

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' REPORT

January 23-25, 2019

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

University of Wyoming Mission Statement (July 2017)

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming's only public university, we are committed to scholarship, outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation and the world.

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
January 23-25, 2019

Note: Only topics that have support materials provided in advance of the meeting are contained within this report. Topics that will be discussed with only a verbal report do not have information included.

WORK SESSIONS

Academic School Year Calendar Update – Kate Miller	1
Fee Book Discussion – McKinley/Theobald/Jewell.....	2
<i>No More</i> Initiative Strategic Plan Update – Blackburn	4
HLC Update – Anne Alexander.....	5
Report: Spring Preliminary Enrollment Report	6
WWAMI Update – Miller/David Jones.....	7
Biodiversity Institute Plan – Synakowski/Brent Ewers	10
Report from the Trustees Education Initiative & Notice of New TEI Members – McKinley/Reutzel	12
Academic and Student Affairs Committee – Sullivan	
• Notice of Intent - Energy Business Certificate – Ahern	14
• Notice of Intent - American Sign Language Certificate – Alexander	15
Biennium Budget Committee – McKinley	
• Consideration and Action: Use of Capital Construction Reserves for HAPC Project – McKinley/Jewell.....	16
• Information: Draft Annual Budget Timeline – McKinley/Jewell [<i>verbal report, no materials provided</i>]	
• Information: Presentation of Six Month Budget v. Actual of Annual Operating Budget – McKinley/Jewell.....	17
• FY18 Closeout Update – McKinley/Jewell	19
Facilities Contracting Committee – McKinley	
• Consideration and Action: Tobin House Renovation – McKinley/Theobald/Blackburn..	20
• Consideration and Action: Wyoming Public Radio Kaycee, WY Site Lease Extension with Union Telephone Company – McKinley/Theobald/Decker.....	22
• Consideration and Action: Wyoming Public Radio Dubois, WY Site Lease Extension with Dubois Telephone Exchange, Inc. – McKinley/Theobald/Decker	24
• Consideration and Action: Access Easement to Hutchins Cattle Company, LLC at McGuire Ranch – McKinley/Theobald/Decker	26
• Consideration and Action: Gas Line Easements to Black Hills Energy at Cirrus Sky – McKinley/Theobald/Decker	28
• Consideration and Action: Consultant Selection for College of Law Renovations/Expansion – McKinley/Theobald/Decker	30
Financial Management and Reporting Committee – Scarlett	
• Information: WyoCloud HCM Update – Scarlett/Durr [<i>verbal report, no materials provided</i>]	
Fiscal and Legal Affairs Committee – Marsh	
• Consideration and Action: Compliance Audit – Marsh/Theobald/Jewell/Ashlie Reese ...	31
Trustees Legislative Relations Committee – Brown	
• Legislative Session Update – Brown/Asay [<i>verbal report, no materials provided</i>]	
UW Housing Committee (<i>ad hoc committee</i>) – McKinley	
• UW Housing Task Force Update – McKinley/Brown/Theobald/Blackburn [<i>verbal report, no materials provided</i>]	
Presentation from the Faculty Athletic Representation (FAR) – Alyson Hagy.....	34

Information: Geography Department Update – Kate Miller.....38
Pilot Hill Update –Brown/Evans [*verbal report, no materials provided*]
Update Re: Native American Student Tuition Discussion – Sullivan [*verbal report, no materials provided*]
Annual Updates of Grants, Contracts and Supercomputing – Synakowski39

BUSINESS MEETING

Roll Call

Approval of Board of Trustees Meeting Minutes

December 12, 2018 (conference call)

Approval of Executive Session Meeting Minutes

December 12, 2018 (conference call)

Reports

- ASUW
- Staff Senate
- Faculty Senate

Public Testimony

Committee of the Whole

- Regular Business
- Board Committee Reports

Trustee Committees

[Note: Committees of the Board will provide reports during the regular work sessions and will not have a formal report to provide during the Business Meeting. Liaisons will provide a report during the regular Business Meeting.]

Liaison to Other Boards

- UW Alumni Association Board – Wava Tully
- Foundation Board – Jeff Marsh & Dave Bostrom
- Haub School of Environment & Natural Resources – Michelle Sullivan
- Energy Resources Council – Dave True
- Cowboy Joe – John McKinley

Proposed Items for Action:

- I. Consideration and Action: Approval of Agreements, Contracts, and Procurements – Evans 40
- II. Consideration and Action: Contracts and Grants – Synakowski 41
- III. Consideration and Action: Personnel – Academic Report and Non-Academic Report – Kate Miller/Benham-Deal [*No materials provided in advance*]

Information Only Items

There is not action, discussion or work session for these items, but a narrative is still required for the Board Report.

- ✓ Contracts and Procurement Report (per Signature Authority Regulation) – Evans 42
President’s report identifying each contract, agreement or procurement valued at \$50,000.00 or above (one time or in aggregate) signed by the President or designee

since the last report (signature authority regulation) and post to the website. (Each face-to-face meeting)

- ✓ Capital Construction Report – McKinley/Theobald *[see supplemental materials report]*
- ✓ Foundation Monthly Giving Report – Blalock 44

New Business

Date of Next Meeting – February 20, 2018 (conference call)

Adjournment

AGENDA ITEM TITLE: Academic School Year Calendar Update, Kate Miller

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

Provost Miller and Dean Donal Skinner, Chair of the University Calendar Committee will present an update on the progress of the committee toward defining a calendar to begin July 1, 2020.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The last set of calendars were discussed in 2013, beginning with the academic year 2014-2015.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees authorizes the calendar of the University as indicated in the Trustee Bylaws Annual Schedule of Items to Approve, Discuss or Report. The current calendar expires on June 30, 2020. A committee comprised of a range of stakeholders has been working since November 2018 to recommend the next University calendar which is planned to come before the Board of Trustees for approval at the May 2019 meeting. A copy of the charge to the committee and the committee membership is included among the supplemental materials.

ACTION REQUIRED AT THIS BOARD MEETING:

None.

PROPOSED MOTION:

N/A.

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Fee Book Discussion, McKinley/Theobald/Jewell

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Central Fee Book Committee chairs will introduce the proposed changes to the FY20 Fee Book for board consideration.

Pursuant to the By-Laws of the Trustees, Article VIII. Section 2 (STUDENTS):

All student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate university publications.

The Central Fee Book Committee convened on October 24, 2018, and took fee book requests from campus constituents during the month of November. After ASUW resolutions, the Committee has collectively determined the proposed changes are reasonable and needed to support various operations around campus. These 33 changes have been organized and included in the supplemental materials. For the Board's reference, the document includes the impact on revenue, where applicable. It also includes the page number from the FY19 approved Fee Book.

