

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

**January 16-18, 2014**

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 (March 2009)**

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities. We serve as a statewide resource for accessible and affordable higher education of the highest quality; rigorous scholarship; technology transfer; 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:

- Expose students to the frontiers of scholarship and creative activity and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to 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.

The primary vehicles for identifying the specific actions and resource allocations needed to accomplish this complex mission are the University's strategic plans, revised periodically.

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**January 16-18, 2014**

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November 14-15, 2013

**Approval of Executive Session Meeting Minutes**

November 14-15, 2013

**Approval of “Special” Meeting Minutes**

December 6, 2013

**Reports**

ASUW  
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**Public Testimony**

**Committee of the Whole**

**REGULAR BUSINESS**

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  - B. Fiscal and Legal Affairs (Lowe) – Trustee Davis, Committee Chair
  - C. Student Affairs/Athletics/Administration/Information Technology (Axelson)  
Trustee Willson, Committee Chair
  - D. Alumni Board – Trustee Lauer, Board Liaison
  - E. Foundation Board – Trustees Marsh and Willson, Board Liaisons

**Committee of the Whole (cont.)**

**REGULAR BUSINESS**

- F. Haub School Environment and Natural Resources Board Trustee Davis, Board Liaison
- G. Energy Resources Council (ERC) – Trustee Palmerlee, Board Liaison
- H. Trustee Award of Merit Ad Hoc Committee – True (Time held should the committee be prepared to provide a report.)

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- 3. Approval of Change of Name for the University of Wyoming/Casper College Center and Revisions to University Regulations 1-1, 2-39 Appendix A, 6-409, and 7-620 (Revisions to UW Regs see Report Appendix A), Murdock..... 42
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**New Business**

**Old Business**

Board Retreat Location

**Date of Next Meeting** – March 27-28, 2014; Laramie, Wyoming

**Adjournment**

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-

**AGENDA ITEM TITLE: Discussion of Personnel Issue Relative to the Presidency, Bostrom**

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

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

**AGENDA ITEM TITLE: Tuition and Fees, Mai/Lowe**

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

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Vice President for Administration Bill Mai and Associate Vice President for Fiscal Administration Janet Lowe will provide the Board with a presentation regarding tuition and fees. Materials to be distributed at the meeting.

**AGENDA ITEM TITLE: JAC Follow-Up/Budget Footnotes Discussion, Boswell/Massie**

- a. UW Public Art Policy**
  - b. Draft Amendment to UW Reg 5-804 re: Hiring of Deans**
  - c. Policy re: Participation of Energy Resource Council in Hiring of SER Staff**
  - d. Developing a List of Historical Buildings (no narrative – discussion at meeting only)**
  - e. Architectural Standards for Buildings (no narrative – discussion at meeting only)**
- \* Legislation from Judiciary Meetings relating to Foundation will be discussed during work session scheduled for Saturday, January 18.

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

- Work Session
- Education Session
- Information Item
- Other            Specify: Committee of the Whole (Consent Agenda)

**a. UW Public Art Policy**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

At its October 23, 2013, special meeting, the Board of Trustees authorized the UW administration to submit a response to a budget footnote regarding establishment of a public art policy. The response contained a draft public art policy amended by the Board.

The Board's draft policy has been modified by the Office of General Counsel only to clarify intent and not to change the substance of the policy.

The direction from the Board should be memorialized in a manner that is clear and publicly accessible. UW Regulation 1-102 contains the list of Board directives. It is recommended that UW Regulation 1-102 be amended by the addition of a new paragraph as follows:

**13. Public Art Policy** - (Minutes of the Trustees – January 17, 2014) Attachment C is the University of Wyoming Public Art Policy.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

All meetings of the Board following enactment of this budget footnote into law during the 2013 General Session of the Legislature.

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

Only the Board can authorize changes to UW Regulations.

**ARGUMENTS IN SUPPORT:**

This action is necessary to implement the Board's directive.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**  
Approval of the amendment to UW Reg 1-102.

**PRESIDENT'S RECOMMENDATION:**  
Approve the proposed amendment.

## **Attachment C to UW Regulation 1-102 University of Wyoming Public Art Policy**

**I. Committee Charge.** Per the appointment letter of January 24, 2012, and consistent with the action of the Board of Trustees on October 23, 2013, the President's Public Art Committee (the Committee) is hereby charged with: 1) evaluation and providing a recommendation on proposals for the placement of art – permanent or temporary – in public areas of the university, including outdoor public areas and interior public spaces (prominent public areas, lobbies, atria, entrances, and principal assembly areas); and 2) working with Physical Plant and the University of Wyoming (UW) Foundation to develop a plan for the future placement of trees, benches, and picnic tables through the Foundation's "Tree and Bench" program.

The Committee shall serve in an advisory capacity to the UW President. In offering input, the Committee shall strive to provide recommendations by unanimous consent wherever reasonably possible. In the event unanimous consent is not achievable, recommendations will be determined by a majority vote of a minimum quorum of three Committee members.

**II. Committee Mission.** The President's Public Art Committee seeks to enrich the cultural, intellectual, and scholarly life of the University of Wyoming's students, faculty, staff, and visitors while advancing the university's academic mission through enhancing and complimenting the physical and aesthetic environment of campus, preserving and celebrating its history and heritage, and inspiring contemplation, reflection, and dialogue.

**III. Vision Statement.** The President's Public Art Committee strives to advance the aesthetic and physical environment of UW by creating an integrated mixed use of public spaces that reflects the University's teaching, research, and service mission and acknowledges its heritage. Art can become the physical expression of UW and that art can further inquiry and widen knowledge. Finding a balance from traditional to contemporary is essential in creating public spaces that challenge and broaden the experience of our students, faculty, staff, donors, and visitors on campus.

**IV. Definition of Public Art.** The Committee is guided by the following definition of public art: art objects placed in a shared, publicly accessible space.

**A. Categories of public art may include** functional, expressive, or installation art donated or commissioned, or otherwise acquired that are prominent and located in public space.

**B. Art media may include but is not limited to** sculptures, painting, murals, photography, drawings, prints, mixed media, electronic media, gardens, including fountains and seating, and may include but is not limited to objects in clay, fiber, textiles, wood, metal, plastic, or other material.



**V. Definition of Additional Property and Facilities (Defined Property) under the Review of the Committee.** In addition to public art, the Committee shall provide recommendations regarding the placement of donated trees, benches, monuments, tables, and similar donated structures.

**VI. Composition of the Committee and Term of Appointments.** Members of the Committee are appointed by the UW President for indefinite terms and serve at the pleasure of the President.

**VII. Authority of the Committee.** The Committee advises the President on matters relating to the selection, location, cost, financing, and installation of art and defined property in the public spaces of the university. The final decisions on the disposition of public art rest with the UW President. The Committee:

**A.** maintains an inventory of the works of public art acquired after January 2012 (or records from prior acquisitions, as identified) and maintains copies of acquisitions, deeds of gift, or loan forms;

**B.** identifies sites at the university where art or defined property may be safely installed, consistent with the mission and criteria adopted by the Committee;

**C.** guides students, faculty, staff, alumni, donors, members of the public, and artists who seek to install works of public art or defined property;

**D.** seeks input and communicates with the stakeholders regarding the acquisition and placement of public art or defined property;

**E.** engages artists and facilities managers to ensure that the installation is appropriate, safe, and secure for audiences (traffics flows, etc.), feasible (installation and maintenance), that every effort is made to prevent vandalism or theft, and that every effort is made to retain the integrity of work;

**F.** may require artists, donors, or sponsors to engage stakeholders to discuss any proposed installation (both its physical nature and its content) with the university and community, or other stakeholders;

**G.** makes a recommendation to the UW President to accept or deny a proposed public art or defined property installation;

**H.** encourages the inclusion of public art (interior and exterior locations) in major renovations or new construction of university buildings; and

**I.** ensures that the proper signage is attributed to works of public art or defined property.

**VIII. Types of Proposals Considered.** The following definitions apply to proposals that require review by the Committee and its recommendation to the UW President.

**A. Duration of Installations:**

1. *Permanent installations:* Installations of public art or defined property that are the permanent property of the University and are intended to be installed for an extended period of time or in perpetuity;
2. *Limited-term installations:* Public art or defined property that may or may not be the property of the University and is installed for a specified period of time.

**B. Methods of Selection/Acquisition:**

The following types of acquisitions are to be made in consultation with the Committee:

1. *Donation:* A work of public art or defined property is donated to the University through the UW Foundation upon recommendation of the Committee and action by the UW President;
2. *Direct selection:* An individual artist is chosen by the UW President upon recommendation of the Committee and a work is either purchased or commissioned. The Committee may also direct a separate, ad hoc, committee, appointed with the approval of the President, to oversee the selection of an individual artist;
3. *Open competition:* The Committee, or a separate, ad hoc, committee, appointed with the approval of the President, may hold a competition or issue requests for proposals for a commissioning regulated by the Committee. Competitions or commissions may include faculty, staff, students, and external artists.

**C. Acquisitions.**

Acquisitions of public art or defined property may be made by donation or purchase.

1. *Donations.*

- a. Donations may be made by the artist or donor(s), including but not limited to an individual, family, alumni group, or class gift committee;
- b. Donor(s) may approach any units of the University, but all offers of works of public art or defined property must be acted upon by the Committee, and are subject to approval by the UW President in consultation with the President of the Board of Trustees;
- c. The University representative in contact with the donor must discuss any potential gift with the Committee. Preliminary review by the Committee will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward its recommendations to the UW President;

- d. Based on a recommendation from the Committee, the President may designate a representative of the University, to discuss the offer in detail including appropriateness, integrity of design and condition, proposed installation site, installation and maintenance costs, signage or recognition identifying the title of the work, the artist, dates, and the donor, activities acknowledging the gift of the work of art, e.g., celebrations, openings; determine the responsible party, i.e., the office responsible for the installation, insurance, and maintenance of the work of art;
- e. Based on the results of discussions in subparagraph C1d., the Committee on Public Art may call for open meetings with specified parties to further discuss the acquisition.

*2. Purchases:*

- a. Any university unit may propose to purchase works of art or defined property for interior and exterior public spaces. The University representative from the unit should discuss any potential purchase with the Committee. Preliminary review will address the appropriateness of the work of art for the University, including content, size, material, condition, site suitability and installation and maintenance costs. This review may be based on conversations or a written proposal, but the Committee must act on all proposals and forward the results to the UW President;
- b. Purchases must follow the processes in Section IX. Selection Processes for Purchases of New Works or Extant Works of this policy.

**D. Limited-term Installations, including Art or Defined Property on Loan.**

In the event the artwork or defined property is intended to be a temporary display, in addition to the above considerations, special attention shall be made to the timeline, financing, and disruption for and during construction and removal of the property. Arrangements for disposal or removal should be concluded in advance of the loan and its implementation whenever possible.

**IX. Selection Processes for Purchases of New Works or Extant Works.**

**A. Determination of Selection Committee:**

An ad hoc committee including representatives of the proposers, representative of the UW Art Museum, community liaison, and other individuals deemed essential to the selection process by the Committee, e.g. members of physical plant, departments or units occupying the building or adjacent area, etc. shall comprise the Selection Committee for new or extant works, only upon recommendation of the Committee and approval by the UW President in consultation with the President of the Board of Trustees.

## **B. Determination of Selection Process.**

1. *Direct purchase from living or deceased artist.* A living artist submits to the purchasing group an appropriate number of images of works; a proposal sheet containing information on the artist's name, address, title of work, dimensions, medium, price, current location, and installation instructions; resume, artist statement, and references from similar projects regarding the creation and installation of public art. If the artist is deceased, the purchasing group works with the artist's Estate or representative to present appropriate number of images of the artist's work, a biographical sketch and resume, and information on the current location, cost of the work and installation instructions to the ad hoc committee.

2. *Open competition.* Purchasers provide scope, description, budget, and schedule as well as installation timeline to the Selection Committee. Artists submit to the Selection Committee in response to a Call for Artwork: resume and list of works, images of their works of art, a statement of conceptual approach to the project/artist's statement, and a reference from a similar project regarding the creation and installation of public art.

3. *Limited competition.* Purchasers provide scope, description, budget, and schedule as well as installation timeline. The Selection Committee may invite a limited number of selected artists to compete. Invited artists must submit: resume and list of works, images of their works of art, a statement of conceptual approach to the project or artist's statement, and a reference from a similar project regarding the creation and installation of public art.

## **C. Selection Procedure.**

Within sixty (60) days, the Selection Committee reviews all proposals and selects a minimum of 3 finalists. Finalists are compensated for creating specific proposals which are presented in person in open forums. The Selection Committee selects their proposal and submits it to the Committee, and, upon recommendation of the Committee, the UW President makes the final selection in consultation with the President of the Board of Trustees.

**X. Criteria for Selection.** All public art or defined property shall be judged against the following criteria:

### **A. Artistic Merit Considerations.**

1. *Enhances the physical and aesthetic environment of the university;*
2. *Instills a sense of quality through the civic spaces of the university;*
3. *Enriches the cultural, intellectual, and scholarly life of UW;*
4. *Inspires contemplation, reflection, and dialogue;*
5. *Preserves and acknowledges history, heritage and culture; and*
6. *Fosters university identity and enhances and balances existing works of art.*

**B. Physical Plant Considerations.**

1. *Location and artwork or defined property avoids life, safety, or health risks;*
2. *Work contemplates a suitable location for infrastructure;*
3. *On-going maintenance requirements; and*
4. *Work of art is consistent with UW's Long Range Development Plan (LRDP), existing area, landscaping, buildings, and view shed.*

**C. Constituent Input.**

1. *Students and parents;*
2. *Faculty, staff, and administrators;*
3. *Donors and alumni; and*
4. *Community and policymakers.*

**D. Financing.**

1. *Identified source of funds for acquisition or loans;*
2. *Identified source of funds for installation;*
3. *Identified source of funds for maintenance; and*
4. *Identified source of funds for removal (if temporary).*

**E. Considerations Related to Individual Artists.**

1. *Regional, national or international accomplishments, ie professional artist who has garnered curatorial recognition, gallery representation, or other recognitions in the field;*
2. *Proven record of public art commissions / installations.*

**XI. Exemptions.** This policy shall not apply to the established academic programs in the UW Student Union Gallery, UW Art Museum, College or Department galleries, including exterior space of the Visual Arts building, or student exhibitions.

**XII. Disclaimer.** The University endeavors to maintain the public art per the original agreement but shall reserve the right to remove, reinstall, store, move, or dispose of the object at the discretion of the University and in discussion with the artist and his/her Estate. The University is obligated to retain the artwork in its original form and not alter, change, or otherwise reconfigure the work.

**b. Draft Amendment to UW Reg 5-804 re: Hiring of Deans**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

At its October 23, 2013, special meeting, the Board of Trustees authorized the UW administration to submit a response to the following budget footnote:

**Report #2: Selection of Deans**

*(ii) Report on the current practices of selecting the deans of the university colleges and recommend a policy which incorporates a selection committee which uses non-university personnel trained in the college's disciplines and which eliminates the capacity of individual university faculty to eliminate or veto candidates for the dean selection.*

The response contained the following direction from the Board:

UW will formalize the practice of including non-university personnel on selection committees for deans by amending UW Regulation 5-804.4 to ensure a minimum number of participants. The Uni-Reg will also make clear that the decisions of the selection committees are not binding on the Provost, President, and Board of Trustees.

It is recommended that UW Regulation 5-804.4 be amended as attached.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

All meetings of the Board following enactment of this budget footnote into law during the 2013 General Session of the Legislature.

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

Only the Board can authorize changes to UW Regulations.

**ARGUMENTS IN SUPPORT:**

This action is necessary to implement the Board's directive.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the amendment to UW Regulation 5-804.4.

**PRESIDENT'S RECOMMENDATION:**

Approve the proposed amendment.

**UW REGULATION 5-804**  
**Appointment, evaluation and removal of academic administrators**

**4. SELECTION**

Unless otherwise approved by the President or the Trustees, selection of academic administrators normally shall be pursuant to a national or, as appropriate, an international, search by the appropriate reviewing officer in accordance with University equal employment opportunity principles and with the significant participation of an advisory committee. Any advisory committee for the selection of a dean shall include at least one member who is not employed by any university and who has knowledge, training, and experience in a discipline taught within that college. The recommendations of any advisory committee or the direct consultation with unit faculty required in this section 4 shall not limit the authority of the Provost/Vice President for Academic Affairs, the President, or the Board of Trustees with regard to the selection of a dean or any other academic administrator.

- A. The selection process must include direct consultation with unit faculty.
- B. A selection process may be limited to internal candidates with prior authorization by the President.
- C. Consultation on the internal appointment or reappointment of a unit head may be limited to direct consultation with unit faculty.
- D. No individual shall be appointed as an academic administrator unless he or she qualifies for tenure and, on appointment, has been recommended for tenure by the appropriate faculty.

