

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**  
***SUPPLEMENTAL MATERIALS***

**September 12-14, 2018**

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

# TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA

September 12-14, 2018

## ***SUPPLEMENTAL MATERIALS***

### **WORK SESSIONS**

UW Family Medical Residency Program Select Committee – Asay/Jones [*Narrative in Report—no supplemental materials provided.*]

UW work with Community Colleges Common College Transcript – Nichols/Moore/Asay [*Narrative in Report—no supplemental materials provided.*]

Biodiversity Institute – Synakowski [*Narrative in Report—no supplemental materials provided.*].

Fall Preliminary Enrollment Report – Moore [*Narrative in Report—no supplemental materials provided.*]

Consideration and Action: Tuition Recommendations for Fall 2019-2020– Jewell/Moore.....1

Consideration and Action: Annual fund raising priorities (per MOU with Foundation) – Blalock [*Narrative in Report—no supplemental materials provided.*]

Discuss: Foundation (development) investment report (per MOU with Foundation) – Blalock [*Narrative in Report—no supplemental materials provided.*]

Annual Diversity, Equity and Inclusion Report – Monago .....19

Annual Report: Intercollegiate Athletics – annual report providing an update and vision for the Department of Athletics including an academic and financial update and comparison of UW with other Mountain West Institutions – Burman.....31

Sexual Misconduct Survey and Action Plan for *NO MORE* Campaign – Blackburn/Matt Gray/Jim Osborn [*Narrative in Report—no supplemental materials provided.*]

Annual Report of Strategic Plan – Nichols.....39

BSL-3 Facility Update – Will Laegreid (Miller/Synakowski) [*Narrative in Report—no supplemental materials provided.*]

Education Task Force Report and Recommendations – Reutzel/Yebel .....56

Academic and Student Affairs Committee (*ad hoc committee*) – Sullivan

- Notice of Intent: Major in Construction Management – Alexander

UW Housing Committee (*ad hoc committee*) – McKinley

- UW Housing Task Force Update – McKinley/Brown/Blackburn [*No materials provided in advance*]

UW Regulation Review Committee (*ad hoc committee*)

- Approval of Modifications to the UW Regulations – Evans
  - ✓ UW Regulation 6-1 (Physical Plant).....81
  - ✓ UW Regulation 6-2 (Energy Management).....84
  - ✓ UW Regulation 6-3 (Alcohol and Other Drugs Policy).....85
  - ✓ UW Regulation 6-5 (Use of Bicycles and Non-Motorized Vehicles on the University of Wyoming Campus).....87
  - ✓ UW Regulation 6-6 (Regulating Smoking) .....94
  - ✓ UW Regulation 6-8 (Acquisition, Retention or Disposal of Real Property) .....96
  - ✓ UW Regulation 6-9 (Project Development Policy and Procedure for UW Capital Construction Projects).....98
  - ✓ UW Regulation 7-1 (University’s Operating Budget) .....110
  - ✓ UW Regulation 7-3 (Purchases) .....113



✓ UW Regulation 7-4 (Dishonored Checks Payable to the University) .....	114
✓ UW Regulation 7-5 (University Travel and Reimbursement Policy for Employees) .....	116
✓ UW Regulation 7-6 (Regulations Governing Use of University Vehicles).....	118
✓ UW Regulation 7-8 (Gifts and Celebratory Events for Employees) .....	120
✓ UW Regulation 7-9 (Standard Administrative Policies and Procedures – Finance and Business) .....	123
✓ UW Regulation 10-1 (Regulations Governing Disposal of Hazardous and Chemical Wastes).....	125
✓ UW Regulation 10-2 (Standard Administrative Policies and Procedures – Safety and Wellness).....	128
• Consideration and Action: Amendments to Trustee By-Laws (notice is on the Aug. 8 call) – Brown .....	130

#### Proposed Items for Action:

- I. Consideration and Action: Approval of Agreements, Contracts and Procurements (*if necessary*) – Evans
- II. Consideration and Action: Contracts and Grants, Synakowski [*Narrative in Report—no supplemental materials provided.*]
- III. Personnel – Academic Report and Non-Academic Report – Miller/Benham-Deal [*Narrative in Report—no supplemental materials provided.*]

#### INFORMATION ONLY:

- ✓ Contracts and Procurement Report (per Signature Authority Regulation) – Evans ..... 146
- ✓ Capital Construction Report (progress update, including change orders) – Theobald ..... 152
- ✓ Construction Update – Theobald [*Narrative in Report—no supplemental materials provided.*]
- ✓ Foundation Monthly Giving Report – Blalock [*Narrative in Report—no supplemental materials provided.*]

**AGENDA ITEM TITLE:**

**Consideration and Action: Tuition Recommendations for Fall 2019-2020**, Jewell/Moore

## University of Wyoming 2019-20 Tuition Recommendations

### Submitted Written Public Comments

Inclusive of comments submitted through 08/24/2018 deadline

The University of Wyoming issued a call for public comment regarding 2019-20 Tuition Recommendations on Friday, August 10, 2018. Written public comment has been accepted through a public comment website and webform.

**As of the Friday, August 24 deadline, a total of 55 written comments have been received.**

This report is organized into four sections, as follows. Numbers of comments received are summarized in parentheses here and at the beginning of each section.

- I. The general four percent tuition increase (46); pg 1
- II. Tuition proposal for the Bachelor of Science in Nursing Program (2); pg 15
- III. Tuition proposal for online graduate programs for non-resident students (4); pg 16
- IV. Tuition proposal for the online MBA program (3); pg 17

### I. General Four Percent Tuition Increase (46)

*The Board is being asked to consider a four percent increase in most tuition rates, in line with its current four-year tuition policy. That includes tuition for both Wyoming resident and nonresident undergraduates, along with many graduate students and programs.*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: The tuition changes seem reasonable to me, but I would like to know what the extra money will be used for.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I understand why we need to have a increase in tuition each year. I even agree with it because the university and entire state need more money; however, I do wish that there was a fixed rate on tuition. This helps students plan out exactly how much college will cost.

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY s: Family Member of Prospective Student, Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: As a parent of two future UW students, I am COMPLETELY ok with a small, predictable annual increase in tuition. In truth, you have to raise tuition annually 2-3 percent per year just to keep pace with inflation - it's not even a real increase in revenue (something that's required as the state keeps slashing the budget). Tuition jumps are only particularly hard on families when there's a huge jump in tuition that is sudden and unpredictable. Look, if you tell families - here's our tuition and it will go up exactly 4% per year so here is the total cost of tuition over 4 years - they can plan for it and not be caught off guard. It's harder for families to budget when there are uneven bumps in tuition. So YES - as a future tuition payer - I'd be happy to not only have, but to know in advance, what the small and consistent annual increase will look like.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Our low tuition is what helps keep the university competitive in relation to other institutions, however, small increases are necessary to account for increasing costs and inflation. We need more revenue to continue to keep quality education at the forefront of our services.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: If this tuition increase is still necessary to ensure financial stability for the University then it should be kept but if it is not completely necessary, eliminate it. I would love to see the University continue its growth and I think a key part of that is keeping competitive tuition rates for out-of-state students.

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I believe the 4% increase should only be applied to in-state grads and undergrads because for out of state residents, the tuition price is already high and the University of Wyoming is supposed to be marketed as an inexpensive university. A 4% increase for out-of-state residents was never inexpensive and raising that price will cause the loss of out-of-state students, me included.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I believe it would be a disservice to the Wyoming community to raise the rates of tuition. There are already many young Wyomingites who don't continue education past high school. I've lived in Wyoming my whole life and I believe that continuing to raise the tuition will only drive more people away from pursuing higher education, as many can only afford it due to the low in-state rates that the University provides. I feel like the future of our state depends heavily on being able to educate and train our youth to a high level.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: This is unconstitutional. The Wyoming constitution says that tuition must be as close to free as possible, yet increases continue to happen. Unnecessary construction projects, overpaid coaches, and a bloated administration are costing students. Pay the professors. Fund research. But ditch unnecessary administrative positions and or reduce their salaries significantly.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY s: Family Member of Current Student, Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I'm against the tuition increase. The cost of attendance (which includes tuition) has increased far beyond a students ability to work their way through college. This forces students to take out loans and incur a large amount of student debt. Please don't use the argument that UW is cheaper than Colorado schools. Wyoming is not Colorado, completely different economy.

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: In accordance with the Wyoming constitution the aim for the University of Wyoming should be to lower, if not, eliminate the cost of tuition all together. My recommendation is to keep tuition the same or lower it. We can be the example to other institutions with inflated tuition costs that what they are doing is unnecessary and not in the best long-term interest of the students.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: As a family of Wyoming Alumni we (wife, daughters, brothers) have all enjoyed the educational opportunity mandated by the Wyoming Constitution in Article 7, Section 16. This mandates that, "This provision states that the University will be equally open to students of both sexes, irrespective of race or color and tuition will be nearly free as possible." Increasing tuition automatically by 4% and gauging tuition assessment by market comparisons hardly meets the constitutional mandate.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Here is an idea... how about following NYU and giving free tuition to your med and pharmacy and nursing students! I'd gladly work in a lower paying specialty if I didn't have debt! Maybe I'm going to the wrong university.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Stop building new structures and raising the cost of an education. A better education is obtained by having better teachers not more new buildings. People don't choose a school to attend based on how great the buildings are but on the perception of how great an education they will receive. Charge more for out of state students and keep a constant rate for the sons and daughters of Wyoming.



*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I say NO to the 4%. Lower it. Set your tuition increases to the consumer price index or some other tool. Tuition is rising faster than people's incomes. That is NOT consistent with the accessibility and affordability charter of the university.

In addition, for programs that are looking to increase student numbers, I'd temporarily extend instate tuition to non-state residents. That would give select programs a boost that they need.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I believe that they should NOT raise the tuition price because it is hard for us students to pay for classes, books, and living cost when we have to hold a stable job. I believe that if this continues to increase every year, students might not enroll at the University of Wyoming and try to stay with a community college or find something out of State.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY s: Current Student, Family Member of Prospective Student, Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I just want to reiterate the fact that college students come from many backgrounds and that not all of them are able to afford college tuition, which is a requirement to pay for any college institution. Already poor, already new and fresh from high school and to living on their own and learning by their own experience, more costs are more of a hassle when we already have to pay so much for good education. Upping the cost of tuition doesn't improve the overall college experience and stretches already tight college budgets. The university is a well established institution of the state and does not need an increase in revenue that particularly targets the people it is supposed to be assisting.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: Tuition rates are quite high as is and a raise of 4% can make the struggle worse for those barely making it.

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Being able to pay the current tuition is a hardship any increase would be devastating to us. Please reconsider this increase. Thank you.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: The University of Wyoming needs to tighten their belt and stop putting the cost back on students. The University is already expensive enough. As an undergrad, I could go to Montana and South Dakota for less money than going to the University of Wyoming. The only reason that I'm attending UW now is that I hope to be a school administrator in Wyoming and felt that this program would best prepare me for Wyoming schools. The University could make cuts in the number of programs/degrees that are offered to help cut costs.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I understand the financial need to increase tuition. The issue with continuously increasing tuition is the amount of potential loans students may need to take out to cover the ever increasing costs. The more money students have to borrow means more financial difficulties they may have after graduation. I fear if this kind of thing keeps happening, the school may be facing the same financial crisis the UWYO Athletics program is currently having.