Please note: Course fees and ghost fees were not allowed, due to the new Programmatic Fee structure. There will be no changes to Programmatic Fees in FY20.

The Committee Chairs will make a recommendation to the Board with respect to acceptance and approval of the reports.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annually-The Board accepts and approves the Fee Book each year.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees is responsible for the establishment of all fees, charges, and deposits assessed, and refunds afforded to individuals applying for admission to the university, enrolled students, university employees, and the general public. Such fees shall be reasonable and prudent for the adequate protection and control of university funds, equipment, facilities services and materials.

ACTION REQUIRED AT THIS BOARD MEETING:

No action at this time.

PROPOSED MOTION:

No motion at this time.

PRESIDENT'S RECOMMENDATION:
The President recommends approval.

AGENDA ITEM TITLE: No More Initiative Strategic Plan Update, Blackburn

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The President's Sexual Misconduct Task Force, more commonly known as the NO MORE Campaign, was launched in February of 2017 to decrease the incidence of sexual assault at UW and strategically improve sexual misconduct response and prevention services, protocols, and programming.

Vice President Blackburn will provide an update on the NO MORE Initiative and 5 Year Strategic Plan. The NO MORE Planning Team has been engaged in productive conversations with leadership from Faculty Senate, Staff Senate, and the Associated Students of the University of Wyoming (ASUW) regarding year one priorities. There is general agreement that year one priorities should focus on evidence-based prevention efforts and increased capacity in counseling services. The identification of specific prevention efforts and the next steps to expand needed clinical capacity are still under review.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The NO MORE Planning Team presented the findings of the Sexual Misconduct Climate Survey and the 5 Year NO MORE Strategic Plan at the September 2018 Board of Trustees Meeting. The Academic and Student Affairs Committee was briefed on the first phase of the NO MORE Campaign in September of 2017. The Board has reviewed annual CLERY crime statistics including sexual assault for many years.

WHY THIS ITEM IS BEFORE THE BOARD:

Information Only. The University's continued work in the area of sexual misconduct is critical to providing a safe and inclusive campus and to maintain federal Title IX compliance. The Board of Trustees should be kept informed and knowledgeable about this topic.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: HLC Update, Anne Alexander

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
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 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Higher Learning Commission (HLC) is the University of Wyoming's accrediting agency. The HLC accredits degree granting institutions of higher education that are based in the 19-state North Central region of the United States. Regional accreditation validates the quality of an institution as a whole and evaluates multiple aspects of an institution ranging from its academic offerings, governance and administration, mission, finances, and resources.

UW has been preparing for the past several months for our reaccreditation, a project we've titled UW Reaccreditation Project 2020. Preparation of UW's reaccreditation reports are currently underway, and the HLC Peer Review Visit is scheduled for Nov. 16-20, 2019. The Board will receive an update on preparations and discuss their role in UW's reaccreditation.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board's Academic and Student Affairs Committee has received updates on the Reaccreditation Project 2020 since AY 2018-19 began. The Board recently received updates about HLC-related matters in September and January of 2017.

WHY THIS ITEM IS BEFORE THE BOARD:

The University of Wyoming Board of Trustees plays an integral role in ensuring our continued accreditation.

ACTION REQUIRED AT THIS BOARD MEETING:

Discussion of Board preparation for HLC report and site visit review.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Report: Spring preliminary enrollment report, Kyle Moore

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
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 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

Enrollment numbers are considered final as of the 15th class day of each Fall and Spring semester. The 15th class day of Fall and Spring semesters, also known as the “Census” date, is used to report final enrollments to federal and state agencies and considered the official figures on enrollment for the term.

Numbers reported are Preliminary and reflect the enrollments as of January 2nd 2019. Numbers reported will include:

- Total Headcount
- Transfer Headcount
- Student Credit Hours (SCHs)
- First-Time Headcount
- Headcount by Classification
- First-Time In/Out of State
- Transfer Student In/Out of State
- Graduate/Professional

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This information is reported each January.

WHY THIS ITEM IS BEFORE THE BOARD:

To keep the UW Board of Trustees up to date on enrollment figures.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT’S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: WWAMI Update, Kate Miller/David Jones

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

In the 2015-2016 AY, the University of Washington School of Medicine (UWSOM) began delivery of a new curriculum model – one that represented the most significant curriculum change in the history of the UWSOM. The two biggest differences in the old and new curriculum was a greater emphasis on clinical teaching in the first two years of medical school and more time spent in the WWAMI region during the 2nd year of medical school (i.e. moving from 1 year of curriculum delivery in the regional sites to 1.5 years of curriculum delivery).

A legislative footnote in the 2014 biennium budget session mandated that the University of Wyoming appoint a Curriculum Review Panel (CRP) comprised of stakeholders around the State (ex. Wyoming physicians, WY Dept of Health, WY Hospital Association, Blue Cross Blue Shield, Governor's Office) for the purpose of reviewing the new curriculum to determine if the changes were beneficial to the State. The CRP unanimously endorsed the curriculum. The medical literature supports the fact that the more time students spend training in rural locations, the greater the likelihood that they will practice in a rural area.

All regional sites, except Wyoming, increased their curriculum delivery from 1 to 1.5 years in the 2015/2016 AY. The CRP requested that the UWSOM allow Wyoming to wait until the 2018/2019 AY before increasing the curriculum delivery from 1 to 1.5 years for three reasons:

1. The Wyoming WWAMI facility space was originally designed for the first Wyoming class in 1997 which consisted of 10 students. The current class size is 20 students per year and having 1st and 2nd year medical students on campus would mean that a space designed for 10 students would be used by 40 students. Accreditation review found the 2015 Wyoming facility space to be inadequate and it would take time to increase the physical footprint of the program.
2. In 2015, Wyoming had on average 1/6 the clinical staff of the other WWAMI sites. The new curriculum has significantly greater clinical emphasis than the old curriculum. Time would be needed to increase clinical personnel.
3. The Wyoming WWAMI budget was on average, less than ½ of the other WWAMI sites. It would take time to restructure the WWAMI funding model.

Wyoming WWAMI is now well positioned to deliver the first 1.5 years of medical school at the University of Wyoming. Regarding the aforementioned three items:

1. Facilities – facility space reviewed by Liaison Committee on Medical Education (LCME) [accrediting body of U.S. medical schools] in Spring, 2018 and met accreditation standards. Specific changes include:
 - 2 new active learning classrooms (old classroom was renovated for one of these, old cadaver lab was renovated into a new classroom that will be operational late spring, 2019);
 - new cadaver lab on 3rd floor of Physical Sciences building finished in July, 2018
 - new study space that was repurposed on 2nd floor of the College of Health Sciences
 - four faculty offices adjacent to new study space

2. Clinical and other personnel – the table below provides a comparison of staffing as of 2015 vs. projected for Fall, 2019. LCME reviewed our increased staffing and compared to other WWAMI sites. Wyoming WWAMI declared to be similar to that of other sites and hence met accreditation standards.