**c. Policy re: Participation of Energy Resource Council in Hiring of SER Staff**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

At its October 23, 2013, special meeting, the Board of Trustees authorized the UW administration to submit a response to the following budget footnote:

**Report #3: School of Energy Resources' Staff**

*(iii) Report on the current practice of selecting and retaining staff assigned to the school of energy resources, and recommend a policy which provides an approval and review process for the school staff by the energy resources council.*

The response contained the following direction from the Board:

1. A review process that seeks input from the Energy Resources Council on any performance evaluation involving an administrative position in the School of Energy Resources and a report to the Energy Resources Council on the outcomes of any such evaluation;
2. A selection process that includes at least one representative from the Energy Resources Council on the search committee for a deputy director position in the School of Energy Resources;
3. A selection process for the director that includes (1) membership by the chair of the Energy Resources Council (or the chair's designee) on the search committee, (2) consultation by the chair or designee with others on the Energy Resources Council during the process of developing the position description, (3) regular reports by the provost to the Energy Resources Council on the progress of the search, and (4) consultation with and feedback from the Energy Resources Council before forwarding any recommendation to the president and board of trustees.

The direction from the Board should be memorialized in a manner that is clear and publicly accessible. UW Regulation 1-102 contains the list of Board directives. It is recommended that UW Regulation 1-102 be amended by the addition of a new paragraph as follows:

**12. School of Energy Resources** – (Minutes of the Trustees - January 17, 2014) The Division of Academic Affairs shall establish and provide for the implementation of the following:

- a. For any performance evaluation of an employee in a non-classified administrative position within the School of Energy Resources, there shall be an opportunity for the Energy Resources Council to provide input and there shall be a report to the Energy Resources Council regarding the outcome of the performance evaluation.
- b. The search committee established for the selection of any deputy director position within the School of Energy Resources shall include at least one member of the Energy Resources Council who is not an employee of the University.
- c. The process for selecting the director of the School of Energy Resources shall include the following:



- i. The chairman of the Energy Resources Council, or the Chairman's designee, shall be a member of the search committee.
- ii. The search committee member in subparagraph c.i. shall consult with the other members of the Energy Resources Council during that member's service on the search committee.
- iii. The Provost/Vice President for Academic Affairs shall consult with the Energy Resources Council before recommending a candidate to the President for consideration by the Board of Trustees.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

All meetings of the Board following enactment of this budget footnote into law during the 2013 General Session of the Legislature.

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

Only the Board can authorize changes to UW Regulations.

**ARGUMENTS IN SUPPORT:**

This action is necessary to implement the Board's directive.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the amendment to UW Regulation 1-102.

**PRESIDENT'S RECOMMENDATION:**

Approve the proposed amendment.

**AGENDA ITEM TITLE: Legislative Session Discussion, Boswell/Massie**

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

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

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Vice President for Governmental and Community Affairs Chris Boswell and Director for Government Relations Mike Massie will present to the Board information related to the upcoming legislative session.

**AGENDA ITEM TITLE: Construction Contracts/Updates, Mai/Collins**

- **Approval of Trail Easement at Jacoby Golf Course**
- **Approval to Offer for Sale the UW Outreach Building in Casper, WY**
- **Enzi STEM Building (no narrative – discussion at meeting only)**
- **BSL-3 (no narrative – discussion at meeting only)**

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

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: Committee of the Whole (Consent Agenda)

**Approval of Trail Easement at Jacoby Golf Course**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The University of Wyoming (UW) and City of Laramie (City) have met on multiple occasions over the past year regarding the establishment of a rural trail along the perimeter of University property adjacent to and east of the University's Glenn "Red" Jacoby Golf Course (see attached map). The trail is included as a proposed rural trail by the City's parks, trails, and recreation master plan ad hoc advisory committee as part of a long range Parks and Recreation master plan and would expand the city network of pathways and trails on the east side of Laramie.

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

The trail easement will be 25 feet wide and approximately 2¾ miles long. The trail will be classified as a rural trail and have a crushed gravel surface of six to eight feet in width. Six feet on each side of the trail will be clear for mowing operations and the easement width allows for maintenance vehicles to access the trail without being an impediment to users. The easement width also allows for proper slope and grading of the trail.

The easement grants access to the City of Laramie to construct, maintain and repair the trail and associated appurtenances in the easement area so long as the trail remains in use. The easement agreement will also allow for the trail to be modified by the University or City should a change in the route become necessary. An initial estimated cost for the trail project is approximately \$50,000 with formal project costs to follow. The City plans to budget for the project in fiscal year 2015 and construct the trail in the spring of 2015 to have the trail ready for public use by fall of 2015. An appraisal or valuation of the easement will not be completed since this is a joint effort with the City and due to the public benefits the trail will provide to the community.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

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

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

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

**ARGUMENTS IN SUPPORT:**

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

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

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

**PRESIDENT'S RECOMMENDATION:**

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

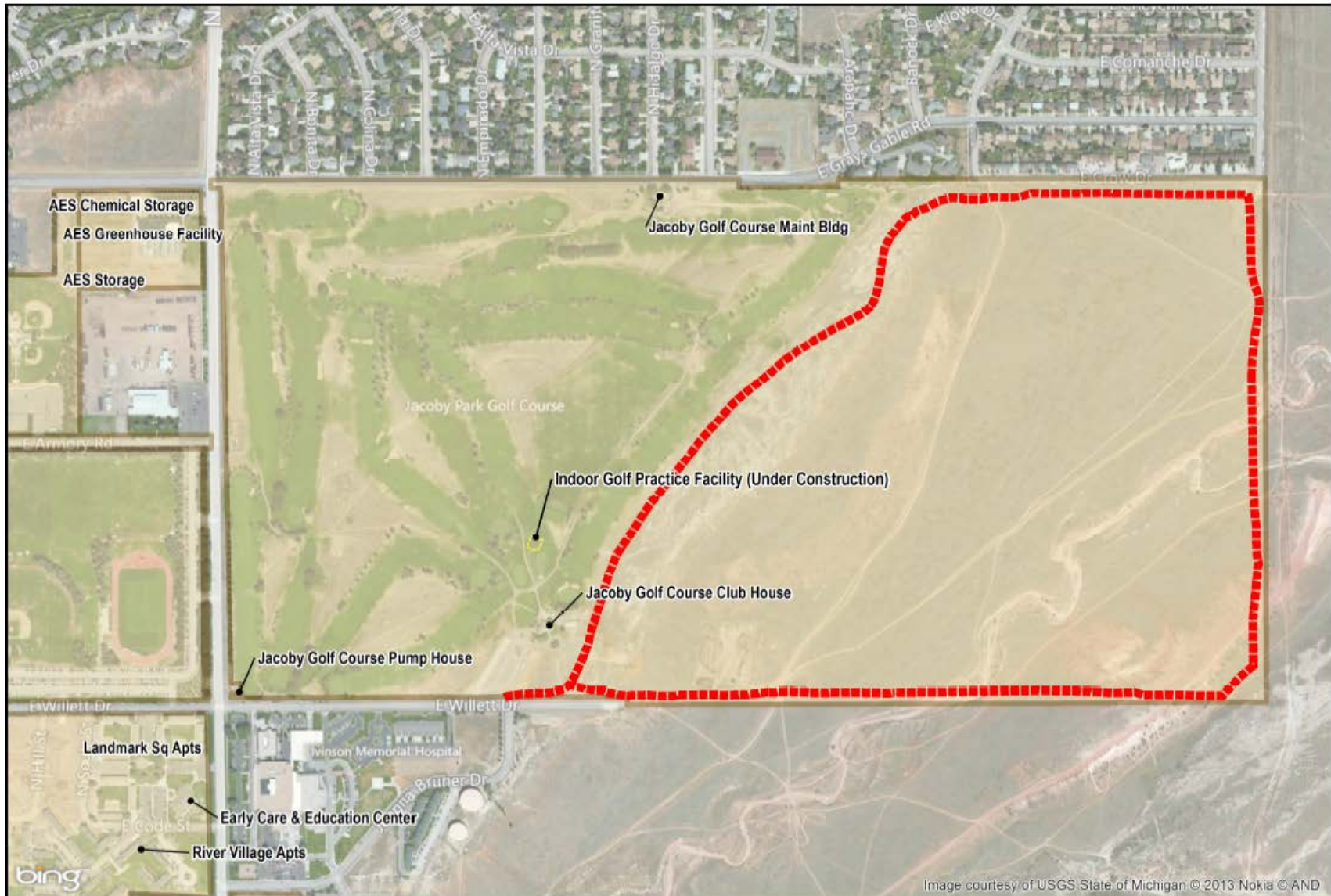


Image courtesy of USGS State of Michigan © 2013 Nokia © AND



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TRAIL EASEMENT AT JACOBY GOLF COURSE  
 UNIVERSITY OF WYOMING JACOBY GOLF COURSE, LARAMIE, WY  
 10/16/2013

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Legend

- ▬ Jacoby Trail Proposed
- UW Property
- Building, Construction

## **Approval to Offer for Sale the UW Outreach Building in Casper, WY**

### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Casper College and University of Wyoming (UW) Joint Facility project on the Casper College campus is nearing full completion. The Casper College Student Union-UW Casper Center Building was occupied by UW prior to winter break and technology and furniture, furnishings and equipment (FF&E) packages are installed. UW Outreach credit programs have consolidated their operations in the new building from previous locations on the Casper College campus and at the UW Outreach Building facility located at 951 N. Poplar Street in Casper.

The UW Outreach Building facility consists of two adjoining parcels zoned General Business and totaling approximately 3.7 acres (see attached map). The 2.7 acre larger parcel is improved with landscaping, paved parking and the UW Outreach Building. The one acre parcel is adjacent to the south of the larger parcel. The University is evaluating the development potential of the vacant lot and may accept individual bids on each parcel should it be determined to be in the best interests of the University.

The UW Outreach Building is a one story, commercial/office building built in 1976. The building was leased from a private company to the United States General Services Administration for use by the Bureau of Land Management (BLM) prior to the University of Wyoming Foundation acquiring the property in 1986. Rental income from the BLM was used to retire the existing mortgage on the property as part of the Foundation's agreement for the acquisition. In 1987, the BLM moved to a new location and the University of Wyoming acquired the property from the UW Foundation to house UW's Casper programs through a lease/purchase agreement. The building contains approximately 18,500 gross sq. ft., and is comprised of several large and medium sized classrooms, conference rooms, and private offices.

The University has completed two appraisals of the facility. The first appraisal was completed in November of 2005 and identified a total appraised value of \$1,948,500. The second appraisal was completed in December of 2010 and calculated an appraised value for both parcels of \$2,209,000. An updated appraisal is being completed at the present time and will be provided at the January Board of Trustees meeting.

A legislative footnote for the issuance of revenue bonds to fund UW's portion of the Casper College-UW Joint Facility authorized during the 2011 legislative session states, "no proceeds from any sale of the UW-Casper College Poplar Street facility shall be expended without prior authorization of the legislature."

The properties will be advertised for sale through a sealed bid process. It's anticipated that the sale of the UW Outreach properties in Casper can be completed in late spring 2014.

### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- January 1987 – Lease/Purchase Agreement with University of Wyoming Foundation, for the General Services Administration Building, Casper.

- January 2009 – Discussion regarding the UW/Casper joint facility and future budget request.
- July 2009 – Discussion of UW budget request for funding of joint facility.
- January 2010 – Discussion of Joint Facility and Bond Financing.
- December 2010 – Update to the Board on the proposed facility.
- March 2011 – Lease Agreement between UW and Casper College.

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

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

Board approval is necessary for the University to dispose of real property.

**ARGUMENTS IN SUPPORT:**

This sale provides an opportunity for the University to divest in the property while there is interest from the public to purchase the property.

**ARGUMENTS AGAINST:**

None

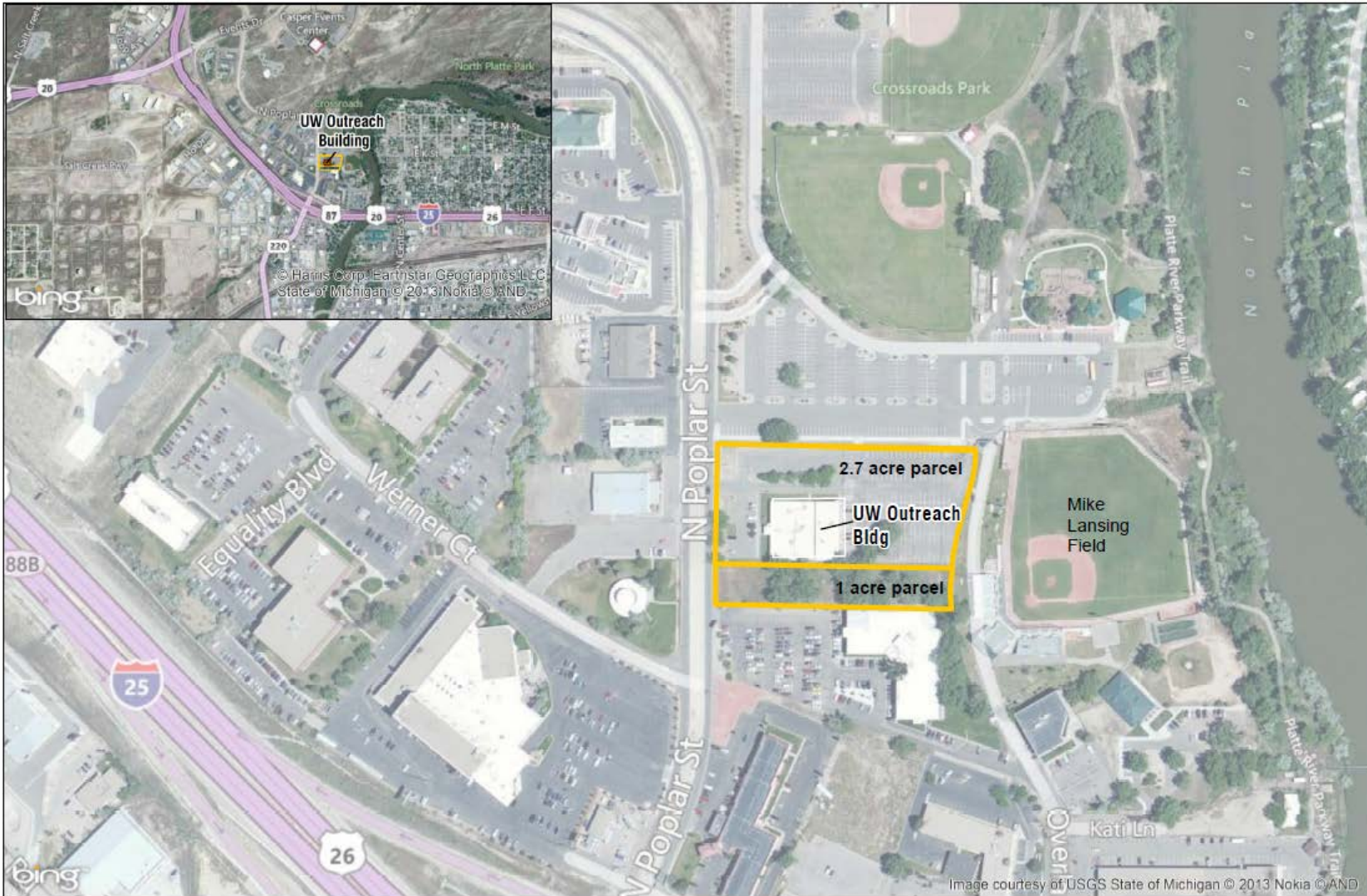
**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board's approval for the sale of the UW Outreach Building and property located in Casper, WY, at or above appraisal.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize proceeding with the sale of this property, at or above appraisal.





PREPARED BY  
 REAL ESTATE OPERATIONS  
 DEPT. 5214, 110 BUREAU OF MINES  
 1000 E. UNIVERSITY AVENUE  
 LARAMIE, WY 82071  
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APPROVAL TO OFFER FOR SALE THE  
 UW OUTREACH BUILDING IN CASPER, WY  
 12/12/2013

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Legend

- Building, Standing
- UW Current Holdings



**AGENDA ITEM TITLE: Board Operations, Bostrom**

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

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

**AGENDA ITEM TITLE: Role of the Board and Internal Audit Resources, Bostrom/McGinity**

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

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

**AGENDA ITEM TITLE: Foundation and Fundraising, Blalock**

- **Legislation from Judiciary Meetings (no narrative – discussion at meeting only)**
- **Mid-Year Development Update (no narrative – discussion at meeting only)**
- **State Matching Funds**

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

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: Committee of the Whole (Consent Agenda)

**State Matching Funds, Mai/Blalock**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The following commitments meet the requirements for the Wyoming State Match.