---



*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I feel these incremental tuition increases are a very clever way at raising tuition which might not have a big effect on me but will have big effects on those that come after me. For this reason I would urge those who have the responsibility to build this institution for generations to come to stop increasing tuition and start finding ways to cut back on other university programs such as the large sums of money we pay into our sports program which we do not see an equal economic gain from. I would like to know by what percentage will the head coaches salary be increasing in his next contract as football coach and other coaches. I feel the public has a right to know that. If we are going to continually raise tuition a bit more over time we should know if a large portion of that will just be found as an increase to the athletics department at a cost to the Law School and other academic programs.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Please stop raising tuition.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY s: Family Member of Current Student, Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: They should not raise the tuition for in-state students. Instead of lowering out-of-state tuition, give our Wyoming students a break.

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Respond on my phone, sorry for errors.  
Fees were just added that drastically raised the cost of attendance. For example engineering students were charged about \$30 per credit hour, and if you are taking 16 credits in engineering, which happens often, that is almost a \$500 increase in cost of attendance. Now a 4% increase is going to be added? The great thing about UW is it provides a good education at a lower cost that is more realistic to afford, with how often cost of attendance increasing the low cost will disappear. I don't see it helping either, after four years of attending it seems like the amount of students are increasing and the amount of teachers are decreasing making the education worse, so what is this extra cost going to help. I feel the majority of the student body would rather have more teachers be hired than having more buildings be built and pointless administrative programs being added. I might be for this increase in cost if it was making the education better, but just building a bunch of brand new buildings isn't helping. Who ever is making the decisions on what these increase costs go to should really reevaluate how it is spent. Hire more teachers to make programs better, don't build more buildings so we have even more unused classrooms and labs. Maybe it'd be beneficial to ask the students what they think would make the university better, since that is what the university existence is for. So this extra cost is probably pointless because it's not going to help the students anyway. I guess keep decreasing the value of education being offered if that's what the administration's agenda is. Not like this comment will be read, it's probably just the steps the university thinks they need to do so it looks like they're taking the students thoughts into account. Thanks for doing the wrong things...

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I am a non-resident undergraduate who will shortly be joining a graduate program at UW. A 4% tuition increase for me is extremely prohibitive. For residents of the state, this tuition increase isn't much, but for an out-of-state resident, it's a much greater cost. Out-of-state residents, both in graduate and undergraduate programs, are bearing a frankly unfair brunt of a tuition increase. Please consider the impact that it will have on the university for tuition rates to rise so dramatically for students sharing my position.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Do not raise tuition for UW

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I strongly believe that the cost of higher education is out of control - when tuition and/or fee costs raise by 4% a year but wages are stagnant or dropping, how do we rationalize that these costs MUST go up? Student debt is out of control because students are chasing ever-rising tuition costs, doing their best to pay for them. I don't have an easy answer, but I believe raising tuition by a set amount, just "because we have to" is a flawed system!

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Perhaps the school should look closer at its spending habits rather than further milk students for money. University's are supposed to be places of learning places to better ones understanding. Instead UW has stuffed class rooms to capacity charges an arm and a leg for supplies. How are current and future students supposed to deal with these tuition hikes year after year? More debt is how. It is unreasonable how UW schedules classes as is. A four year biology degree will take six to complete at UW when it can be completed in 3-4 at OSU online for half the cost. Only offering degree required courses every third semester and raising tuition all adds up to being too much. Instead of A tuition hike how about UW becomes fiscally responsible and stops dropping millions into a losing athletics program.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: While I understand that tuition increases are necessary, I believe that a 4% increase will prevent some students from being able to attend the university and will put a high burden on others. For example, the pharmacy school, requires 18 credit hours first two semesters. This tuition rate will significantly increase the financial burden on students who won't even be able to work during the following summer due to rotations. I know that tuition needs to be raised, but I believe that 4% is too steep.

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I don't believe it is fair to raise tuition on students that are already going to school here. Many of us came here because it may have been less expensive than other schools we looked at. By increasing tuition it may make some people leave the school which I believe isn't fair to do. I believe that this increase is a very bad idea.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: The reason people come to the University of Wyoming is because it's an inexpensive institution with good programs. If one of our goals is to increase the number of out of state students, continuously raising tuition is not going to make that happen. As soon as it becomes more expensive to attend UW than it is to attend in state schools in other states, enrollment will probably go down. Just saying.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY s: Current Student, Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I've been a full time student at the University of Wyoming for five years this fall semester. My two latest semesters I've actually written both an opinion paper and a project that focused on the 4 percent tuition increase. During the project I tried to get into contact with multiple different faculty members at the University that would, not only have the information I was looking for but would also have some kind of stake in the tuition policy. After getting no responses from multiple people in the Registrar, Financial Aid, and Admissions Offices I finally received a message back from David Jewell's Office. Jewell is a intelligent and passionate man, he walked me through the economic position that the University finds itself in. Based off of my independent research and his expertise on the subject it became clear to me that two factors were in play 1.) the tuition policy is not blatantly disenfranchising the current and incoming students but more importantly, 2.) it seems evident that the University, either the Board of Trustees or the President herself (i.e someone with legitimate policy changing power) does not want students or the community digging into the financial policies here at the University.

This comment may be convoluted so I'll just rehash my thoughts here.

My problem does not necessarily come from the four percent tuition increase policy. In fact I may understand it better than most. My problem with the financial policies here at the University come from the blatant disregard I had to deal with when it came to researching, understanding and, to some extent scrutinizing the financial policies we have on the books today. It made me nervous to be a student at a facility that doesn't seem to promote the wellbeing, both mental and financially, of its students.



*Public Comments on 2019-20 Tuition Recommendations*

All in all either make it easier for students, their families and the community at large to scrutinize and track where their funds go and make the financial policies of the University more transparent, or continue on with the current behavior and allow the idea pervade that someone at the top is stealing money from those who can barely afford to lose any.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: Reading upon this I was wondering as to what this 4% raise of tuition is being used to fund. It states that this rate is upcoming yet lacks to detail what for. Repairs to construction, new building funds, raises to faculty members? Forgive me but I'm used to seeing a project report for a requested increase of funding to a university.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: From my perspective, I am unhappy with this increase suggestion as student loans are creating alot of hardship for students after completion of degrees. I am also unhappy with this, as a doctoral student who has not garnered the support of my program to assist in my completion, it leaves me feeling like a cash cow and no one in my department even caring if I finish or not. I am actually very unhappy with the end result of my PhD experience with UWYO. I would not continue to recommend this school based on increase in tuition and also the lack of accountable counseling faculty to see their students thorough....

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Both in-state & out-of-state online costs are too much. Unless an institution (like a school district) is paying, the current price is prohibitive.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: Tuition is already high enough!

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Family Member of Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I would recommend looking for ways to cut cost or raise funds without raising tuition. The cost of college - even with scholarships - is growing exponentially. We have saved all of our lives to help our kids pay for school and they work. Even with this, the youngest, which is going to Wyo for the new outdoor recreation degree, will have to have loans. We can't keep financing universities on the backs of kids who will struggle to pay back their loans. I assume there will also be increases in housing and fees, which will drive the cost of attending school way above a 4 percent increase.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: It is my opinion that if tuition should be raised the profits need to be used to recover academic faculty and programs lost over the last couple years. After the CEAS cut so many faculty members, many students, including myself, were forced to take an extra semester or two because classes became offered only once every two or three semesters. This also affected students who didn't pass or had to withdraw from classes. Many of our classes in engineering are prerequisites to move on and if you are forced to wait a year for some reason, it ends up costing students a ton of money. Also, I would like to mention that I am tired of hearing the "University of Wyoming is still the cheapest four year university" excuse for raising tuition. While we are that, we still have so much less to offer overall than many of the larger campuses throughout the nation if we look at things from a 'getting what you pay for' stand point. I also think places like the College of Engineering shop and new maker spaces (which I advocated for in the ACEC, and voted for as a part of UWFE, not knowing students would be charged like they will be) should attain for funding so that students could use these more and at a smaller cost. I'm sure there are plenty of important things the University needs to spend money on moving forward, I hope such things strongly gravitate more towards academics and what students actually need to be successful rather than sports or the 'Tier 1' objective that I believe to be fallacious (the new engineering building for example; one-third of it is empty space, and undergraduate students will hardly get to use it!).

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: We all are attracted to come to UW for the quality and affordability of the tuition. This first increase already pushed me to financial ruin if this continues this way I will have to drop out Even if I have a GPA above the 3.0.  
And out state students are the majority of the income, another increase will lower the numbers of people applying here.

Thanks for reviewing my comment on this issue.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I don't believe there should be an increase in tuition. It will put the University at a disadvantage because the cost of attendance will go up and prospective students will consider choosing other schools that might be similar in cost. One of the best things about UW is that the cost of attendance is less expensive than many other schools, even ones just 45 minutes away. That is what makes us special.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: What is the purpose behind raising the cost of tuition? If the consensus results in favor of the 4% increase, I think all current students at UW should be grandfathered in and only have to pay for the tuition at which they were accepted upon. When choosing your college, tuition cost does have some influence as to where you decide to go. Although a 4% increase isn't huge, it still increases the cost of tuition which can have major affects on the students and their families. I hope you truly consider grandfathering in current students and those already accepted to UW at the current tuition. Thanks!!

---

*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: If you want to stay competitive lower your resident tuition. That's the only thing this university has that appeals to others.. low cost of education. Radiating it will have students seek elsewhere for education! Instead of putting so much of your money into the sports teams how about giving your staff members raises and a competitive salary to your competing university, CSU.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: For out of state residents, tuition is already so high that (as a student who relies HEAVILY on financial aid) it may not be plausible for me to return for another school year. This is also a problem with other low income students. Raising tuition for these students will put them returning for another year in jeopardy.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY s: Current Student, Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Absolutely ridiculous to raise tuition, particularly for in-state students. The university is one of the only viable options for Wyoming students, and raising in-state tuition while lowering out-of-state is not only a bad idea but a sad representation of where this university is headed. In my three years at UW the tuition has already increased by 2.5%. If I had more than one semester left for this degree I would absolutely be leaving UW because it is no longer cost efficient, among other issues with the school. DO NOT RAISE IT MORE, unless the school is seeking to lose in-state students.

---



*Public Comments on 2019-20 Tuition Recommendations*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY s: Family Member of Current Student, Family Member of Prospective Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I oppose the tuition rate increase for in state students. As a parent of a current student and possible future student, another tuition increase makes attending much more difficult for those of us that don't qualify for any financial assistance. Hathaway would need to increased to cover the cost. Also, as a UW employee, I have not received a raise that would keep up with increase cost of attendance for my children.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Please don't increase the tuition!!!

## **II. Tuition Proposal for the Bachelor of Science in Nursing Program**

**(2)**

*The administration is working with the dean of the School of Nursing to establish a rate for the Bachelor of Science in Nursing Program that is solely offered online that is more in alignment with the rates charged by peer institutions. UW's current rate of \$537 per credit hour is higher than its peers and, as a result, the School of Nursing has seen enrollment decline in recent years. The proposed new rate is \$350 per credit hour.*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: UW's online nursing program was highly respected. It's really a shame that UW has priced itself out of the popular market.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY

PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Remaining a competitive program is critical, and aligning better with other institutions while ensuring the revenue to remain a top program makes sense. I support the increase.