	2015	2019
Clinical Skills Instruction	2	8
Science Instruction	~ 15	~ 50
Learning specialist	-	1
Career advising	-	Responsible for
LCME Step 1 Prep	-	Responsible for
Clinical transition ceremony	-	Responsible for
2.5 week clinical immersion	-	Responsible for
Number of students	20	40
Research	Sporadic	Fully Responsible for
Preceptor Communities	Laramie	Laramie & Cheyenne
Service Learning	Sporadic	Full Responsible for
Physician faculty development	-	Responsible for

3. Budget models and instruction model – No new State monies used to increase the operating budget for WWAMI. Half of the tuition monies from year 2 payments will be returned from UWSOM to Wyoming WWAMI to fund the extra curriculum delivery. Instructional model for science topics has traditionally involved paying University of Wyoming faculty on overload. Moving to a model of shared positions with UW departments. As an example, two faculty were jointly hired by WWAMI and Kinesiology & Health in 2018.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

1. Executive Report from the Curriculum Review Panel presented to the BOT on Thursday, September 11, 2014.
2. CTA Architectural firm conducted WWAMI facilities space study in fall, 2015 and report reviewed by BOT in early spring, 2016.

3. Contract with UWSOM specifying the return of WWAMI tuition monies from UWSOM to Wyoming WWAMI for supporting 2nd year curriculum approved during September, 2018 BOT meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

The BOT has requested an update on the WWAMI program.

ACTION REQUIRED AT THIS BOARD MEETING:

No action is required by the BOT

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Biodiversity Institute Plan, Synakowski/Brent Ewers

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

An updated transition plan for the Biodiversity Institute (BI) and a planning activity for a biodiversity center (BC) will be presented. The new Director of the BI will have been appointed by the time of this meeting; this person will deliver the majority of this presentation. This individual replaces Gary Beauvais, who has served as interim BI director for about two years.

Proposed is that the BI remain intact in its outreach, administration of the Program in Ecology, and convening of activities through FY 2020. For the remainder of FY 2019, funds will come from unspent state dollars from the Office of Research and Economic Development (ORED) budget. For FY 2020, a budget will be developed and presented to the Trustees in May.

The BI Director will also lead a biodiversity center (BC) planning activity conducted by a faculty task force from many departments, and with UW Foundation representation. Activity considerations and governing principles will be described. With a budget supported by ORED, the task force will develop a plan for strengthening and coordinating biodiversity research from across the campus and identifying external partnerships. A target will be developing a self-sustaining resource model that draws upon grant capture from federal and state programs, as well as corporate and other private contributions. Developing a capacity to maximize economic and social impact will be a focus. The aim is to bring the BI under the BC as its outreach arm, with outreach driven by the research conducted. The Biodiversity Center plan will be presented for approval to the Trustees in the fall of 2019.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

A BI update and transition plan were discussed at the November 2018 meeting

WHY THIS ITEM IS BEFORE THE BOARD:

It was agreed at the BoT meeting in November that a modified transition plan for the BI would be presented

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the BI transition plan, and endorsement of the biodiversity center planning activity are sought.

PROPOSED MOTION:

Proposed is approval to continue the Biodiversity Institute through 2020, with FY19 funding (January-June) from unspent ORED funds, and a budget for FY 2020 to be developed. Also requested is endorsement to plan for a new Biodiversity Center that will include the BI as an element and will engage the campus broadly in its research activities, with the organizational plan presented to the Trustees in the fall of 2019.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Report from the Trustees Education Initiative & Notice of New TEI Committee Members,
McKinley/Reutzel

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The TEI Executive Director will make a verbal and video report to update the Board of Trustees on the Trustees Education Initiative (TEI) history and progress as follows:

1. Background of the UW Trustees Education Initiative
 - a. Resolution in November 2014 (Handout)
 - b. Brief History of Initiative Funding to Date
 - c. Governance Structure and Operations
2. Innovations Adopted and Approved By UW BOT (Handouts – TEI Innovations Rack Card – to be passed out at the meeting; UW-E4 – Slide in attached Handout)
 - a. Mursion®
 - b. UW-E4®
 - c. Common Indicator System®
 - d. WYCOLA®
 - e. WYECON®
 - f. Ethical Educator Program®
3. New Hires in TEI: Mr. Curtis Biggs, UW-E4® Director; Ms. Chavawn Kelley, Outreach, PR, and Marketing Director
 - a. Mr. Curtis Biggs, 2 minute self-introduction
 - b. Ms. Chavawn Kelley, 2 minute self-introduction
4. Entangled Solutions – (See Attached Handouts)
 - a. Sense Making and Gap Analysis
 - b. Play Book for Implementation
5. Core Program Investments
 - a. Expanded Student Teaching
 - b. Student Teaching Supervision from a Distance
 - c. Educational Leadership Program w. Entangled Solutions
 - d. Clinical Placement Director
 - e. Special Education, K-12; El Ed K-6 Concurrent Degree
 - f. Increased access to both programs from a distance
6. TEI 8 Minute Video – available at http://www.uwyo.edu/trust_edu_init/

This report will lay the groundwork for a discussion by the full Board of Trustees around future financial support for the Trustees Education Initiative (TEI) into the future. It is recommended

after the conclusion of this report that the Board of Trustees go into executive session to discuss future financial planning for sustaining the work of the TEI into the future as these innovations and improvements are integrated into the programs of the College of Education at UW in the years ahead.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The TEI has been discussed at previous Board meetings.

WHY THIS ITEM IS BEFORE THE BOARD:

To show the progress of the TEI.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A.

PROPOSED MOTION:

N/A.

PRESIDENT'S RECOMMENDATION:

N/A. Information only.

AGENDA ITEM TITLE:

Notice of Intent - Energy Business Certificate, Ahern

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The College of Business is proposing a new graduate certificate program in Energy Business. All of the coursework required for this new certificate is already offered as part of the college's online MBA program, and the new certificate program will not require any additional resources to implement. Furthermore, a graduate certificate in Energy Business will be of use to Wyoming's energy industry professionals who need specific business training but for whom the a full MBA is not necessary. Furthermore, as a completely online certificate program, the Energy Business certificate program will deliver education in a manner that works best for busy energy industry professionals. There is no other degree at UW that parallels the proposed Energy Business certificate. This program will be a recruitment asset and will enhance the lives and careers of Wyoming residents. The recommended course of action is to approve this Notice so that the proposed certificate program can complete full campus review. The Request for Authorization will be submitted for the Board's consideration and approval later in the Spring of 2019.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Notice of Intent for this certificate proposal was submitted to the Board Academic and Student Affairs Committee in December of 2018, receiving a positive recommendation.