**STATE MATCHING FUNDS FOR ATHLETICS**

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$600,000 from Wyoming Beverage, Inc. for the Arena Auditorium Renovation.

Wyoming Beverage, Inc. is an entity.

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$2,000,000 from The McMurry Foundation for the Arena Auditorium Renovation.

The McMurry Foundation has supported several University of Wyoming programs.

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$500,000 from Bruce and Kathleen Bummer for the Arena Auditorium Renovation.

Bruce and Kathleen Bummer are friends of the University.

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$500,000 from The Joseph J. Scott Foundation for the Arena Auditorium Renovation.

Mr. Joseph J. Scott is a friend of the University.

**STATE MATCH FUNDS FOR WYOMING RECLAMATION AND RESTORATION**

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$80,000 from BP America, Inc. for the Wyoming Reclamation and Restoration Center.

BP America, Inc. made a previous match of \$100,000 for the Wyoming Reclamation and Restoration Center on November 13, 2012. BP is an entity.

**STATE MATCHING FUNDS FOR ACADEMIC FACILITIES**

This is to request approval for Wyoming Legislative Matching Funds for a pledge of \$50,000.00 from Questar Corporation for the College of Engineering and Applied Science Capital Facility Project.

Questar Corporation is an entity.

**AGENDA ITEM TITLE: UP4 and Planning for 2014, McGinity/Murdock**

CHECK THE APPROPRIATE BOX(ES):

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

Interim President Dick McGinity and Interim Vice President for Academic Affairs Maggi Murdock will lead the Board in a discussion regarding UW's strategic planning process and University Plan 4 (UP4).

**1. Committee of the Whole: REGULAR BUSINESS**  
**Board of Trustees Committee Reports**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Regular Business)

**A. Academics and Research Committee (Murdock)**

Trustee Lauer, Committee Chair

**B. Fiscal and Legal Affairs Committee (Mai/Lowe)**

Trustee Davis, Committee Chair

**C. Student Affairs/Athletics/Administration/Information Technology Committee (Axelson)**

Trustee Willson, Committee Chair

**D. Alumni Board**

Trustee Lauer, Board Liaison

**E. Foundation Board**

Trustees Marsh and Willson, Board Liaisons

**F. Haub School of Environment and Natural Resources Board**

Trustee Davis, Board Liaison

**G. Energy Resources Council (ERC)**

Trustee Palmerlee, Board Liaison

**H. Trustee Award of Merit Ad Hoc Committee**

Trustee True (Time held should the committee be prepared to provide a report.)

**1. Committee of the Whole- CONSENT AGENDA**  
**Approval of Contracts and Grants, Gern**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**Sponsored Programs**

The following sponsored programs are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period October 2013 and November 2013.

**October 2013**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Agricultural Marketing Service	\$49,992	Ehmke, Mariah Dolsen		Ag Economics	Increasing Pollination Revenue and Guaranteeing Unadulterated Honey from Wyoming
American Society of Plant Taxonomists	\$5,394	Brown, Gregory		Botany	Operational Support
Anadarko Petroleum Corporation	\$191,589	Beck, Jeffrey L		Ecosystem Science & Management	Influence of Fall Harvest on Trends in Sage-Grouse Populations
Battelle Energy Alliance	\$27,054	Banic, Amy		Computer Science	Joint Appointment Agreement with Idaho National Laboratory to Evaluate and Enhance the Usability and Effectiveness of Immersive Visualization Application and Hardware Solutions
Blue Cross Blue Shield of Wyoming	\$20,960	Beshkov, Hristiyan		Wyoming Survey & Analysis Center	Blue Cross Blue Shield Web Portal Maintenance
Booz,Allen,Hamilton	\$13,584	Taylor, David T.		Ag Economics	Economic Impact Analysis of the Resource Management Plan for the BLM Rock Springs Field Office
Cold Spring Harbor	\$464,335	Sylvester, Anne		Molecular Biology	TRPGR: Maize Cell Genomics: Resources for Visualizing Promoter Activity and Protein Dynamics using Fluorescent Protein Lines; and Participant Support and Imaging software 1000971
Colorado State University	\$46,000	Harnisch, Brian		Wyoming Survey & Analysis Center	Your National Park Service Lands & Programs National Pilot Survey
Colorado, Univ of, Denver	\$37,855	Leonard, Jacqueline		Science and Mathematics Teaching Center	E-Learning Communities for Academic Language Learning in Math and Science

Colorado, University of	\$10,613	Buerkle, Christian		Botany	Isolation by Distance or Adaptation: The Extent of Population Genetic Distance that Results from Adaptive Divergence
General Electric Company	\$85,000	Ackerman, John F		Chemical/Petroleum Engr	High Temperature CMC Compliant Silicon Deposition for Environmental Barriers
Gettysburg College	\$20,888	Wilkowski, Benjamin Michael		Psychology	From Virtuous Thoughts to Virtuous Behaviors: Using a Cognitive Training Paradigm to Reduce Aggression and Enhance Pro-Social Behavior
Microsoft	\$40,463	Caldwell II, James L		Computer Science	University of Wyoming/Microsoft Collaboration Dry Creek Data Plant Demonstration Project
Nebraska, State of	\$2,550	Nachtman, Jerry		R&E Center/SAREC	Winter Wheat and Corn Variety Evaluation
New Mexico Department of Health	\$320,000	Costello, Humphrey		Wyoming Survey & Analysis Center	Evaluation of New Mexico Tobacco Use Prevention and Control Program (TUPAC)
Northern Colorado, University of	\$27,382	Parker, Sylvia D.		Science and Mathematics Teaching Center	Mathematics Teacher Leadership Center
Parents as Teachers National Center, Inc.	\$306,581	Hime, Shawn		Wyoming Survey & Analysis Center	Wyoming Maternal, Infant and Early Childhood Home Visiting Programs Evaluation and Continuous Quality Improvement Program Development
Serve WY	\$128,547	Call, Patrick		Housing	Wyoming Conservation Corps (AmeriCorps Subgrant)
Texas at Austin, University of	\$105,059	McElroy, Brandon		Geology/Geophysics	RCN: Building a Sediment Experimentalist Network (SEN); and Participant Support
US Dept of Ag FS	\$100,000	Tanaka, John		Ecosystem Science & Management	Sustainable Rangelands Roundtable_FY13
US Dept of Ag NIFA	\$80,300	Schell, Scott		Ecosystem Science & Management	University of Wyoming Extension Service Integrated Pest Management Coordination

US Dept of Ag RMA	\$293,000	Hewlett, John P.		Ag Economics	Risk Management Education in Wyoming 2013-14
US Dept of Ag RMA	\$95,700	Ehmke, Cole		Ag Economics	Risk Management Training for Agriculturalists in the Billings Area
US Dept of Bureau of Education and Cultural Affairs	\$192,600	Crawford, Warren		UW Extension	American Youth Leadership Program Samoa: Enhancing Global Perspectives in Youth
US Dept of Defense Army	\$76,300	Riley, Eloise		UW Extension	Operation Military Kids
US Dept of Defense Army	\$523,209	Oakey, John		Chemical/Petroleum Engr	Targeted Encapsulation and Inertial Focusing for Circulating Tumor Cell Isolation
US Dept of Education	\$41,437	Carter, Joanna		Student Financial Aid	Federal Work Study Program 11-12
US Dept of Education	\$502,688	Carter, Joanna		Student Financial Aid	Federal Work Study Program 13-14
US Dept of Interior BLM	\$10,000	Mealor, Brian		Plant Sciences	Herbicide and Seeding for Reclamation of Disturbed Lands
US Dept of Interior BLM	\$26,500	Heidel, Bonnie		Wyoming Natural Diversity Database	Rare and Special Status Plant Species and Habitat Assessment 2012
US Dept of Interior BLM	\$25,000	Kornfeld, Marcel		Anthropology	Last Canyon Cave Research in Montana
US Dept of Interior BLM	\$17,000	Call, Patrick		Housing	North LaBarge Pine Grove Fisheries Enclosure Maintenance Project
US Nat'l Aeronautics and Space Admin	\$430,000	Johnson, Paul E.		Physics/Astronomy	Wyoming NASA Space Grant Consortium 2010 Proposal
US Nat'l Science Foundation	\$946,753	Leonard, Jacqueline		Science and Mathematics Teaching Center	ITEST: Visualization Basics: Using Gaming to Improve Computational Thinking
US Nat'l Science Foundation	\$209,078	Sims, Kenneth		Geology/Geophysics	Collaborative Research: U and Th Decay Series Dating of Seafloor Hydrothermal Deposits
US Nat'l Science Foundation	\$1,046,312	Weinig, Cynthia		Botany	Agro-ecological annotation of gene function and computational analysis of gene networks



Utah State University	\$34,411	Geiger, Milton E		Ag Economics	Enhancing the Exploring Energy Efficiency and Alternatives (E3A) Curriculum
Various Sponsors	\$250	Geiger, Milton E		UW Extension	Program Income for Energy Efficiency 1001220
Various Sponsors	\$36	Kline, Jill		Wyoming Sm Bus Dev Ctr	Program Income for FY13 SBDC SBA
Various Sponsors	\$3,056	Kline, Jill		Wyoming Sm Bus Dev Ctr	Market Research Center Program Income
Various Sponsors	\$26,401	Stewart, Larry Ray		Manufacturing Works	Program Income for FY14 NIST WY Manufacturing Extension Partnership
Various Sponsors	\$5,194	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Fee Book Income
Various Sponsors	\$3,600	Peterson, Eric M.	Schamber, Robin	UW Extension	Various Sponsored Sublette County Extension Programs
Various Sponsors	\$1,685	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	UAP Technical Assistance
Various Sponsors	\$180	Clarke, Pamela		School of Nursing	Various Nursing Schools Program Development
Various Sponsors	\$10,000	McDonald, David		Zoology	Microsatellite DNA Analysis of Black Bears
Wyoming Arts Council	\$5,461	Selting, Leigh		Theatre/Dance	Grants to Organizations FY2014: Department of Theatre & Dance Multiple Projects
Wyoming Arts Council	\$5,325	DeTienne, Darcy		Wyoming Union	GTO: Diverse Worldview Series
Wyoming Association of Sheriffs and Chiefs of Police	\$11,913	Bade, Chad		University Police	Selective Traffic Enforcement Grant Program: DUI and HVE; and DUI Alcohol Traffic Enforcement
Wyoming Business Council	\$20,000	Geiger, Milton E		UW Extension	Exploring Small Hydroelectric Facilities and Opportunities in Wyoming
Wyoming Dept of Family Services	\$2,198,333	Wardlaw, Mary		UW Extension	Wyoming Supplemental Nutrition Assistance Program Education 2013-14

Wyoming Dept of Transportation	\$40,110	Kunkel, Paul		TransPark	FY14 Section 5310 Funds--Elderly and Persons with Disabilities
Wyoming Dept of Transportation	\$256,748	Kunkel, Paul		TransPark	Operating FY14_5311_Statewide Rural Public Transit UW/ACTA; and Administration; and Maintenance
Wyoming Dept of Transportation	\$972,836	Kunkel, Paul		TransPark	Operating FY14_5311 Statewide Rural Public Transit: Operation and maintenance; and Administration; and Maintenance
Wyoming Dept of Transportation	\$69,690	Caffrey, Paul	Hamerlinck, Jeffrey	Wyoming Geographic Info Sci Ctr	WYDOT \ WyGISCollaborative Roads Data Creation Project Plan
Wyoming Water Development Commission	\$400,000	Kerr, Greg		VP Research	Water Research Program FY 2014-15
Wyoming Weed & Pest District	\$28,000	Collier, Timothy		Ecosystem Science & Management	Support for Biological Control Position
<b>Sponsored Programs</b>					
<b>TOTAL 10/2013</b>	<b>\$10,612,952</b>				
<b>Total From 7/2013</b>	<b>\$7,704,125</b>				
<b>Total From 8/2013</b>	<b>\$17,092,804</b>				
<b>Total From 9/2013</b>	<b>\$6,727,785</b>				
<b>Total Year to Date</b>	<b>7/2013-10/2013</b>	<b>\$42,137,667</b>			

**November 2013**

<b>Sponsor</b>	<b>Amount</b>	<b>Principal Investigator (PI)</b>	<b>Co-PI</b>	<b>Dept</b>	<b>Description</b>
Ahlstrom Filtration, LLC	\$137,102	Brant, Jonathan		Civil Engineering	Investigation of Performance Impacts for UF Membrane Processes Associated with Electropositive Filtration Polished Backwash Waters
American Diabetes Association	\$115,000	Ren, Jun		School of Pharmacy	Role of Autophagy in Obesity-related Cardiac Dysfunction
British Petroleum Research	\$50,000	Morrow, Norman R.		Chemical/Petroleum Engr	Low Salinity Project
California, Davis, University of	\$9,885	Ben-David, Merav		Zoology	Retrieval and Archiving of Long-Term Data on River Otter Responses to the Exxon Valdez Oil Spill
California, Los Angeles, University of	\$16,973	Legleiter, Carl		Geography/Recreation	Toward Hydrologic Understanding of the Greenland Ice Sheet
California, University of	\$71,987	Riebe, Clifford		Geology/Geophysics	Southern Sierra Critical Zone Observatory
Corporation for Public Broadcasting	\$252,180	Kuzmych, Christina		Wyoming Public Radio	Unrestricted Station Grant for FY14
Dow AgroSciences	\$60,000	Garcia, Axel		Plant Sciences	Corn Tolerance to Water and Heat Stress
Federal Communications Commission	\$62,429	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Wyoming Deaf-Blind Equipment Distribution Program FY13-14
Laramie River Conservation District	\$755	Tronstad, Lusha		Wyoming Natural Diversity Database	Mosquito Project
Laramie, City of	\$1,333	Moldenhauer, Susan		Art Museum	Laramie Mural Project: A Partnership between the UW Art Museum and Laramie Main Street (Year 2)
Larimer County CO	\$25,000	Dorssom, Michael		Wyoming Survey & Analysis Center	Comprehensive Community Health Survey
Metro Wastewater Reclamation District	\$4,958	Rahel, Frank		Zoology	Lab determination of reproductive success of South Platte River fish species in relation to WQCD winter temperature standard
National Association of State Departments of Agriculture	\$10,000	Edwards, Jeffrey		Cooperative Ext Serv	2013 University Pesticide Safety Training Program (PSEP) Enhancing Pesticide Safety

National Geographic Society	\$52,952	Webster, Gerald Raymond		Geology/Geophysics	Wyoming Geographic Alliance 2013-14
Natural Resources Conservation	\$37,924	Thompson, Jennifer		Cooperative Ext Serv	Barnyards and Backyards--An Innovative Project to Reach Out to Wyoming's Small Acreage Landowner with Conservation Programs
New Mexico, University of	\$28,074	Zajacova, Anna		Sociology	Clinical and Translational Research Infrastructure Network IDeA-CTR
Pacific Northwest National Lab	\$400,000	Liu, Xiaohong		Atmospheric Science	Wildfires and Regional Climate Variability, Mechanisms, Modeling and Prediction
Rocky Mountain Elk Foundation	\$12,722	Kauffman, Matthew		Zoology	Wyoming Atlas of Wildlife Migration #2: Database and Web Viewing Tool for Ungulate Migrations in Wyoming
Space Telescope Science Institute	\$58,507	Brotherton, Michael S.		Physics/Astronomy	Rehabilitating Ultraviolet-Based Quasar Black Hole Mass Estimation
Syngenta Crop Protection, LLC	\$600	Nachtman, Jerry		Ag Experiment Station	Wheat Variety Trials
The Scotts Company LLC	\$8,255	Moss, Gary		Ag Experiment Station	Kentucky Bluegrass Seed Production Trial
Tree Walkers International	\$1,000	Murphy, Melanie		Ecosystem Science & Management	Effects of Ecosystem Engineering on Amphibian Diversity across Wetland Stress Gradients
US Dept of Ag APHIS	\$11,000	Bisha, Bledar		Animal Science	Matrix-Assisted Laser Desorption Ionization Time-of-Flight Mass Spectrometry (MALDI-TOF MS) for Rapid and Specific Identification and Typing of AMR Bacteria from Samples Collected from Wild Mammals, Cattle Feces, and Water of Livestock Facilities
US Dept of Ag FS	\$7,200	Heidel, Bonnie		Wyoming Natural Diversity Database	Bighorn National Forest Sensitive/Rare Plant Botany
US Dept of Education	\$293,534	Zhang, Ye		Geology/Geophysics	Optimal Model Complexity in Geological Carbon Sequestration: A Response Surface Uncertainty Analysis
US Dept of Education	\$236,607	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Wyoming State Plan for Assistive Technology, FY2012-2014
US Dept of Education	\$1,880	Carter, Joanna		Student Financial Aid	Teacher Education Assistance for College & Higher Ed (TEACH) 13-14
US Dept of Education	\$99,514	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Wyoming State Plan for Assistive Technology, FY 2013