### III. Tuition Proposal for Online Graduate Programs for Non-resident Students (4)

*The administration proposes a 45 percent reduction in the rate charged to nonresident graduate students enrolled in programs that are solely offered online. UW's current rate of \$780 per credit hour is the highest among its peers when fees are included, resulting in a 40 percent decline in enrollment by these students since fall 2013. The proposed rate of \$432 per credit hour would put UW more in line with its peers.*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: Hello, I fully support this measure as it would save me around 17,000 dollars to complete my degree.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Out of State Resident

COMMENTS: I support the recommendation to reduce tuition for non-resident graduate online courses. I started as an on-ground graduate student, and am finishing up research and perhaps coursework remotely while working a full-time job. Online education is a competitive field, and reducing the cost will help to maintain the number students who wish to complete their degrees at UWyo, as well as supporting students who transition from on-ground to online.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: If we reduce the online tuition for non-residents, it would make sense to also reduce resident tuition. Yes, residents already pay less, but from a perception standpoint we need to continue to support in state students. By reducing the tuition for only one of these groups we appear to have forgotten our purpose as the state's public institution.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: I can live with the 4% increase in tuition, but I think it is unfair for onlin students tuition to drop so drastically. They already pay less in terms of fees. Why would they also be paying so much less tuition? I get it if it were to drop 10%, but why 35-45%? I want to know why they are talking a huge cut while everybody else gets a raise in tuition costs.

#### **IV. Tuition Proposal for Online MBA Program (3)**

*The administration proposes a five percent increase in tuition for UW's online resident, nonresident and executive Master of Business Administration (MBA) program. Supported by the College of Business, this increase would align UW with the market for professional business administration degree programs.*

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Current Student

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Remaining a competitive program is critical, and aligning better with other institutions while ensuring the revenue to remain a top program makes sense. I support the increase.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY s: Current Student, Alumni

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: Why must UWyo RAISE tuition to be at the market rate? Why not be the market leader and leave tuition rates where they are at or even lower them?

Show your commitment to your students by keeping rates where they are or even reducing. By raising tuition you're showing all you care about is the bottom line dollar.

---

WHAT IS YOUR AFFILIATION WITH THE UNIVERSITY  
PLEASE CHECK ALL THAT APPLY : Community Member

WHAT IS YOUR RESIDENCY STATUS: Wyoming Resident

COMMENTS: This seems a greedy moment for the School of Business. I don't know the current enrollment numbers, but I can't help but believe that the decline seen by Nursing, for example, is in the near future if tuition is increased more.

**AGENDA ITEM TITLE: Annual Diversity, Equity and Inclusion Report, Monago**









**STATEMENT FROM THE CHIEF DIVERSITY OFFICER**  
The Office of Diversity, Equity, and Inclusion (ODEI) was established by the inaugural Chief Diversity Officer on July 17, 2017 to provide university-wide leadership to diversifying the faculty, staff, curriculum and programming to create an inclusive campus environment for all. The ODEI is thus charged with setting the tone for shaping a diverse and inclusive environment through partnerships and collaborations that contribute to attaining the university's diversity, equity, and inclusion goals as outlined in *Breaking Through: 2017-2022; A Strategic Plan for the University of Wyoming*.

**ODEI Vision Statement**

The Office of Diversity, Equity, and Inclusion strives to make the University of Wyoming a leading institution where people of all identities, diverse perspectives, and life experiences encounter a welcoming environment where inclusivity, multiplicity, fairness, and parity are steadfast values.

**ODEI Mission Statement**

The mission of the Office of Diversity, Equity, and Inclusion is to promote inclusive excellence through:

- Providing educational opportunities and diversity workshops that raise awareness, knowledge, and skills
- Supporting the recruitment and retention of diverse students, faculty, and staff
- Facilitating an inclusive campus community that promotes student success through partnerships and collaborations within and around the university community
- Solidifying the University of Wyoming's commitment to valuing and expanding a welcoming, diverse, inclusive and equitable environment that builds a better university, state, nation, and world

The Chief Diversity Officer was charged with establishing and leading a Council on Diversity, Equity, and Inclusion. The role of this council is to provide recommendations to the Chief Diversity Officer; assist with the creation and evaluation of strategic initiatives; and work collaboratively across all areas of campus to make progress toward achieving UW's diversity, equity, and inclusion goals. The University of Wyoming Strategic Diversity, Equity, and Inclusion Plan was developed with the council's contributions and support.

# PREAMBLE

The University of Wyoming values a wide range of cultural perspectives, experiences, and opinions that are important for educational excellence and critical for preparing students for future success. Through this Strategic Diversity, Equity, and Inclusion Plan, we strive to make UW a place that values, celebrates, manifests, and supports all aspects of diversity, equity, and inclusion.

Creating an environment of inclusion and advancing issues of diversity and equity will dynamically enrich the university's collective scholarly productivity and creativity and provide opportunities to strengthen our connections with the surrounding community. We strive to be a resource and leader among the State's colleges and establish partnerships with them that build statewide collaborations to promote diversity, equity, and inclusion throughout Wyoming. This plan lays the foundation for the University of Wyoming to be a leader among higher education institutions in the Rocky Mountain Region in designing and implementing diversity, equity, and inclusion initiatives.

## UW Strategic Diversity, Equity, and Inclusion Plan Development

In developing the University of Wyoming Strategic Diversity, Equity, and Inclusion Plan, UW historical documents related to diversity, equity, and inclusion were reviewed that include the following: The 2007 UW Diversity Statement, prior UW Presidents' messages to the campus community, the April 8, 2016 Update on Diversity Efforts, the Office of Multicultural Affairs feedback from the November 10, 2016 Town Hall Meeting, meeting notes from the 2016 UW Diversity, Inclusion, and Internationalization Listening Session from October – November 17, 2016, and President Laurie Nichols' campus-wide communications that address diversity, equity, and inclusion from November 14, 2016 to December 11, 2017.

The Chief Diversity Officer (CDO) began having individual meetings to gather feedback from the campus community starting on July 18, 2017. Additionally, the CDO had several individual interviews with President Nichols' Executive Team, President of Faculty Senate, President of Staff Senate, President and Vice President of the Associated Students of the University of Wyoming (ASUW), College Deans, Faculty, Directors, Staff, and Students. Input was also taken from eight sessions of constituent-focused "Conversations with the Chief Diversity Officer."

The eight sessions of "Conversations with the CDO" included four open sessions for students, faculty, staff, and community members respectively. These were conducted separately to gather information specific to each group. The remaining four sessions were held with student athletes and coaches, Keepers of the Fire, Multicultural Affairs Student Town Hall, Rainbow Resource Center, College Republicans, Spectrum, and numerous individual students, faculty, staff, and community members. In addition, the CDO attended various college, department, area, and unit meetings such as the College of Engineering, Wyoming Institute for Disabilities, School of Culture, Gender, and Social Justice, Social Justice Research Center, etc. from August 2017 – December 2017. Also available was data from an ODEI online survey open from August 8, 2017 to November 3, 2017. There were 120 respondents representing students, faculty, staff, and community members. The CDO and Council on Diversity, Equity, and Inclusion utilized all this information to develop this plan.

The overarching priorities that emerged from all of the above resources are:

1. Recruit, hire, and retain diverse faculty and staff
2. Recruit, enroll, retain, and graduate diverse undergraduate and graduate students
3. Expand an inclusive campus community environment
4. Improve communication regarding diversity, equity, and inclusion
5. Provide more diversity education for the campus community

Using this information the Council on Diversity, Equity, and Inclusion developed UW's Diversity, Equity, and Inclusion Vision and Mission Statements as follows:

### UW Diversity, Equity, and Inclusion Vision Statement

Develop a community of lifelong critical thinkers who are culturally competent leaders and citizens who facilitate and maintain equitable, inclusive, and diverse opportunities in Wyoming, nationally, and globally.

### UW Diversity, Equity, and Inclusion Mission Statement

Advance opportunities throughout the university community that create and promote an environment with a shared value for diversity, equity, and inclusion for human variation in ability, age, country of origin, culture, economic class, ethnicity, gender identity, immigration status, race, religion, sexual orientation, veteran status, worldview, and other ways we all contribute to the rich diversity of Wyoming and the world.

Applying these same resources, the council developed a shared definition of diversity, equity, and inclusion. Research indicates that it is important for institutions to establish shared definitions of these terms to coordinate efforts. These shared definitions are as follows:

*Diversity* – the full array of individual differences we all have in regards to ability, age, country of origin, culture, economic class, ethnicity, gender identity, immigration status, political affiliation, race, religion, sexual orientation, veteran status, worldview, and other ways we may be unique but also similar to one another. Diversity includes everyone to facilitate the expansion of a welcoming and nurturing environment for discovery, inquiry, and learning that enriches UW's academic environment. Our diversity goal is to increase diversity as expressed through all the means listed above.

*Equity* – creating opportunities and ongoing support for historically marginalized or underrepresented populations (racial/ethnic minorities, women, persons with disabilities, etc.) to have access to and participate in opportunities in the classroom, employment, and other university programs and activities that can close the achievement, economic, and overall success gaps among diverse groups. Our equity goal is to actively challenge and respond to discrimination, harassment, and bias. We also commit to a policy of equal opportunity and nondiscrimination.

*Inclusion* – ongoing engagement and support to address the campus climate and culture to create and maintain an environment where diverse, marginalized, and underrepresented populations feel welcome as active participants in the campus community. This engagement and support includes the curricular and co-curricular education, employment, as well as university programs, academic units, and activities in the surrounding community. Our goal is to create an environment where differences are welcomed and differences in perspectives and opinions are respectfully listened to and heard. We commit to creating an environment where every individual feels a sense of belonging.

The goals of the UW Strategic Diversity, Equity, and Inclusion Plan align with the goals of the *Breaking Through: 2017-2022: A Strategic Plan for the University of Wyoming*.





- Create on-campus diversity, equity, and inclusion professional development opportunities for UW faculty and staff in leadership roles
- Expand and enhance campus diversity, equity, and inclusion professional development opportunities for faculty and staff that support the university's values, policies, and student achievement goals
- Develop a community of scholars to promote research opportunities in the areas of diversity, equity, and inclusion

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Implement an annual diversity workshop for Deans, Department Heads, Executive Leadership, and Unit Leaders	One workshop	One annual workshop for a total of five workshops conducted	Office of Diversity, Equity, and Inclusion
Implement an online diversity education course for faculty and staff	No formal UW diversity education for employees	All newly hired and current faculty and staff complete the online EVERFI diversity and inclusion course	Office of Diversity, Equity, and Inclusion
Create diversity education workshops accessible through Zoom and/or WyoCloud technology for faculty and staff	Three workshops	Two or more created per year for a minimum of 10 online workshops	Office of Diversity, Equity, and Inclusion
Implement a Diversity, Equity, and Inclusion (DEI) Certification program for faculty, staff, and graduate assistants	None	Completion of 100 faculty, staff, and graduate students	Ellbogen Center for Teaching and Learning

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Create a pre-doctoral teach/research fellowship program for graduates coming from diverse colleges and universities who demonstrate a commitment to diversity, equity, and inclusion in their research and/or service creating a pipeline to recruit diverse employees for UW	No program	Create a pipeline to faculty and administrative leadership hires at UW with two to three per year participating for 10 alumni from the program	Office of Diversity, Equity, and Inclusion
Expand opportunities and support for faculty whose research centers on diversity, equity, and inclusion	Currently grant opportunities are not forwarded to faculty or staff in a targeted or coordinated manner and there is no formal support or presentation mechanism	Create new and expand current opportunities for support including developing a coordinated effort to notify faculty and staff of funding and presentation opportunities	School of Culture, Gender, and Social Justice and Social Justice Research Center
Explore Social Justice degree programs at the undergraduate and graduate levels including online course offerings	Research best practices and design the academic programs	Degree program approved and ready for recruitment	School of Culture, Gender, and Social Justice







- Implement processes to graduate students with cultural competence
- Develop employment and internship opportunities for students to work with diverse populations and on issues of diversity, equity, and inclusion
- Enhance and promote a welcoming environment for underrepresented and diverse students through recruitment, retention, and support programs