WHY THIS ITEM IS BEFORE THE BOARD:

A Notice of Intent to the Board will allow the program proposers to complete review internally with the shared-governance bodies (Faculty Senate, ASUW, and Staff Senate), and the Deans and Directors Council. Academic Affairs supports the degree proposal. The Request for Authorization will be submitted for the Board's consideration and approval later in the Spring of 2019.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the Notice of Intent for the Energy Business certificate program.

PROPOSED MOTION:

"I move to approve the Notice of Intent for the certificate program in Energy Business."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Notice of Intent - American Sign Language Certificate, Alexander

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Division of Communication Disorders is proposing a new undergraduate certificate program in American Sign Language Studies. The Davison has offered American Sign Language since 1979. It is an important part of the curricula for future speech-language pathologists and audiologists, but also an important language and culture course (USP H) for students from outside the major. There is no other degree plan on campus that parallels the proposed American Sign Language Certificate. This program will be a recruitment asset, and will enhance the lives and culture of Wyoming residents. The recommended course of action is to approve this Notice so that the proposed certificate program can complete full campus review. The Request for Authorization will be submitted for the Board's consideration and approval later in the Spring of 2019.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Notice of Intent for this certificate proposal was submitted to the Board Academic and Student Affairs Committee in December of 2018, receiving a positive recommendation.

WHY THIS ITEM IS BEFORE THE BOARD:

A Notice of Intent to the Board will allow the program proposers to complete review internally with the shared-governance bodies (Faculty Senate, ASUW, and Staff Senate), and the Deans and Directors Council. Academic Affairs supports the degree proposal. The Request for Authorization will be submitted for the Board's consideration and approval later in the Spring of 2019.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the Notice of Intent for the American Sign Language Studies certificate program.

PROPOSED MOTION:

"I move to approve the Notice of Intent for the certificate program in American Sign Language Studies."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Use of Capital Construction Reserves for HAPC Project, McKinley/Jewell

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Budget Committee recommends transferring \$1,200,000.00 from the Construction Reserve Account to cover remaining unfunded expenses of the High Altitude Performance Center. The Construction Reserve Account will be repaid through fundraising efforts.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

WHY THIS ITEM IS BEFORE THE BOARD:

The request is for the use of University Reserves outside of the annual budget process and is over \$100,000 and therefore requires the approval of the President and the Board of Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:

Yes

PROPOSED MOTION:

“Transfer \$1,200,000.00 from the Construction Reserve Account to fund the High Altitude Performance Center. “

PRESIDENT’S RECOMMENDATION:

AGENDA ITEM TITLE:

Information: Presentation of six month budget v. actual of annual operating budget, McKinley/Jewell

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Administration is currently in the process of developing the University's FY 2020 Operating Budget which is due to the full board of trustees (BOT) on April 15, 2019. The BOT Budget Committee is scheduled to hold budget hearings with the Leadership of the University's Divisions and Colleges on May 13-14, 2019, and deliver an update on the FY 2020 budget to the full BOT on May 15-17, 2019, conduct follow-up hearings (if necessary) in late May through early June, and then when prepared, recommend to the full BOT a final FY 2020 Operating Budget for approval and adoption prior to the start of FY 2020 on July 1, 2019.

Prior to submitting the President's proposed FY 2020 Operating Budget to the BOT on April 15, 2019, the Administration would like to provide the board with an analysis of actual FY 2019 expenditures through six months compared to the approved FY 2019 Operating budget. The analysis is prepared at the organization level and includes narratives explaining significant variances between actual expenditures and budgeted levels.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

On November 14, 2018 the Budget Committee received an analysis of actual FY 2019 expenditures through three months compared to the approved FY 2019 Operating budget.

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University's Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University's Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:
N/A

AGENDA ITEM TITLE: FY18 Closeout Update, McKinley/Jewell

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
 [Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

Proposed allocation plan for the use of FY18 Residual Funds.

1.	Science Initiative building repayment to operating and capital reserves*	\$10 million
2.	Real estate purchase	\$2 million
3.	Campus master plan contract with Sasaki	\$1 million
4.	Science initiative funding for SCROLL lab	\$1.5 million
5.	West campus satellite power plant (contribute to the cost for adding residence halls)	\$500 thousand
6.	Lewis Street landscaping (move to reserve as earmark for project)	\$1 million

* Note: this leaves a balance of \$5 million for repayment to the reserve

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

On November 14, 2018 the Budget Committee was advised that the estimated FY18 residual unrestricted operating fund is \$16.3 million.

WHY THIS ITEM IS BEFORE THE BOARD:

There is currently no guidance on the distribution of FY18 residual funds.

ACTION REQUIRED AT THIS BOARD MEETING:

PROPOSED MOTION:

PRESIDENT'S RECOMMENDATION:

AGENDA ITEM TITLE:

Consideration and Action: Tobin House Renovation, McKinley/Theobald/Blackburn

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The University purchased the Tobin house (formerly Pi Beta Phi) on June 20, 2017. The Administration conducted a review of the space and determined that in order for the building to house students various items need to be addressed including:

1. Asbestos abatement
2. ADA accessibility issues
3. Fire protection and safety issues
4. Interior finishes
5. Plumbing, mechanical and IT

Administration is requesting approval to renovate the Tobin House to provide housing for 65 students using Student Affairs Operating funds not to exceed \$1,000,000. UW Operations will advertise for design-build services, pending Board approval. Anticipated construction start is April 2019 and finish prior to fall semester 2019.

The Residence Halls opened this fall 2018 at 102% of configured occupancy. Residence Life operated over-flow housing with resident assistants (who usually have singles) for the first two weeks of Fall 2018. These additional beds are necessary to meet the expected housing demand for Fall 2019 and 2020. The Division of Students Affairs will fund this renovation out of budgeted FY 19 facility renovation and renewal funds.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- May 2016 - Board was notified that University Greek Life no longer needed to lease the property and that a lease may be forthcoming to allow the sorority time to reorganize for a return to campus.
- June 2016 - Board approved leasing the Pi Beta Phi property to ensure the property was maintained and kept in appropriate condition.
- April 2017- Board approved the purchase of the Pi Beta Phi property.
- May 2017 - Board approved naming the Pi Beta Phi Sorority House as the 'Tobin House' pending closing on the purchase of the Pi Beta Phi property and with the reservation of the right of the University to rename the building should the building be repurposed.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW regulation 6-9 planning for Capital Construction projects requires board approval.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval to renovate the Tobin House so that it can be used for housing students, the amount is a not to exceed amount of \$1M and the funding source will be Student Affairs renovation and renewal funds.