US Nat'l Aeronautics and Space Admin	\$218,293	Slater, Timothy		Secondary Education	Faculty Institutes for Earth and Space Science Education (FINESSE)
US Nat'l Aeronautics and Space Admin	\$50,000	Jang-Condell, Hannah		Physics/Astronomy	Large-Scale Structure in Protoplanetary Disks: Signatures of Planet Formation
Utah State University	\$164,786	Freeburn, James		Ag Experiment Station	2013 Western SARE PDP Administrative Support
Utah State University	\$24,967	Freeburn, James		Ag Experiment Station	2013 Western SARE PDP Special Outreach Travel
Utah State University	\$287,675	Freeburn, James		Ag Experiment Station	2013 Western SARE State and Territory Implementation
Utah State University	\$4,820	Cammack, Kristi		Animal Science	Improving Feed Efficiency in Sheep through Rumen Manipulation and Producer Adoption
Various Sponsors	\$2,000	Westlake, Laura Lea		Wyoming Inst for Disabilities	Vision Project
Various Sponsors	\$4,062	Gantenbein, Rex		CRHRE	FCC Rural Health Care Pilot Program: matching funds collected from participating sites.
Various Sponsors	\$258	Kline, Jill		Wyoming Sm Bus Dev Ctr	Vehicle Mileage Reimbursement
Various Sponsors	\$86	Kline, Jill		Wyoming Sm Bus Dev Ctr	Program Income for FY13 SBDC SBA
Various Sponsors	\$950	Kline, Jill		Wyoming Sm Bus Dev Ctr	Market Research Center Program Income
Various Sponsors	\$11,906	Stewart, Larry Ray		Manufacturing Works	Program Income for FY14 NIST WY Manufacturing Extension Partnership
Various Sponsors	\$239	Jordan, Gregory		Wyoming Sm Bus Dev Ctr	PTAC Program Income FY14
Various Sponsors	\$5,990	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Fee Book Income
Various Sponsors	\$1,423	Ford, Stephen		Animal Science	Fetal Programming
Various Sponsors	\$4,610	Westlake, Laura Lea		Wyoming Inst for Disabilities	Early Childhood Vision Screening
Various Sponsors	\$192	MacLean, William		Wyoming Inst for Disabilities	UAP Core Projects

Various Sponsors	\$1,200	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	UAP Technical Assistance
Various Sponsors	\$80	Clarke, Pamela		School of Nursing	Various Nursing Schools Program Development
Various Sponsors	\$2,817	Redder, Alan		Wyoming Natural Diversity Database	Database Management
Washington, Univ of	\$6,552	McEchron, Matthew		WWAMI	Medical Student Counseling FY14
Washington, University of	\$76,252	Easton, Marivern		WWAMI	Wyoming States Area Health Education Center (Wyoming)
West Virginia University	\$85,790	Harnisch, Brian		Wyoming Survey & Analysis Center	West Virginia Adult Tobacco Survey 2014
Wyoming Arts Council	\$250	Riner, Nicole Andrea		Music	Visiting Artist Claudia Anderson, flute
Wyoming Dept of Education	\$25,866	Root-Elledge, Sandra Lee		Wyoming Inst for Disabilities	Community of Practice in Transition
Wyoming Dept of Health	\$100,000	Wambeam, Rodney		Wyoming Survey & Analysis Center	Core Prevention Evaluation Services 2012-13
Wyoming Dept of Health	\$62,800	Leduc, Robert K.		Wyoming Survey & Analysis Center	Wyoming Court Assisted Supervised Treatment Information Management System (WycST)
Wyoming Game and Fish Dept	\$72,250	Walters, Annika		Zoology	Identification of Priority Conservation Areas for Native Aquatic Species
Wyoming Game and Fish Dept	\$22,822	Chalfoun, Anna Lisa		Zoology	Mechanistic Study of Songbird Energy Development Impacts
Wyoming Game and Fish Dept	\$15,000	Beck, Jeffrey L		Ecosystem Science & Management	An Evaluation of Wyoming's Sage-Grouse Executive Order: Conservation Strategies for Greater Sage-Grouse and Co-occurring Ungulates
Wyoming Wildlife and Natural Resource Trust	\$189,436	Beck, Jeffrey L		Ecosystem Science & Management	Response of Greater Sage-grouse to Treatments in Wyoming Big Sagebrush Habitat
<b>Sponsored Programs</b>					
<b>TOTAL 11/2013</b>	<b>\$3,510,742</b>				
<b>Total From 7/2013</b>	<b>\$7,704,125</b>				
<b>Total From 8/2013</b>	<b>\$17,092,804</b>				
<b>Total From 9/2013</b>	<b>\$6,727,785</b>				
<b>Total From 10/2013</b>	<b>\$10,612,952</b>				
<b>Total Year to Date</b>	<b>7/2013-11/2013</b>			<b>\$45,648,409</b>	

**2. Committee of the Whole- CONSENT AGENDA**

**Personnel, Murdock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify: Committee of the Whole (Consent Agenda)

**A. Items for Action Recommended by the President**

**APPOINTMENTS**

**1. Administrators**

It is recommended to the Trustees of the University of Wyoming that the following administrators be approved as indicated.

**Academic Affairs**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Date</u>
<b>Murdock, Maggi</b>	Interim Vice President for Academic Affairs	\$240,000/FY	01/02/2014 – 6/30/2014

A Wyoming native, Dr. Murdock is a graduate of Creighton University (B.A.) and Tufts University (M.A. and Ph.D.). She joined the UW Department of Political Science in 1975, and after two years on the UW-Laramie campus, moved to the university's Casper program, where she served on the faculty there from 1977 to 2000, teaching courses in both Political Science and Criminal Justice. In 1990, Dr. Murdock was appointed dean of the University of Wyoming Casper College Center (UW/CC), a position she held until 2000. In 2001, she was named associate vice president for academic affairs and dean of the UW Outreach School. Dr. Murdock stepped down from these positions in spring 2013 to return to the classroom. She has agreed to serve in the capacity as interim vice president for academic affairs for a period of six months.

**College of Education**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Dean's Office</i> <b>Day, Michael J.</b>	Interim Dean	\$194,208/FY	11/13/2013

Professor Day will serve as Interim Dean in the College of Education. Dr. Day taught in the College of Education from 1982 until 2011.

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Dean's Office</i> <b>Bridgeman, Jacquelyn L.</b>	Interim Dean	\$200,004/FY	11/15/2013

Professor Bridgeman will serve as Interim Dean in the College of Law. Professor Bridgeman has taught in the College of Law since 2002.

<b>Wilson, Matthew J.</b>	Associate Dean	\$180,000/FY	11/15/2013
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Professor Wilson will serve as Associate Dean in the College of Law. Professor Wilson has taught in the College of Law since 2009.

## 2. Faculty

It is recommended to the Trustees of the University of Wyoming that the following faculty appointments be approved as indicated.

### College of Business

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Accounting</i>			

<b>Glasscock, Robson</b>	Instructor	\$130,008/AY	01/08/2014
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Robson Glasscock received a B.B.A. (2003) in Accounting from Texas State University, an M.S. (2008) in Accountancy from the University of Denver, and a Ph.D. (expected 2013) in Accounting from Virginia Commonwealth University. Dr. Glasscock has been a Research Assistant and Lecturer at Virginia Commonwealth University since 2009. The title of this tenure-track position will convert to Assistant Professor upon receipt of documentation of degree completion.

### College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Family Medicine Residency Program - Cheyenne</i>			

<b>Cottam, Tamara</b>	Clinical Assistant Professor	\$102,840/FY	11/25/2013
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Tamara Cottam received a B.S. (1989) in Microbiology from the University of Wyoming, an M.D. (1994) from Creighton University School of Medicine. Dr. Cottom has been an Emergency Department Physicians at Platte County Memorial Hospital and Medical Director, Palliative Care Department at Cheyenne Regional Medical Center since 2013.

## 3. Academic Professionals

It is recommended to the Trustees of the University of Wyoming that the following extended-term-track academic professional appointments be approved as indicated.

### Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Art Museum</i>			

<b>Ramsey, Erica C.</b>	Assistant Research Scientist	\$31,872/FY	11/11/2013
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Erica Ramsey received a B.A. (2009) in Painting and Drawing and Women's Studies from the University of Wyoming. Ms. Ramsey has been a Special Education Paraprofessional at Spring Creek Elementary.

### College of Agriculture and Natural Resources

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			

<b>Cotton, Scott E.</b>	Assistant Extension Educator	\$63,000/FY	01/06/2013
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Scott Cotton received a B.S. (1991 and 1993) in Agricultural Journalism and Range Management, and an M.S. (1995) in Rangeland Ecology and Watershed Management from the University of Wyoming. Mr. Cotton has been an Extension Educator/Unit Leader at the University of Nebraska since 2005.

<b>Marshall, Chance</b>	Assistant Extension Educator	\$46,008/FY	01/06/2014
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Chance Marshall received a B.S. (2011) and an M.S. (2013) in Animal and Veterinary Sciences from the University of Wyoming. Mr. Marshall has been a graduate assistant at the University of Wyoming since 2012.



## **GLOSSARY OF PERSONNEL TERMS**

### **Academic Professional**

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: Extension Educators, Lecturers, Research Scientists, Post-Doctoral Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain conditions.

### **Academic-Year (AY) Appointments**

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

### **Adjunct Faculty**

An adjunct appointment is the appointment of an individual to an academic unit that recognizes special discipline-related expertise but carries no financial obligation per se. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments carry no rights to remuneration, tenure, or employment-related privileges and are normally for three years, with renewal possible.

### **Archives Faculty**

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: Assistant Archivist, Associate Archivist, Archivist.

### **Assistant Professor**

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

### **Associate Professor**

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

### **Clinical Faculty**

Clinical faculty appointments allow experts in health-related fields to contribute to the training of UW students in allied disciplines. Clinical appointments are for at most one year at a time and carry no rights to tenure or extended terms. Clinical faculty members may be salaried members of the UW faculty, in which case their reappointment is subject to annual performance reviews. There are also adjunct clinical faculty appointments, which typically involve health-care professionals whose normal employment is outside the university. Adjunct clinical appointments carry no financial commitment from the University.

### **Emeritus Faculty**

Tenured faculty who retire after long and distinguished service are eligible for emeritus status upon their retirement. The designation is honorary and carries no necessary commitment of space or remunerative employment. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=masculine, emerita=feminine, emeriti=plural)

### **Extended-Term Appointment**

Academic professionals who have successfully completed probationary terms (usually six years) may receive six-year appointments called extended-term appointments. The term also applies to certain librarians and archivists who hold faculty status. These employees are eligible for extended-term appointments after five-year probationary periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and archivists who are in the probationary period are on the extended-term-track.

**Extension Educator**

These academic professionals provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant Extension Educator, Associate Extension Educator, Senior Extension Educator. All Extension Educators are in the College of Agriculture.

**Faculty**

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Librarians and archivists also hold faculty status. They are eligible for extended terms instead of tenure.

**Fiscal-Year (FY) Appointments**

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

**Full-Time Equivalent (FTE)**

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

**Instructor**

Tenure-track faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts. UW does not grant tenure to faculty members who hold Instructor status at the time of the decision.

**Leave of Absence Without Pay**

Academic and administrative personnel may request leaves without pay for periods normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

**Lecturer**

A category of academic professional involved largely in classroom instruction. Lecturers may be appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

**Library Faculty**

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian.

**Part-Time Employee**

Any employee holding less than a full-time equivalent position (FTE less than 1.0).

**Post-Doctoral Associate**

Post-Docs are doctorally qualified academic professionals seeking greater professional development and research investigation, before obtaining permanent employment. Post-Doctoral appointments are temporary.

**Probationary Faculty**

This term refers to tenure-track faculty members who are working toward tenure and to academic professionals, library faculty, and archive faculty who are working toward extended-term contracts. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

**Professional Development Leave**

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

**Professor**

In addition to the qualification of an Associate Professor, "full" Professors have attained wide recognition in their professional fields for scholarship or other creative activity and have gained recognition for superior teaching and service.

**Research Professor**

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

**Research Scientist**

An academic professional whose primary responsibility is to conduct research. There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, Research Scientist.

**Review Year**

Year in which a reappointment review occurs for probationary employees. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

**Sabbatical Leave**

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical. Faculty members may not use sabbatical leaves to pursue degrees.

**Temporary Appointment**

A short-term appointment without rights to tenure or extended term. Most temporary appointments are for one semester or one academic year.

**Tenure-Track Appointment**

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of previous experience and accomplishments.

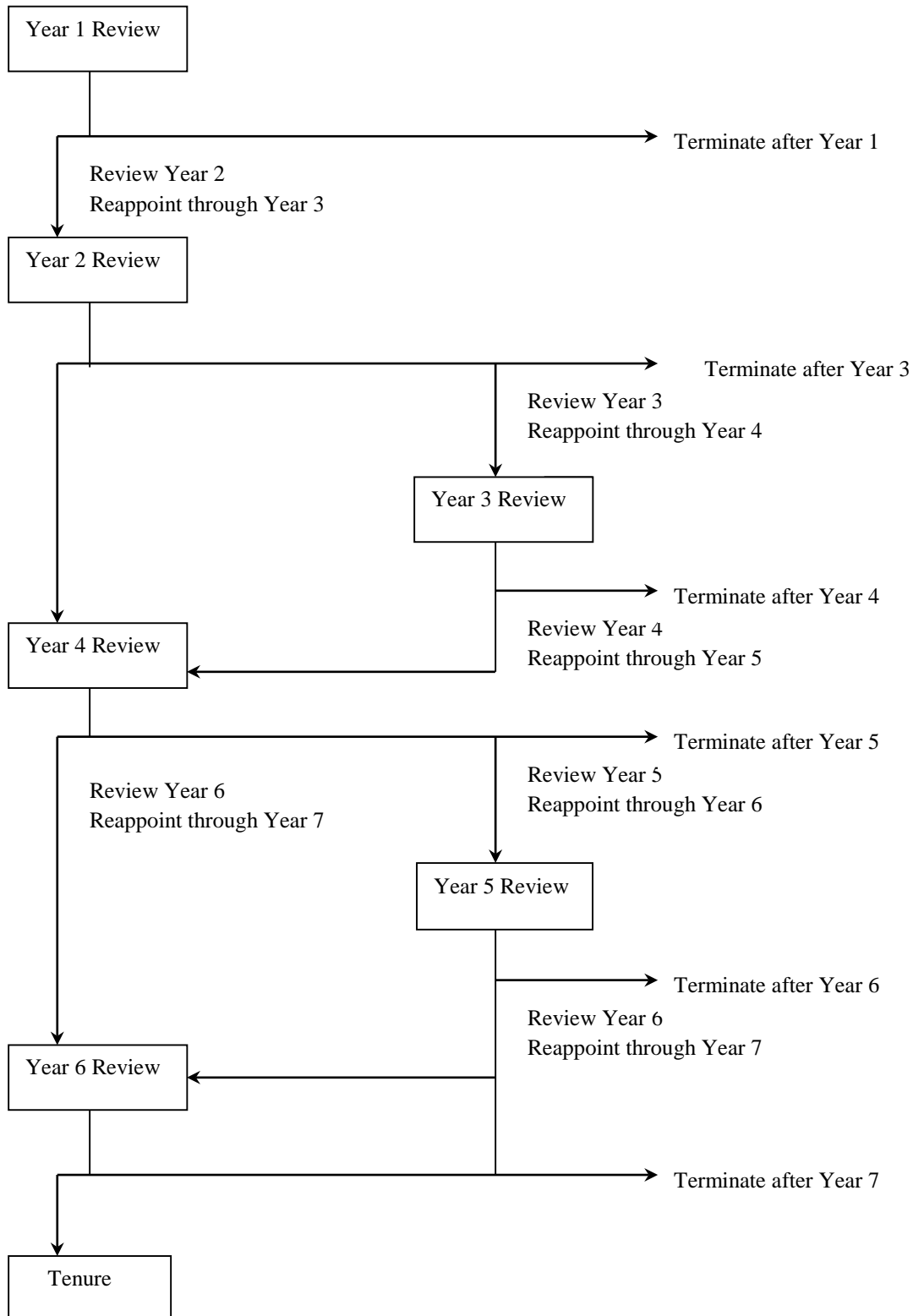
**Terminal Degree**

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), M.Arch. (architecture), and J.D. (law).

**Visiting Appointment**

Indicates a non-permanent, non-tenure-track faculty appointment. Most visiting appointments are for one year.

## FLOW CHART FOR FACULTY REAPPOINTMENTS



## **B. Items for Information**

The changes in appointments and reappointments listed below are for the information of members of the Board of Trustees.

