officer of the University, the Vice President for Administration shall perform such duties as are required by statute or by University regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: University Controller, Physical Plant, Human Resources, Campus Police, Service and Auxiliary Enterprises, ~~Environmental Health and Safety Office~~, the Budget Office, Facilities Planning Office, the Office of Institutional Analysis, and such other units and personnel as may be designated by the President.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Administration or by other designee when authorized.

**4. VICE PRESIDENT AND GENERAL COUNSEL**

The Vice President and General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The Vice President and General Counsel is responsible for administration of University regulations and procedures related to risk management, environmental health and safety, and discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office and the Risk Management and Safety Office.

**5. VICE PRESIDENT FOR INFORMATION TECHNOLOGY**

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall manage the central elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology; develop and manage computing standards, network architecture and security; determine information integration methodologies; work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

**6. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President shall be responsible to the President for private fundraising and University relations with alumni and friends. His/her primary functions shall include seeking private financial support for the University, coordinating private development and fundraising activities, and communicating with the University of Wyoming Foundation. The Vice President shall also be responsible for organizing UW alumni participation in the life of the University through a variety of activities designed to promote alumni/friend support. He/she shall also undertake special projects that involve a variety of University units.

The Vice President shall maintain administrative supervision of the Office of Institutional Advancement.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni/friends relations are properly

## **Excerpt from UW Regulations 1-2**

### **I. Radiation Safety Committee.**

#### **i. Rationale.**

The Committee is required by the United States Nuclear Regulatory Commission (NRC) for institutions such as the University of Wyoming operating under a type A broad scope byproduct (radioactive materials) license as a means for managerial control over licensed activities.

#### **ii. Functions.**

The Committee shall develop, administer and periodically review policies and procedures to assure control of procurement and use of radioactive materials, and enforce the radiation safety program by advising and directing personnel regarding the NRC and/or license provisions. Some of the Committee's functions may be delegated to the Radiation Safety Officer or to subcommittees.

#### **iii. Composition.**

The Committee shall consist of the Associate Vice President for Research, the Radiation Safety Officer/Health Physicist, at least one administrative representative appointed by the Vice President ~~for Administration and General Counsel~~, and at least one technical representative from each college, group or activity using ionizing radiation sources under the University's license. Appointments will be for a one-year term. Administrative responsibility is assigned to the Vice President ~~for Administration and General Counsel~~.

### **J. Retirement and Insurance Committee.**

#### **i. Rationale.**

The Committee shall provide the vehicle for the study and development of economic benefits for the faculty and staff in the broad areas of insurance, group investments, social security and retirement on an as needed basis.

#### **ii. Functions.**

It shall be the primary function of this Committee to formulate, propose and review programs of fringe benefits relating to the economic status of faculty and staff, and to make recommendations concerning the same.

#### **iii. Composition.**

The Committee shall be composed of four faculty members, one of whom shall be a retiree, selected by the Faculty Senate; and four staff members, one of whom shall be a retiree, selected by the Staff Senate; and one staff officer and one

regulations dealing with the use of all biological agents for any purpose by the University, and shall set such regulation as may be necessary for assuring the proper handling of biohazardous materials. The Biological Safety Officer shall have the responsibility to provide the professional expertise needed in carrying out the charge of the committee, and shall interpret, upon consultation with the Office of General Counsel, federal and state regulations regarding biological agents for the committee.

iii. Composition.

The Institutional Biosafety Committee shall be comprised of at least one representative from each academic unit interested and involved in research related to biological agents, the Biological Safety Officer, and at least two qualified individuals not affiliated with the University to represent the interest of the community with respect to health and protection of the environment. The Biological Safety Officer shall be a permanent voting member of the committee. Members shall be appointed by the Vice President ~~of Administration and General Counsel~~ and the Committee shall select a chairperson annually. ~~The cognizant vice president~~ Administrative responsibility is assigned to the Vice President ~~for Administration and General Counsel~~. A quorum will consist of a simple majority. A passing vote will be a simple majority of the members present.

Source:  
University Regulation 2; adopted 1/22/10 Board of Trustees meeting  
Revisions adopted 3/23/12 Board of Trustees meeting

## **Excerpt from UW Regulations 4-2**

### **L. SAFETY**

Safety is the responsibility of every employee. Each employee shall conduct their activities in compliance with applicable governmental, university, and campus unit safety and health policies, procedures and regulations. This includes abiding by safety rules, participating in safety training as required and reporting hazards and potential violations. Any employee who believes there is a safety problem in his/her work environment or elsewhere in the University is obligated to bring the problem to the attention of the immediate supervisor, ~~the Environmental Health and Safety Department or the Department of Risk Management and Insurance~~ and the Chief Risk Officer as appropriate. The ~~Director of Environmental Health and Safety~~ Chief Risk Officer has primary responsibility for employee safety activities of the University and all such workplace health and safety programs, policies and procedures. These documents will be available through the ~~Environmental Health and Safety Department office~~ Risk Management and Safety Office or web site and available for inspection by University employees and the public during normal business hours. The ~~Environmental Health and Safety Director~~ Chief Risk Officer is charged with the planning and implementation of actions to meet the requirements of all applicable state and federal environmental health and safety legislation and all associated rules and regulations. The ~~Environmental Health and Safety Director~~ Chief Risk Officer shall have the authority necessary to ensure the safety of the University community, including the authority to vacate and close down University facilities, projects or activities. Such decisions are subject only to review by the President or his/her designee.

The ~~Director of Risk Management and Insurance~~ Chief Risk Officer also has primary responsibility for the University's insurance and for protecting the University from liability. Employees shall comply with all Risk Management policies and procedures and make all reports required by the ~~Director of Risk Management and Insurance~~ Chief Risk Officer.

The University shall maintain an alcohol and drug testing program that complies with federal and state law. When federal or state law or University Regulation makes such program applicable to an employee, that employee shall comply with the requirements of the University program.

#### Source:

Trustee Regulation VII; adopted 7/17/08 Board of Trustees meeting

Revisions adopted 3/4/11 Board of Trustees meeting

Revisions adopted 5/6/11 Board of Trustees meeting

Revisions adopted 9/9/11 Board of Trustees meeting

Revisions adopted 11/16/12 Board of Trustees meeting