PROPOSED MOTION:

“I move to authorize administration to renovate the Tobin House with renovation and renewal funds from Student Affairs not to exceed \$1,000,000.”

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Wyoming Public Radio Kaycee, WY Site Lease Extension with Union Telephone Company, McKinley/Theobald/Decker

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Item for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

This agenda item is to request approval of an addendum to extend an existing lease agreement for the Wyoming Public Radio (WPR) Mayoworth tower site near Kaycee, Wyoming. The site is located approximately thirteen miles northwest of Kaycee and the University leases space at the site to operate WPR's radio antenna and broadcast equipment.

The University of Wyoming and Union Telephone Company (Union) first entered into a five (5) year lease agreement on September 19, 2013. The current term of the lease ends December 31, 2018, and both WPR and Union have expressed a desire to extend the existing agreement for another five (5) year term to continue radio coverage in the Kaycee area.

Union, UW's Lessor, is a Lessee in a ground lease agreement with the landowner, Bureau of Land Management. The ground lease grants Union the right to have and maintain the existing tower and related facilities at the site, including the rights of access and the provision for utilities with the right to sublease space and facilities on the site to third parties, including but not limited to the University of Wyoming. The University has the ability to terminate the lease agreement if funding is no longer budgeted or available upon 30 days advance written notice to the Lessor.

The current annual lease rent is \$5,583.84 and the proposed annual lease rent due for the next five-year term, if the lease is extended, is as follows:

- Beginning January 1, 2019, ending December 31, 2019 - \$5,751.36
- Beginning January 1, 2020, ending December 31, 2020 - \$5,923.90
- Beginning January 1, 2021, ending December 31, 2021 - \$6,101.62
- Beginning January 1, 2022, ending December 31, 2022 - \$6,284.67
- Beginning January 1, 2023, ending December 31, 2023 - \$6,473.21

A review of rental rates for comparable radio communications sites in the northeast region had a maximum rent of \$6,240 per year with an average annual rent after accounting for outliers of \$3,972. Given this sites location on the I-25 corridor and population base, it would be anticipated for rent to be near the upper end of the range. An annual increase of 3% has been part of each term in the agreement and is proposed for the extension. The average annual escalation rate for other University radio communications site leases in the region is 3.68% and the Bureau of Land Management is increasing lease rates 2.9% for calendar year 2019.

At the direction of the Facilities Contracting Committee, the administration has finalized the amendment to extend the agreement for a five (5) year term ending December 31, 2023. The lease agreement amendment has been signed by the Lessor and is ready for the University's signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for "Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000".

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

"I move to authorize administration to execute the First Addendum to extend the lease agreement for an additional five (5) year term with Union Telephone Company as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Wyoming Public Radio Dubois, WY Site Lease Extension with Dubois Telephone Exchange, Inc., McKinley/Theobald/Decker

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Item for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

This agenda item is to introduce a request for an amendment to extend an existing sub-license agreement for the Wyoming Public Radio (WPR) tower site near Dubois, Wyoming. The site is located approximately 3.5 miles southwest of Dubois and the University uses space at the site to operate WPR's radio antenna and broadcast equipment.

The University of Wyoming and Dubois Telephone Exchange, Inc. (DTE) first entered into a three (3) year sub-license agreement on January 1, 2015. The current term of the sub-license agreement ends December 31, 2018, and both WPR and DTE have expressed a desire to extend the existing agreement for another three (3) year term to continue radio coverage in the Dubois area.

DTE, as Licensor, is a Licensee under a communications use lease agreement with the landowner, the United States Forest Service. The ground license grants DTE the right to have a tower and related facilities at the site, including the rights of access and the provision for utilities with the right to sub-license space and facilities on the site to third parties, including but not limited to the University of Wyoming.

The current annual lease rent is \$410.00 and is not proposed to increase during the three (3) year extension. The scheduled lease rents due for the next three-year term, if the lease is extended from January 1, 2019 to December 31, 2021, total One-Thousand Two-Hundred Thirty (\$1,230.00) dollars. The University has the ability to terminate the agreement upon 180 days advance written notice.

At the direction of the Facilities Contracting Committee, the administration has finalized the addendum to extend the agreement for a three (3) year term ending December 31, 2021. The license addendum has been signed by the Licensor and is ready for the University's signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for "Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000".

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

"I move to authorize the administration to execute the First Addendum to extend the sub-license agreement for an additional three (3) year term with Dubois Telephone Exchange as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Access Easement to Hutchins Cattle Company, LLC at McGuire Ranch, McKinley/Theobald/Decker

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Item for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

This agenda item is to request approval of an access easement to Hutchins Cattle Company for use of an existing, private gravel roadway across University property to access a parcel of land adjacent to the University's McGuire Ranch. The 5,600-acre McGuire Ranch property is located approximately 25 miles north of Laramie near Wyoming State Highway No. 34 in Albany County, Wyoming. The property is currently used for summer livestock grazing research by the University's Laramie Research and Extension (R&E) Center.

Hutchins Cattle Company, LLC owns a parcel of land immediately adjacent to the east boundary of the McGuire Ranch (see attached map) and has requested an easement for legal access for use of the road for the benefit of their parcel. The roadway across University property measures 30 feet wide and approximately 1,010 feet long. The easement will grant non-exclusive use of the existing roadway and the right for maintenance of the roadway for access purposes. Five prior easements have been granted by the University for the use of the road. The easement will follow the guidelines of the most recent access easement approved by the Board, including provisions for improvements and maintenance at the sole cost and responsibility of the requester, weed and dust control, and easement use limited to agricultural and ranching purposes.

The University has evaluated a fee for the easements using a linear measurement in number of rods (16.5 ft. per rod) method and a method using a \$ per acre value for the surface impact of the easement area (0.7 acres). The following criteria were considered in determining the fee:

- Use of an existing improved roadway.
- The intended use of the benefited parcel.
- The number of prior existing easements for use of this roadway.
- Impacts to the University's existing use of the property.
- The future development potential of the University's land.
- The easement is granted to the parcel it benefits in perpetuity, unless abandoned.

The per rod method at \$25 per rod for an access easement using an existing roadway indicates a fee of \$1,531. The method of using a \$ per acre value for the area of the easement and the easement impact on the surface area of the land indicates a value of \$224. It is recommended that the higher fee of \$1,531 be charged for the easement after considering the request and the criteria above. If a

higher rate for a similar easement is paid by the Grantee to neighboring landowners within one year of the University granting the easement, then the easement agreement has a provision for the University to increase the fee at the greater rate of compensation.