### **CHANGES IN APPOINTMENTS**

#### **1. Faculty**

##### *Office of Teacher Education*

**Persichitte, Kay A.** Professor \$194,208/AY 01/01/2014

Professor Persichitte ends her appointment as Dean of the College of Education and continues as a tenured Professor in the Office of Teacher Education.

##### *College of Law*

**Easton, Stephen Douglas** Professor \$139,008/AY 01/13/2014

Professor Easton ends his appointment as Dean of the College of Law and continues as a tenured Professor.

### **REAPPOINTMENTS**

#### **1. Administrators**

##### *School of Energy Resources*

**Northam, Mark A.** Director \$260,004/FY 07/01/2013 to 6/30/2018

Mark A. Northam holds a Ph.D. in Organic Geochemistry from the University of Texas at Austin. He is the founding Director of the School of Energy Resources at the University of Wyoming. His reappointment is for a five year term following a satisfactory review of his first term appointment.

**3. Committee of the Whole- CONSENT AGENDA**

**Approval of Change of Name for the University of Wyoming/Casper College Center and Revisions to University Regulations 1-1, 2-39 Appendix A, 6-409, and 7-620**

**Appendix A - Revisions to University Regulations 1-1, 2-39 Appendix A, 6-409, and 7-620**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify: Committee of the Whole (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The University of Wyoming/Casper College (UW/CC) Center is requesting to change its name to the University of Wyoming at Casper (UW-Casper). The Higher Learning Commission recognizes the UW/CC Center as a branch campus, rather than as a "Center," which are typically locations without regular faculty and the full range of student services. In addition, the new building that is being finished in partnership with Casper College is marked "University of Wyoming at Casper" on the outside, and it would be preferable to have the same name as the primary facility housing most UW faculty and staff in Casper. The name change will also help to clarify that the faculty and staff in Casper, and the programs they help deliver, are fully UW. In addition, the current, longer name is confusing to students, community partners, and others. The executive council of Casper College (CC), which represents the full range of internal CC constituencies, voted unanimously in favor of this name change, as did the CC Board of Trustees. In addition, a number of Casper community groups have also voted in favor of the name change, including the Casper Area Economic Development Alliance (CAEDA) Board of Directors, the CAEDA Higher Education Committee (a group with a membership that only partially overlaps with the CAEDA Board), and the Casper Area Chamber of Commerce Board of Directors. All of those groups likewise did not have a single vote against the name change.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of name change in UW Regulations 1-1, 2-39 Appendix A, 6-409, and 7-620.

PRESIDENT'S RECOMMENDATION:

The President supports adopting the University of Wyoming at Casper as the new name.

#### **4. Committee of the Whole- CONSENT AGENDA**

##### **Construction Contracts, Mai/Collins**

- a) **Approval to Offer for Sale the UW Outreach Building in Casper, WY**
- b) **Approval of Energy Innovation Center Budget Increase**
- c) **Approval of the Contract for Purchase and Installation of Fixed and Telescoping Seating for the Arena-Auditorium Renovation, Phase 1**
- d) **Approval of the Contract for Purchase and Installation of Video Display and Scoreboard Equipment for the Arena-Auditorium Renovation, Phase 1**
- e) **Approval of Trail Easement at Jacoby Golf Course**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify: Committee of the Whole (Consent Agenda)

##### **a) Approval to Offer for Sale the UW Outreach Building in Casper, WY**

The narrative for this item can be found under the work session section of the report.

##### **b) Approval of Energy Innovation Center Budget Increase**

###### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The University of Wyoming's Energy Innovation Center (EIC) opened in January 2013 to support the University of Wyoming (UW) and the School of Energy Resources (SER) in achieving the mission of positioning Wyoming as a global leader in energy education, research and outreach. This state-of-the-art research and collaboration facility, located on the northwest corner of UW's Laramie campus, includes 27,300 net square feet of highly technical research space, as well as office, classroom, and meeting space. Approximately 12,500 square feet of the EIC is designated for six rapidly reconfigurable, ultramodern laboratory spaces that will play a key role in advancing SER's strategic areas of concentration.

The design and construction of the EIC was made possible through private donations and State of Wyoming matching funds. Encana provided the largest private donation for the building with a \$5 million commitment in 2007 that was matched by the state. Generous private donations were also given by BP, Shell, Peabody Energy, Arch Coal, Marathon Oil, Questar, and ConocoPhillips.

As one of the most advanced research facilities at the university, the EIC will provide students, researchers, and academic professionals the opportunity to actively engage in, observe, and support advancements in sustainable energy technologies.

The School of Energy Resources has identified and requested additional upgrades after occupying the building to support the research laboratories, technology and building. These changes will

cause the total cost of change orders for the building to exceed the Board of Trustees guideline for change orders to not exceed 20 percent of the Project Budget.

**Proposed Change Orders:**

Change Order #55 (\$21,427) provides additional upgrades and equipment for laboratories and technology.

Change Order #56 (\$91,669) provides additional upgrades and support for laboratories.

Proposed Additional Work (\$33,000) monument sign and digital energy display.

Total Proposed Change Order: (\$146,096)

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- January 23, 2010 – Energy Resource Center - Selection of Project Architect/Engineer
- March 6, 2010 – Ranking of Firms for CMAR for Energy Resource Center
- November 20, 2010 – Energy Resource Center- Guaranteed Maximum Price
- September 13, 2013 – Budget Adjustment for Energy Innovation Center

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

Authorization is requested from the Board of Trustees to adjust the total budget for the Energy Innovation Center.

**ARGUMENTS IN SUPPORT:**

The Energy Innovation Center will provide students, researchers, and academic professionals the opportunity to actively engage in, observe, and support advancements in sustainable energy technologies.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board of Trustees' approval to increase the total budget for the Energy Innovation Center by \$146,096 resulting in a new total budget for the EIC of \$28.903 million.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming approve the budget adjustment for the Energy Innovation Center.



### **c) Approval of the Contract for Purchase and Installation of Fixed and Telescoping Seating for the Arena-Auditorium Renovation, Phase 1**

#### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Athletic Facilities Master Plan recommends two phases of renovations to the Arena-Auditorium. Phase 1 includes renovations to the basketball court, seating bowl, and locker room level; and a future Phase 2 may include building additions and renovations to the concourse and spectator services located on the concourse level.

The proposed Arena-Auditorium Renovation, Phase 1 will include expansion and replacement of the basketball court floor to provide re-orientation of the competition court; partial practice courts at the sides of the competition court; reconfiguration and replacement of the seating in the lower bowl to include up to approximately 4,600 upgraded seats; renovation of most of the current locker room level to create enhanced men's and women's locker rooms, sports medicine suite, strength and conditioning center, visiting team and officials' locker rooms, post-game interview room, etc.; installation of upgraded lighting, new videoboards, and sound system in the arena; and life-safety and ADA-compliance improvements.

The total project budget for the Arena-Auditorium Renovation, Phase 1 is \$12,850,000. The project will be funded through \$5M in state funding and combination of private and state match dollars for a total of \$12,850,000. The preliminary project budget for the Arena-Auditorium Renovation Phase 2 is \$17,150,000. The estimated total cost for the entire Arena-Auditorium Renovation project is \$30M.

The Facilities Planning Office will provide the name and project cost for the recommended firm to provide and install fixed and telescoping seating to the Board of Trustees at the January Meeting. Haselden Wyoming Contractors of Casper Wyoming, the Construction Manager at Risk (CMAR) for the Arena Auditorium Renovation, Phase 1 project, will be coordinating the delivery and installation of the seating.

#### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- November 2012 – Board of Trustees approved the architect/engineering firm of By Architectural Means of Cheyenne, Wyoming in association with Sink Combs Dethlefs of Denver, CO.
- May 2013 – Board of Trustees approved the Construction Manager at Risk firm, Haselden Wyoming Constructors of Casper, Wyoming.
- November 2013 – Board of Trustees approved the Guaranteed Maximum Price (GMP) prepared by Construction Manager at Risk firm, Haselden Wyoming Constructors of Casper, Wyoming.

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

Authorization is required from the Board of Trustees to award a contract for the purchase and installation of fixed and telescoping seating.

**ARGUMENTS IN SUPPORT:**

There is sufficient funding through state matching funds and private donations to undertake this project.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to contract for the purchase and installation of fixed and telescoping seating for the Arena-Auditorium Renovation, Phase 1.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming accept the recommended bid for the purchase and installation of fixed and telescoping seating, for the Arena-Auditorium Renovation, Phase 1 project.

#### **d) Approval of the Contract for Purchase and Installation of Video Display and Scoreboard Equipment for the Arena-Auditorium Renovation, Phase 1**

##### **BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Athletic Facilities Master Plan recommends two phases of renovations to the Arena-Auditorium. Phase 1 includes renovations to the basketball court, seating bowl, and locker room level; and a future Phase 2 may include building additions and renovations to the concourse and spectator services located on the concourse level.

The proposed Arena-Auditorium Renovation, Phase 1 will include expansion and replacement of the basketball court floor to provide re-orientation of the competition court; partial practice courts at the sides of the competition court; reconfiguration and replacement of the seating in the lower bowl to include up to approximately 4,600 upgraded seats; renovation of most of the current locker room level to create enhanced men's and women's locker rooms, sports medicine suite, strength and conditioning center, visiting team and officials' locker rooms, post-game interview room, etc.; installation of upgraded lighting, new videoboards, and sound system in the arena; and life-safety and ADA-compliance improvements.

The total project budget for the Arena-Auditorium Renovation, Phase 1 is \$12,850,000. The project will be funded through \$5M in state funding and combination of private and state match dollars for a total of \$12,850,000. The preliminary project budget for the Arena-Auditorium Renovation Phase 2 is \$17,150,000. The estimated total cost for the entire Arena-Auditorium Renovation project is \$30M.

The Facilities Planning Office will provide the name and project cost for the recommended firm to provide and install video display and scoreboard equipment to be considered by the Board of Trustees at the January Meeting. Haselden Wyoming Contractors of Casper Wyoming, the Construction Manager at Risk (CMAR) for the Arena Auditorium Renovation, Phase 1 project, will coordinate the delivery and installation of the equipment.

##### **PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

- November 2012 – Board of Trustees approved the architect/engineering firm of By Architectural Means of Cheyenne, Wyoming in association with Sink Combs Dethlefs of Denver, CO.
- May 2013 – Board of Trustees approved the Construction Manager at Risk firm, Haselden Wyoming Constructors of Casper, Wyoming.
- November 2013 – Board of Trustees approved the Guaranteed Maximum Price (GMP) prepared by Construction Manager at Risk firm, Haselden Wyoming Constructors of Casper, Wyoming.

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

Authorization is required from the Board of Trustees to award a contract for the purchase and installation of video board and scoreboard equipment.

**ARGUMENTS IN SUPPORT:**

There is sufficient funding through state matching funds and private donations to undertake this project.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to contract for the purchase and installation of video display and scoreboard equipment for the Arena-Auditorium Renovation, Phase 1.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming accept the recommended bid for the purchase and installation of video display and scoreboard equipment for the Arena-Auditorium Renovation, Phase 1 project.

**e) Approval of Trail Easement at Jacoby Golf Course**

The narrative for this item can be found under the work session section of the report.

**5. Committee of the Whole- CONSENT AGENDA**

**Approval of Major Modification to a Graduate Program (Doctor of Education and Professional Master's in Education (Education Administration, K-12 Educational Leadership)), Murdock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

**Doctor of Education**

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The College of Education has requested changes to the Doctor of Education Degree Program to reflect the goal of preparing graduates to improve their professional practice as educators in early childhood to grade 12 educational settings, corporate or government settings, community college, or other settings. The changes include the option of having a capstone project in place of the dissertation. Other changes include placing a time limit of eight years that students can be in the program, and having the program transition to delivery through Outreach Credit Programs. The reasoning behind moving to the Outreach School is that most students are working professionals and all classes will be offered via distance modalities such as online, video-conferencing, audio, intensive weekends, and hybrid approaches. The changes recommended reflect the kind of revisions advocated by the Carnegie Project on the Education Doctorate seeking a more practice focused terminal degree for educational leaders.

The name change request has been reviewed and approved by the affiliated faculty and department head, Dean of the College of Education, the Academic Deans' Council, and the Provost.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees are required to approve Program name changes.

ARGUMENTS IN SUPPORT:

The participating faculty, the College dean, the Academic Deans' Council, and the Office of Academic Affairs carefully considered the proposal and support the plan.

ARGUMENTS AGAINST:

None

**ACTION REQUIRED AT THIS MEETING:**

We seek Board approval of this program name change. It appears on the consent agenda in this month's report

**PRESIDENT'S RECOMMENDATION:**

Interim President Dick McGinity recommends approval.

**Master of Education (MA) in Education**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The College of Education has requested that the Master of Education (MA) in Education (Option: Educational Administration, K-12 Education Leadership) degree program be designated as a professional master's program. The program is designed for students who aspire to improve their professional standing in K-12 programs, specifically as school principals. The degree program includes Program Accreditation, Program Coursework, Specific Career Path, Final Experience, and a Program of Study that will help prepare graduates for professional leadership careers that require technical knowledge and competence. If approved, this change will take place in September 2014. This degree program is already in place and in excellent standing. Approval of this request does not include any additional program changes or the need for additional resources.

The name change request has been reviewed and approved by the affiliated faculty and department head, Dean of the College of Education, the Academic Deans' Council, and the Provost.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

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

The Board of Trustees are required to approve Program name changes.

**ARGUMENTS IN SUPPORT:**

The participating faculty, the College dean, the Academic Deans' Council, and the Office of Academic Affairs carefully considered the proposal and support the plan.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS MEETING:**

We seek Board approval of this program name change. It appears on the consent agenda in this month's report

**PRESIDENT'S RECOMMENDATION:**

Interim President Dick McGinity recommends approval.

**6. Committee of the Whole- CONSENT AGENDA**

**Approval of Program Name Change for Chicano Studies to Latina/o Studies, Murdock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

The Chicano Studies Program has requested to change its name to Latina/o Studies. The request aligns with the University's mission to "nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect..." (UP 4 position paper, 2). The name change is more than simply a cosmetic change that seeks to capture the Latina/o market. This decision is the product of research about what similar programs across the US have done. Latina/o Studies accurately describes the scholarly activities of current and future program faculty as well as national scholarly trends in the field.

The name change request has been reviewed and approved by the affiliated faculty and department head, Dean of the College of Arts & Sciences, the Academic Deans' Council, and the Provost.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None

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

The Board of Trustees are required to approve Program name changes.

**ARGUMENTS IN SUPPORT:**

The proposed name conforms with practices at other universities and reflects the more inclusive scope of teaching and research that now characterizes this field nationwide.

The participating faculty, the College dean, the Academic Deans' Council, and the Office of Academic Affairs carefully considered the proposed name change and support the plan.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS MEETING:**

We seek Board approval of this program name change. It appears on the consent agenda in this month's report

**PRESIDENT'S RECOMMENDATION:**

Interim President Dick McGinity recommends approval.

**7. Committee of the Whole- CONSENT AGENDA**  
**Approval of UW Public Art Policy, Boswell**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

**8. Committee of the Whole- CONSENT AGENDA**  
**Approval of Draft Amendment to UW Reg 5-804 re: Hiring of Deans, Boswell**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)

**9. Committee of the Whole- CONSENT AGENDA**  
**Approval of Policy re: Participation of Energy Resources Council in Hiring of SER Staff, Boswell**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Committee of the Whole (Consent Agenda)



**1. INFORMATION ONLY ITEM**

**Progress Report/Change Orders, Mai/Collins**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**Capital Construction  
 Progress Report as of December 9, 2013**

The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. Energy Innovation Center**

Construction Manager at Risk	G E Johnson Construction Company Jackson, WY
Guaranteed Maximum Price	\$18,926,514
Contract Substantial Completion Date	June 4, 2012
Extended	June 7, 2013

(In Thousands)	<b>Total</b>	<b>Admin</b>	<b>Constr</b>	<b>Design</b>	<b>Tech</b>	<b>FF&amp;E</b>	<b>Misc</b>	<b>Cntngcy</b>
Budget	25,400	686	19,348	1,855	1,070	1,007	507	927
Expended	28,663	606	22,705	1,855	1,070	993	507	927
Obligated	0	0	0	0	0	0	0	0
Other Funding	3,357	0	3,357	0	0	0	0	0
Un-obligated	94	80	0	0	0	14	0	0

Remarks       Warranty review was done in November. Contractor is completing minor warranty work.

**2. White Hall Renovation**

Contractor	Sampson Construction Company, Inc. Cheyenne, WY
Bid Price	\$10,355,500
Contract Substantial Completion Date	Various phases – final phase August 7, 2015

(In Thousands)	Total	Admin	Constr	Design	FF&E	Misc	Cntngcy
Budget	13,935	789	11,185	553	440	311	657
Expended	12,689	477	10,884	553	389	311	75
Obligated	694	0	654	0	0	0	40
Other Funding	355	0	355	0	0	0	0
Un-obligated	907	312	2	0	51	0	542

Remarks Phase I is in warranty. Alternate for replacing half of McIntire windows will begin summer, 2014 and the other half will be installed summer, 2015.

