

**THE UNIVERSITY OF WYOMING  
BOARD OF TRUSTEES'  
REPORT AND SUPPLEMENTAL MATERIALS**

**April 13, 2022  
Conference Call Meeting**

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**  
**April 13, 2022**  
**Conference Call Meeting**

*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**

**Consideration and Action:** 2022 Summer COVID-19 Campus Plan – Seidel/Jones .....4  
**Notice:** Revisions to the Bylaws of the Trustees of the University of Wyoming – Marsh/Evans ....24

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**AGENDA ITEM TITLE: Summer 2022 COVID-19 Plan, Seidel, Jones**

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC GOALS:**

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

**EXECUTIVE SUMMARY:**

In ongoing mitigation efforts against the COVID-19 pandemic, UW administration has drafted a summer COVID-19 plan, which includes recommendations on the mask policy and the testing program, and updates on the COVID hotline and contact tracing, travel and transportation, communal spaces, retail services, student life and housing, student engagement and wellness, and vaccines.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board has been updated on COVID-19 matters since March 2020.

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

Continued updates on UW's response to the COVID-19 pandemic.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval, disapproval or modification of the 2022 Spring Campus COVID-19 Plan.

**PROPOSED MOTIONS:**

I move to approve the Summer 2022 COVID plan.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

## SUMMER 2022 PLAN

# *2022 SUMMER CAMPUS PLAN*

UNIVERSITY OF WYOMING

UPDATED APRIL 4 2022

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UNIVERSITY OF WYOMING

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## Preface

Over the course of the pandemic, the UW community has shown incredible strength, compassion and perseverance. As we look to the fall semester, the University will continue to follow the UW Community Standards to guide the path forward:

- **Community:** We, as faculty, staff and students, recognize we all have a role to play to protect our greater campus community. We understand and appreciate how our decisions and actions impact others. Community members will take all necessary precautions to minimize the incidence and spread of COVID-19 on campus.
- **Integrity:** We conduct ourselves with honor and honesty even in the most challenging times. We understand the need to adhere to safety guidelines and following protocols. The true test is what we choose to do when no one else is present to hold us accountable.
- **Social Consciousness:** We recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing University community. We understand each member of our community may be facing distinct impacts during this unprecedented time. We will discourage and challenge those whose actions may be harmful to the welfare of others.
- **Respect:** We commit to showing positive regard for each other and for the community, especially in times of uncertainty and change. This means we will appropriately engage with one another to communicate and to acknowledge what is needed to reduce the risk on campus.
- **Responsibility:** We acknowledge we are accountable for our learning, personal behaviors, and future wellbeing. All UW community members should use sound judgment and take personal responsibility for our actions.

## Introduction

This plan outlines how the University will function for the ~~spring-summer~~ semester of 2022, as conditions currently allow for students and employees to engage in in-person instruction. The University will continue to work with and follow guidance from our partners at the Wyoming Department of Health and Albany County Public Health.

As directed by the University Board of Trustees, the University will continue to consider state and federal guidance. While the availability of COVID-19 vaccines has significantly helped to reduce the transmission of the virus, new variants ~~and low vaccination rates~~ present additional challenges. Preventative measures like facial coverings, physical distancing, good hygiene, limiting large gatherings, and testing continue to be important components of slowing the spread of the virus. ***Participation in the Wyoming Department of Health's COVID-19 Vaccination plan is essential for increasing the University's ability to provide in-person experiences and activities.***

The following sections provide the framework for ~~the spring-summer 2022-semester~~ and will become effective on ~~January 4~~May 14, 2022 and remain in place through ~~May 13~~August 21, 2022.

## Academics

### Academic Support

The [Elbogen Center for Teaching and Learning](#) continues to be committed and available to faculty in designing courses that will be engaging and impactful for students. The Office of the Provost maintains an updated set of adjusted policies adaptive to COVID at: <https://www.uwyo.edu/acadaffairs/announcements/temp-policies.html>.

Student academic support through tutoring, advising, and mentoring continue to be available and continuously expanded through [LeaRN](#), college advising centers, [ACES](#), the [Transfer Success Center](#), and [the Student Success and Graduation](#) office.

### Academic Calendar

The academic calendar can be found on the Academic Affairs website.

~~***What's New for Spring 2022 Class Schedule:*** Classes will return to pre-pandemic start and stop times. In most instances this means there will be a 10 minute passing period between classes. The spring course schedule can be found on the [Office of the Registrar website](#).~~

### Course Delivery

The University is committed to in-person instruction ~~for the 2022 spring semester~~. The Office of Academic Affairs works with colleges and academic units to ensure that students are provided with instructional experiences, including class schedules and mode of delivery, that best align with the course content and enables students to make adequate progress toward graduation. As with any university-approved absence, faculty are required to find alternative arrangements for students who are unable to attend in-person classes for reasons due to COVID, including if students are in quarantine or isolation. All classes must be able to shift to online delivery should conditions associated with COVID-19 require this change.

The Office of Academic Affairs will provide guidance on adjustments to academic policies and schedules to ensure student success and progress toward graduation, including necessary adjustments for seniors and graduate students who must complete in-person activities to complete their degree. Students can review course delivery for specific course via UW's course catalogue.

## Athletics

The University is committed to reducing risk to student-athletes, staff, and coaches from COVID-19. The following section outlines the steps the Athletic Department is taking to support sports participation in the [spring-summer](#) (2022) in a measured, disciplined way that accounts for the safety and well-being of everyone involved. Plans will need to remain flexible in order to adequately conform to the most recent guidance from the Center for Disease Control (CDC), the U.S. Department of Education, and the State of Wyoming. While the information below is not all inclusive, it does provide an overview of the steps the University is taking to address student-athletes' safety. Due to the unique need for flexibility to ensure conformity with State and Federal guidance as well as NCAA/Mountain West Conference requirements for sports participation, the Athletic Primary Care Physician/Medical Director may modify the Athletics Department Plan upon consultation with the President. Additionally, certain University-wide policies may not be applicable in the conduct of athletics activity and/or where student-athletes are regularly interacting with other student-athletes pursuant to their sport. In those circumstances, the Athletic Primary Care Physician/Medical Director shall work with Athletic Department leadership to implement other reasonable measures to ensure the safety of the student-athletes and staff.

### COVID-19 Testing

All student-athletes and Athletic Department personnel will partake in required testing for COVID-19 in accordance with applicable conference, NCAA and UW guidelines/parameters.

### Cleaning

Policies and procedures will be implemented to ensure that all areas/equipment is cleaned after usage and at additional times throughout the day.

### Quarantine and Isolation

Student-athletes returning to Laramie for the [spring-summer](#) (2022) semester will be evaluated by Dr. Boyer (Primary Care Physician/Medical Director)/the Sports Medicine staff on a case-by-case basis to determine whether the student-athlete has to quarantine and, if so, for how long. Factors including, but not limited to, mode of transportation (driving vs. flying), potential exposure (e.g., did the student-athlete engage in "high risk" activities, was the student-athlete around someone with COVID/symptoms, vaccine status, etc.), etc. will be considered.

- **Housing During Quarantine/Isolation:** If/when necessary, UW Athletics will work with UW RLDS to provide appropriate housing accommodations for student-athletes during quarantine and isolation.
- **Food During Quarantine/Isolation:** If/when necessary, UW Athletics will work with UW RLDS and/or the HAPC Training Table to provide appropriate meal accommodations for student-athletes during quarantine and isolation.

### Additional Safety Measures

All student-athletes, coaches and staff have been provided face coverings/masks for use as directed by the Athletic Department's Primary Care Physician/Medical Director. The use of face coverings/masks may be required by the Athletic Department's Primary Care Physician/Medical Director based upon any applicable NCAA and/or conference directives, State and Federal guidance, or where necessary to ensure safe participation in athletics activity. As always, all student-athletes will have access to Dr. Boyer and the Sports Medicine staff for all medical needs if/when necessary.

Please note, as stated above, the safety of our student-athletes is paramount. However, even with the above described plan we have in place there is a risk that some student-athletes (or coaches/staff) may test positive (COVID-19). If/when that occurs, Athletics will continue to have the appropriate measures in place to quickly and safely address the issue (e.g., separate housing, tracing policies/procedures, additional testing, etc.).

## Communications

The UW communications ~~working group, composed of representatives from across UW,~~ will continue to work to ensure broad communication and transparency with the UW community and its various constituencies regarding the University’s COVID-19 mitigation efforts. The emphasis will be on proactive communications to help the UW community navigate a difficult, fluid situation through adherence to public health guidelines, flexibility and continued perseverance.

### ~~Communications Working Group~~

~~The UW Communications Working Group will act as a “hub” for all university messaging as it relates to COVID-19. The group will work to promote one voice to provide consistency and transparency of all messages related to COVID-19. The team will be responsive to changing communication priorities as the COVID-19 situation on campus evolves.~~

## Communication Channels

UW will continue to employ several communication methods on an ongoing basis.