At the direction of the Facilities Contracting Committee, the administration has finalized the access easement agreement. The easement agreement has been signed by the requesting party and is ready for University signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for "Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000".

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

"I move to authorize the administration to execute the Access Easement to Hutchins Cattle Company, LLC at McGuire Ranch as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Gas Line Easements to Black Hills Energy at Cirrus Sky,
McKinley/Theobald/Decker

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Item for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

This agenda item is to request approval of a gas line easement request from Black Hills Energy across University land in Laramie. Black Hills Energy is the City of Laramie franchise utility natural gas service provider. Black Hills Energy is requesting a gas line easement as part of an integrity upgrade project being referred to as the “Snowy Range Loop” to improve gas service and increase capacity to north Laramie and also benefiting the University’s West Campus Satellite Energy Plant project.

Black Hills Energy plans to construct an underground 12” gas transmission line, including necessary regulation stations, from Harney Street and 30th to their main station on W. Lyons Street in Laramie. The proposed line will loop around the north end of the community and through the Cirrus Sky Technology Park (see attached vicinity map). The City of Laramie and Laramie Chamber Business Alliance own lots in the Cirrus Sky Technology Park and tracts along the project route. Both entities have approved the necessary easements to Black Hills Energy.

The requested gas line easement crosses the University’s lot in Cirrus Sky and is located along the edge of the north boundary of the lot on an east-west alignment. The requested easement area measures 15 feet wide and approximately 496 feet long. The easement area will contain an underground 12” gas transmission line that will provide gas service to Cirrus Sky for future development. Black Hills Energy has worked with the University to locate the easement along the least obtrusive and most direct route possible.

The easement terms will provide reasonable access and the right for Black Hills Energy to construct, operate, inspect, maintain and repair the line, and associated appurtenances so long as the line remains in use. A building cannot be constructed on the easement without consent of Black Hills Energy, and the line must be buried at a depth that allows the University the right to cultivate and irrigate the land.

The University has evaluated comparable assessed land values in the area, used a percentage of the \$ per acre fee simple value to determine possible easement values, considered any potential impacts to the University’s use of the land, and determined that a fee of \$2,480 is consistent with market rates for the type and size of the easement. The University proposes the fee of \$2,480 for the easement if approved by this Board.

At the direction of the Facilities Contracting Committee, the administration has finalized the gas line easement, including survey and legal description documents. The easement agreement has been signed by Black Hills Energy and follows the guidelines of the most recent utility easement approved by the Board.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for "Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000".

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

"I move to authorize the administration to execute the gas line easement to Black Hills Energy on University land at Cirrus Sky for the gas line as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

**Consideration and Action: Consultant Selection for College of Law Renovation/Expansion,
McKinley/Theobald/Decker**

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The College of Law is moving forward with Level II planning efforts for the expansion/renovation of the existing building.

Administration publically advertised a request for qualifications (RFQ) for design consultants and received nine responses. The planning team scored each response, and based upon the qualifications of the personnel, the firms experience and capabilities with projects similar to this one, and the best value to the University. A recommendation will be available on January 14. Pending Board of Trustees approval, we will begin negotiations with the top ranked firm.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW Regulation 6-9(III)(A), the Board of Trustees shall approve consultant selection for projects over \$500,000.00.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval to enter into contract negotiation with the most qualified and highest ranking firm.

PROPOSED MOTION:

“I move to allow administration to enter into contract negotiations with the highest ranking firm for the Law school expansion/renovation.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Compliance Audit, Marsh/Theobald/Jewell/Ashlie Reese

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

BKD, LLP; UW's external audit firm will lead a discussion on the annual audited compliance report for fiscal year 2018 for the University of Wyoming.

Accountability is the paramount objective of institutional financial reporting. It is the University's duty to be accountable to the public and to provide information that responds to the needs of three groups of primary users of general-purpose financial reports: the citizenry; the governing board, the legislature and oversight bodies; and investors and creditors.

Meaningful financial reports and accompanying notes provide information useful for assessing financial condition and results of operations, assisting in determining compliance with finance related laws, rules, and regulations, and assisting in evaluating efficiency and effectiveness of operations. Preparation of these statements and reports are the responsibility of University management; however, it is the audit function that provides an external examination of these financial statements and reports.

The annual audited financial statements for the University of Wyoming, the annual audited financial statements of Wyoming Public Media and the agreed upon procedures engagement for the NCAA were approved at the November 2018 Board of Trustees meeting.

Non-federal entities that expend \$750,000 or more a year in federal awards are required by the United States Office of Management and Budget (OMB) to have a "Single Audit". The Single Audit encompasses an examination of the University's financial records, financial statements, Federal award transactions and expenditures, the general management of its operations, internal control systems, and Federal assistance it received during the audit period. The single audit will be conducted so as to satisfy the audit requirements imposed by the Single Audit Act and Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grant Guidance or UGG). The UGG replaces OMB Circular A-133.

The Single Audit is divided into two areas: Financial and Compliance.

- Financial Audit – In accordance with required reporting standards, the Financial Report has three components: 1) management's discussion and analysis 2) institution-wide financial statements; and 3) notes to the basic financial statements. Required supplementary information is included in

addition to the basic financial statements. The auditors express an opinion about whether the financial statements present fairly, in all material respects, the financial position of the University of Wyoming as of the fiscal year end, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The University of Wyoming is a component unit of the State of Wyoming. As such, the University's Financial Report is part of the Comprehensive Annual Financial Report (CAFR) prepared by the State Auditor's Office in accordance with W.S. 9-1-403 (a)(v).

- Compliance Audit – The compliance audit has two components within the Compliance Report:

As part of obtaining reasonable assurance about whether the University's financial statements are free of material misstatement, the auditors consider the University's internal controls over financial reporting and perform tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance of which could have a direct and material effect on the determination of financial statement amounts. The auditors do not express an opinion on the effectiveness of the University's controls or on the compliance with those provisions, instead they report whether the results of their tests disclose any deficiencies in internal control or instances of noncompliance that are required to be reported under Government Auditing Standards.

As part of obtaining reasonable assurance about whether the University complied with Federal statutes, regulations, and the terms and conditions of its Federal awards applicable to its Federal programs, the auditors perform tests of compliance with the applicable compliance requirements. The auditors express an opinion that the University has complied, in all material respects, with the applicable compliance requirements that have a direct and material effect on each of its major programs, which would include reporting instances of noncompliance, if any, that are required to be reported under the Uniform Grant Guidance.

The Single Audit reporting package is required to be submitted to the Federal Audit Clearinghouse within the earlier of 30 days after receipt of the auditor's report, or nine months after the end of the audit period.