**3. Half Acre Gymnasium Addition and Renovation**

Contractor Groathouse Construction, Inc.  
 Laramie, WY  
 Guaranteed Maximum Price \$19,800,000  
 Contract Substantial Completion Date January 15, 2015

(In Thousands)	Total	Admin	Constr	Design	Tech	FF&E	Misc	Cntngcy
Budget	26,919	912	19,800	2,922	974	974	637	700
Expended	4,289	503	2,574	1,197	0	0	15	0
Obligated	17,969	0	17,226	523	0	0	0	220
Un-obligated	4,661	409	0	1,202	974	974	622	480

Remarks Foundation construction and related earthwork is generally in place, including drilled piers and grade beams. Vertical structural construction is underway with primary focus being the forming and placement of the interior shear walls. Upon completion of the installation of underslab mechanical, electrical and plumbing systems components, ground floor concrete slab-on-grade placement will be progressing in mid-December.

**4. Buchanan Center for the Performing Arts**

Contractor Sampson Construction Company, Inc.  
 Cheyenne, WY  
 Guaranteed Maximum Price \$25,700,000  
 Contract Substantial Completion Date October 31, 2014

(In Thousands)	Total	Admin	Constr	Design	Tech	FF&E	Misc	Cntngcy
Budget	35,000	960	25,778	3,545	1,208	2,450	500	559
Expended	7,370	503	4,203	2,664	0	0	0	0

Obligated	23,457	164	22,667	554	0	0	0	72
Other Funding	1,092	0	1,092	0	0	0	0	0
Un-obligated	5,265	293	0	327	1,208	2,450	500	487

Remarks Installation of footings and foundation walls continue on the south addition.  
Structural steel installation is continuing on the north side of the addition.

**5. Outreach, Research and Extension Center at Sheridan (ORECS)**

Contractor Fletcher Construction Company  
Sheridan, WY  
Bid Price \$1,581,000  
Contract Substantial Completion Date August 13, 2013

(In Thousands)	Total	Admin	Constr	Design	Tech	FF&E	Watt Bldg	Cntngcy
Budget	5,600	95	1,818	211	75	80	3,201	120
Expended	5,388	52	1,818	207	0	56	3,201	54
Obligated	182	13	0	4	75	24	0	66
Un-obligated	30	30	0	0	0	0	0	0

Remarks Contractor is completing the final punch list on building and greenhouse.

**6. Arena Auditorium Renovation, Phase I**

Contractor Haselden Wyoming Constructors  
Casper, WY  
Guaranteed Maximum Price \$7,099,599  
Contract Substantial Completion Date September 29, 2014

(In Thousands)	Total	Admin	Constr	Design	Tech	FF&E	Misc	Cntngcy
Budget	12,850	415	10,292	1,065	250	427	40	361
Expended	352	32	0	320	0	0	0	0
Obligated	7,787	0	7,100	687	0	0	0	0
Un-obligated	4,711	383	3,192	58	250	427	40	361

Remarks Bid packages for video boards, scoreboards and seating are being prepared for early bid advertising due to long lead times on production and procurement. Construction documents are in progress and will be complete in late January. Construction is scheduled to begin in March with a completion date in late September.

**CHANGE ORDERS**

**1. Energy Innovation Center**

<b><u>Statement of Contract Amount</u></b>	
Original Contract	\$18,926,514
Change Orders 1-54	+ 5,735,048
Adjusted Contract	\$24,661,562
Additional 368 days	

**2. White Hall Renovation**

<b><u>Statement of Contract Amount</u></b>	
Original Contract	\$10,355,500
Change Order 1-18	+ 1,182,196
Adjusted Contract	\$11,537,696

**3. Half Acre Gymnasium Addition and Renovation**

Item 1 Construct temporary fitness areas	Add:	194,488
Item 2 Construct temporary "Pay-to Park" lot	Add:	7,435
Item 3 Rental & setup of Outdoor Recreation Office	Add:	17,789
		<u>Add:</u>
Total Change Order No 1		219,712

<b><u>Statement of Contract Amount</u></b>	
Original Contract	\$19,800,000
Change Orders 1	<u>219,712</u>
Adjusted Contract	\$20,019,712

**4. Buchanan Center for the Performing Arts**

<b><u>Statement of Contract Amount</u></b>	
Original Contract	\$25,700,000
Change Orders 1-4	<u>1,242,350</u>
Adjusted Contract	\$26,942,350

**5. Outreach, Research and Extension Center at Sheridan (ORECS)**

Item 1 Kitchen mechanical equipment alternate	Add:	23,750
Item 2 Wall bumpers	Add:	145
Item 3 Signage switch to Kroy sign systems	Deduct:	316
Item 4 Finishing of wood doors	Add:	1,764
Item 5 Move owner's furniture in Office 109	Add:	159
Item 6 Route out existing plugged sewer	Add:	3,088
Item 7 Kitchen equipment	<u>Add:</u>	69,648
Total Change Order No 5		Add: 98,238
Item 1 Lab casework and fixtures from alternate #1	<u>Add:</u>	72,131
Total Change Order No 6		Add: 72,131

**Statement of Contract Amount**

Original Contract	\$1,581,000
Change Orders 1-6	<u>298,813</u>
Adjusted Contract	\$1,879,813

**6. Arena Auditorium Renovation Phase I**

**Statement of Contract Amount**

Original Contract	\$7,099,599
Change Orders	<u>0</u>
Adjusted Contract	\$7,099,599

**APPENDIX A**  
**Revisions to University Regulations 1-1,**  
**2-39 Appendix A, 6-409, and 7-620**

# **UW REGULATION 1-1**

## **Organization of the University**

### **A. OFFICERS OF THE UNIVERSITY**

#### **1. DESIGNATION**

Officers of the University are: The President; Administrative Officers, to include the principal administrative officers of the University and the heads of their administrative subunits as set forth in section B of this regulation; and Academic Officers, to include Deans, Directors, Associate and Assistant Deans and Department and Division Heads, of the organized education units specified in section C of this regulation. Athletic coaches shall not be considered officers of the University but shall be contractual employees.

#### **2. APPOINTMENT**

The President of the University shall be appointed by the Trustees as provided in the Bylaws of the Trustees of the University of Wyoming. Nine affirmative votes of the Trustees shall be required for appointment. All other officers shall be appointed by the Trustees upon the recommendation of the President following consultation with the appropriate University officers and faculty. All appointments under this paragraph shall be on such terms with respect to salary, terms of employment and like matters as the Trustees may determine.

#### **3. REMOVAL**

Any person appointed to an office or position pursuant to this section may be removed by the Trustees whenever in their judgment the best interests of the University will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Likewise such removal shall be without prejudice to the rights, if any, of such person as a tenured member of the faculty.

### **B. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY**

#### **1. PRESIDENT OF THE UNIVERSITY**

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce UW Regulations as adopted hereof, and the President is

hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Provost and Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Provost and Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research and Economic Development, a Vice President for Institutional Advancement, a Vice President for Information Technology, a General Counsel, a Director for Governmental and Community Affairs and Special Assistant to the President. He also may have other assistants as are authorized from time to time and may also authorize the appointment of Associate Vice Presidents, or Associate Directors, for each of the principal administrative officers, who shall perform such duties as specified.

## **2. VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming ~~at- Casper-College-Center~~, the Divisions of Military Science and Aerospace Studies, University Libraries, Honors Program/Summer High School Institute, International Programs, Wyoming GIScience Center, the Ellbogen Center for Teaching and Learning, the School of Environment and Natural Resources, the American Heritage Center and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall



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

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

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

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

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

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

#### **4. GENERAL COUNSEL**

The General Counsel provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The General Counsel is responsible for administration of University regulations and procedures related to discrimination and employment practices and has administrative responsibility for the Diversity and Employment Practices Office.

#### **5. VICE PRESIDENT FOR INFORMATION TECHNOLOGY**

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

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

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

#### **6. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

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

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

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni/friends relations are properly implemented and coordinated. He/she shall consult with and advise the President on all development and alumni/friends relations.

## **7. VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT**

The Vice President for Research and Economic Development shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research and economic development programs, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants Accounting, the Institute for Environment and Natural Resources, The Wyoming Small Business Development Center, the Mid-American Manufacturing Technology Center-Wyoming, the Small Business Innovation Research Initiative, the Research Products Center, the UW-National Park Service Research Center, the Office of Water Programs, EPSCoR and IDEA Projects, the Wyoming Natural Diversity Database and any such other units as may be designated by the President.

## **8. VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students so that they may be informed and engaged citizens and leaders in the communities of Wyoming, the nation, and the world.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the needs of the state, the demands of the world of work, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and achieve their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision of the following units: Admissions Office; Center for Advising and Career Services; Campus Recreation; Office of Student Life, which includes International Student Services and the Office of Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center,

which includes the AWARE program; Wyoming Union; and any other such units or responsibilities, such as that for the Associated Students of the University of Wyoming (ASUW) and the Associated Parents-University of Wyoming (APUW), as may be designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

#### **9. DIRECTOR OF INTERCOLLEGIATE ATHLETICS**

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

#### **10. DIRECTOR FOR GOVERNMENTAL AND COMMUNITY AFFAIRS**

The Director for Governmental and Community Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Director represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Director provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The director has administrative responsibility for the Office of Institutional Communication and the Office of Institutional Marketing.

### **C. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY**

#### **1. ACADEMIC PERSONNEL**

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either temporary or on the tenure track. Temporary faculty include clinical, visiting, temporary, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either temporary or on the extended-term track. Extended-term-track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are temporary employees. Academic professionals in the other categories may be temporary or on the extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Temporary, visiting, and adjunct faculty members and temporary academic professionals are non-voting academic personnel. Specific University regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic professional category and who have not elected to convert to the academic professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with UW Regulation 1-101.

## **2. COLLEGES**

The University shall have the following colleges: Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, and Law.

Each college shall be headed by a dean who shall be responsible for all matters relating to the educational and administrative affairs of the college and who shall report to the Vice President for Academic Affairs. The dean shall preside at meetings of the college faculty, recommend the college budget in consultation with the heads of subunits within the college, transmit and recommend appointments and promotions with respect to academic personnel and staff of the college and exercise general administrative supervision over the educational programs and operations of the college.

The faculty of the college shall consist of the President of the University and the Vice President for Academic Affairs, ex officio without vote, the dean, and all members of the University faculty serving in the college.

The college faculty shall, subject to the authority of the President and the Trustees, have jurisdiction in all academic matters within the scope of the college, including the determination of curricula, the standards for admission to, continuation in, and graduation from the college, except as authority is otherwise limited by maintenance of general University educational policy and correct academic and administrative relations with other units of the University. Questions of autonomy and jurisdiction between a college faculty and the University faculty or between two college faculties shall be adjudicated by the President of the University, subject to appeal to the Trustees.

The college faculty, through the dean of the college, shall recommend candidates for diplomas and degrees in course to the President and the Trustees. Subject to the approval of the Trustees, each college may be organized into schools, departments, divisions or faculties under the general directions of an academic officer.

### **3. GRADUATE EDUCATION**

Graduate education at the University shall be the primary responsibility of the faculty, department head/chair and Deans of the academic colleges and interdisciplinary programs under the oversight of the Provost or designee. Policies pertaining to individual degrees and majors, graduate program admission and degree completion processes are outlined in the University Catalog. The Graduate Council, a standing committee of the Faculty Senate, shall be responsible to review proposals for new academic programs and make recommendations to the Provost, review policies for graduate education, provide an appellate body to review appeals of graduate students. The membership and charge of the Graduate Council is outlined in UW Regulation 6-702. Candidates for advanced degrees and diplomas shall be recommended to the President and the Trustees by the faculty of their respective academic through the college dean or interdisciplinary program director.

### **4. THE SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE**

The School of Extended Studies and Public Service shall be headed by an Associate Vice President for Academic Affairs who shall be responsible for the recommendation of the School of Extended Studies and Public Service budget and for the administration of the programs and functions of the School. The Associate Vice President for Academic Affairs shall report to the Vice President for Academic Affairs.

### **5. THE UNIVERSITY LIBRARY**

The University Library shall be headed by a Director who shall be responsible for the provision of library service, and for the recommendation of the Library budget. The Director shall report to the Vice President for Academic Affairs. Librarians at the University shall be appointed by the Trustees. Recommendations for such appointment shall be initiated by the Director of Libraries, and shall be forwarded to the Vice President for Academic Affairs who shall add his/her recommendations to the President of the University

for recommendation to the Trustees. The designation "Librarian" shall be an academic title, signifying faculty status, and shall apply only to those qualified to provide professional library services in support of the University's instructional, research and public service functions, including the following:

1. Selection and development of library collections and other informational resources;
2. Bibliographical control of collections and their organization for use;
3. Reference, bibliographic instruction and advisory services;
4. Development and application of specialized information systems;
5. Library administration and management; and,
6. Research where necessary or desirable in relation to the foregoing.

The Librarians shall be subject to a peer review, ranking, promotion and extended-term appointment system more specifically set forth in UW Regulations. Recruiting, appointments and salaries will be administered by the Director of Libraries, through the Vice President for Academic Affairs. The principles of academic freedom as defined in these Regulations shall apply to Librarians.

## **6. COMPUTER SERVICES**

Computer Services shall be headed by the Vice President for Information Technology who shall be responsible for the provision of computer services for the academic programs and administrative services of the University and for the recommendation of the Computer Services budget. The Vice President for Information Technology shall report to the President.

## **7. ~~THE UNIVERSITY OF WYOMING/CASPER COLLEGE~~ CENTERUNIVERSITY OF WYOMING AT CASPER (UW-CASPER)**

The ~~University of Wyoming/Casper College Center~~University of Wyoming at Casper (UW-Casper) shall be headed by a Dean who shall be responsible for the administration of the programs and functions of the ~~University of Wyoming/Casper College Center~~University of Wyoming at Casper (UW-Casper). The Dean shall report to the Vice President for Academic Affairs.

## **8. DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs shall provide such services and programs as students need to assist them with their educational experience and to develop as individuals. The Division

shall be headed by a Vice President for Student Affairs, who shall report to the President. The Division of Student Affairs shall consist of the following units: Admission Office, Career Services Center, Center for Academic Advising, Housing and Residence Life, International Student Services, Office of Student Life, Recreation and Wellness, Registration and Records, Student Educational Opportunity, Student Financial Aid, Student Health Services, University Counseling Center, the Wyoming Union. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

## **9. DIVISIONS OF MILITARY SCIENCE AND AEROSPACE STUDIES**

The Divisions of Military Science and Aerospace Studies shall offer such programs in the Reserve Officer Training Corps as may be authorized by the Congress of the United States and the Department of Defense through the Secretaries of the Army and Air Force, respectively, and as approved by the Trustees. The Divisions shall be headed by a Professor of Military Science and a Professor of Aerospace Studies, respectively, who shall report to the Vice President for Academic Affairs. The professors shall be nominated by the appropriate Armed Forces and appointed by the Trustees upon recommendation of the President of the University.

## **D. HONORARY DEGREES**

Nominees for honorary degrees may be submitted by members or former members of the Trustees, members of the faculty, and alumni. All recommendations shall be submitted in writing to the President of the University by a designated date each year. The President shall refer all nominations to a joint committee consisting of not more than four members of the Trustees appointed annually by the President of the Trustees, three members of the appropriate faculty committee chosen annually by that committee, and the President of the University who shall preside as chairperson without vote.

Source:

Trustee Regulations I, II, III, and IX.B; adopted 1/22/10 Board of Trustees minutes

Revisions adopted 11/18/10 Board of Trustees meeting

Revisions adopted 3/23/12 Board of Trustees meeting



## Appendix A to UW Regulation 2-39

# University of Wyoming Alcohol and Other Drugs Policy

## I. INTRODUCTION

### A. Purpose

The purpose of this policy is to provide the university community with guidelines for the safe, legal, and responsible use of alcohol, to outline prohibitions for the use of illegal drugs, and to provide appropriate disciplinary sanctions.

### B. Statement of Philosophy

The University of Wyoming Alcohol and Other Drugs Policy is intended to further the educational mission and goals of UW by advocating for individual responsibility, healthy and informed decision-making, and the safe, legal, and responsible use of alcohol and the prohibition of illegal drugs. The University of Wyoming is committed to creating a safe and healthy environment for all members of the University community in which the illegal or inappropriate use of alcohol or illegal drugs does not interfere with learning, performance, employment, residential living, or development.

### C. Authority

Authority for establishment and implementation of this policy derives from University Regulation 39 and is vested in the Vice President for Administration or designee.