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Develop culturally competent students with a focus on curriculum/requirements to ensure that UW graduates are culturally competent leaders and members of their communities and society	Explore cultural competence curriculum, graduation requirement, and assessment models	Findings implemented and curricular requirements established to ensure cultural competent graduates	School of Culture, Gender and Social Justice
Develop culturally competent students with a focus on co-curricular engagement, such as an Inclusive Leadership Program, diversity workshops, an online diversity and inclusion course as part of the ongoing co-curricular courses administered by Student Affairs such as <i>AlcoholEdu for College</i> and <i>Haven: Sexual Assault Prevention</i> , and other opportunities to ensure that UW graduates are culturally competent leaders and members of their communities and society	No intentional ongoing co-curricular diversity and inclusion programs for students	Participation in an intentional co-curricular diversity and inclusion program required for all students	Office of Diversity, Equity, and Inclusion and Division of Student Affairs

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Develop a CDO paid internship program providing graduate and undergraduate students the opportunity to work with the Office of Diversity, Equity, and Inclusion to support campus-wide initiatives such as the Social Justice Research Center, Wyoming Latina Youth Conference, Native American Summer Institute, Inclusive Leadership Program, and other UW pipeline, recruitment, and retention programs	No internship program	Two students per year enrolled in the internship program	Office of Diversity, Equity, and Inclusion
Expand opportunities for international and domestic student engagement	No formal engagement program	Implement an international and domestic student engagement program	Office of Global Engagement
Recruit and enroll international students utilizing partnerships, collaborations, and global engagement programs	Currently there are 791 international students who represent 6.4% total student enrollment	Increase enrollment to 1,050 for international students who would represent an increase to 8.5% of total student enrollment	Office of Enrollment Management
Recruit and enroll underrepresented undergraduate and graduate students utilizing partnerships, collaborations, and support for pipeline programs, Historically Black Colleges and Universities, Hispanic Serving Institutions, Tribal Colleges and Universities, Minority Serving Institutions, Predominantly White Institutions with more underrepresented students than UW, etc.	Currently there are 1,686 underrepresented students who represent 13% total student enrollment	Increase enrollment to 2,295 for underrepresented students who would represent an increase to 17% of total student enrollment	Office of Enrollment Management

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Implement strategies to improve the retention of underrepresented student populations who utilize the services and programs of the Office of Multicultural Affairs	72.2% retention for FTFT* for under-represented racial/ethnic undergraduates based on Fall 2016 data  *(First-time, full-time baccalaureate degree-seeking)	80% retention for FTFT* for underrepresented racial/ethnic undergraduates	Office of Multicultural Affairs
Conduct a comprehensive review of the Office of Multicultural Affairs, Multicultural Student Center, Nontraditional Student Center, Rainbow Resource Center, Veteran Services Center, and Women's Center programs, services, and staffing to promote student success	Conduct a full review of programs and services for these areas	Implement the findings	Division of Student Affairs  and  Office of Equity, Diversity and Inclusion
Improve support, communication, and protocols for student protesters and students who experience bias-related incidents and identity-based safety concerns	Develop a Bias Incident and Communication Support Team to review best practices to address these concerns	Implementation of ongoing protocols and support based on findings	Dean of Students Office

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Increase awareness of resources and opportunities on campus for students with disabilities	Develop a student resource guide to help facilitate connections campus-wide for students with disabilities and administer annual assessments to improve the resource guide and Disability Support Services	Program guide completed and implemented four annual assessments  Execution of improvements identified by students	Disability Support Services
Use sports as a means to promote awareness, understanding, inclusion, and equity	Review programs such as the Ross Initiative in Sports for Equity (RISE) to explore best practices to engage athletes with social justice issues	Implement best practices based on the results to improve athletes' engagement with social justice through WYO 1050, WYO 3050, and other opportunities	Department of Athletics



GOAL  
THREE  
Impacting Communities

IMPROVE AND ENHANCE THE  
HEALTH AND WELL-BEING OF OUR  
COMMUNITIES AND ENVIRONMENTS  
THROUGH OUTREACH PROGRAMS  
AND IN COLLABORATION WITH OUR  
CONSTITUENTS AND PARTNERS.

- As stated in the 2017-2022 UIW Strategic Plan:
- Facilitate collaboration between the University and its constituents to address complex economic, environmental, and social challenges through research, education, entrepreneurship, economic diversification and growth
  - Build a statewide community of learners by collaborating with schools, community colleges, and tribal nations to connect students and citizens

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Plan and implement a State of Wyoming annual diversity, equity, and inclusion meeting that includes the participation of the Presidents of Wyoming Community Colleges or their representatives and community partners	Develop the meeting format and topics	Four state-wide diversity, equity, and inclusion meetings completed	Office of Diversity, Equity, and Inclusion
Expand outreach regarding research and opportunities to address social challenges	Conduct a study of best practices for Social Justice Research Centers	Implement findings	Social Justice Research Center and Office of Diversity, Equity, and Inclusion







- Create an environment of inclusion for new faculty and staff and one that promotes the recruitment and retention of diverse employees
- Create processes to recognize and reward staff for their diversity, equity, inclusion, and social justice efforts

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Conduct a campus climate survey by utilizing a third-party vendor	Spring 2019 survey the campus community	Implement an action plan based on survey results	Office of Diversity, Equity, and Inclusion
Improve faculty and staff response to voluntarily self-identifying disability status and continue to identify recruitment opportunities for Individuals with Disabilities (IWDs)	At UW 49 out of 2,625 employees have self-reported their disability status with percentages by job group ranging from 0% (Technical and Paraprofessional, Crafts and Trades) to 3.67% (Administrators) for an overall 1.87% for all employees  Note: Based on data from the 2017-2018 Affirmative Action Plan)	Make measurable progress per job group set by the US Department of Labor Office of Federal Contract Compliance to reach the overall 7% utilization goal for IWDs	Office of Diversity, Equity, and Inclusion

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Work with colleges to improve the racial and gender diversity of Faculty and Academic Professionals as identified by the 2017-2018 Affirmative Action Plan (AAP)	At UW 15.37% of the Faculty and Academic Professionals identify as a member of a minority group. The AAP reports availability at 25.50% for minorities  And 42.02% of Faculty and Academic Professionals are women. The AAP reports availability at 47.62% for women	Reduce the gap between availability and employed minority Faculty and Academic Professionals by 5% and the gap for women Faculty and Academic Professionals reach parity	Office of Diversity, Equity, and Inclusion
Work with departments to improve the racial diversity of Administrators and Professional Non-Faculty employees as identified by the 2017-2018 Affirmative Action Plan (AAP)	At UW 2.75% of the Administrators identify as a member of a minority group. The AAP reports availability at 21.54% for minorities  And 11.60% of Professional Non-Faculty identify as a member of a minority group. The AAP reports availability at 25.26% for minorities	Reduce the gap between availability and employed minorities in each group by 5% and maintain utilization for women	Office of Diversity, Equity, and Inclusion

Performance Indicators	2017 Baseline	2022 Target	Initiative Leader(s)
Update support for search committees to increase the diversity of applicant and qualified interview pools to more closely match estimated numbers for availability	All academic and administrative search committee chairs are provided with resources, information, sessions, and support for diversity recruitment efforts	All academic and administrative applicant and interview pools are consistently reviewed with the goal of matching the estimated percentage of availability for both minority and female applicants as indicated in the AAP data and other sources with a goal to move the university closer to attaining utilization goals as outlined in this strategic plan  Note: The AAP data varies by position and discipline	Office of Equity, Diversity, and Inclusion
Create a faculty and staff diversity recruitment and onboarding team	Establish a faculty and staff recruitment and onboarding team that will evaluate and establish best practices for recruiting and onboarding diverse faculty and staff	Implement the findings of the faculty and staff diversity recruitment and onboarding team	Office of Human Resources





# ACKNOWLEDGEMENTS

## Council on Diversity, Equity, and Inclusion Membership 2017-2018

Emily Monago, Chief Diversity Officer, Office of Diversity, Equity, and Inclusion (Council Chair)

- Amanda O'Brien, Director Disability Support Services
- Carrie Hesco, Director, Office of Global Engagement
- Cathy Connolly, Professor, School of Culture, Gender, & Social Justice
- Cecelia Aragon, Director Latina/o Studies
- Conrad Chavez, Manager of Student Recruitment and Retention for Multicultural Affairs
- Dimitri Nesbitt, United Multicultural Council (Undergraduate Representative)
- Evan Johnson, Assistant Professor – Kinesiology and Health (Faculty Senate Representative)
- Galand Thaxton, Community Representative
- Hunter McFarland, ASUW Director of Diversity (Graduate Student Representative)
- Jacquelyn Bridgeman, Interim Director, School of Culture, Gender & Social Justice / Kepler Professor of Law
- James Trosper, Director of the Native American Education, Research and Cultural Center
- Janean Forsyth Lefevre, EEO and Diversity Specialist
- Jeanne Durr, Associate Vice President for Human Resources
- Jo Chytka, Director of the Center for Advising and Career Services
- Tony Mendoza, Community Representative
- Kyle Moore, Associate Vice Provost for Enrollment Management
- Marcus Watson, Associate Professor, Department of Anthropology and African American & Diaspora Studies
- Paula Lutz, Dean of the College of Arts and Sciences
- Quincy Howe, Associate Head Coach, Track and Field
- Sean Blackburn, Vice President for Student Affairs
- Xavier Gonzales, Preventive Maintenance Technician (Staff Senate Representative)

## Additional Acknowledgements

- Christi Boggs, Instructional Design, Distance Education
- Kate Muir Welsh, Associate Professor, School of Teacher Education and Director for the Social Justice Research Center
- Michelle Jarman, Associate Professor, Disability Studies





**AGENDA ITEM TITLE:**

**Annual Report: Intercollegiate Athletics – annual report providing an update and vision for the Department of Athletics including an academic and financial update and comparison of UW with other Mountain West Institutions**, Burman



# University of Wyoming Department of Intercollegiate Athletics

---

## Annual Update Report 2018

**WYOMING  
ATHLETICS**



Presented Fall 2018



## Academic Achievements

**FY11**

**FY17**

965	Average Multi-Year APR	982
970	Average Single Year APR	992
73	GSR Score	82
51%	6 Year Federal Graduation Rate	63%
125	Academic All-Conference Awards (3.0 or above)	176
62	Scholar Athlete Awards (3.5 or above)	98
2.880	Student-Athlete Average Cumulative GPA	3.130



## Highlights

### Football:

- Defeated Central Michigan University in the Potato Bowl 37-14
- Back to back bowl appearances
- Josh Allen selected 7<sup>th</sup> overall in the NFL Draft
- 2017 Football team, including Josh Allen, produced \$159M of national/regional exposure for UW Athletics, University of Wyoming, and the State of Wyoming

### Women's Basketball:

- Finished 3<sup>rd</sup> in MWC for 2017-2018 season
- Earned a second straight WNIT Post Season bid
- Coach Legerski was selected 2017 and 2018 MW Coach of the Year

### Women's Volleyball:

- Finished 2<sup>nd</sup> in MWC for 2017-2018 season
- Earned a post-season bid for the 1<sup>st</sup> time since 1984

### Wrestling:

- Bryce Meredith finished 2<sup>nd</sup> (2016) and 4<sup>th</sup> (2017) at NCAA Championships (3 time All American)
- Coach Branch was named 2018 Big 12 Coach of the Year

### Swimming and Diving:

- Cowboy Swimming won the WAC Swimming/Diving championships in 2018
- Diving Coach Kyle Bogner named 2018 WAC Diving Coach of the Year
- Coach Dennison named 2018 WAC Coach of the Year





## UW Intercollegiate Athletics Spending Comparison

**FY11**

Total Spending \$27.8M

**FY17**

Total Spending \$38.67M

**\$10.87M Increase**

\$5.59M Self Generated Funds (ticket sales, fundraising, etc.)