Channel	Description	Owner
COVID-19 Website	The COVID-19 website was revamped in the Fall 2020 semester to prioritize #CowboysCan messaging. The page will continue to be updated and enhanced with the latest information relevant to students and employees.	Institutional Communications
#CowboysCan student-driven COVID-19 awareness campaign	#CowboysCan is a campaign to educate the UW campus community on all things COVID-19, while also encouraging student’s active participation in safety efforts and testing.	UW Digital Team / Students
The Big Picture	UW's weekly communication that features bite-sized information important for the campus community.	Institutional Communications
Email Communications	UW will continuously evaluate the volume of email communications sent to students and employees but will still use this medium as a key communication method.	Institutional Communications
Video Messaging	Video messaging has been successful and will continue to be leveraged.	Institutional Communications

## Community Engagement

Recognizing the impact of its decisions on the state and local community, the University is committed to effective communication with state and community leaders. UW will continue its regular consultation with the Governor’s Office, the Wyoming Department of Health, Albany County Public Health, Ivinson Memorial Hospital, Albany County School District 1, the City of Laramie, Downtown Laramie, the Laramie Chamber Business Alliance, Community Colleges and other entities to develop and implement policies regarding COVID-19. These collaborative efforts address health and safety rules and recommendations as well as promotion of practices including wearing face protection, physical distancing, proper hygiene.

## COVID-19 Hub

### Overview

The purpose of the COVID Hub is to ensure incident safety, provide customer service to internal and external stakeholders, and act as the liaison between UW and other state and local government agencies participating in the incident. The COVID Hub serves as the initial point of contact for all COVID-related inquiries and requests, works closely with the Wyoming Department of Health (WDH), and provides assistance and wellness support to students temporarily living in quarantine and isolation housing.

The COVID Hub ~~will no longer track positive tests from UW testing. Information from CDC, and state, county, and city trends will provide is also responsible for reporting testing data to UW leadership with information to assist with making informed to make informed decisions regarding the University's response to the COVID pandemic based on the university's COVID indicators and to provide testing updates to the UW community through the COVID-19 dashboard will be sunset.~~

### COVID Hotline

The COVID Hotline provides email and phone support to the UW community with general inquiries related to COVID-19. Individuals can reach the COVID Hotline by email at [COVID19@uwyo.edu](mailto:COVID19@uwyo.edu) or by phone (307-766-2683). Support from the COVID Hotline includes but is not limited to:

- Reporting a COVID test result
- Information regarding isolation or quarantine requirements
- ~~Information about UW's Testing Program~~
- ~~Requesting information on where to obtain~~ a COVID-19 test or requiring medical care
- Assistance with sick leave
- Information on residential living and dining services
- Information related to Academic Affairs, such as difficulties with classes
- Reporting a concern
- Needing to speak with a welfare coordinator

### Contact Tracing

The Wyoming Department of Health ~~provides isolation and quarantine guidance for those who have tested positive and those who have been exposed to COVID 19. will provide contact tracing efforts for University students and employees, consistent with those efforts for the general population of the state. Additionally, the Wyoming Department of Health will continue to provide the COVID Hub with employee/student information regarding positive COVID-19 tests resulting from outside testing sources (non University testing efforts).~~

~~University students and employees are expected to comply with Wyoming Department of Health isolation and/or quarantine orders, and the University shall take appropriate steps to accommodate said orders.~~

## COVID-19 Policy

The UW COVID-19 Policy is a temporary university policy that all members of the UW community must adhere to for the duration of the COVID-19 pandemic, including while off campus. The UW COVID-19 Policy considers the needs of a wide variety of stakeholders and is informed by health and safety recommendations from the CDC and the Wyoming Department of Health. The plan has also been structured to provide flexibility based upon the ever-evolving environment and virus transmission as well as the need to accommodate the safety of the University community as a whole.

Beginning on ~~January 4~~May 14, 2022 all students, faculty, staff are required to abide by the University's 2022 ~~Spring Summer Semester~~ Campus Plan. Compliance with the requirements of this plan is critical. Incidents of noncompliance for employees will be managed through UW Regulations, the employee handbook, and "corrective action" policies and procedures. Incidents of noncompliance for students will be managed through UW Regulations and the Student Code of Conduct. Violations of the COVID Policy could result in disciplinary action, up to and including termination of employment for employees and dismissal from the University for students.

## Masks and Social Distancing

~~Consistent with CDC guidance, face coverings and social distancing are recommended but not required while indoors or outdoors, on University-owned property or when conducting University business or activities, including instruction and research. With some exceptions, masks are required inside most University of Wyoming buildings where 6-foot social distancing is not possible under a policy that took affect August 16, 2021. Classrooms, labs and high traffic areas, such as the Wyoming Union, are places where 6-foot distancing is not always possible, so masks would be necessary there. But some meeting spaces may lend themselves to required distancing and, of course, masks are not required for people alone in offices, residence hall rooms and private spaces. Exceptions to the indoor mask requirement are voluntary public events such as athletics and music, theater and dance performances; voluntary social events; and private, by invitation events that involve rental and/or use of UW spaces on campus. For classes where the ability to see speakers' mouths is essential, faculty members will have the ability to seek exceptions to the masking policy through the Provost's Office. Employees and students who have legitimate medical reasons to not wear masks can seek exceptions through Human Resources and University Disability Support Services (UDSS).~~

~~On September 17, 2021, the UW Board of Trustees continued this current mask policy with one exception: to allow patrons of Half Acre to remove their masks when participating in recreational activities, sport or fitness or when in the audience if at a voluntary public event. Patrons will still be required to wear masks when entering and exiting the building, at all customer service desks, and in meeting rooms.~~

~~The mask policy will be revisited at each subsequent Board of Trustees meeting through the end of the Fall 2021 semester.~~

~~For Spring 2022, due to the uncertainty of the Omicron variant, the current mask policy will be continued until the February 16, 2022, Board of Trustees conference call, at which time it will be revisited.~~

~~Students and employees are reminded that~~The University will adhere to the Federal law **requiringes** the use of face coverings while traveling on public transportation, which includes University provided campus shuttles.

## Employee Wellness

Providing a healthy and safe campus environment for our employees remains a top priority for the University of Wyoming. The University will continue to offer a variety of programs and services to achieve this.

**Employee Assistance Program (EAP)** provides benefited employees and their household members with professional counseling, as well as legal and financial assistance. UW partners with Deer Oaks EAP Services, to provide services at no cost to UW employees. Access any of the services by visiting the Deer Oaks EAP Services website, or by calling 1-888-993-7650.

**Cigna**, UW's medical insurance provider, has many resources for emotional and physical health for employees. Go to [mycigna.com](http://mycigna.com) for details. There are wellness topics on sleep, stress, heart health, diabetes, emotional health, smoking cessation, and respiratory health. Cigna insurance also has a basic level of additional EAP resources for employees to use, including Emotional Health and Family Support.

**Wyoming on Wellness** website (part of Cigna) has a variety of behavioral and physical wellness resources and incentives for employees to utilize. *Prevail* is an on-demand coaching and mental health coaching program, *Happify* is a set of activities and games that can help with emotional, well-being and how you see the world.

**Wyoming Health Fairs** has a variety of services such as Health Coaching, Wellness Challenges, Biometric Screenings, and low-cost screenings. Some of their services are free and others do have a fee.

**LinkedIn learning** has trainings that can help managers with a wide variety of supervisory techniques.

**COVID-19 Employee Resources** page, located on the UW home page, contains many additional resources.

Emergency Sick Leave with Pay allows up to 80 hours of paid leave for full-time and 40 hours for part-time employees per calendar year, for specific COVID-19 related categories. This optional program will remain in effect through the 2022 calendar year. Benefited employees will submit a time card in HCM, while part-time non-benefited employees will use the Emergency Sick Leave Form. If a benefited employee needs additional time off, employees can utilize their personal Sick/Comp-Time/Vacation leave banks. Leave for other non-COVID-19 ailments (e.g. sprained ankle) will be drawn from their regular sick leave bank.

Qualifying COVID-19 related instances:

- Sick with COVID-19
- Caring for someone with COVID-19
- Quarantined due to exposure to someone with COVID-19
- Experiencing reaction to COVID-19 vaccine or booster
- Caring for a child (18 and under, or disabled adult child) whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19. If the person is asymptomatic and can work remotely, then sick leave is not needed to be used.

## Environmental Health & Safety

UW will continue to follow the environmental health and safety plan built around enhanced cleaning regimens and modifications to communal spaces, changes to dining and retail areas, and visitors to campus.

### Enhanced Cleaning

The University will provide enhanced cleaning services consistent with CDC and OSHA recommendations regarding cleaning and sanitizing. To maintain a safe environment, UW will:

- Disinfect and sanitize classrooms, workspaces, common areas, and other high-traffic areas.
- Provide each classroom and workspace with cleaning materials available for use by students, faculty and staff.
- Secure an adequate supply of cleaning products and face masks.
- Place hand sanitizer and face mask stations in high traffic areas and outside of offices, classrooms, and common areas.