Pursuant to the By-Laws of the Trustees, Article VII. Section 7-2:

The Fiscal and Legal Affairs Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

In discharging their duties hereunder, the members are entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by: officers or employees of the University whom the committee members reasonably believe to be reliable and competent in the matters presented; and legal counsel, public accountants or other persons as to matters the committee members reasonably believe are within the person's professional or expert competence.

The Fiscal and Legal Affairs Committee meets with the external audit firm's partners and University management to review the annual financial reports in advance of presentation to the

Board of Trustees. The Committee Chair will make a recommendation to the Board with respect to acceptance and approval of the reports.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annually-The Board accepts and approves the Compliance Report each year.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in audit-related areas. The presentation of annual audited financial reports is intended to inform the Board about significant matters related to the results of the annual audit so that they can appropriately discharge their oversight responsibility.

ACTION REQUIRED AT THIS BOARD MEETING:

Subject to recommendation by the Fiscal and Legal Affairs Committee Chair, it is recommended that the Board of Trustees of the University of Wyoming accept and approve the University of Wyoming Compliance report for the fiscal year ended June 30, 2018.

PROPOSED MOTION:

"I move to accept and approve the University of Wyoming Compliance report for the fiscal year ended June 30, 2018."

PRESIDENT'S RECOMMENDATION:

The President will defer recommendation of the compliance audit to the Fiscal and Legal Affairs Committee.

AGENDA ITEM TITLE:

Presentation from the Faculty Athletic Representation (FAR), Alyson Hagy

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

UW's current Faculty Athletics Representative (FAR) Professor Alyson Hagy will update the Board on the Athletics Planning Committee, current duties of the FAR, and share student-athlete academic and graduation performance outcomes.

Athletics Planning Committee 2018-19

Ex Officio

Tara Evans, General Counsel
Sean Blackburn, VP, Student Affairs
Emily Monago, Chief Diversity Officer
Kyle Moore, AVP, Academic Affairs
Neil Theobald, VP, Administration

Students

ASUW: Wade Woodward and Duncan Roberts
Student-Athlete Advisory Committee: Allegra Carson

Faculty

Alyson Hagy, FAR
Sam Kalen, College of Law
Derek Smith, College of Health Sciences
Caskey Russell, College of Arts & Sciences
Bob Schuhmann, College of Arts & Sciences
David Aadland, College of Business
David Hvidston, College of Education
Jill Keith, College of Agriculture & Natural Resources
Michael Barker, College of Engineering & Applied Sciences

Deans

Klint Alexander, College of Law
Donal Skinner, Honors College

Staff

Cathy Moen, Distance Education
Jo Chytka, ACES

Liaisons

Matt Whisenant, Deputy AD
Phil Wille, Senior Associate AD (Student-Athlete Well-Being, Academic Integrity)
China Jude, Senior Associate AD (Gender Equity/Inclusion/Diversity)
Bill Sparks, Senior Associate AD (Fiscal Integrity)
Rachael Hulet, Assistant AD (Fiscal Integrity)
Al Reiser, Assistant AD, Office of Academic Services (Academic Integrity)
Taylor Stuemky, Assistant AD (Student-Athlete Well-Being)
Matthew Ortega, Coach, Spirit Squad (Gender Equity/Inclusion/Diversity)
Isobel Ryan, Student-Athlete Intern (all subcommittees)

Duties of the UW Faculty Athletics Representative

1. Serve as the President's "eyes and ears in Athletics" as described by the best practices of FARA (Faculty Athletics Representatives Association) and the Board of the D1 FARs (Division 1 Faculty Athletics Representatives).
2. Serve as official liaison from the faculty to Athletics, and from Athletics to the faculty. This includes giving an annual report to the Faculty Senate and meeting with the Senate and/or Senate Executive Council, ASUW and other campus governance groups when requested. More importantly, this includes consultations with many individual professors about many individual student-athletes.
3. Provide oversight for rules compliance, academic services, fiscal policy, equity/inclusion policies, and student-athlete well-being through the Athletics Planning Committee (APC) and extensive consultation with the Athletics Director and senior staff. (I currently attend weekly senior staff meetings in Athletics.)
4. Chair the Athletics Planning Committee as directed by the President and Trustees. This group of faculty, students, staff and *ex officio* members reviews reams of institutional data (including data related to Title IX) quarterly and provides advice to Athletics and the President regarding Athletics policy.
5. Examine and sign recertification status forms for each UW athlete each academic term. These forms track eligibility, Progress Toward Degree, declared majors, GPA, and more. (A designee from the Office of the Registrar also signs every recertification form.)
6. Examine Probation/Suspension data regarding student-athletes each academic term.
7. Serve on the Joint Council of the Mountain West Conference as one of UW's official representatives to the conference. This involves discussion of all conference policies and, as a member of the MWC FARs, resolution of medical hardship waivers, discussion of pending NCAA legislation, resolution of intra-conference waivers, development of academic "best practices," etc.
8. Serve on NCAA cabinets and committees. (I was a member of the Awards/Benefits/Expenses/Financial Aid Cabinet for four years. I currently represent the Mountain West on the 1A FAR board of directors.)
9. Serve on appropriate university task forces and committees. I am currently a member of a university task force on sexual assault/sexual violence. I also serve on the Athletics

- committee on sexual assault/sexual violence and the Athletics working group for student-athlete well-being.
10. Ensure student-athletes are treated the same as non-student-athletes by faculty and staff. This includes working with Academic Affairs to make sure colleges and departments follow written policies concerning missed class time, make-up exams, academic dishonesty charges, enrollment, etc.
 11. Serve as Hearing Officer (non-voting) for appeals of Denials of Transfer/Denials of Permission to Contact (per NCAA and university regulations). I assemble the hearing panels, prepare the student-athlete for the procedure, chair the hearings, and record the results.
 12. Consult with the President and her staff regarding Athletics-related policies.
 13. Proctor the annual NCAA recruiting exam for all coaches and recruiting-related staff. (I give the exam about 6 times a year.)
 14. Develop relationships with student-athletes via the Student-Athlete Advisory Committee (SAAC), the Mountain West SAAC, occasional travel with teams, visits to practices, attendance at games and competitions.
 15. Work with the Office of Academic Services to provide proctors for tests and exams. (This includes proctoring exams myself on a regular basis.)
 16. Provide student-athletes with an “outside” source of consultation and, sometimes, comfort.
 17. Nominate UW student-athletes for conference, regional, and national scholarships/awards. I also provide graduate school letters of recommendation for UW student-athletes on a regular basis.
 18. Conduct some exit interviews with graduating student-athletes. Examine the results of the annual all-student-athlete survey in order to improve Athletics policies and procedures for student-athletes.
 19. Examine Change of Status (COS) forms completed by student-athletes who choose to leave their teams.
 20. Read and sign “historical” forms for all incoming student-athletes—scholarship and walk on.
 21. Attend mandatory meetings for coaches and Athletics staff.
 22. Serve on hiring committees for coaches, Athletics staff, and academic coordinators. (The President traditionally serves on search committees for high profile coaches.)
 23. File UW’s position on proposed NCAA legislation with the Mountain West Conference and NCAA. (UW has a single vote. I usually place the votes, but UW’s positions are determined in consultation with coaches, staff members, the FAR, and—on occasion—the President.)
 24. Attend regional and national conferences sponsored by the NCAA. This includes rules seminars and annual meetings of 1A FAR, three meetings a year for the Mountain West, FARA, etc.
 25. Attend UW athletic events whenever possible.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