5,000 Cowboy Joe Club Members – largest in MWC

Football ticket revenue has grown by 25% since 2013

FY11 6<sup>th</sup> in MWC total spending

FY17 8<sup>th</sup> in MWC total spending







## UW vs. San Diego State Comparison

**FY11**

Football Spending \$5.95M

### University of Wyoming

\$4.55M Increase

FY11 Record 3-9, Ranked 8<sup>th</sup> in MWC

FY17 Record 8-6, Ranked 2<sup>nd</sup> in MWC

Football Spending \$12.1M

### San Diego State

\$2.51M Increase

FY11 Record 9-2, Ranked 4<sup>th</sup> in MWC

FY17 Record 11-3, Ranked 1<sup>st</sup> in MWC

**FY17**

Football Spending \$10.5M

Football Spending \$14.6M

MBB Spending \$2.74M

### University of Wyoming

\$39K Increase

Average MWC ranking 7<sup>th</sup>

Never finished above 4<sup>th</sup>

MBB Spending \$3.13M

MBB Spending \$3.64M

### San Diego State

\$2.28M Increase

Average MWC ranking 2<sup>nd</sup>

Three 1<sup>st</sup> place rankings

Two 2<sup>nd</sup> place rankings

MBB Spending \$5.92M

**ONE & WYOMING**  
ONE STATE • ONE UNIVERSITY • ONE TEAM



University of Wyoming Intercollegiate Athletics does not need the most resources in the Mountain West Conference to be successful, but we cannot be successful if we are in the bottom 1/3. It is clear that resources drive success.

	<u>FY17 Spending</u>
▪ San Diego State	\$51.57M
▪ Boise State	\$45.46M
▪ Wyoming	\$38.67M
▪ Utah State	\$34.21M
▪ San Jose State	\$30.68M

The future is very bright, but we must continue to look for strategic ways to invest in our programs.



**AGENDA ITEM TITLE: Annual Report on the Strategic Plan, Nichols**



100245 t1 01 wyoming 1 8 23 2018



# ANNUAL REPORT

YEAR 1

100245 t1 01 wyoming 2 8 23 2018



The University of Wyoming was established as the state's Morrill Act land-grant university in 1886 and serves as Wyoming's only university. UW had a fall 2017 enrollment of 12,397 students from all 50 states and 91 countries around the world. Students can choose from 192 majors, including 21 certificate programs, 78 bachelor's programs, 57 master's programs, and 36 doctorate/professional programs. The University of Wyoming also offers courses at various off-campus sites as well as offering programs online.



100245\_t1\_01\_wyoming\_3\_8\_23\_2018



The University of Wyoming Board of Trustees in July 2017 adopted "Breaking Through 2017-2022: A Strategic Plan for the University of Wyoming" following an extensive planning process that began in September 2016.

This is the first annual report on the university's progress toward meeting the goals of the strategic plan, which revolves around a bold vision:

***As the Equality State's university, we strive to break through barriers and explore new frontiers of teaching and learning. Through the unfettered pursuit of knowledge, we aim to apply innovation, intelligence and tenacity to meet the economic, social and environmental challenges of today, and to create a sustainable, diverse and equitable world without borders for tomorrow.***

#### CONTENTS

4 / Goal 1: Driving Excellence

6 / Goal 2: Inspiring Students

10 / Goal 3: Impacting Communities

12 / Goal 4: A High-Performing University

100245 t1 01 wyoming 4 8 23 2018



## NEW DEGREE PROGRAM LAUNCHES

A new outdoor recreation and tourism management degree launches this fall at UW, helping fulfill the first goal in "Breaking Through: 2017-2022," which focuses on driving excellence, including promoting academic programs that address workforce needs in the state and region.

The new degree program aims to expand and diversify Wyoming's economy. It will also help recruit highly qualified students and motivate enterprising graduates to stay in the state.

The program did just that for freshman Jaxon King, who wants a career as a hunting and fishing guide near his hometown of Saratoga, Wyo. "When I did my college search last fall, I was looking for a degree in this area," he says.

The outdoor recreation and tourism management degree is a collaborative effort between UW's Haub School of Environment and Natural Resources and the College of Business. It offers a core curriculum that includes courses in business fundamentals, recreation

and tourism, environment and natural resources, and social science. Students each will choose an area of concentration from five different options and will participate in a professional semester, in addition to an internship, to gain intensive experience with a Wyoming business or agency.

King spent his summer working for a local outfitter and says he enjoys meeting new people and teaching them things. "I'm most looking forward to learning the necessary skills to do this career more effectively," he says. "I'm excited to learn how to make sure people have the best experience."



100245\_t1 01\_wyoming 5 8\_23\_2018

GOAL 1: DRIVING EXCELLENCE

Performance Indicators	Baseline	Year 1	2022 Target
Changes in external recognition of scholarly work	Invest in a database	Software not yet acquired	1 decile improvement from baseline indicators
External research funding: awards and expenditures	\$85.18 million in external awards/ \$108.13 million in expenditures	\$80.67 million in external awards/ \$84.67 million in expenditures	\$115 million external funding
Income-bearing IP licenses	2 to 3 per year	0	5 or more per year
Degree programs created, substantially modified, or eliminated	192 degree and certificate programs	2 new programs; 4 programs modified; no eliminations	8 new academic programs; 4 modified or eliminated
Number of international students (undergraduate and graduate)	791	785	1,050
Number of students and faculty participants in study abroad	395 students; 30 faculty	470 students; 38 faculty	600 students; 50 faculty

**UW recognized as top school for adult learners**

UW is ranked as one of the nation's top universities for adult learners by *Washington Monthly*. The bimonthly national magazine features UW as one of its 12 "most innovative colleges for adult learners" for the university's efforts to develop program-level articulation agreements with the state's community colleges.

**UW ranks No. 1 for return on investment**

With the nation's lowest in-state tuition among four-year institutions and relatively strong salaries for its graduates, the University of Wyoming ranks No. 1 on Student Loan Hero's list of "20 States Where College Is Worth the Cost." The website compared the cost of bachelor's degrees in each state to how much holders of four-year degrees earn in those states, concluding that Wyoming's return on investment is tops in the nation.

100245 t1 01 wyoming 6 8 23 2018



## STUDENT FLOURISHES WITH RESEARCH, INTERNATIONAL OPPORTUNITIES

Goal 2 of UW's strategic plan, "Breaking Through: 2017-2022," emphasizes inspiring students to pursue productive, engaged and fulfilling lives – and preparing them to succeed in the global economy.

Jonet Jennings, who is pursuing a master's degree in international studies after graduating with bachelor's degrees in international studies and political science, illustrates how students can flourish with strong

support services, undergraduate research opportunities and study abroad.

After spending eight weeks in China on a faculty-led trip in 2016, Jennings – a first-generation college student from Parker, Colo. – joined the McNair Scholars Program, which includes an undergraduate research experience. Paired with Center for Global Studies Director Jean Garrison, Jennings worked on community-based

approaches to counterterrorism and did fieldwork in the region.

"Not many students can say they did undergraduate research, specifically with domestic terrorism," Jennings says. "I definitely think it's going to be advantageous for my future plans."

Jennings, who graduated with a minor in Chinese, considers her time in China life-changing. As an ambassador for UW's Education Abroad programs, Jennings speaks with students and prospective students about the benefits and joys of studying abroad.

After completing her master's degree, Jennings hopes to work for the FBI as an analyst or a special agent.

100245\_t1 01\_wyoming 7 8\_23\_2018

GOAL 2: INSPIRING STUDENTS

Performance Indicators	Baseline	Year 1	2022 Target
Overall enrollment (enrollment growth projected for both in-state and out-of-state students)	12,366	12,397	13,500
Enrollment of transfer students	967	1,086	1,200
Enrollment of underrepresented students	13%	13%	17%
Retention rate for FTFT (First-time, full-time, baccalaureate degree-seeking)	76%	78.1%	80%
Construction of new residence halls	Create a 10-year plan for student housing	10-year housing plan developed; currently under review by legislature's UW Housing Task Force	10-year plan in implementation; 2-3 new residence halls in construction or completed
Student participation in support services	24.7%	31.5%	40%
4- and 6-year graduate rates for undergraduates	25.8%/54.4%	26%/58.2%	33%/60%
Percentage of students completing an experiential transcript	Institute co-curricular transcript	<i>UW Connect</i> under development	25% of seniors have a co-curricular transcript
Placement in jobs or advanced degree programs one year following graduation	66%*	Follow-up survey in progress	85%
Percent of graduates with credential from Honors College	4%	3.6%	8%

\*Baseline placement data are 6-month figures; subsequent reports will include one-year placement rates.

100245\_t1 01\_wyoming 8 8\_23\_2018

## UW YEAR-IN-REVIEW

### JULY 2017

#### Plant named for UW botany professor

A new genus of plants is named after UW botany Professor Greg Brown. *Gregbrownia*, a member of the Bromeliaceae family, is found in the Andes Mountains of northern Peru and Ecuador.

#### Nursing faculty member wins \$1 million behavioral health grant

Sarah Kooienga, an assistant professor in the Fay W. Whitney School of Nursing, receives a nearly \$1 million, two-year grant from the U.S. Department of Health and Human Services to develop an integrated behavioral health primary care initiative at the Family Medicine Residency Program at Cheyenne.

#### UW hires VP for research/economic development

Edmund "Ed" Synakowski, an accomplished physics researcher who directed the U.S. Department of Energy's Fusion Energy Sciences office, is chosen as UW's vice president for research and economic development.

### AUGUST 2017

#### High Bay Research Facility opens

UW cuts the ribbon on the High Bay Research Facility – a large, flexible, state-of-the-art laboratory facility for cutting-edge oil and gas research. The \$68 million, 90,000-square-foot facility houses the Center of Innovation for Flow Through Porous Media, the Improved Oil Recovery Laboratory, the Geomechanical/Petrology Laboratory and a Structures Research Laboratory.

#### Faculty members host solar eclipse activities

UW astronomy professors host five outreach venues for the public during the total solar eclipse Aug. 21, one of many eclipse activities UW is involved in for the historic event around Wyoming.



#### Student team reaches summit of Gannett Peak

Led by famed mountaineer Mark Jenkins, UW's writer-in-residence and international adventurer, six UW students

reach the summit of Gannett Peak. It was the capstone of a five-credit summer course that Jenkins expects to make an annual adventure for students desiring to test themselves in Wyoming's remote Wind River Mountains.

### SEPTEMBER 2017

#### UW receives \$20 million grant for microbial research

UW wins a \$20 million grant from the National Science Foundation to explore the distribution and ecological consequences of microbes, producing insights that will help Wyomingites address a variety of challenges – from managing rangeland, forest and water resources, to reclaiming areas disturbed by mineral extraction, to improving crop productivity.



#### Native American center opens

UW holds the grand opening of its Native American Education Research and Cultural Center, which supports the academic achievement and personal success of Native American students while promoting traditional culture.

#### Faculty member named ornithology fellow

Anna Chalfoun, associate professor in the UW Department of Zoology and Physiology, and assistant unit leader of the Wyoming Cooperative Fish and Wildlife Research Unit, is elected as an American Ornithological Society Fellow for her outstanding contributions to ornithology and her service to the society.

#### UW professor receives international honor

UW Professor Robert Kelly, recognized internationally as a leading researcher in anthropology, is chosen to receive an Alexander von Humboldt Research Foundation Award.

### OCTOBER 2017

#### Sensory Biology Center receives \$10 million grant

UW's Sensory Biology Center receives a five-year, \$10 million grant from the National Institutes of Health to advance research activities – including exploring curing diseases.