## Travel and Transportation

Business-related travel shall conform to standard pre-COVID University travel policies and any applicable local, state, federal or national guidelines for the intended destination. ~~Consistent with WDH and CDC guidance, employees and students must adhere to the following:~~

~~Non-vaccinated individuals must have a negative COVID-19 test 1-3 days prior to traveling (vaccinated individuals do not need a negative test prior to traveling);~~

~~Consistent with Federal mandates, face coverings are required for individuals utilizing any mode of public transportation; and~~

~~Non-vaccinated individuals are strongly encouraged to self-isolate upon returning per CDC guidance.~~

~~All travel using University owned vehicle/transportation services should adhere to the travel guidelines outlined in this section. Per CDC guidance, people who are sick or have recently had a close contact (closer than 6 feet for at least 15 minutes) to a person with COVID-19 should not use public transportation and should stay home except to seek medical care. Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.~~

~~Passenger capacity with UW Fleet vehicles has resumed normal limits. Face coverings are required in vehicles unless individuals can socially distance (consistent with the mask policy outlined above, this requirement will be revisited at the February 16, 2022, Board of Trustees Conference Call). The University recommends proper hygiene/handwashing, cleaning and disinfecting surfaces, improving ventilation, and trying to share vehicles with members of a household if possible. Consistent with Federal mandates, masks are required for individuals utilizing any mode of public transportation.~~

## Communal Spaces

~~To reduce risk in communal spaces, UW will:~~

- ~~● Allow events for a maximum number of participants per guidelines established by county, State and Federal authorities. These guidelines will evolve over time and be communicated as conditions change.~~
- ~~● Continue to maintain face mask and hand sanitizer dispensers at the entry of each building.~~

~~All students (including registered student organizations), employees, and visitors are required to follow these requirements for communal spaces.~~

## Retail Services

~~To reduce risk in retail locations, UW will:~~

- ~~● Continue retail operations and catering with some services limited. This will evolve as conditions change.~~
- ~~● Limit the use of cash.~~
- ~~● Increase the availability of grab-and-go/pick-up options at destinations.~~
- ~~● Encourage students to pre-order for direct pick-up.~~
- ~~● Deliver food to students who are quarantined and isolated.~~

## Governance

The University has implemented the decision-making process and authority more closely with the President's Office and Cabinet members, with continued guidance from the now well-established COVID Hub and Testing teams. Additional working groups (existing and new) may be called upon to assist as needed.

The University may modify the proposed governance structure at any time at the discretion of the President in order to meet the needs of the UW's COVID response.

## Individual Health & Safety

The following individual health and safety activities continue this spring:

### Preventive Guidelines

The University recommends all students, faculty and staff to abide by the following preventive guidelines, including:

- Not coming to campus if you are sick.
- Minimizing contact with shared surfaces.
- Washing your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer.
- Avoiding touching your eyes, nose, and mouth with unwashed hands.
- Covering coughs and sneezes with a tissue or use the inside of their elbow.
- If you exhibit any symptoms, wear a mask that covers the nose and mouth while indoors in public spaces.

Learn more about [how to protect yourself and others](#) on the CDC website.

New students and employees will also be required to take a one-time mandatory COVID-19 education session at the beginning of the semester, including information regarding the science of the virus and vaccines.

## Testing

~~All students and employees are required to participate in the mandatory COVID-19 testing event prior to the start of spring classes (initial surveillance tests must be secured by all individuals prior to January 18, 2022). This one-time surveillance testing event will serve to identify positive cases entering the campus community and allow University leadership to immediately address any issues at the beginning of the term.~~

~~Additionally, the~~The University ~~will discontinue the testing program, including its will conduct~~ random sampling diagnostic testing ~~as of May 14, 2022. of 3% of the entire University community on a weekly basis, including those who are vaccinated.~~ General voluntary diagnostic testing will be available to ~~asymptomatic faculty, staff, students and the public~~through Student Health Services. ~~Employees can procure general diagnostic testing and home test kits at local retail stores and online marketplaces (e.g., Walmart, Amazon, CVS Pharmacy, Vault Health), local pharmacies (e.g., Pole Mountain at 307-460-4080 and Walgreens at 307-745-1557), and local healthcare providers (Grand Avenue Urgent Care at 307-760-8602, Stitches Urgent Care at 307-721-1794, and Ivinson Memorial Hospital at 307-742-2141). [Note that the 3% sample might increase or decrease if conditions warrant.]~~

~~Exemptions: Individuals may request a medical or religious testing accommodation through HR (employees) or through UDSS/DOS (students).~~

## Daily Self-Screening

UW encourages students and employees to self-monitor for COVID-19 like symptoms and take appropriate precautions to help slow down the spread of COVID-19 by keeping individuals with symptoms from entering campus and communal spaces.

## Research

During the ~~spring semester~~summer, all services provided by the Office of Research and Economic Development (ORED) and the Office of Sponsored Programs (OSP) will continue to stay open for business. The majority of research activities are conducted on campus; therefore, faculty, staff and students retain access to university research spaces, and research support services remain available. However, the University's constraints on research may evolve and will depend on the class of research activity and the evolution of the viral intensity and transmission conditions and public health guidelines.

## Graduate and Undergraduate Student Research

UW faculty are to continue to advise and work with their graduate students toward advancement of their degrees. UW undergraduate students, who are conducting research as part of the federal work-study program, can continue their research and be paid if they so choose. It is recommended that supervisors review duties of part-time hourly undergraduate research employees and alter as needed to protect their health and well-being in accordance with CDC guidelines ([link](#)) for minimizing exposure in the workplace.

## Standard Operating Procedures for Labs

Due to the unique set up and operations of each lab on campus, ORED will allow each laboratory manager or field research investigative lead to develop standard operating procedures (SOP) specific for their research activities to minimize the risk of spread of COVID-19. At a minimum, SOPs need to align with CDC and WDH guidelines and current UW COVID-19 policies for medical surveillance of participants, social distancing, travel, use of masks and PPE, and disinfection regimens for reducing the spread of COVID-19.

Standard operating procedures should be posted, shared with, and adhered to by all faculty, staff, students, and visitors, in the research space with a copy provided to the reporting department head and dean/director.

## Travel for Research

Business related travel shall conform to standard University travel policies and any applicable local, state, federal or national guidelines for the intended destination. ~~consistent with CDC guidance. More specifically:~~

~~Vaccinated individuals do not need a negative test prior to traveling;~~

~~Non-vaccinated individuals must have a negative COVID-19 test 1-3 days prior to traveling;~~

~~Consistent with Federal mandates, masks shall be required for individuals utilizing any mode of public transportation and;~~

~~Non-vaccinated individuals are strongly encouraged to self-isolate upon returning per CDC guidance.~~

## Student Life & Housing

Student life and housing plays a crucial role in the health and wellness of UW students, and the University will continue to develop new and innovative programming to engage students and enable the fullest campus experience possible. Additionally, during the ~~fall semester~~summer, Residence Life and Dining staff will continue to work with students ~~to accommodate isolation and quarantine orders in residential facilities. Students residing in~~ campus

housing (UW residence halls ~~or UW apartments~~) are directed to contact Residence Life and Dining staff to secure these accommodations.

The following details modifications UW is making to student programming to promote the student experience in a safe and supportive environment.

## Living and Learning

To promote living and learning on campus, UW will require students to take simple steps to help protect against the spread of the virus, including:

- Following proper hygiene practices and regularly clean their living spaces.
- Adhering to the posted limits on the number of people allowed in communal spaces such as laundry rooms, dining halls, retail venues, and learning environments.

## Occupancy

UW will allow double occupancy for ~~Spring~~ summer 2022; however, vaccinated individuals will be allowed to disclose this information to University staff and request housing and/or roommates that are vaccinated (a preference but not guaranteed). Policies for Q/I housing and reasonable accommodations for those with documented disabilities who are unable to be vaccinated will also be considered when making housing arrangements.

## Residential Dining

The residential dining plan will continue to focus on the health and wellness of students by providing healthy, tasty, and nutritious meals while facilitating social distancing, reducing the use of shared items, and providing enhanced cleaning.

## Student Visitors

Students and their guests will also be asked to adhere to the UW's Visitor Policy. Please reference the [Visitor Policy](#) for further details.

## Student Engagement and Wellness

### Student Programming

**Center for Student Involvement & Leadership (CSIL)** seeks to provide opportunities for students to engage on campus through inclusive student-centered programs, communities, services, and experiential learning opportunities to complement the academic experience. ~~Even with COVID health guidelines in place, there are many opportunities for engagement as limited in-person programming is available and services have been adapted to allow for greater virtual interactions.~~

Through the services of [CSIL](#) you can:

- Join or create a Student Organization
- Volunteer to help your local or global community
- Serve as a student government leader
- Participate in fun activities with your peers
- Find community among those who are both similar and different from you
- Learn about resources to help you be successful
- Obtain on-campus employment

~~Gathering Guidelines were created and implemented to help ensure health guidelines are followed during UW events and programming. Masks are recommended, but not required for voluntary public events such as athletics and music, theater and dance performances; voluntary social events; and private, by invitation events that involve rental and/or use of UW spaces on campus. For all other events, masks are required where 6-foot social distancing is not possible (consistent with the mask policy outlined above, this requirement will be revisited at the February 16, 2022, Board of Trustees Conference Call). Event participant numbers will continue to remain at maximum facility capacity, as approved on July 1, 2021.~~

## Student Wellness

Student health and wellbeing are paramount as the University coordinates a comprehensive response to COVID. As such, all health services continue to be available with a combination of in-person and virtual services. UW has also committed extensive additional support to students who test positive or are identified as a close contact to someone who tests positive and therefore need to complete quarantine or isolation directives. Care and support are also provided by the faculty and academic support resources students engage with daily during the academic semester.

**University Counseling Center (UCC)** will provide in-person support and phone and telehealth support for on-campus and off-campus students in Wyoming. Contact UCC at (307) 766-2187 Monday – Friday from 8AM – 5PM. After hours crisis support is available at (307) 766-8989.