Annual update.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Information: Geography Department Update, Kate Miller

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

Under the auspices of UW Regulation 2-13, the Division of Academic Affairs released a proposal to reorganize, consolidate, and reduce degree programs in Geography on November 1, 2019. This triggered the 120-day review process outlined in the Regulation. Major reasons for this recommendation are: a) enrollments are low in most programs; b) there are now insufficient financial resources to deliver the existing curriculum and degree programs in Geography, and c) the current offerings at the undergraduate level are replicable within other existing or proposed degree programs. These include existing programs housed in the Haub School of the Environment and Natural Resources, course work provided by faculty members with expertise in Geography and GIScience with homes in other units, and interdisciplinary multimodal curricula and programs in geospatial information science and technology that are being prepared for approval by the Board of Trustees. A final recommendation will come before the Trustees at the March 2019 meeting as required by the regulation. The text of the proposal is provided among the supplementary materials. Additional information can be found on the Academic Affairs website at <http://www.uwyo.edu/acadaffairs/plans/reorganization/geography/index.html>.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

A decision to reorganize, consolidate, and reduce degree programs in Geography under University Regulation 2-13 will be a significant one. The purpose of this item is to alert the Trustees to the content of the proposal, the reasoning behind recommendations and current efforts to engage stakeholders in crafting a final proposal that will assure that instructional needs that the state has for Geography will be met in the future.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE:

Annual Update on Grants, Contracts and Supercomputing, Synakowski

SESSION TYPE:

- Work Session
 - Education Session
 - Information Item
 - Other:
- [Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The status of grant capture and the placement of new contractual research activity in the last calendar year will be summarized. In addition, this presentation may go a bit beyond the scope of such summaries given in past years. Briefly described will be progress in refining an organizational structure aimed at increasing ORED capacity to pursue sponsored research by faculty, as well as offering ORED-contracted seminars to increase success in grant capture. Progress towards a launch of a new strategic planning activity to identify major transdisciplinary and disciplinary research opportunities will be summarized. Finally, an enabling force for much of UW research resides in supercomputing. A recent meeting with NCAR-UCAR leadership highlighted untapped potential in this partnership. A high level summary of this past year's research conducted on Cheyenne supercomputer will be given, with commentary regarding opportunities highlighted in the leadership discussion and the priorities that may emerge from this planning activity.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None beyond previous annual updates

WHY THIS ITEM IS BEFORE THE BOARD:

Practice has been to have this update annually in November. Last fall, it was requested that this presentation be given in January, and that this be established as the new practice

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Approval of contracts, agreements, and procurements, Evans

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

UW Regulation 7-2 (Signature Authority) requires Board approval for University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued more than \$1,000,000 (one-time or in aggregate), or for which the term is more than five years.

A list of contracts, agreements, and procurements that the University is seeking approval to execute will be provided.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Standing item at each Board meeting, as needed.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 7-2 (Signature Authority) requires Board approval for University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued more than \$1,000,000 (one-time or in aggregate), or for which the term is more than five years.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval for Administration to execute the contracts, agreements, and procurements as provided to the Board.

PROPOSED MOTION:

“I move to approve Administration to execute the list of contracts, agreements, and procurements as provided to the Board.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Consideration and Action: Contracts and Grants, Synakowski

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

The Division of Research and Economic Development provides a list of all Contracts and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded in the months of October and November 2018.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At each meeting the Board approves or disapproves the Contract and Grants Report.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 5-2 required that all research grants, contracts and gifts be accepted or rejected by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the Contract and Grants Report.

PROPOSED MOTION:

“I move to approve the Contract and Grants Report as presented to the Board.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Contracts and Procurement Report (per Signature Authority Regulation), Evans

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 Driving Excellence
 Inspiring Students
 Impacting Communities
 High-Performing University
 No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

Per UW Regulation 7-2 (Signature Authority), unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate), and for which the term is less than five years. The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

As required by the Regulation, attached are the following reports:

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from October 16, 2018 – December 15, 2018
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from October 16, 2018 – December 15, 2018

Service contract workflow

Per Presidential Directive 3-2014-1 (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

Procurement workflow

Cost Center Managers (business manager level) approve all purchases, and are the final approvers for purchases of \$99,999 or less.

Deans/Associate Vice Presidents are included in the approval workflow if the purchase is \$100,000 or above. They are the final approvers for purchases between \$100,000 and \$249,999.

Vice Presidents are added to the approval workflow if the purchase is \$250,000 or above. They are the final approvers for purchases between \$250,000 and \$499,999.

The President is added to the approval workflow if the purchase is \$500,000 or above. She is the final approver for purchases between \$500,000 and \$999,999.

The Board of Trustees approves purchases of \$1,000,000 and above.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Standing information item at each in-person Board of Trustees meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2 (Signature Authority), at each regular meeting of the Board of Trustees (excluding conference calls), the President shall provide a written report to the Board of Trustees identifying each contract, federal contract, agreement, memorandum of understanding, or procurement valued at \$50,000 or above (one-time or in aggregate) signed by the President or designee under this provision.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A. Information Only.

PROPOSED MOTION:

N/A. Information Only.

PRESIDENT'S RECOMMENDATION:

N/A. Information Only.

AGENDA ITEM TITLE: Foundation Monthly Giving Report, Blalock

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
 - Driving Excellence
 - Inspiring Students
 - Impacting Communities
 - High-Performing University
- No [Regular Business]

Attachments are provided with the narrative—refer to Supplemental Materials Report.

EXECUTIVE SUMMARY:

As part of the reporting process to the UW BOT on philanthropy, a monthly giving report is presented for informational purposes to the BOT at each meeting. This report summarizes private support overall as well as a breakdown by units on campus for the reported period. This information will be uploaded to the trustee site in advance of the meeting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Item presented to board at each meeting.

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION:

None

PRESIDENT'S RECOMMENDATION:

None