#### Student Innovation Center opens

The Coe Student Innovation Center – a joint venture among UW Libraries, UW Information Technology and the colleges of Engineering and Applied Science, Education, and Arts and Sciences – opens its doors. Located on Level 2 of William Robertson Coe Library, it is a top-of-the-line "maker space" lab to foster imaginative, collaborative and innovative design projects.

### NOVEMBER 2017

#### Board approves student program fees

UW students will receive enhanced advising, career preparation and other student services following the UW Board



100245\_t1 01\_wyoming 9 8\_23\_2018

of Trustees' approval of a plan to institute cost-based fees for academic programs. The fees will go into effect in the 2018-19 academic year.

#### **Faculty members become AAAS fellows**

UW researchers Craig Benkman, professor in the Department of Zoology and Physiology, and Mark Gomelsky, professor in the Department of Molecular Biology, are named Fellows of the American Association for the Advancement of Science, the world's largest general scientific society.

#### **DECEMBER 2017**

##### **Wyoming high school students receive top scholarship**

One hundred four outstanding high school seniors from across Wyoming are selected to receive the 2018 Trustees' Scholars Award, UW's top academic scholarship. Students from 41 high schools, along with home-school students, are chosen, with an average ACT score of 33.

#### **Allen leads Cowboys to bowl victory**

The Wyoming Cowboys defeat Central Michigan 37-14 in the Famous Idaho Potato Bowl, led by quarterback Josh Allen, who later is the No. 7 overall pick in the NFL draft – the highest a Wyoming football player has ever been drafted.



#### **JANUARY 2018**

##### **Livestock judging team finishes highest in 30 years**

UW's livestock judging team finishes eighth at the North American International Livestock Exposition in November in Louisville, Ky., the first top-10 finish at the national championship in at least 30 years.

#### **Researcher documents impact of cloud seeding**

UW Department of Atmospheric Science Assistant Professor Jeff French contributes to a paper that demonstrates, for the first time, direct observation of cloud seeding – from the growth of the ice crystals through the processes that occur in the clouds to the eventual fallout of the ice crystals that become snow – and how the impacts could be quantified.

#### **FEBRUARY 2018**

##### **Spring semester enrollment increases**

Following a significant increase in new freshmen and transfer students in fall 2017, UW increases its enrollment once again for the spring 2018 semester. The 11,806 students enrolled on the 15th day of classes are up from 11,795 at the same time last year, with a nearly 1 percent increase on the Laramie campus.



#### **MARCH 2018**

##### **UW launches Institute of Innovation and Entrepreneurship**

The UW Board of Trustees authorizes establishment of the Institute of Innovation and Entrepreneurship, which will foster entrepreneurship among UW students, faculty and staff, and across the state, in a university-wide effort.

#### **Law students take second in national competition**

UW College of Law students Nick Dillinger, of Gillette, and Jason Matzen, of Sheridan, finish second in the annual Energy Law Negotiation Competition. It was UW's highest-ever finish at the event.



#### **APRIL 2018**

##### **Half Acre wins national award**

UW's Half Acre Recreation and Wellness Center expansion and renovation project receives a 2018 NIRSA Outstanding Sports Facilities Award at the NIRSA national conference in Denver.



#### **Engagement Task Force completes report**

UW's Engagement Task Force completes its report, which calls for the establishment of an Office of Engagement and Outreach and other measures to boost the university's engagement with the state's communities.

#### **MAY 2018**

##### **Professor selected for Fulbright research chair**

Jacqueline Leonard, director of UW's Science and Mathematics Teaching Center (2012-16) and professor of elementary and early childhood education (2012-present) in the College of Education, is selected for a Fulbright Canada Research Chair in STEM Education award.

#### **UW names VP for finance and administration**

Neil Theobald, an experienced higher education administrator who served as president of Temple University and chief financial officer at Indiana University, is appointed as UW's vice president for finance and administration.

#### **JUNE 2018**

##### **UW signs agreement with German university**

A UW delegation travels to Berlin, Germany, to sign a formal memorandum of understanding with Freie Universität Berlin that will expand research and student exchange between the two universities.

100245 t1 01 wyoming 10 8 23 2018



## UW SPEARHEADS LATINA YOUTH CONFERENCE

Goal 3 of the University of Wyoming's strategic plan, "Breaking Through: 2017-2022," is aimed at enhancing communities throughout the state. The Wyoming Latina Youth Conference is one outreach program that helps do just that. Each October, hundreds of young women in grades 5-12 come to campus to enjoy a Friday reception and inspirational keynote speaker, followed by a full Saturday of workshops.

The conference was started 18

years ago by founder Ann Redman. UW Professor Cecilia Aragon took the reins as director three years ago. Statistically, Latinas graduate from high school at lower rates than any major subgroup and are also the least likely of all women to complete college degrees.

"WYLC can serve as an educational pipeline for these young girls and build their knowledge and trust in higher education," Aragon says.

Laura Perez of Jackson, Wyo.,

attended the conference as a senior in high school. "I knew I wanted to go to college because I wanted to make something of myself," she says. "WYLC provided me the resources to help me achieve that goal."

Perez is now a junior at UW, majoring in psychology with a minor in Spanish. "WYLC is important because it shows that someone out there cares about you," she says. "The people who organize this event really try to make each girl feel that they are capable of great things and that they believe in them."

100245\_t1 01\_wyoming 11 8\_23\_2018

GOAL 3: IMPACTING COMMUNITIES

Performance Indicators	Baseline	Year 1	2022 Target
Carnegie Community Engagement Classification	Not designated	Conducted Engagement survey and held campus and community listening sessions, resulting in the publication of <i>Envisioning Community Engagement and Outreach</i>	Qualified to submit for 2024 deadline
Attendance at intercollegiate athletics events	275,372	303,726	310,000

**UW ranks No. 20 on 'Safest College Campuses' list**

The National Council for Home Safety and Security ranks UW No. 20 on its list of the "Safest College Campuses in America," using the most recent data from the FBI's Uniform Crime Reporting and the Campus Safety Security Survey put out by the U.S. Department of Education.

**UW ranks No. 3 on best-value list**

UW graduates' low student debt and placement in relatively high-paying jobs land UW at No. 3 on a list of best-value universities in the nation. Growella, a consumer website that offers finance, career and life advice, ranks UW behind only Fresno State University and Georgia Tech University based on how long it takes UW graduates to pay off student loans.

**UW ranks No. 5 for older undergraduate enrollment**

The Chronicle of Higher Education ranks UW fifth in its "Flagship Institutions With the Highest Percentages of Older Undergraduates" list. At UW in the fall of 2015, 2,179 undergraduates were age 25 and over, making up 21.7 percent of the undergraduate population. According to the list, under 8 percent of all undergraduate students at the 50 flagship public institutions in the United States were 25 and older.

**Wyoming Ranks No. 5 on 'Best States for Higher Education' List**

The low cost of higher education in Wyoming, combined with low student debt and a relatively high community college graduation rate, place the state No. 5 on U.S. News & World Report's new "Best States for Higher Education" list. In the area of tuition and fees, Wyoming ranks No. 1 because of its low cost for UW and community college students.



100245\_t1\_01\_wyoming 12 8 23\_2018



## UW ENDOWMENT TOPS \$500 MILLION

Thanks to UW's enthusiastic donors and friends, the university's endowment surpassed a half a billion dollars this past year. In FY17, the endowment reached \$500.3 million; it now stands at \$513.7 million (as of July 2018). UW has the largest endowment in the Mountain West Conference, besting its peers by a large margin and approaching the endowments of much larger institutions. Endowment funds are key to UW's goal to become a high-performing university.

Goal 4 of the University of Wyoming's strategic plan, "Breaking

Through: 2017-2022," focuses on the long-term strength and stability of the university, including enhancing financial resources, where donors and the UW Foundation play an important role.

For example, the Helga Otto Haub School of Environment and Natural Resources endowment advances the understanding and resolution of complex environmental and natural resources challenges. The fund was established by Erivan and Helga Haub, whose family-owned company the Tengelmann Group is an international retail empire. This fund impacts not

only UW but also the state and the world, facilitating inclusive and long-lasting solutions to some of our most pressing issues.

Another example is the Everett D. and Elizabeth M. Lantz Distinguished Professorship in Education, established by the Lantzes' son, Phil. Everett coached wrestling and football at UW and taught in the College of Education for 25 years.

UW's growing endowment translates to more scholarships for students, more experiences such as study abroad, additional faculty positions for personalized teaching and support for world-changing research, and better academic and athletic facilities.



100245\_t1 01\_wyoming 13 8\_23\_2018

GOAL 4: A HIGH-PERFORMING UNIVERSITY

Performance Indicators	Baseline	Year 1	2022 Target
Campus climate and environment	Fall 2018 Campus Climate Survey	Conduct focus groups Fall 2018; survey in Spring 2019	TBD from survey data
Employee job satisfaction	Participate in Chronicle of Higher Education "Great Colleges" job satisfaction survey	Job satisfaction and support: 61%; Survey average across workplace categories: 46%	Job satisfaction and support: 71%; Survey average across workplace categories: 56%
Number of endowed faculty positions	36	41	60
Total annual university revenue	\$505.6 million	\$520.7 million	\$555 million
Growth of university endowment	\$450 million	\$500.3 million	\$650 million
Deployment and full utilization of Enterprise Management Systems	Initiated	Financial Management and Budgeting systems implemented	Completion
Implementation of an incentive-based, decentralized budgeting system	Initiated	All-funds budget implemented in FY18	Completion
Review and update of all university regulations and policies	Initiated	23 UW Regulations modified and 3 new regulations approved as part of the regulatory structure review  23 UW Regulations modified and 3 new regulations approved per normal UW business	Completion
Campus Sustainability Ranking (STARS)	Not designated	UW joining STARS program	Bronze

100245\_t1 01\_wyoming 14 8\_23\_2018



## NEW HIGH BAY RESEARCH FACILITY BOOSTS ENERGY RESEARCH

The University of Wyoming in August 2017 opened its High Bay Research Facility, a large, flexible, state-of-the-art laboratory facility for cutting-edge oil and gas research.

Located on North 19th Street near the UW Centennial Complex, the \$68 million, 90,000-square-foot High Bay Research Facility is a partnership between the School of Energy Resources and the College of Engineering and Applied Science. It houses the Center of Innovation for Flow Through Porous Media, the Improved Oil Recovery Laboratory, the Geomechanical/Petrology Laboratory and a Structures Research Laboratory.

"The High Bay Research Facility is a true asset for the future of UW's energy programs," UW President Laurie Nichols says. "Already a leader, UW researchers and students will be

able to expand cutting-edge oil and gas research that benefits the state, as well as other engineering research important to industries in the state and region."

The facility is designed for large-scale experiments that go beyond the size of a traditional engineering laboratory. However, the high-bay configuration not only allows for large experiments. It also quickly adapts to changing research needs and can be reconfigured rapidly and economically.