**UW Student Health Service (SHS)** will be open on campus. SHS provides comprehensive care and can address COVID-19 concerns and facilitate testing. ~~Students are directed to call Student Health Service before visiting the clinic at (307) 766-2130.~~

**Campus Recreation** will be open, and reservations can be made for workouts, swimming, fitness classes, and athletic training telehealth appointments. They are also providing virtual programming and resources to help students stay active and well from any location. Subscribe to the [UWYO Campus Recreation YouTube Channel](#) for virtual offerings throughout the academic year.

**Disability Support Services (DSS)** is providing accommodation for DSS students in alternate learning environments. For additional support, email DSS at [udss@uwyo.edu](mailto:udss@uwyo.edu) or call (307) 766-3073.

**UW Food Share Pantry**, a new centralized food pantry located in Knight Hall (Room 106), will be available to all students. In response to the COVID-19 pandemic, we have arranged curbside pickup for food orders. Complete the [request form](#) and select a time for your order pick up during our hours of operation. Instructions for pick up provided on the form.

**Multicultural Affairs** will continue to provide ~~virtual~~ support for students by connecting them to campus, local, and national resources. Multicultural Affairs advocates for marginalized students to develop a positive sense-of-self, create strong community connections, and thrive in all aspects of life. Contact Multicultural Affairs at [uwma@uwyo.edu](mailto:uwma@uwyo.edu).

**Welfare Coordinators** are another on-campus resource available to all students who need information and support. Sometimes students are not certain of who they should contact about a matter. The Welfare Coordinators are versed in all campus services and can often attend to needs and concerns directly or refer to other campus departments when appropriate. Contact the Dean of Students office to connect with a coordinator, 307-766-3298 or [dos@uwyo.edu](mailto:dos@uwyo.edu).

## Visitors in University Buildings and on University Grounds

While on University-owned property or when conducting University business or activities, including instruction and research, visitors must observe the same health and safety requirements as students, faculty and staff. Visitors acknowledge that there are risks related to exposure to COVID-19. Should visitors choose not to abide by the University's COVID Policy while on campus, they will not be permitted to participate in work, events, activities, research or other engagements and will be asked to leave campus.

## UW-Casper

UW-Casper will follow the same academic calendar as UW-Laramie, and students at UW-Casper will have several options for instructional delivery, including in-person, hybrid/hyflex, and online. UW-Casper students are to abide by UW COVID policies. In a few cases this will happen in a manner that is specific to the population of students served by UWC. Those UWC students living in Casper College (CC) dorms are expected to abide by CC Student Life and Housing rules, rather than the UW ones. UWC students should also follow Natrona County Public Health and WDH directives. UW's sole branch campus is an important part of Casper and it is vital that its faculty, staff, and students contribute to the safety and well-being of their community. UW-Casper will continue to work with Casper College to ensure students and employees have safe learning and working spaces.

UW-Casper has its own COVID-19 email: [CasperCOVID19@uwyo.edu](mailto:CasperCOVID19@uwyo.edu). UWC students who need to complete quarantine or isolation, and who need assistance, should use that email address or call the main UWC office.

## Vaccines

~~Except for the Early Care and Education Center (ECEC), Employees of UW's Early Care and Education Center (ECEC) are required to be vaccinated (religious and medical exemptions available) or have the option of being tested twice weekly in lieu of vaccination. Additionally, per the Centers for Medicare and Medicaid Services Omnibus COVID-19 Health Care Staff Vaccination rule, employees of Student Health Services, the Family Medicine Residency Programs in Casper and Cheyenne, the Albany County Community Health Clinic, and the UW Speech and Hearing Clinic are required to be vaccinated (religious and medical exemptions available).~~

~~For all other units,~~ the University is recommending but not mandating the COVID vaccine for faculty, staff and students. However, the University will continue to strongly encourage and incentivize staff, faculty, and students to voluntarily take the COVID-19 vaccine. Additionally, UW requires that all faculty, staff and students report their vaccination status. For employees, a [quick reference guide](#) has been created to help report vaccinations within UW's HCM. Students who receive their COVID-19 vaccinations should upload documentation to the Student Health Service patient portal as soon as their vaccine series is complete.

~~Employees of UW's ECEC are required to be vaccinated (religious and medical exemptions available) or have the option of being tested twice weekly in lieu of vaccination.~~

## Contingency Plan

In the event the University needs to adapt to changing circumstances, UW administration may implement the following actions (including but not limited to):

- ~~Re-implementation of the increased testing of UW community program~~
- Re-implementation of COVID Pass app for required daily screening of campus community
- Re-implementation of the following policies/guidance:
  - Visitor Policy

- Transportation Policy
- Gathering Guidelines
- UW Employee Business-related Travel Guidelines
- Enhanced and routine cleaning/disinfection of classrooms and common spaces
- Decreased social gatherings on campus and event capacity
- Recommended physical distancing
- Mandatory face coverings in certain indoor spaces
- Remote work to decrease density on campus. UW employees whose positions/job duties allow for remote work in coordination with supervisor.

## Glossary

**Center for Disease Control (CDC):** The CDC is a federal branch of the Department of Health and Human Services that “works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.” See [www.CDC.gov](http://www.CDC.gov)

**Close Contact:** Per CDC guidelines, close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

**Confirmatory Test:** A confirmatory test is an officially recognized diagnostic test required to confirm if an individual is carrying SARS-CoV-2, the virus that causes COVID-19.

**Contact Tracing:** Identifying and monitoring people who may have come into close contact with an infectious person. The Wyoming Department of Health will conduct contact tracing of all positive cases among the student, faculty and staff population providing for a rapid response to cases on campus.

**COVID-19:** COVID-19 is a respiratory virus that is spread by respiratory droplets from infected people and caused by SARS-CoV-2 and is short for “Coronavirus Disease 2019” ([CDC](http://CDC)).

**Distance Learners:** Distant Learners include all students who will NOT be returning to campus at any time during the fall semester. Distance learners do not intend to use any in-person campus resources, such as Half Acre, the Union, etc.

**Isolation:** The University follows the CDC’s guidance ([link to CDC](http://link to CDC)) in which isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected. People who are in isolation should separate themselves until it’s safe for them to be around others.

For students on campus who have tested positive, the University has dedicated isolation housing where students can safely and comfortably separate themselves for the required period of time, as determined by local public health officials at the Wyoming Department of Health.

**Quarantine:** Quarantine is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should separate themselves from others and monitor their health, seeking immediate medical attention should they begin to show symptoms common with COVID-19.

For students ~~on-campus~~ [in the residence halls](#) who might have been exposed to COVID-19, the University has dedicated quarantine housing where students can safely and comfortably separate themselves for the required period of time, as determined by local public health officials at the Wyoming Department of Health.

**Remote Employees:** Employees who plan to work from home as permitted by the Flexible Work Arrangement Policy or the sick leave/ADA/FMLA process. More specifically:

- If employees need an accommodation for COVID-related illness (e.g., they have COVID, they are high risk, etc.), they will follow the normal sick leave/ADA/FMLA processes

**Self-Monitoring:** All students and employees are encouraged to identify whether they have any COVID-19 symptoms. Individuals are also asked to self-report positive test results for SARS-CoV-2, the virus that causes COVID-

19 ~~to the COVID Hub, in the event that they have tested outside of the University's voluntary testing program.~~ This allows the University to quickly respond to cases on campus or in the UW community.

**Social Distancing:** Social distancing requires individuals to maintain at least 6 feet of physical space between themselves and other people and to not gather in large groups.

**Symptomatic:** Individuals showing symptoms of COVID-19. Symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. See <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

**UW Lab Test:** The UW lab test is a saliva-based test that is processed in a pool of four samples at the Wyoming State Veterinary Lab (WSVL). The UW lab test is faster to submit, more cost effective, and provides rapid results, which allows the university to better detect COVID-19 cases early on.

**AGENDA ITEM TITLE: Notice of Modifications to Bylaws of the Trustees of the University of Wyoming, Marsh**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):  
 Institutional Excellence  
 Student Success  
 Service to the State  
 Financial Growth and Stability  
 No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

At the Board of Trustees March 2022 Meeting, the Trustees Ad Hoc Committee on Board Restructure presented restructure steps for review and consideration by the full Board. The Board voted as follows:

- Trustee McKinley moved to eliminate the Trustees VP and Dean Search Committee; eliminate the Trustees Honorary Degree and Awards Committee; sunset the UW Regulation Committee on or before July 1, 2022, and request that the Trustees ad hoc Committee on Board Meeting Restructure examine meeting schedules to include the January and February meetings, and provide a recommendation to the Board at its July 2022 meeting. Trustee Fall seconded. Motion carried.
- Trustee McKinley moved that the Board’s July out of town meeting’s primary focus be on planning and strategy in a retreat structure, recognizing the Board shall conduct a “business meeting” as necessary. Trustee Schmid-Pizzato seconded. Motion carried.
- Trustee Moore moved the Board approve the Trustee ad hoc Committee on Board Meeting Restructure’s recommendation that the off-month conference call meetings will continue as currently scheduled. However, meetings will be limited only to matters requiring attention as determined by the President and Board Chairman. Trustee Greenwood second. Motion carried.
- Trustee Moore moved the Board approve the Trustee ad hoc Committee on Board Meeting Restructure’s recommendation to reduce redundancy, substantive presentations made during committee meetings will not be repeated in other committee meetings or in regular Board meetings. Moreover, the important substantive “business”, including substantive discussion upon motions and approval actions, will occur in committee meetings with the full Board then taking up consideration of the actions and recommendations of the committee. Trustee Greenwood seconded the motion. The motion carried as amended.