### D. Application of laws, regulations, and policy

The University of Wyoming complies with requirements set forth in the *Drug-Free Schools and Communities Act of 1989*, the *Drug-Free Workplace Act of 1988*, and amendments thereto, plus applicable federal, state, and municipal laws. The unlawful uses, possession, production, manufacture, and distribution of alcohol and illegal drugs and controlled substances is strictly prohibited. Students, faculty, staff, and visitors to the University are required to obey 1) federal, state, and municipal laws regarding alcohol, drugs, and controlled substances, and 2) UW policies regarding alcohol and illegal drugs, and to act reasonably to reduce the risks associated with use and abuse of these substances. This policy governs all service of alcohol on University owned or controlled property and facilities, including locations supporting UW outreach programs, recognized student organization activities, and student exchange programs.

### E. Policy distribution

The Alcohol and Other Drugs Policy will be published and distributed annually by the Vice President for Administration's Office to each student and employee. The Policy shall also be made available through the University's electronic information system.

## **F. Biennial program review**

The alcohol and drug program shall be reviewed at least once every other year by the University's Alcohol, Wellness Alternatives, Research and Education (AWARE) Coordinator, who shall file required reports with the U.S. Department of Education.

## **II. HEALTH RISKS**

**A. Alcohol.** Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a vehicle safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Alcohol is often a major factor in crimes committed both on campus and off campus. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

For current research on the health effects of alcohol, refer to the National Institute on Alcohol Abuse and Alcoholism at [www.niaaa.nih.gov](http://www.niaaa.nih.gov)

**B. Illegal Drugs.** Drugs such as marijuana, cocaine, hallucinogens, narcotics, anabolic steroids, amphetamines, and methamphetamines are regulated because they often have a powerful impact on the body and its systems. A description of health risks associated with the use of illegal drugs is printed in the *Student Handbook & Planner*. For current research on the health effects of drugs, refer to the National Institute on Drug Abuse website at [www.nida.nih.gov](http://www.nida.nih.gov)

### III. ABUSE PREVENTION PROGRAMS AND ASSISTANCE SERVICES

- A. The University of Wyoming actively works toward reducing the misuse of alcohol and the harmful consequences associated with alcohol abuse through the implementation of research-based practices. UW offers late-night alcohol-free programming to students through the Campus Activities Center, a free shuttle service for students to prevent driving under the influence, conducts educational programs and activities in the residence halls, and supports the A-Team, which is a campus-community coalition that addresses alcohol issues. In addition, the UW Alcohol Wellness Alternatives, Research & Education (AWARE) Program provides education, prevention, and intervention services to the university and community.
- B. All University of Wyoming students may receive alcohol and other drug education and referral services from the Alcohol Wellness Alternatives, Research & Education (AWARE) Program in the University Counseling Center (766-2187). Those enrolled full-time, or part-time if they have purchased the optional fee package, may receive services from the Student Health Service (766-2130). Substance abuse evaluations are conducted through the Counselor Education Training Clinic on campus (766-6820). Also, students may seek services in the community, incurring the charges themselves, at Peak Wellness Center (745-8915) for outpatient services, Ivinson Memorial Hospital, Behavioral Health Clinic (742-0285) for outpatient and detoxification services, or from a mental health professional listed in the telephone directory. Students at the University of Wyoming ~~at Casper (UW-Casper) College Center~~ can receive services for drug and alcohol issues from Casper College Counseling and Student Development Services (268-2201).
- C. All University of Wyoming faculty and staff can receive services for drug and alcohol issues in the Laramie community at Peak Wellness Center (745-8915) for outpatient services, Ivinson Memorial Hospital, Behavioral Health Clinic (742-0285) for outpatient and detoxification services, or from a mental health professional listed in the telephone directory. Faculty and staff may also receive, free of charge, a single session crisis intervention and referral consultation for drug and alcohol issues at the University Counseling Center (766-2187). Employees at the University of Wyoming at Casper ~~W-Casper College Center (UW-Casper)~~ are directed to Casper College Counseling and Student Development Services (268-2201) for drug and alcohol issues.
- D. All University of Wyoming departments can receive assistance with alcohol policy development, and can receive consultation on current evidence-based practices for the prevention of alcohol and other drug abuse from the campus-community coalition called the A-Team (766-2187).

## IV. LAWS AND REGULATIONS

All use and distribution of alcohol is subject to federal, state, and local laws and regulations, which include the duties and prohibitions listed below. University employees and students may be subject to additional restrictions set forth by their respective departments.

### A. Wyoming Laws

1. In accordance with the laws of the State of Wyoming, it is illegal for any person to use, possess or distribute illegal drugs or other controlled substances except as expressly permitted by law.
2. In accordance with the laws of the State of Wyoming, it is illegal for any person under the age of 21 to consume, possess, or otherwise have access to alcoholic beverages.
3. No person or organization may sell, furnish, or give alcoholic beverages to any person under the age of 21.
4. Open containers are not permitted in open areas without first obtaining an authorized permit from the University of Wyoming to possess, consume, and/or serve alcoholic beverages. This includes areas within university academic departments or other university owned or controlled properties. Permission can be requested from the Vice President for Administration using the form in Appendix A.

### B. University of Wyoming Regulations

All departmental policies and processes related to alcohol and other drug issues are subject to the *Student Code of Conduct* (per University Regulation 30) in addition to departmental processes.

#### 1. Alcohol regulations

##### a. Possession, Service, and Consumption of Alcoholic Beverages on Campus and in University Owned or Controlled Facilities.

The Vice President for Administration, or designee, may authorize the temporary possession and/or consumption of alcoholic beverages on the University campus or in University owned or controlled facilities. A written request must be submitted to the Vice President for Administration for the temporary possession and/or consumption of alcoholic beverages at any special events in University facilities. Such temporary authorization shall be made pursuant to the requirements of the law and the best interests of the University. The request form can be found in Appendix A.

- i. Non-alcoholic beverages must be available at all functions when alcoholic beverages are served.
- ii. No public funds of the University may be used in payment for alcoholic beverages.
- iii. When feasible, servers of alcoholic beverages are expected to have participated in server training.

**b. Possession, Service, and Consumption of Alcoholic Beverages in University owned or Controlled Living Units**

- i. The Executive Director of Residence Life, Dining Services, and the Wyoming Union has the authority to designate specific University owned or controlled living units where alcohol consumption by individuals aged 21 or older is permitted.
- ii. Any consumption of alcoholic beverages in University owned or controlled living units is subject to the guidelines set forth by the University's *Student Code of Conduct* and the Department of Residence Life's *Responsibilities & Rights*, and all applicable laws and ordinances.
- iii. It is the responsibility of the Executive Director of Residence Life, Dining Services, and the Wyoming Union to ensure compliance with and enforcement of this Alcohol and Other Drugs Policy, as well as such state and local laws as may apply, in University owned or controlled living units.

**c. Regulations for the Operation of a Malt Beverage Service and Facilities in the Wyoming Union**

- i. The Trustees of the University may on a yearly basis apply for a special malt beverage permit by which malt beverages may be served in a regular designated malt beverage dispensing room, and temporary dispensing areas for special events, within the Wyoming Union.
- ii. It is the responsibility of the Director of the Wyoming Union to ensure compliance with and enforcement of this Alcohol and Other Drugs Policy, as well as such state and local laws as apply, to the Wyoming Union and the service of malt beverages. This shall include the design and implementation of a server training program. Because the Wyoming Union has been issued a malt beverage liquor license, it is not required to seek a dispensing permit from the Vice President, for areas covered by the license.

iii. The Trustees of the University, as the holder of the special malt beverage permit, have final authority in the administration of the malt beverage facility and may prohibit or suspend the dispensing of malt beverages upon receiving information that violations of law or this regulation have occurred to a degree that in their judgment would warrant such action.

**d. Regulations for the Operation of a Liquor Establishment at Jacoby Golf Course**

It is the responsibility of the Director of Jacoby Golf Course to ensure compliance with and enforcement of this Alcohol and Other Drugs Policy, as well as such state and local laws as apply, at the Jacoby Golf Course. Because the Jacoby Golf Course has been issued a liquor license, it is not required to seek a dispensing permit from the Vice President.

**e. Alcohol Use and Athletics**

i. Any student participating in intercollegiate athletics at the University of Wyoming must comply with the *University of Wyoming Department of Athletics Substance Abuse Policy* and the *Student Code of Conduct*. Student athletes are subject to drug testing procedures outlined by the NCAA and the UW Department of Intercollegiate Athletics.

ii. It is the responsibility of the Director of Intercollegiate Athletics to ensure compliance with and enforcement of this Alcohol and Other Drugs Policy, as well as such state and local laws as apply, at all University of Wyoming athletic events.

**f. Alcohol Consumption and Individuals Under the Influence**

i. Employees, outside vendors, and contractors of the University may not consume alcoholic beverages while at their workstations or while on duty unless specifically authorized (e.g., an approved special event).

ii. Employees, outside vendors, and contractors of the University are not permitted to be drunk while on duty.

**g. University of Wyoming Employees Performing Safety-Sensitive Functions**

The following pertains to those University of Wyoming employees who perform safety-sensitive functions in the performance of their respective job duties; all employees who are required to hold a Commercial Drivers License (CDL) in order to perform their respective job duties; and, all successful applicants for such positions. The University of Wyoming prohibits any use of alcohol

and/or non-prescribed controlled substances on the job. This prohibition includes evidence of alcohol or controlled substances use that may impair the employee's ability to successfully perform job duties. Designated employees are subject to alcohol and drug testing procedures set forth by the University of Wyoming and the Wyoming Department of Transportation.

**h. Alcohol Advertising and Sponsorship**

Advertising of any alcoholic beverages is prohibited unless permitted by the Vice President for Administration. Advertising of alcoholic beverages in publications under the purview of the Student Publications Board is controlled by that board.

**2. Drug regulations**

**a. Drug-free Workplace Policy**

The University of Wyoming is committed to the development and maintenance of a drug-free environment. It is the policy of the University of Wyoming that the unlawful manufacture, sale, distribution, dispensing, use, or possession of any controlled substance by employees is prohibited while on the job or on University owned or controlled property.

**b. Definitions**

- i. "Controlled substance" means a controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at 21 CFR 1300.11 through 1300.15.
- ii. "Conviction" means a finding of guilt (including a plea of *nolo contendere*) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- iii. "Criminal drug statute" means a Federal or non-federal criminal statute involving the manufacture, sale, distribution, dispensing, use, or possession of any controlled substance.

**c. Administrative Procedure**

In support of this policy, the University will:

- i. Notify each University employee and each student employee that, as a condition of employment, the person, once so employed, must abide by the terms of the policy, and must notify his/her supervisor and the Human Resources Department of any criminal

drug statute conviction for a violation occurring in the workplace, no later than five days after such conviction;

ii. Notify the appropriate federal agency within ten days after receiving notice of criminal drug statute conviction of any employee engaged in performance of the grant or contract;

iii. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this policy.

## **V. SANCTIONS AND ENFORCEMENT**

Anyone who violates federal, state, or local law regarding alcohol or other drugs is subject to prosecution and punishment by criminal and civil authorities in addition to disciplinary or administrative sanctions issued by the University. Pursuant to the educational goals and mission of the University of Wyoming, violators of this Alcohol and Other Drugs Policy are subject to the disciplinary actions listed below.

### **A. Infractions by Students or Student Groups**

Students (or student groups) acting in violation of this Alcohol and Other Drugs Policy will be referred to the Dean of Students for disciplinary action, based on the *Student Code of Conduct*.

1. Any student who is cited for an alcohol or other drug offense (Minor in Possession, and/or Minor Under the Influence, etc.) in the University Residence Halls or Apartments will be directed to the Executive Director of Residence Life, Dining Services, and the Wyoming Union or designee for disciplinary action and participation in the Alcohol Wellness Alternatives, Research & Education (A.W.A.R.E.) Program.

2. Any student cited for an alcohol or other drug offense (Minor in Possession, and/or Minor Under the Influence, etc.) whose conduct was deemed disorderly on University property, not within the jurisdiction of the Departments of Residence Life or Dining Services, may be handled by a University Hearing Officer appointed by the Dean of Students Office for disciplinary action and participation in the Alcohol Wellness Alternatives, Research & Education (A.W.A.R.E.) Program.

3. Any student who destroys property or inflicts harm on another person while under the influence of alcohol or other drugs on University owned or controlled property may be subject to criminal action and may be subject to more severe University disciplinary sanctions, such as dismissal, suspension, and/or fines or those sanctions set forth in the *Student Code of Conduct*.



**B. Infractions by Employees**

Employees of the University who violate this policy are subject to disciplinary action pursuant to the University’s established policies, as outlined in the Employee Handbook.

**C. Infractions by non-University Employees and Guests**

The University of Wyoming Police Department is responsible for handling suspected violations of this policy by invitees, contracted workers, visitors or guests on University owned or controlled property.

**VI. DOCUMENTS CITED IN THIS POLICY**

University Regulation 30, rev. 1 – [www.uwyo.edu/legal/Uniregs/ur030.htm](http://www.uwyo.edu/legal/Uniregs/ur030.htm)

University Regulation 39, rev. 3 – [www.uwyo.edu/legal/Uniregs/ur039.htm](http://www.uwyo.edu/legal/Uniregs/ur039.htm)

*Student Code of Conduct* – [www.uwyo.edu/DOS/filesWORD/code.doc](http://www.uwyo.edu/DOS/filesWORD/code.doc)

*Students’ Responsibilities and Rights for Residence Halls & Dining Services* – [www.uwyo.edu/reslife-dining/halls/Handbook/Rights2006-2007.pdf](http://www.uwyo.edu/reslife-dining/halls/Handbook/Rights2006-2007.pdf)

*University of Wyoming Department of Athletics Substance Abuse Policy* – [www.fansonly.com/photos/schools/wyo/genrel/auto\\_pdf/2006-2007SAhandbook.pdf](http://www.fansonly.com/photos/schools/wyo/genrel/auto_pdf/2006-2007SAhandbook.pdf) (page 30)

*Drug-Free Schools and Communities Act of 1989* –

*Drug-Free Workplace Policy of 1988* – 41 U.S.C. 701

Request for Permission to Serve Alcohol – Appendix A

Malt Beverage Service in the Wyoming Union – Appendix B

**APPENDIX A**

**REQUEST FOR PERMISSION TO SERVE ALCOHOL  
ON UNIVERSITY OF WYOMING PROPERTY**

- 1) Name of event \_\_\_\_\_
- 2) Date \_\_\_\_\_
- 3) Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_
- 4) Sponsoring organization/individual \_\_\_\_\_
- 5) Person making request \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_ Email \_\_\_\_\_
- 6) Desired location \_\_\_\_\_
- 7) Description of event \_\_\_\_\_  
\_\_\_\_\_
- 8) All activities involved with this planned event will be in accordance with the applicable University policies, procedures, and regulations.
- 9) Food and non-alcoholic beverages are required at events serving alcohol. The following food and non-alcoholic beverages will be available \_\_\_\_\_  
\_\_\_\_\_
- 10) The service of alcohol and responsibility for age verification and responsible drinking at the event rests on the sponsoring organization/individual in compliance with University of Wyoming regulations. When feasible, servers of alcoholic beverages are expected to have participated in server training. How will appropriate staff and security determine the verification of age and compliance? \_\_\_\_\_  
\_\_\_\_\_

- 11) It is the responsibility of the sponsoring organization/individual to post one 8-1/2" x 11" sign at each bar stating that alcohol will not be served to persons under age 21.
- 12) Alcohol will be delivered to the event site by \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_  
 Leftovers will be picked up by \_\_\_\_\_  
 Date \_\_\_\_\_ Time \_\_\_\_\_
- 13) It is University policy that no State of Wyoming funds be used to purchase alcohol.  
 Alcohol will be purchased by \_\_\_\_\_  
 using University Account # (if applicable) \_\_\_\_\_

Signature of Sponsor's Representative \_\_\_\_\_

Date signed \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Additional Information \_\_\_\_\_

OFFICE USE ONLY

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_  
 Vice President for Administration (or designee)

\_\_\_\_\_  
 Date

## APPENDIX B

### Regulations for the Operation of a Malt Beverage Service and Facilities in the Wyoming Union

**1. GENERAL INFORMATION.** The Trustees of the University may, on a yearly basis, apply for a special malt beverage permit from the City of Laramie for the Wyoming Union building by which malt beverages may be served in a regular designated malt beverage dispensing room, and temporary dispensing areas for special events, within the Wyoming Union.

#### **2. MALT BEVERAGE FACILITY AND PROVISIONS FOR DISPENSING.**

**a.** The malt beverage service and facilities shall be located in that portion of the Wyoming Union as are described in the approved application for the special malt beverage permit.

**b.** Malt beverages shall be consumed only in the designated dispensing room area.

**c.** The furnishing or sale of malt beverages in the Wyoming Union is restricted solely to the holder and designated seller for the specified service area, and other individuals, groups or associations will not be allowed to bring alcoholic beverages onto the premises of the Wyoming Union for sale or consumption by themselves or others without approval by the Vice President for Administration.