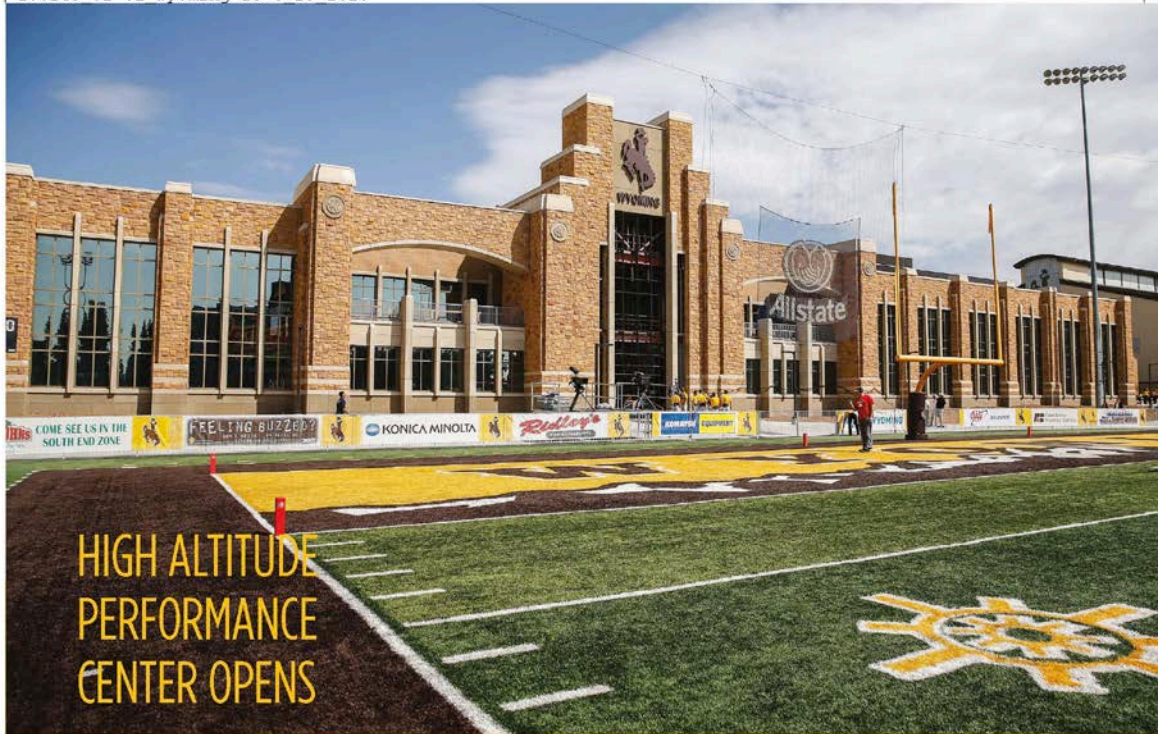


The High Bay represents a huge leap forward in advancing research into unconventional reservoirs, part of UW's Tier-1 Engineering Initiative and the School of Energy Resources' strategic areas of concentration.

In the Center of Innovation for Flow Through Porous Media, world-leading research by Professor Mohammad Piri and his team characterizes the interactions of fluids and rocks in fine-grained pore space in unconventional reservoirs. This center uses advanced instrumentation to visualize the three phases of fluids and their interactions under reservoir conditions.

The center's research into flow through porous media has many more applications than just oil and gas — such as groundwater, wastewater treatment, medicine delivery, carbon engineering and CO<sub>2</sub> sequestration, among others.

100245 t1 01 wyoming 15 8 23 2018



## HIGH ALTITUDE PERFORMANCE CENTER OPENS

One of the pre-eminent athletic facilities in the country, the Mick and Susie McMurtry High Altitude Performance Center is the crown jewel of the University of Wyoming Intercollegiate Athletics Department's physical plant.

The new facility adds 71,000 square feet of space for student-athletes and expands the current Curtis and Marian Rochelle Athletics Center to over 118,000 square feet.

The project was funded by \$24 million in private donations that were raised by UW Athletics and the UW Foundation, and \$20 million in state matching approved by Gov. Matt Mead and the Wyoming Legislature. A total of 55 donors contributed to the project.

The HAPC, located just beyond the north end zone of War Memorial Stadium, focuses on the unique advantages of training at an altitude of 7,220 feet. From strength and conditioning training, to nutrition, to recovery and

rehabilitation services, the facility will serve the needs of all of Wyoming's 400-plus student-athletes.

The ground level of the HAPC houses both an Olympic sport weight-training area as well as a strength and conditioning center for the Cowboy football team. Also on that level is the sports medicine area, which is nearly double in size of its previous space, allowing for more effective and efficient treatment of UW student-athletes. The football locker room also is on that level.

The second floor includes an expansive academic center to house academic counselors, tutoring areas and a computer lab, as well as enhanced and renovated football offices, meeting rooms and the nutrition center/training table.

The original Curtis and Marian Rochelle Athletics Center was opened in 2001 at a total cost of \$9.4 million. A total of 167 donors contributed to the original RAC.



100245 t1 01 wyoming 16 8 23 2018



UNIVERSITY OF WYOMING

[uwo.edu/strategic-plan](http://uwo.edu/strategic-plan)



**AGENDA ITEM TITLE: Education Task Force Report and Recommendations, Reutzel/Yebel**

**CHARGE TO THE COLLEGE OF EDUCATION AND UNIVERSITY LABORATORY  
SCHOOL  
EDUCATION COMPLEX VISIONING TASK FORCE  
2018  
Capital Construction Reconnaissance Phase**

How people learn in the 21<sup>st</sup> Century is ever evolving driven by advances in educational technology and research findings (Christensen, Horn, & Johnson, 2017). The College of Education building, opened in 1949, has been the home of the College of Education and the University Laboratory School for the past 70 years. As the University Laboratory School evolved over time to become a K-8 school of choice housed within the physical precincts of the College of Education Building but operated and supervised by Albany County School District #1, issues about access, mission, relationship, and maintenance have remained status quo for decades. Although the relationship between the College of Education and Albany County School District #1 has always been and will continue to be cordial and professional, the funding mechanisms provided in Wyoming statute and regulation for different funding of school and university facility maintenance have sometimes led to neglecting needed maintenance of the University Laboratory School facilities. This past summer, both the university and the school district have worked together to mitigate short-term selected health and safety issues associated with the University Laboratory School facility. However it is becoming increasingly obvious that the current situation in which the University Laboratory School is embedded within a university facility is far less than ideal or even desirable as a 21<sup>st</sup> century model for educator preparation and professional development.

It is imperative that this proposed capital construction project be viewed as a single, connected capital construction project undertaken in partnership between the University of Wyoming and Albany County School District #1 to preserve, protect, and promote the continuing productive and mutually beneficial relationship of a functioning publicly funded, University Professional Development School connected to the state's only College of Education. The synergies that are realized in educator preparation and P-12 student learning when a Professional Development School and a University's College or School of Education are integrated is similar to those synergies that are provided when a teaching hospital is connected with a College or School of Medicine. The practice of education must be learned in early, embedded clinical settings for potential teachers to learn the science and craft of teaching. On the other hand, P-12 students' educational experiences are richly benefitted by preservice and inservice teachers who use the newest advances in effective practices and evidence-based research that are a part of partnership between Professional Development Schools (P-12) and Colleges and Schools of Education.

The current University Laboratory School facility suffers from a number of serious physical limitations. First, because the College of Education is a public facility housing adult learners, the building isn't constructed in a way that appropriately limits access to outside entry to protect the safety of students. In the event of an

active shooter or some other unforeseen and unwelcome intrusion, the College of Education facility would be very difficult to fully secure to protect its younger occupants because the building was designed in the first place to facilitate public access. Further, the actual construction of the building, which has several half floors inaccessible to disabled students, whether these be school or university students, renders the building non-compliant with the American Disabilities Act (ADA). The arrangement of the school facilities also reflects a 1940s style of education in which compartmentalization and departmentalization was the norm. Consequently, classrooms are not designed to facilitate active learning, or to integrate the library, gymnasium and other learning facilities with the work of the classroom. These auxiliary spaces are physically separated by floors rather than integrated into open spaces that support student interaction, teamwork, and technology access. Add to this problem that fact that these school facilities are interspersed with adult collegiate learning spaces including the auditorium, which on occasion exposes younger students in passing to content unsuited to their developmental stages, and the problem become very clear.

For College of Education, because the University Laboratory School takes up a significant amount of space within the building, College of Education faculty aren't housed together but are instead dispersed in three different campus locations - Education Building, McWhinnie Hall and Wyoming Hall. This arrangement limits proximal access of faculty to one another within a common learning and working space. Add to this the problems that the current physical structure, 12 inch reinforced concrete floors and walls, presents for installing, upgrading, and using modern wireless, Bluetooth and other non-hard wired technologies and it is clear that it is time to begin the reconnaissance planning phase for a major new capital construction project partnering with Albany County School District #1 for both a new University Laboratory School facility and a complete remodel, renovation and/or new construction for the College of Education.

From an administrative structure perspective, it is best practice to collect disparate units, functions and elements that naturally occur together into a single focused unit and location with a clear purpose, outcome, and identity. The College of Education faculty members need to be co-located into a single facility that is designed expressly to facilitate advances in technology use and ease of communication with students, advisors, and other faculty to support program development and improvement as well as promoting optimal teaching and learning in properly designed active learning classrooms and other modern learning spaces. Young students in school need to be housed in a facility that is safe, secure, and designed to support an optimal learning environment of fluid interaction, technology use, and active learning spaces.

On the other hand, we do not want to undermine or weaken the long-standing relationship of the University Laboratory School and Albany County School District #1 with the College of Education. Many parents and caregivers wait for years to be drawn out of a lottery to enter their children into the University Laboratory School

located on the UW campus. This taskforce should make every effort to continue this relationship of P-12 education integrated with the College of Education's mission to prepare preeminent educators for Wyoming's schools but in a new, well-designed, connected and modernized educational complex on the UW campus.

The charge to the UW College of Education and University Laboratory School Education Complex Visioning Taskforce is to explore how the symbiotic relationship between the College of Education and the University Laboratory School can be enhanced and modernized to serve the needs of the community, the state, the university, and the college of education. The current physical plant is antiquated, dysfunctional, and a hindrance to the 21<sup>st</sup> century education of future educators and to P-12 students. The state of Wyoming will soon have a College of Education with nationally preeminent programs that will require a facility that optimizes use of evidence-based and innovative practices in educator preparation. To match the preeminence of the programming within, the College of Education will also need a first-rate professional development school and college facility to showcase these best programs and practices in an exemplary P-8 school setting for the state and the nation.

The Taskforce should address at a minimum the following issues:

1. Explore how to provide the College of Education and the state of Wyoming with an exemplary 21<sup>st</sup> Century University Professional Development and Demonstration School.
2. Recommend guidelines for a new College of Education physical facility that will leverage the advantages of 21<sup>st</sup> century innovative clinical supervision and instructional technologies.
3. Recommend a building complex design that will continue and improve the work of educator preparation and exemplary P-12 education without nesting both functions into a single nested facility as we now have.
4. Design a facility that would accelerate continuous program improvements using cutting-edge educational technologies, provide proximal workspace for faculty and staff planning, instruction and research, and leverage the power of a functional School-University Partnership to provide increased services to address the state's educator preparation needs.
5. Plan a College of Education building that better facilitates the placement of educator candidates in a variety of place-based and virtual clinical, residency, and internship experiences while simultaneously leveraging technological advances to conquer the "tyranny of distance" in Wyoming.
6. Explore adding a regular and special education preschool unit to the Professional Development School.
7. Integrating the Trustee's Education Initiative recommendations/actions to the extent it will impact the need for and the programming of a new facility.



### References

Christensen, C. M., Horn, M. B., & Johnson, C. W. (2017). *Disrupting class: How disruptive innovation will change the way the world learns*. New York, NY: McGraw-Hill Education.