This serves as notice that the attached modifications to the Bylaws will we presented to the Board at its May 2022 meeting for review and consideration.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Modification to the Trustees Bylaws were last considered on June 12, 2019.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to Article VIII, the Bylaws may be changed or amended at any regular meeting of the Trustees by a vote of two-thirds of all the members, provided that notice of the intention to change,

amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Notice only. These Bylaws will be presented to the Board at the May 2022 Board of Trustees meeting for review and consideration.

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

## **BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING**

The ByLaws of the Trustees were adopted pursuant to authority granted to the Trustees by the Wyoming Legislature and in accordance with the Wyoming Constitution. The ByLaws are about the Trustees and how the Trustees organize and carry out their meetings. Additionally, the existence of Trustee Regulations is established and the appointment of the President of the University and his/her authority is set forth.

### **BYLAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING**

Republished Edition ~~July 1, 2019~~x/x/xx

#### **Article I. STATUTORY CREATION AND AUTHORITY**

##### Section 1-1. APPOINTMENT, TERM AND AUTHORITY

In accordance with the laws of the State of Wyoming (Wyo. Stat. §§21-17-201 et seq), the government of the University of Wyoming is vested in a board of twelve (12) trustees appointed by the governor, with the advice and consent of the senate, for a six year term, with terms to be staggered.

For purposes of these Bylaws, “Trustees,” “Board” and “Board of Trustees” shall be defined as the 12 individual trustees appointed by the governor and may be used interchangeably throughout these Bylaws.

##### Section 1-2. EX OFFICIO MEMBERS

The Governor of the State of Wyoming, the President of the University of Wyoming, the State Superintendent of Public Instruction, the Director of the Wyoming Community College Commission, and the President of the Associated Students of the University of Wyoming are ex officio members of the Trustees, as such having the right to speak, but not to vote.

For purposes of these Bylaws, these members shall be defined as “ex officio members.”

##### Section 1-3. VACANCIES

Any vacancy in the membership of the Trustees shall be filled in accordance with laws pertaining thereto.

## **Article II. MEETINGS OF THE TRUSTEES**

### **Section 2-1. REGULAR MEETINGS**

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year and the final UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report for the ensuing year in a form similar to that attached hereto and made a part hereof by this reference, but with such modifications as a majority of the Board may approve. After approval, a copy of the UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report shall be posted on the Trustees' website annually. Written notice of all regular meetings shall be given by the President of the University to each Trustee and ex officio member at least ten (10) days in advance of the meeting. Attendance by Trustees or ex officio members at regular meetings can be in person or by electronic media.

Meeting Agendas for UW Board of Trustees shall be developed from three sources:

First: Those matters listed as monthly topics for each month's meeting shall be listed on the Trustees' Agenda for the month as set forth herein.

Second: Items requested by a Trustee in writing or during that period of time allocated allowing any Trustee to raise a topic of their choice for placement on the Agenda and approved by the Chairman of the Board.

Third: Items requested from Administration for placement on the Agenda and approved by the Chairman of the Board with input from the Executive Committee.

Prior to preparing a draft agenda, consultation will be had with the Board Chairman to assure the Board Chairman is fully engaged in the development of all Board Agendas. A preliminary draft agenda will be developed far enough in advance so as to allow compliance with the posting time frames set out on the next paragraph, but also allowing sufficient time for the President of the University and the Executive Committee to review and provide appropriate input.

While exceptions can be made if necessary, Administration is expected to have any topics it wishes to present to the Board in open or executive session at the next meeting in a form allowing all final materials relative to that topic, together with both the open and executive session minutes from the previous meeting, to be uploaded to the Trustees' website at least two weekends/over ten (10) days prior to the next scheduled meeting.

#### Section 2-2. SPECIAL MEETINGS

Special meetings of the Trustees may be called by the Chairman of the Trustees, or by any three Trustees, at such time and place as they may deem expedient, and a majority of said Trustees shall constitute a quorum for the transaction of business; but a smaller number may adjourn from time to time. Notice of special meetings shall be given to each Trustee and ex officio member at least eight (8) hours in advance of such meeting. Attendance by Trustees or ex officio members at special meetings can be in person or by electronic media.

#### Section 2-3. ACTION IN REGULAR AND SPECIAL MEETINGS

At all regular and special meetings, it shall be valid to act on any subject within the power of the corporation except as provided elsewhere in these Bylaws.

#### Section 2-4. PLACE OF MEETINGS

All meetings of the Trustees shall be held at the University of Wyoming, unless otherwise ordered by the Trustees.

#### Section 2-5. REPEALED

#### Section 2-6. ACT OF THE TRUSTEES

The act of the majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Trustees. A Trustee is considered "present" if attending the meeting in person or by electronic media.

#### Section 2-7. PUBLIC ATTENDANCE AT MEETINGS

Regular and special meetings of the Trustees shall be open to the public except for executive sessions which may be convened at any time by vote upon motion by any Trustee. Executive sessions shall be attended only by the Trustees and such persons as may be designated by the presiding officer or included in the motion. No actions shall be taken in executive sessions. Matters considered and discussed during executive sessions shall be confidential except as otherwise provided by law.

### **Article III. PROCEDURE AT MEETINGS**

#### Section 3-1. QUORUM

A majority of the Trustees shall constitute a quorum for the transaction of business. Any number less than a quorum present at a meeting duly called may adjourn from time to time until a quorum shall be in attendance.

## Section 3-2. ORDER OF BUSINESS

The business at each regular or special meeting shall be conducted in the following manner, unless otherwise authorized by appropriate Trustees action.

Roll Call

Approval of Board of Trustees Meeting Minutes

Election of Officers (annual meeting or as necessary)

Reports

Public Testimony (scheduled during the regular meeting)

Committee of the Whole, Regular Business (Board Committee Reports)

Proposed Items for Action

New business

Date of Next Meeting

Adjournment

## Section 3-3. RULES OF PROCEDURE

Meetings of the Trustees shall be conducted according to Robert's rules of parliamentary procedure except as modified by the Trustees. Each Trustee who is present shall vote on every question, unless excused from voting by the Trustees. The ayes and nays shall be called and entered upon request of any Trustee.

## Section 3-4. MINUTES OF PROCEEDINGS

Minutes of proceedings of the Trustees and of their committees shall be kept by the secretary, or designee. Action of the Trustees which utilizes material presented by reports or other documents shall be presented in the minutes in such form as to include, when not impractical, the full text of the action so that reference to other reports and documents is not necessary in order to determine the exact meaning of the action taken.

# **Article IV. OFFICERS OF THE TRUSTEES**

## Section 4-1. NUMBER

The officers of the Trustees shall be a Chairman, a Vice Chairman, a Secretary, and a Treasurer, who shall be limited to the twelve appointed Trustees.

#### Section 4-2. ELECTION AND TERM OF OFFICE

The officers of the Trustees shall be elected annually at the annual meeting. Each officer shall hold office for one year or until his or her successor is elected and qualified. No Trustee shall be eligible for re-election as chairman immediately after having served two successive regular terms in that office.

#### Section 4-3. VACANCIES

In the event of a vacancy in any office of the Trustees, an election shall be held for the unexpired term at the next regular or special meeting of the Trustees.

### **Article V. DUTIES OF OFFICERS**

#### Section 5-1. DETERMINATION OF DUTIES

The officers of the Trustees shall perform the duties expressly enjoined upon them by the laws of this State and by the Bylaws of the Trustees, and such other incidental duties as pertain to their respective offices, or as may be assigned from time to time by the Trustees or their Chairman.

#### Section 5-2. CHAIRMAN

The Chairman of the Trustees shall preside over all meetings of the Trustees; shall call the Trustees or Executive Committee in regular or special session at such times as the Chairman may deem advisable or necessary or at any time upon the petition of three or more Trustees; and the Chairman shall have authority to decide any disputes as to the application or meaning of these rules and Bylaws, but this decision shall be referred to the next regular or special meeting of the Trustees for final decision and adjudication by the Trustees. The Chairman of the Trustees shall have power to make temporary appointments to fill vacancies in the appointments of the Trustees to other boards or committees during the interval between Trustees meetings. The Chairman shall be an ex officio non-voting member of all permanent committees of the Trustees. The Chairman may sign, with the secretary or any other proper officer of the Trustees thereunto authorized by the Trustees, any deeds, mortgage, bonds, contracts, or other instruments which the Trustees have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Trustees by resolution, by UW Regulation, or by these Bylaws to some other officer or agent of the Trustees, or shall be required by law to be otherwise signed or executed. The Chairman of the Trustees shall have the power to appoint ad-hoc committees as needed to address the business of the University. An ad-hoc committee is defined as an informal working group that can operate without formal board approval until completion of the committee's assigned task as determined by the Chairman.

### Section 5-3. VICE CHAIRMAN

In the absence of the Chairman of the Trustees or in the event that the office becomes vacant, or of the chairman's inability or refusal to act, the Vice Chairman shall perform the duties of the Chairman.

### Section 5-4. SECRETARY

The Secretary of the Trustees shall be sworn to the performance of his or her duties as provided by statute. The Secretary shall be responsible for the minutes of meetings of the Trustees; shall be custodian of the Trustees records and of the seal of the Trustees and see that the seal of the Trustees is affixed to all documents, the execution of which on behalf of the Trustees under its seal, is duly authorized; shall sign with the Chairman of the Trustees such instruments as the latter may execute; and shall be responsible for the supervision of duties delegated or assigned to the Deputy Secretary appointed by the Trustees.