**d.** The hours during which the malt beverage facility shall be available to serve malt beverages shall not exceed the following:

(1) Monday through Thursday, 3:00 p.m. to 10:00 p.m.

(2) Friday, 3:00 p.m. to 12:00 midnight

(3) Saturday, 10:00 a.m. to 12:00 midnight

For reasons related to economic trends, factors in utilization or problems of management, the Director of the Wyoming Union, in consultation with the Wyoming Union Board, may further limit these hours.

**e.** The clientele for which the malt beverage facility is intended includes students, University personnel, alumni, and University guests. During the hours of operation, only persons who are 21 years of age or older, as required by state and federal law, and who present appropriate government-issued identification will be served malt beverages in the facility.

Individuals who fail to properly identify themselves or who refuse to peaceably leave the premises upon request by the management of the malt beverage facility shall be subject to prosecution pursuant to Wyoming Statutes. Misconduct by students may also be subject to University disciplinary action in accordance with University Regulation 30 and the *Student Code of Conduct*.

**f.** During hours other than those designated for the dispensing of malt beverages, the dispensing facilities shall be closed and malt beverages shall not be consumed on the premises; however, at such times, the general premises approved for this facility may be used for alternative purposes including activities for persons under the age of 21.

**g.** Lunches, foods, snack items, non-alcoholic beverages and related condiments may be made available for consumption in the malt beverage facility during the hours it is in operation.

**h.** It is the responsibility of the management of the malt beverage facility to refuse to sell malt beverages to any person who is or becomes obviously incompetent due to the influence of alcohol or who is a habitual source of behavioral problems in the malt beverage facility area.

**i.** Determinations regarding appropriate staffing and security for the malt beverage facility are the responsibility of the Director of the Wyoming Union.

# **UW REGULATION 6-409**

## **Establishment of Faculty Office Hours Policy**

### **1. GENERAL INFORMATION.**

Faculty Senate Bill 239 endorses the establishment of faculty office hours as follows:

Each college shall formulate a general policy regarding office hours during which faculty (faculty as defined herein includes any personnel involved in teaching) are expected to be available to students, and shall incorporate said policy into its college University regulation.

Department/units shall have a written policy regarding office hours for their faculty, and said policy shall include some regularized mechanism for interacting with students outside of regular class time.

### **2. DIRECTIVE.**

Effective immediately, the following are the policies on faculty office hours for the Colleges of Agriculture and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied Science, Health Sciences, Law, and ~~the University of Wyoming/Casper College Center~~ University of Wyoming at Casper (UW-Casper).

#### **A. COLLEGE OF AGRICULTURE AND NATURAL RESOURCES**

The College of Agriculture and Natural Resources faculty members adhere to a modified open door policy with regard to their interaction with students. Whenever a faculty member is not in class or similarly occupied, as for example in academic meetings, she/he is available to meet with students. In addition, all faculty will be expected to note on class syllabi specific times during the week that she/he will be available for consultation and advice. The specific time will meet or exceed a minimum of six hours per week but in no case should the six hours be construed as the only time available for student/faculty interaction.

#### **B. COLLEGE OF ARTS AND SCIENCES**

It is the goal of the College of Arts and Sciences to provide students with maximum direct access to all faculty. To achieve this goal, faculty are available for consultation during office hours or by appointment. Students may arrange appointments directly with faculty or through the departmental clerical staff. In addition, faculty will include office hours on each syllabus and hours will be posted on or about faculty office doors. Although the great majority of faculty maintain far more, the minimum number of office hours shall be three hours a week, hours which must be spread across at least two days of the week. When a faculty member cannot meet regularly scheduled hours, the departmental secretary will be notified of when the announced schedule will be resumed.

### **C. COLLEGE OF BUSINESS**

Faculty members are available to their students outside of regularly scheduled classes for at least three scheduled hours over at least two separate weekdays and otherwise by appointment.

Office hours of each faculty member will be

- i. posted on his/her respective office door
- ii. stipulated in the course syllabus (or other written form) which will be handed out during the first week of the semester

If it is not possible for a faculty member to be available during a given Office Hour, he/she will announce this in class if possible and, if not, will, to the extent feasible, arrange to have a notice posted on his/her door.

### **D. COLLEGE OF EDUCATION**

Faculty are expected to be available to students outside of class, both by appointment and during regularly scheduled office hours. Before each semester, unit heads -- i.e., deans or chairs/heads/directors -- will ask each faculty member to post on his/her office door, as well as include on syllabi, a minimum of three specified hours each week on at least three different days that the faculty member will be in his/her on-campus office for the purpose of meeting with students. In addition, the faculty member will be available to meet with students, by appointment, at other times. Students should be informed of any necessary deviations from posted office hours.

### **E. COLLEGE OF ENGINEERING AND APPLIED SCIENCE**

It is the policy of the College of Engineering and Applied Science that the faculty will maintain to the greatest extent possible an "open door" policy to their offices by cooperating with students to see them anytime by appointment. In addition each member of the faculty will post a minimum of five office hours per week which the students can consistently depend on for consultation.

The faculty of each department in the College of Engineering and Applied Science is free to develop a department-specific office hour policy so long as it incorporates the minimums required by the college policy.

### **F. COLLEGE OF HEALTH SCIENCES**

Faculty are required to hold office hours at least three hours per week. Office hours for individual faculty are posted in the respective departments and are listed on syllabi and/or other literature regularly distributed to students. In addition, all faculty are

available by appointment. (Office hour requirements for part-time faculty may be prorated.)

### **G. COLLEGE OF LAW**

It is the policy of the Faculty of the College of Law to be available to our students for advice, counseling and academic instruction outside of the classroom. It is commonplace for faculty members to be available for such purposes fifteen, twenty, or even more hours per week, on an open-door basis. It is also the policy of this faculty to have a minimum of five posted office hours per week. While it is recognized that meetings and other faculty commitments may cause a change or cancellation of their posted office hours, it is expected and contemplated that faculty members will adhere to the spirit of this policy and normally be available to students for at least fifteen hours during each week.

### **H. ~~UNIVERSITY OF WYOMING/CASPER COLLEGE~~ CENTERUNIVERSITY OF WYOMING AT CASPER (UW-CASPER)**

Faculty at ~~the UW/CC Center~~UW-Casper will schedule at least three hours each week in which they will be available for students in their offices. They will also be available to students by appointment. Office hours will be posted on faculty office doors, and the hours will be noted on all course syllabi.

Source:

University Regulation 409, Revision 1; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 3/23/12 Board of Trustees meeting



## **UW REGULATION 7-620**

### **Regulations of the Outreach School**

#### **1. PURPOSE.**

To promulgate and amend the regulations of The Outreach School, as adopted by the Faculty, Academic Professionals and Professional Staff of that School and approved by the Trustees which sets forth the basic organization and processes through and by which the The Outreach School may function in the exercise of its authority and responsibility as prescribed by UW Regulations .

#### **2. GENERAL INFORMATION.**

These regulations were adopted by the Faculty, Academic Professionals, and Professional Staff of the School.

#### **3. DIRECTIVE.**

The Board of Trustees of the University of Wyoming has established The Outreach School as an administrative unit of the University with major outreach responsibilities. The School shall be administered by a Dean, who shall report to the Vice President for Academic Affairs. The Dean is nominated by the President and appointed by the Board of Trustees.

#### **4. ADMINISTRATIVE ORGANIZATION OF THE SCHOOL (see attached diagram)**

**a. Academic and Service Units** -- The divisions of the School are the ~~University of Wyoming Casper College Center~~University of Wyoming at Casper (UW/CCUW-Casper), the Division of Outreach Credit Programs, the Division of Community Services Education, University of Wyoming Television (UW/TV), Wyoming Public Radio, and Broadcast and Media Engineering, and Computer Support.

**b. Dean -- Duties and Responsibilities** -- The Dean shall be the chief administrative officer of the School, appointed in accordance with UW Regulations, and shall be responsible for all matters relating to the educational and administrative affairs of the School. He/she shall hold administrative office at the pleasure of the Vice President for Academic Affairs, the President and the Board of Trustees. The Dean shall preside at meetings of the School's faculty and staff, recommend the School budget in consultation with the unit heads of the School, transmit and recommend appointments and promotions with respect to personnel of the School, and exercise general administrative supervision over the educational programs and operations of the School. To discharge official duties, the Dean shall have supervisory access to

all areas and records relating to programs of the School and which are in the custody of University personnel, both on-campus and in outreach locations. The Dean shall also be responsible for maintaining the University's articulation agreements and other cooperative agreements with the Wyoming community colleges.

**c. Associate Dean -- Duties and Responsibilities --** The Associate Dean assists, and acts in the absence of, the Dean when required. This includes exercising signature authority for the School, and representing the School at University administrative meetings as designated by the Dean.

The Associate Dean also facilitates programs and projects involving personnel from both divisions of the School and performs other appropriate duties as delegated by the Dean.

**d. Other Administrative Officers -- Duties and Responsibilities --** With the approval of the President and the Board of Trustees, Associate Directors, Assistant Directors, or other administrative assistants as may subsequently be authorized, may be appointed in accordance with UW Regulations.

**e. Division Heads – Duties and Responsibilities --** A Division Head shall be the chief administrative officer of each Division of the School. He/she shall hold administrative office at the pleasure of the Dean, the President and the Board of Trustees. After recommendation by the Dean, and upon nomination by the President, the Division Head shall be appointed in accordance with UW Regulations. The Dean shall make an appointment recommendation after consultation with full-time members of the appropriate division and other Division Heads of the School. Division Heads may hold the titles of associate dean, division head, director or manager, as appropriate to the unit. The unit administrator of the ~~University of Wyoming Casper College Center~~ University of Wyoming at Casper (UW/CCUW-Casper) may hold the title of Dean or Associate Dean.

The Division Head shall be responsible for all matters relating to the educational and administrative affairs of the unit. This person shall preside at meetings of the division personnel, recommend the unit budget, transmit and recommend the division budget, transmit and recommend appointments and promotions with respect to the academic personnel and staff of the division, and exercise general administrative supervision over the educational and service programs and operations of the division.

**f. Standing Committees --** The Division Heads shall constitute an administrative committee which shall be advisory to the Dean.

**g. Other Committees** -- The Dean may appoint ad hoc committees as needed.

**h. Academic Coordinators--Duties and Responsibilities** -- Academic Coordinators and the [UW/CCUW-Casper](#) unit administrator represent the off-campus administrative arm of the Outreach School and report directly to the Dean of the School. These individuals are responsible for administering regional offices located at specific sites in Wyoming facilitating the regional delivery of the School's programs and services and other appropriate duties as delegated by the Dean. The criteria and procedures for appointment and promotion of Academic coordinators shall conform to those listed in UW Regulations. Criteria and procedures for appointment and promotion of the [UW/CCUW-Casper](#) unit administrator shall conform to those listed in UW Regulations.

## **5. FACULTY, ACADEMIC PROFESSIONALS AND PROFESSIONAL STAFF**

**a. Composition of the Faculty of The Outreach School** -- The following are the faculty of the School:

i. The Dean, the Associate Dean, Division Head, or a unit administrator may hold a tenure-track faculty appointment in an academic department of the University. Voting faculty of the School are those holding full-time tenure track appointments in an academic department and administrative appointments in the School. The Outreach School shall be entitled to two representatives on the Faculty Senate. One representative shall come from the eligible Outreach School faculty assigned anywhere in the state except Casper. One representative shall come from the eligible faculty assigned to the University of Wyoming/Casper College Center.

ii. Non-voting, adjunct faculty members are regular University faculty and extended term academic professionals teaching in Outreach Credit Programs on a part-time basis; and

Once it is determined that adjunct faculty qualifications meet a particular outreach credit academic need, and those adjunct faculty or academic professionals are approved by the appropriate academic departments, the School will employ adjunct faculty through the regular payroll procedure to undertake the specific task required. These adjunct faculty will be paid from funds in the appropriate office. Normally, compensation is made after final grades are submitted, or in the case of Flexible Enrollment, after a course is developed and accepted, or following the submission of graded lessons or tests. At [UW/CCUW-Casper](#), adjunct faculty and UW faculty teaching on overload will be paid on a prorated monthly basis, at the outreach School rates, during the semester they are teaching. **Page 4**

iii Ex officio faculty members are the President of the University and the Vice President for Academic Affairs.

**b. Composition of Academic Professionals** -- Academic professionals shall consist of those so designated by the Office of Academic Affairs and serving full-time in the School.

**c. Composition of Professional Staff** -- Professional staff shall consist of those so designated by the Office of Human Resources and/or serving full-time in the School.

**d. Membership in the School** -- Voting members of the School shall consist of the Dean, Associate Dean, Division Heads, extended-term academic professionals, professional staff budgeted in programs under the administration of the School, and full-time faculty and academic professionals assigned to the [UW/CCUW-Casper](#) Center. The President and the Vice President for Academic Affairs shall be ex officio members without vote.

**e. Meetings** -- The full-time faculty, academic professionals and professional staff shall meet annually on call of the Dean, and at other times when appropriate. Meetings shall be called by a written notice which shall state the time, place and agenda of the meeting.

The Dean shall call a meeting whenever five full-time faculty, academic professionals, and/or professional staff of the School request one. This request shall be in writing, shall be signed by the members so requesting, and shall state the matters to be considered at the requested meeting.

A majority of the School's voting members constitute a quorum for the conduct of business, which shall be conducted in accordance with Robert's Rules of Order, as most recently revised.

**f. School Secretary** -- The Dean shall appoint a secretary whose duties shall be to make, keep, and where pertinent, to disseminate such records or other information as may be necessary for the orderly conduct of business.

**g. Faculty, Academic Professionals and Professional Staff Service** -- Any assignment of a member budgeted in the School to an instructional or service unit outside the School shall be approved by the supervisor, division head, and the Dean.

**h. Powers and Duties** -- The full-time faculty and academic professionals in the School, with the School's adjunct appointees, shall have jurisdiction over all academic degree matters within the scope of the School, as set forth in UW Regulations.

The Professional Staff of the School shall have the power and duties set forth in UW Regulations.

**i. Appointment, Promotion and Extended Terms** -- The criteria and procedures for appointment, reappointment, extended term and promotion of full-time academic professionals of the school shall conform to those listed in UW Regulations.

Questions of appointment, reappointment, tenure or extended terms for full-time faculty or academic professionals teaching part-time or having administrative appointments for the School will be determined within their respective academic departments. The quality of the service for the School will be communicated to the respective department heads for consideration in reappointment, tenure or extended term, promotion and merit decisions.

The criteria for appointment and classification for Professional Staff will be determined by the Dean of the School and the Office of Human Resources. In Casper, this will be done in consultation with the [UW/CCUW-Casper](#) unit administrator.

## **6. ROLE OF TEMPORARY FACULTY OR ACADEMIC PROFESSIONALS**

The School may from time-to-time appoint temporary faculty or academic professionals to provide academic instruction. Based upon academic training and experience, these individuals will be appointed only after the approval of the department head and dean who hold academic responsibility for the course content. Once identified as a potential teacher for a course, the individual will submit a current official transcript, a current vita and three recent (no older than six months) letters of recommendation. Once receiving approval of the appropriate department, and/or college the individual will be employed at the stipulated rate and paid for his/her services following submission of final grades. Temporary faculty and academic professionals will not be voting members in the School nor will they be entitled to consideration for promotion, tenure, or extended term appointment in the University.

## **7. STUDENTS**

**a. Admissions** -- Students enrolling in credit classes and degree programs through the School shall be subject to regulations of the University and College or School responsible for the particular curriculum.

**b. Probation, Dismissal, Reinstatement** -- The School shall be guided in its probation and dismissal policies by the regulations of the University faculty governing academic probation and dismissal.

## **8. DEGREES AND DIPLOMAS**

Students registered through the School receive their degrees from the academic College or School in which they complete the required course of study for their degrees resides.

## **9. AMENDMENTS TO THE REGULATIONS**

Regulations limited to the administration and operation of The Outreach School may be changed or amended and additional regulations may be adopted at any called meeting of the full-time Faculty, Academic Professionals and Professional Staff of the School by an affirmative vote of two-thirds of all members present, provided that the members shall have been given written notice of the meeting at least ten days prior to the date of the meeting. The call for the meeting at which the proposal is to be acted upon shall include the exact wording of the proposed change, amendment, or addition to these Regulations.

## **10. EFFECTIVE DATE**

**a. School Regulations** -- These Regulations shall become effective upon recommendation of the voting members of the School, the Dean of the School, and approval by the Board of Trustees.

Source:

University Regulation 620, Revision 3; adopted 7/17/08 Board of Trustees meeting  
Revisions adopted 11/18/10 Board of Trustees meeting