In the event that the offices of Chairman and Vice Chairman become vacant or both refuse or are unwilling to act, the Secretary shall perform the duties of Chairman until the next regular or special meeting of the Trustees and preside at that meeting until the vacancy in the presidency is filled.

### Section 5-5. TREASURER

The Treasurer shall cause an annual report to be prepared by the officers and employees of the University of Wyoming which shall show all receipts and disbursements; shall receive any monies, through the Deputy Treasurer, required by law to be paid to the Treasurer of the Trustees; and shall maintain general cognizance of fiscal and accounting procedures utilized by officers of the University of Wyoming designated by the Trustees to receive and disburse all monies.

In the event that the offices of Chairman, Vice Chairman and Secretary become vacant or all refuse or are unwilling to act, the Treasurer shall perform the duties of the Chairman until the next regular or special meeting of the Trustees and preside at the meeting of the Trustees until the vacancy in the chair position is filled.

## **Article VI. OTHER OFFICERS**

### Section 6-1. DEPUTY SECRETARY

At the discretion of the Trustees, the Deputy Secretary shall be appointed by the Trustees, and shall perform such duties as are delegated by the Secretary of the Trustees.

#### Section 6-2. DEPUTY TREASURER

The Deputy Treasurer shall be nominated by the President of the University, and at the discretion of the Trustees, shall be appointed by the Trustees, shall be an officer of the University of Wyoming whose duties include responsibility for the receipt, custody, and expenditure of all funds of the University of Wyoming not held by the State Treasurer, and shall exercise the same responsibility with respect to any funds or monies of the Trustees of the University of Wyoming.

#### Section 6-3. INTERNAL AUDITOR

The Internal Auditor shall be appointed by the Trustees, and shall perform such duties as the Trustees require.

#### Section 6-4. OTHER OFFICERS AND DUTIES

At the discretion of the Trustees, other officers may be appointed by the Trustees as may be deemed necessary. The duties of all officers of the Trustees shall be set forth in writing at the time of appointment or in appropriate UW Regulations.

### **Article VII. COMMITTEES OF THE TRUSTEES**

#### Section 7-1. EXECUTIVE COMMITTEE

The Executive Committee shall consist of five Trustees: the Chairman of the Trustees who shall serve as Chairman, the immediate past Chairman of the Trustees, if such person remains on the Board, the Vice Chairman of the Trustees, the Secretary of the Trustees, and the Treasurer of the Trustees. The Executive Committee shall have authority to meet with the University president to exchange information and discuss issues and to act for the Trustees in all routine business matters wherein immediate decisions and actions are deemed necessary for the present welfare of the University. All such actions of the Executive Committee shall be reported to the Trustees at their next regular or special meeting and ratified when appropriate, and shall be entered in full upon the minutes of such meeting of said Trustees.

#### Section 7-2. FISCAL AND LEGAL AFFAIRS COMMITTEE

The Fiscal and Legal Affairs Committee 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 all audit-related areas enumerated below. Specifically 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 of the Committee 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.

## I. Investments

Review the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. With Board approval, the Committee may employ the services of an agent, such as the University of Wyoming Foundation, an investment adviser, and/or manager(s), and may give due consideration to such advice.
- c. The Committee, or the Board-approved agent, shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- d. Each year the Committee shall review the agent's investment policy, asset allocation strategy and other endowment management philosophies, such as earnings distribution policies. The Committee shall receive and review an annual report on portfolio performance and other relevant endowment management metrics.

## II. Financial Reporting Process

- a. Ensure that the external auditors communicate all matters required by their professional standards to the Committee and review significant accounting and reporting issues, including recent professional and regulatory pronouncements in order to understand their impact on the University's financial statements.
- b. Review the annual financial statements, including management's discussion and analysis, and determine if they are complete and consistent with information known to committee members.

- c. Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- d. Review significant financial risks and exposures and the plans to minimize such risks.
- e. Review, with the University's legal counsel, any legal matters that could have a significant impact on the financial statements.

### III. System of Internal Control

- a. Ensure that management is setting the appropriate tone in communicating the importance of internal control and ensure that individuals have an understanding of their roles and responsibilities.
- b. Receive and review reports from internal and external auditors regarding the quality of institutional internal control systems and determine whether management has implemented internal control recommendations made by internal and external auditors.
- c. Ensure that internal and external auditors keep the Committee informed about fraud, illegal acts, deficiencies in internal control and ensure that an appropriate process exists for the receipt, retention and treatment of complaints, including anonymous complaints, regarding accounting, internal controls and auditing matters.
- d. Evaluate the extent to which internal and external auditors review computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a systems breakdown.

### IV. Audit Process – External

- a. Following appropriate consultation with management, recommend to the Board the selection and retention of the external audit firm. Approve external auditor's fees.
- b. Review and approve the external auditor's proposed scope and approach.
- c. Review and confirm the external auditor's assertion of their independence in accordance with professional standards.
- d. Review the performance of the external auditors and recommend the appointment or discharge of the external auditors.

- e. Ensure that, unless extenuating circumstances exist, an external auditor under contract with the University that bids on a new contract provides that the lead partner has not performed audit services beyond a total maximum of four years in an eight-year period.
- f. Strongly encourage, unless extenuating circumstances exist, that external auditors may only provide services for a total maximum of eight consecutive years. This limitation does not preclude an external auditor from bidding on or receiving a new contract after a break in service.
- g. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
- h. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
- i. Review and approve any engagement of the external auditors for non-audit related consulting activities.

V. Audit Process – Internal

- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
- b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
- c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.
- d. Ensure that audited divisions and colleges attend the Committee meetings to discuss audit findings and recommendations.
- e. Report each internal audit report from the Internal Auditor to the Board of Trustees. The Board of Trustees shall formally act on each internal audit report.

- f. Ensure there is regular, independent communication between the Committee and the Internal Auditor and ensure there are no unjustified restrictions or limitations on internal audit programs.
- g. Ensure there is flexibility when setting the Committee agenda based on concurrence between the Division of Administration and the Internal Auditor.

VI. Compliance with Laws & Regulations

- a. Review the findings of any significant examinations by financial regulatory agencies and review management's corrective action plans. Ensure that action plans are implemented to the satisfaction of the regulatory agencies.

VII. Other Responsibilities

- a. Ensure that significant findings and recommendations made by the internal and external auditors are received, discussed and acted upon in an appropriate and timely manner.
- b. Regularly update the Board of Trustees about Committee activities, any key internal or external audit issues and make appropriate recommendations for Board action.
- c. Review and update this By-Law and receive approval of changes from the Board of Trustees.

Section 7-3. BIENNIUM BUDGET COMMITTEE

The Biennium Budget Committee is responsible for working with University administration as it develops and submits the University's budget requests to the Governor as a state agency, including the 067 University of Wyoming operating budget, the 069 WICHE budget, the 167 Medical Education budget, and the Enhanced Oil Recovery Commission's 070 operating budget. It also includes funding requests related to capital facilities, as well as any other recommendations in the University's budget request that would be included in the state's appropriations bill for the biennium or in a supplemental budget request.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the Vice President for Governmental and Community Affairs.

Section 7-4. FACILITIES CONTRACTING COMMITTEE

The Facilities Contracting Committee is responsible for working with University administration to develop and recommend modifications to the University's

facilities planning, contracting and construction policies and procedures. These recommendations will be presented to the full Board of Trustees for review and approval.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.

#### Section 7-5. FINANCIAL MANAGEMENT AND REPORTING COMMITTEE

~~REPEALED x/x/xx~~

~~The Financial Management and Reporting Committee is responsible for taking an immediate and active role in developing a long-term, integrated and comprehensive financial management and reporting system for the University; helping develop a meaningful short-term financial reporting protocol for the Board of Trustees so that the Board can meet its fiduciary obligations; and participating in developing the University's budget structure in coordination with the financial management and reporting system.~~

~~In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Administration and the General Counsel.~~

#### Section 7-6. HONORARY DEGREES AND AWARDS COMMITTEE

~~REPEALED x/x/xx~~

~~The Honorary Degrees and Awards Committee is responsible for recommending to the Board of Trustees the awarding of both the Trustees' Award of Merit and Honorary Degrees.~~

~~The Trustees' Award of Merit was established in 1984 and recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University. Nominations for the Trustees' Award of Merit are submitted to the Honorary Degree Committee, accepted on a continuous basis, and reviewed at regular intervals. There are no minimum or maximum number of awards given in any calendar year.~~

~~An Honorary Degree from the University recognizes individuals who embody the University's high ideals and who exemplify the values of excellence, service, and integrity. Honorary Degrees are among the highest honors a university can confer, and recognize a career of distinguished accomplishment in the professions, sciences, arts, humanities, public service, and service to humanity. Nominations for Honorary Degrees are submitted to the President of the University, who will refer them to a joint committee made up of the Honorary Degree Committee and three faculty members appointed by the Faculty Senate. The joint committee will forward its recommendations to the Board of Trustees for final decision at its January meeting and announcement in the spring semester.~~

~~In discharging their duties hereunder, the members of the Committee shall work with the President of the University and the Provost.~~

#### Section 7-7. TRUSTEES LEGISLATIVE RELATIONS COMMITTEE

The Trustees' Legislative Relations Committee is responsible for working closely with the Governor's office and the legislative leadership to develop a consensus of priorities for the University.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Government and Community Affairs and the Vice President for Administration.

#### Section 7-8. VICE PRESIDENT AND DEAN SEARCH COMMITTEE

~~REPEALED x/x/xx~~

~~The Vice President and Dean Search Committee is responsible for informing the Board of Trustees of the progress of University searches for administrative officers and deans/directors of a college or school. The Vice President and Dean Search Committee may provide nonbinding feedback to the University's search committee during the recruitment process, confer with the University's search committee on the final candidate, and communicate with the full Board of Trustees as it determines.~~

~~In discharging their duties hereunder, the members of the Committee shall work with the President of the University.~~

#### Section 7-9. ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee is responsible for (1) reviewing and making recommendations to the full Board regarding the University's academic mission, as well as policies and resources needed to realize that mission, execute UW's academic strategic priorities, ensure the quality and integrity of each of UW's academic programs, and to ensure the University remains focused on an excellent student experience whether it is on a UW Campus or at a distance; ~~and~~ (2) reviewing and making recommendations to the full Board regarding policies, programming and services related to student engagement, wellness, development, and persistence; ~~and~~ (3). The Honorary Degrees and Awards Committee is responsible for recommending to the Board of Trustees the awarding of both the Trustees' Award of Merit and Honorary Degrees.

The Trustees' Award of Merit was established in 1984 and recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University. Nominations for the Trustees' Award of Merit are submitted to the Honorary Degree Academic and Student Affairs Committee, accepted on a continuous basis, and reviewed at regular intervals. There are no minimum or maximum number of awards given in any calendar year.

An Honorary Degree from the University recognizes individuals who embody the University's high ideals and who exemplify the values of excellence, service, and

integrity. Honorary Degrees are among the highest honors a university can confer, and recognize a career of distinguished accomplishment in the professions, sciences, arts, humanities, public service, and service to humanity. Nominations for Honorary Degrees are submitted to the President of the University, who will refer them to a joint committee made up of the Honorary Degree Academic and Student Affairs Committee and three faculty members appointed by the Faculty Senate. The joint committee will forward its recommendations to the Board of Trustees for final decision at its January meeting and announcement in the spring semester.

In discharging their duties hereunder, the members of the Committee shall work with the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

#### Section 7-10. RESEARCH AND ECONOMIC DEVELOPMENT COMMITTEE

The Research and Economic Development Committee is responsible for working with University administration to review and make recommendations to the full Board regarding policies and procedures pertaining to research compliance, core facilities, pre-award management and indirect revenue distribution. The Committee is also responsible for working with University administration to enhance the University's Technology Transfer and Research Products Center, including reviewing and making recommendations to the full Board regarding policies and procedures pertaining to inventions and copyrightable materials, technologies available for licensing, technology startup ventures, and the protection, marketing, and ultimate transfer of intellectual property to industry. In addition, this committee is responsible for working with University administration in supporting entrepreneurial business ventures, and provides recommendations to the full Board on such matters, including those pertaining to the use of the University of Wyoming Research Corporation.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Research and Economic Development.

#### Section 7-11. MEMBERS, TERM, AND COMMITTEE CHAIRMEN

Each Committee of the Trustees shall consist of not fewer than three Trustees. Appointments shall be made by the Chairman of the Board of Trustees at the May meeting of the Trustees, or as the Chairman deems necessary throughout the year, for terms of two years. Appointments to fill a vacancy for the unexpired term may be made by the Chairman of the Board at any time and announced at the next regular Board meeting following the appointment. The Chairman of the Board of Trustees shall serve as an ex-officio member of all Trustees' Committees, may attend Committee meetings at his or her discretion, and may appoint a replacement for any Committees the Chairman served on prior to being elected.

At the May meeting, the Chairman of the Trustees shall appoint a chairman for each committee. The chairman shall hold office for one year or until his or her successor is appointed and qualified.

## **Article VIII. AMENDMENT OF BYLAWS**

These Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of the Trustees, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or in part, may be suspended at any Board meeting only by an affirmative vote of two-thirds of the Trustees.

## **Article IX. UW REGULATIONS**

Rules for the government of the University and all its branches shall be designated as "UW Regulations," which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. In order to have the status of a standing regulation, any intention to adopt, change or amend such Regulations must be presented as a formal motion for action by the Trustees.

## **Article X. PRESIDENT OF THE UNIVERSITY OF WYOMING**

### Section 10-1. APPOINTMENT

The President of the University of Wyoming shall be appointed by the Trustees, but no such appointment shall be made without nine affirmative votes of the Trustees. The initial term of office shall be for not less than one year, and the President shall thereafter continue in such office at the will of the majority of the Trustees, who, from time to time, shall fix his or her salary. It will be the policy of the Trustees to confer with an advisory committee from the University faculty and staff prior to the selection of a new President.

### Section 10-2. DUTIES AND POWERS

The President of the University shall perform the duties expressly enjoined upon the President by the laws of this State, by these Bylaws, and such other incidental duties as pertain to his or her office or as may be assigned from time to time by the Trustees. As the executive head of the University of Wyoming, on behalf of the Trustees the President shall be responsible for the custody of the books, records, buildings, and all other property of the University, and for the administration of the academic and business activities of the University in accordance with the directives, Bylaws and UW Regulations and shall be clothed with all authority requisite to these ends. The President shall inform and advise the Trustees with respect to the

operations of the University and its relationships, and shall serve as an ex officio non-voting member of all permanent Trustees' committees.

## **Article XI. THE UNIVERSITY OF WYOMING**

Pursuant to State Law establishing the University as an institution of learning under the name and style "The University of Wyoming," all authorized functions and business matters carried on by the officers, faculty and staff of the University in accordance with regulations and financial budgets of the Trustees shall be in the name of "The University of Wyoming."

## **Article XII. SEAL**

The corporate seal of the Trustees of the University of Wyoming shall consist of a circular design on which is inscribed the words "The University of Wyoming - 1886 -" and in the center the word "Equality." It shall be affixed to all papers which may require it as authorized by the Secretary, the President of the University of Wyoming, or regulation or direction of the Trustees.

## **Article XIII. SERVING ON BOARDS**

The Chairman of the Board of Trustees may appoint Trustees to the governing bodies of University related organizations.

Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Revisions adopted 5/10/2017 Board of Trustees meeting  
Revisions adopted 5/9/2018 Board of Trustees meeting  
Revisions adopted 9/14/2018 Board of Trustees meeting  
Revisions adopted 11/15/2018 Board of Trustees meeting  
Revisions adopted 6/12/2019 Board of Trustees meeting (effective 7/1/2019)

**AGENDA ITEM TITLE: Modifications to the Trustees Annual Schedule of Items to Approve, Discuss or Report, Marsh**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

The Board adopted the *Trustees Annual Schedule of Items to Approve, Discuss, or Report* at its meeting in May 2018. This schedule is reviewed and modifications to it are considered annually.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This schedule of items is attached to the Bylaws of the Trustees of the University of Wyoming which, following Board action at its March meeting related to meeting/committee restructure is before the Board at its April meeting as notice, and acted on at the May meeting.

Modification to the *Trustees Annual Schedule of Items to Approve, Discuss, or Report* was last considered in August 2021.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to Article VIII, the Bylaws may be changed or amended at any regular meeting of the Trustees by a vote of two-thirds of all the members, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:

The Board is asked to review modifications of the Trustees Annual Schedule of Items to Approve, Discuss, or Report for consideration and action at its April 2022 meeting, in conjunction with notice of revision to its bylaws.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

*Suggested edits to document Approved August 11, 2021*



**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

**September**

- **Consideration and Action:** Emeritus Faculty Designation (per UW Regulation 2-1)
- **Annual Report:** A list of deleted and new Courses (per UW Regulation 2-116)
- **Annual Report:** Faculty Appointments (per UW Regulation 2-1)
- **Annual Report:** UW Foundation Investments (per MOU with Foundation)
- **Annual Report:** Expenditures Marian H. Rochelle Gateway Center Facilities Maintenance Fund (per lease agreement with UW Foundation)
- **Annual Report:** Office of Diversity, Equity and Inclusion
- **Annual Report:** Intercollegiate Athletics (per UW Regulation 3-1)
- **Annual Report:** Status of implementation of the Strategic Plan and President's Report on Accomplishments
- **Discussion:** Recruitment and Marketing outcomes report
- **Annual Report:** Fall Enrollment Report
- **Annual Report:** ~~Vice President for Finance and Administration on~~ New Temporarily Restricted Endowment accounts established during the past year (per Trustee Directive)
- **Annual Report:** ~~Vice President for Finance and Administration's report on~~ Balances, transactions and investment returns for the following Trustee reserve accounts (per Trustee Directive):
  - Passenger Plane Reserve Account
  - Risk Pool/ Litigation Reserve Account
  - Residence Hall Reserve Account
  - Recruitment and Retention Reserve Account
  - Special Project Reserve Account
  - Operating Reserve Account
  - Construction Reserve Account

**Commented [RL1]:** Presented in September and January per regulation.

**Commented [KM2]:** This would be a discussion and report about the recruitment efforts, marketing strategies and efforts that resulted in the fall enrollment for that same term. This connects the enrollment report to the actions that generated the results.

This would also then provide insight and understanding to the topic of tuition/fees that should begin in November...

**October**

- *Note: No scheduled topics for this month*

**November**

- **Consideration and Action:** Annual external audited financial reports (per Trustee Bylaws)
- **Discussion:** UW Fee Book proposal for coming academic year
- **Discussion:** Tuition policy (Board review should occur no later than: 2019, 2023, 2027)
- **Discussion:** Financial Aid Plan – review and discuss the structure and aid awarding strategy (per UW Regulations 7-11)
- **Discussion:** Legislative priorities (reported out of Legislative Committee)
- **Annual Report:** Fiscal Year Carryforward Report (per UW Regulation 7-10)
- **Annual Report:** Faculty Workload (per UW Regulation 2-9)
- **Annual Report:** Trustees Education Initiative, Science Initiative, Tier I Engineering, and other initiatives

**Commented [KM3]:** Moving this to November would add significant increase in the planning and preparation for implementing any changes (if applicable) to the aid strategy for the future term. Also, this keeps this topic tied to the tuition discussion – they are separate but connected.

**Commented [RL4]:** President Seidel (and others)

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**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

**December**

- *Note: No scheduled topics for this month*

**January**

- **Consideration and Action:** UW Fee Book proposal for coming academic year (per UW Regulation 7-11)
- **Annual Report:** Sabbaticals/leave report from Academic Affairs for previous academic year (per UW Regulation 2-16)
- **Consideration and Action:** Emeritus Faculty Designation (per UW Regulation 2-11)
- **Annual report:** Faculty Athletic Representative (FAR)
- **Annual Report:** Vice President for Research and Economic Development
- **Discussion:** Upcoming Fiscal Year Operating Budget Assumptions and Timeline
- **Discussion:** Appointment of new Trustees
- **Approval:** Financial Aid Plan (per UW Regulation 7-11)
- **Information Item:** Six month budget v. actual of annual operating budget
- **Appointment of BOT officer nomination committee**
- **Annual Discrimination and Harassment, Mandatory Report, and Bystander Intervention Training**
- **Annual Housekeeping of UW Regulations**

**Commented [RL5]:** Presented in September and January per regulation.

**Commented [KM6]:** This would be the action required by the BOT for the adoption of the Financial Aid plan.

**Commented [RL7]:** Tara Evans

**Commented [RL8]:** Tara Evans

**February**

- *Note: No scheduled topics for this month*

**March**

- **Consideration and Action:** Appointments ~~to~~for the Trustees Education Initiative
- ~~**Consideration and Action:** Salary distribution policy for the next fiscal year [if necessary]~~
- **Annual Election of Board Officers to be effective May 1 of the same year**
- **Report:** Spring Enrollment ~~Census Day~~ Report
- ~~**Discussion:** Enrollment Management Plan to include Financial Aid, Recruitment Marketing Plan, and Transfer Initiatives (per UW Regulation 7-11) (approval at May meeting)~~
- **Orientation:** New trustees (if applicable)
- **Notice:** Amendments to Trustee Bylaws
- **Notice:** Trustees Annual Schedule of Items to Approve, Discuss, or Report
- **Information Item:** Recommendation of 3 year Academic Calendar from University Administration and Trustee Academic and Student Affairs Committee.  
*[Note - The Board reviews and approves a 3 year academic school year calendar, with the next scheduled review and action in May 2022.]*

**Commented [RL9]:** Moved to May

**Commented [RL10]:** UW Reg 7-11, does not govern any of enrollment management or any items listed outside of financial aid, tuition, fees and scholarships (which are all now part of Financial affairs – not EM). AA recommends separating regulation 7-11 items from the others and moving them ahead in the annual agenda (January) to allow for separation of planning for previous years and the recruitment cycle of the current year.

Tuition and fee decisions would be best if adopted and approved earlier in the year.

**Commented [RL11]:** Part of approval of changes to bylaws

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**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

**April**

- April 15<sup>th</sup> – budget materials delivered to Trustee Biennium Budget Committee and Board of Trustees

**May (Board Reorganization)**

- **Consideration and Action:** ~~Amendments to Trustee Bylaws~~
- **Consideration and Action:** ~~Trustees Annual Schedule of Items to Approve, Discuss, or Report~~
- **Consideration and Action:** Tenure, promotion, and 5-year fixed terms for faculty (per UW Regulation 2-7)
- **Consideration and Action:** Annual internal audit plan (per Trustee Bylaws)
- **Consideration and Action:** 3 year Academic Calendar  
*[Note - The Board reviews and approves a 3 year academic school year calendar, with the next scheduled review and action in May 2022.]*
- **Consideration and Action:** Set the amount of the Deputy Treasurer's and Treasurer's bond and designate/set any other appropriate bonds (W.S. Sec. 21-3-110 a.) *[if necessary]*
- **Consideration and Action:** Designate depositories for UW funds (W.S. §21-17-426, WY Const. Art. 15, §7)
- **Consideration and Action:** Master List of Academic Programs (per UW Regulation 2-119)
- ~~Consideration and Action: Enrollment Management Plan to include Financial Aid, Recruitment Marketing Plan, and Transfer Initiatives (per UW Regulation 7-11)~~
- ~~Consideration and Action: Salary distribution policy for the next fiscal year [if necessary]~~
- **Discussion:** Tuition including preliminary administrative recommendations (per UW Regulation 7-11)
- **Information Item:** Public input on tuition recommendations for next academic year
- **Information Item:** Biennium/Supplemental Budget Timeline
- **First Trustee meeting conducted by the officers elected during preceding March meeting.**
  - Administer Oath to Board Secretary (W.S. Sec. 21-17-206) and file.
- File Conflict Disclosure from each Trustee in accordance with the Conflict Policy
- Designate committee appointments and appoint committee chairs for the following:
  - Fiscal and Legal Affairs (Sec. 7-2 Bylaws)
  - Biennium Budget Committee (Sec. 7-3 Bylaws)
  - Facilities Contracting Committee (Sec. 7-4 Bylaws)
  - ~~Fiscal Management and Reporting Committee (Sec. 7-5 Bylaws)~~
  - ~~Honorary Degrees Awards Committee (Sec. 7-6 Bylaws)~~
  - ~~Vice President and Dean Search Committee (Sec. 7-8 Bylaws)~~
  - Academic and Student Affairs Committee (Sec. 7-9 Bylaws)

**Commented [RL12]:** Part of approval of changes to bylaws

**Commented [RL13]:** Action moved to March meeting. Kean/K Moore

**Commented [RL14]:** Alex Kean

**Commented [RL15]:** Committees are retired

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**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

- Research and Economic Development Committee (Sec. 7-10 Bylaws)
- Other Trustees Appointments:
  - Alumni Board
  - Foundation Board
  - Energy Resources Council
  - Cowboy Joe Club
  - Enhanced Oil Recovery Commission (Governor's Appointment)
  - Governor's Science Task Force (Governor's Appointment)

**June**

- **Consideration and Action:** Annual operating budget for the next fiscal year (per UW Regulation 7-1)

**July (Out of Town Meeting: Planning and Strategy Retreat & Meeting with Legislators)**

- **Consideration and Action:** Next cycle of planning initiatives
- **Consideration and Action:** Approval and Adoption of Final Tuition Recommendations (per UW Regulation 7-11)
- **Consideration and Action:** Biennium/Supplemental Budget
- ~~**Consideration and Action:** Trustees Annual Schedule of Items to Approve, Discuss, or Report~~
- **Consideration and Action:** Trustee Meeting Schedule for following two calendar years
- **Consideration and Action:** Annual UW Foundation fund raising priorities (per MOU with UW Foundation)
- Annual review of President Performance and Contract
- Business meeting (if necessary)

**Commented [RL16]:** This item has been moved to May to correspond with approval of Trustee bylaws

**August**

- Note: No Scheduled Topics for this Month

**Recurring and as needed Items:**

- **Consideration and Action:** Approval of Agreements, Contracts, and Procurements (per UW Regulation 7-2) (*if necessary*) – Evans
- ~~**Consideration and Action:** Grants and Contracts Report (per UW Regulation 5-2)~~
- ~~**Amendments to Trustee Bylaws and UW Regulations**~~
- Discussion of items from any Trustee
- Personnel – Appointment of Academic and Non-Academic employees

**Commented [RL17]:** Per approval of modification to regulation at march 2022 meeting, Board approval no longer required.

**Commented [RL18]:** This item is no longer recurring

**Information Item [no action, discussion or work session]**

- Capital Construction Report
- Contracts and Procurement Report (per UW Regulation 7-2)

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**UW Board of Trustees  
Annual Schedule of Items to Approve, Discuss or Report**

- Foundation Monthly Giving Report

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**Annual Schedule of Events and Recognitions**

**September**

- Faculty dinner honoring newly tenured, promoted and extended term and newly appointed faculty and academic professionals
- Recognition of incoming and outgoing Staff Senate President

**November**

- Annual Trustees Scholarship Event/Dinner
- Joint meeting with ERC (to be considered/confirmed on an annual basis)

**January**

- Reception/dinner with Trustees and Faculty Senate

**March**

- Lunch with Trustees and Staff Senate
- Recognition of outgoing and incoming ASUW President and Faculty Senate Chairman

**May**

- Commencement Dinner and Commencement/Graduation Ceremonies
- ~~Recognition of incoming ASUW President and Faculty Senate Chairman~~
- Recognition of outgoing and incoming ASUW President

**July (Out of Town Meeting)**

- Reception and dinner with Trustees and Legislators
- Community dinner with Alumni and Friends
- ~~Recognition of incoming and outgoing Staff Senate President~~

**Commented [RL19]:** This item has been moved to September

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