#### **Proposed Education Complex Visioning Task Force Membership Roster**

- Co-Chairs Drs. D. Ray Reutzel and Jubal Yennie
- Members of the Albany County District #1 School Board: Jason Tangeman
- Director, University of Wyoming Laboratory School Director: Margaret Hudson
- Members of the College of Education Faculty, Staff and Administration: Leigh Hall, Amy Spiker, Debbie Martinez, and Suzie Young
- Members of the Wyoming Legislature: Sen. Chris Rothfuss (D), Sen. Stephan Pappas (R) and Rep. Landon Brown (R)
- Members of the University of Wyoming Senior Administration: AVP for Administration, David Jewell, Meredith Asay (Alternate)
- Members of the University of Wyoming Board of Trustees: David Fall and Mel Baldwin
- Members of the Wyoming School Facilities Division and Leadership: Delbert McOmie
- Members of the University's Physical Facilities Committee and Leadership: Jen Coast, Deputy Director of Facilities Engineering.
- Members of the University's Administrative Leadership: Anne Alexander, Paula Lutz
- Trustees Education Initiative: Dr. Rebecca Watts

**AGENDA ITEM TITLE: Notice of Intent: Major in Construction Management, Alexander**

### Notice of Intent, Construction Management

**August 2018**

- A. Name of the proposed Academic Program and the mode of delivery;
- B.S. Construction Management, initially to be delivered primarily through Laramie campus-based coursework.
- B. A description of the new Academic Program that includes an outline of the anticipated curriculum and learning outcomes;

#### Curriculum Map and Program Structure

<b>FRESHMAN FALL</b>	<b>13</b>	<b>FRESHMAN SPRING</b>	<b>17</b>
CE 1000: VISTA I	1	MATH 2200: Calculus I	4
MATH 1405: Trigonometry	3	PHYS 1110: General Physics I	4
USP C1 requirement	3	COJO 2010: Pub Speaking (C2)	3
USP FYS requirement	3	ECON 1010: Macroeconomics (H)	3
USP V requirement	3	General Elective	3
<b>SOPHOMORE FALL</b>	<b>17</b>	<b>SOPHOMORE SPRING</b>	<b>15</b>
ACCT 1010: Accounting I	3	ACCT 1020: Accounting II	3
CM 2000: Intro to Const. <i>created 2017</i>	3	CE 2070: Engineering Surveying	3
GEO 1100: Physical Geology	4	CM 2120: Const. Materials & <i>new course</i>	3
STAT 2010: Statistics for	4	CM 2600: Construction Drawings <i>new course</i>	3
USP H requirement	3	General Elective	3
<b>JUNIOR FALL</b>	<b>16</b>	<b>JUNIOR SPRING</b>	<b>15</b>
CM 2200: Structures <i>new course</i>	4	CM 3120: Const. Estimating <i>created 2018</i>	3
CM 2400: MEP Systems <i>new course</i>	3	CM 3140: Heavy Construction <i>new course</i>	3
CM 3100: Const. Scheduling <i>created 2018</i>	3	CM 3160: Const. Law & Contracts <i>new course</i>	3
CM 3220: Soils and Concrete <i>new course</i>	3	COJO 3010: Business Comm. (C3)	3
Math/Science Elective	3	CM Elective	3
<b>SENIOR FALL</b>	<b>15</b>	<b>SENIOR SPRING</b>	<b>12</b>
CM 4100: Project Management <i>new course</i>	3	CM 4600: Bldg. Information <i>new course</i>	3
CM 4120: Construction Safety <i>new course</i>	3	CM 4900: Capstone Project <i>new course</i>	3
MGT 3210: Mgmt. and Organization	3	CM Elective	3
CM Elective (opt. summer )	3	General Elective	3
General Elective	3		
		<b>TOTAL credits</b>	<b>120</b>

This curriculum has been reviewed and approved at multiple levels, with input from many sources. It was revised in Spring 2018, after feedback from the Faculty Senate Academic Programs Committee. The curriculum as shown above was approved by unanimous vote of the Department faculty on May 8, 2018.

Learning outcomes: We plan to adopt, directly, the learning outcomes required by the American Council for Construction Education (ACCE) accreditation rules. They state:

*Upon graduation from an accredited ACCE 4-year program a graduate shall be able to:*

- 1. Create written communications appropriate to the construction discipline.*
- 2. Create oral presentations appropriate to the construction discipline.*
- 3. Create a construction project safety plan.*
- 4. Create construction project cost estimates.*
- 5. Create construction project schedules.*
- 6. Analyze professional decisions based on ethical principles.*
- 7. Analyze construction documents for planning and management of construction processes.*
- 8. Analyze methods, materials, and equipment used to construct projects.*
- 9. Apply construction management skills as a member of a multi-disciplinary team.*
- 10. Apply electronic-based technology to manage the construction process.*
- 11. Apply basic surveying techniques for construction layout and control.*
- 12. Understand different methods of project delivery and the roles and responsibilities of all constituencies involved in the design and construction process.*
- 13. Understand construction risk management.*
- 14. Understand construction accounting and cost control.*
- 15. Understand construction quality assurance and control.*
- 16. Understand construction project control processes.*
- 17. Understand the legal implications of contract, common, and regulatory law to manage a construction project.*
- 18. Understand the basic principles of sustainable construction.*
- 19. Understand the basic principles of structural behavior.*
- 20. Understand the basic principles of mechanical, electrical and piping system.*

C. Information about content and how the Academic Program may relate to other offerings;

The curriculum takes advantage of some existing courses in Engineering and Business. There are a total of 14 new classes that would be initiated

D. A plan for obtaining a market analysis of anticipated student demand and enrollment, and a plan for evaluation and analysis of post-graduation employment market demand.

Anticipated student demand is strong. The map below shows the commensurate program student numbers at regional peer institutions.





Employer market research was also conducted by the Education Advisory Board (EAB) in Summer 2018. The full report is attached. Highlights are:

- Regional employer demand for construction managers grew by 169% between 2013–2018.
- Students graduating with a Bachelor's degree in Construction Management have "high salary potential." The regional average salary, from job postings, was found to be \$85,000.
- UW's tuition rates will appeal to prospective students.

E. Preliminary budget, including potential funding sources, projected expenses and revenues, and potential faculty, academic professionals, lecturers, professors of practice, and staff;

The start-up costs for the program would include one new tenure-track professor, who would work with one existing Professor of Practice who has already been hired. The total start-up, not including the already-hired Professor of Practice, is summarized below. Additional potential hires would be subject to benchmarked growth of the program's enrollment and student success measures.

New Expense Assumptions	
Compensation and benefits Faculty	\$137,080
Other instructional staff GAs	
Staff	
Support	
Programming	\$8,160
Marketing	\$20,000
New course development	
Other (1 month summer salary for accreditation)	\$21,522

The new program is projected to bring in 30 new students in Year One, roughly 50% from Wyoming and 50% nonresident students, who otherwise would not attend UW. Projected enrollments would rise to 70 students by Year Two, 110 total by Year Three, and 150 total by Year Four, given the demand in surrounding states and in Wyoming.

Funding sources include donor funds (an already-committed donor has been identified), as well as program fees.

The estimated budget results are below. More detail will be presented in a pro forma budget within the Request for Authorization, but is also available upon request at this time.

Projected Financial Results for New Program	FY1	FY2	FY3	FY4
Total Expenses	\$159,996	\$403,362	\$414,242	\$548,360
Total New Revenues Remaining with Program	\$8,100	\$91,030	\$336,777	\$526,299
<b>New Program's Total Surplus or Deficit</b>	<b>-\$151,896</b>	<b>-\$312,332</b>	<b>-\$77,465</b>	<b>-\$22,061</b>
Operating margin (surplus or deficit / revenues)	-18.75	-3.43	-0.23	-0.04

F. Proposed timeline for staged implementation over five years, including campus and Board review;

- In 2018-19, it is expected that all new course proposals will be introduced to the University Curriculum Committee. Recruiting for the new program will begin in earnest upon approval of the Request for Authorization.

- In 2019-20, the program expects to go through its ACCE accreditation, and have one new tenure track senior-rank professor, potentially an endowed chair, hired.
- If the program continues to grow as projected and perform at or above expectations, a new tenure track junior-rank professor and an administrative assistant will be hired in 2020-21.

G. Information on other required approvals, such as accreditation bodies and the Higher Learning Commission;

No HLC approval is required. The program will seek accreditation from the American Council for Construction Education (ACCE).

H. Evidence of how the new Academic Program aligns with the University's mission, strategic plan, and existing academic degree program array;

This proposal aligns with **Breaking Through: 2017–2022 A Strategic Plan for the University of Wyoming** in several important ways. Construction Management supports the following points from this plan:

- \* Promote academic programs that address workforce needs of the state and region (Goal One)
- \* To grow enrollment (Goal Two)
- \* Provide high-impact learning experiences (Goal Two)
- \* Expand and grow quality of undergraduate scholarly experiences (Goal Two)
- \* Support economic development in Wyoming (Goal Three)

I. A rationale that clearly defines the need for the new Academic Program. The rationale should include evidence that the Academic Program will not produce unnecessary duplication of existing programs.

- To serve Wyoming students.

*Currently Wyoming students interested in pursuing (non-engineering) professional careers in the construction industry must leave the state to earn a degree in Construction Management. Wyoming is one of only eleven states not offering an accredited Construction Management degree. Rather than 'poaching' students from other programs at UW, Construction Management will draw students to UW who currently do not attend.*

- To grow enrollment at UW.

*Over 2,800 students are enrolled in Construction programs in neighboring states. Based on a comparison of construction management programs offered by of our peer institutions (see next page), we believe that implementing this program will increase UW's enrollment by 150-200 students over 4 years.*

- To help diversify the state's economy.

*Industry partners in Wyoming have expressed overwhelming support for this program. The proposed curriculum focuses on both vertical and horizontal construction methods to include mining and heavy/highway industries. These industries are critical to the State's economy and supporting them thus to the mission of our land grant institution.*

- To serve industry demand and national trends.

*Demand for employees in the construction industry is strong and forecasted to grow. Data is included.*

- To build synergy with existing programs.

*The B.S. in Construction Management can be created efficiently, because of existing coursework in Civil & Architectural Engineering, Accounting, Management, and others.*

*Casper College and Laramie County Community College, offer A.S. degrees in Construction Management. We will pursue 2+2 articulation plans and other exchanges.*



DATA SNAPSHOT

**Employer  
Demand for  
Bachelor's-Level  
Construction  
Management  
Professionals**

Prepared for the University of Wyoming





## COE Forum

*Muthukumar Girri Palaniyapan*  
*Market Research Associate*

*Kacper Coulter*  
*Market Research Manager*

### LEGAL CAVEAT

EAB Global, Inc. ("EAB") has made efforts to verify the accuracy of the information it provides to members. This report relies on data obtained from many sources, however, and EAB cannot guarantee the accuracy of the information provided or any analysis based thereon. In addition, neither EAB nor any of its affiliates (each, an "EAB Organization") is in the business of giving legal, accounting, or other professional advice, and its reports should not be construed as professional advice. In particular, members should not rely on any legal commentary in this report as a basis for action, or assume that any tactics described herein would be permitted by applicable law or appropriate for a given member's situation. Members are advised to consult with appropriate professionals concerning legal, tax, or accounting issues, before implementing any of these tactics. No EAB Organization or any of its respective officers, directors, employees, or agents shall be liable for any claims, liabilities, or expenses relating to (a) any errors or omissions in this report, whether caused by any EAB organization, or any of their respective employees or agents, or sources or other third parties, (b) any recommendation by any EAB Organization, or (c) failure of member and its employees and agents to abide by the terms set forth herein.

EAB is a registered trademark of EAB Global, Inc. in the United States and other countries. Members are not permitted to use these trademarks, or any other trademark, product name, service name, trade name, and logo of any EAB Organization without prior written consent of EAB. Other trademarks, product names, service names, trade names, and logos used within these pages are the property of their respective holders. Use of other company trademarks, product names, service names, trade names, and logos or images of the same does not necessarily constitute (a) an endorsement by such company of an EAB Organization and its products and services, or (b) an endorsement of the company or its products or services by an EAB Organization. No EAB Organization is affiliated with any such company.

### IMPORTANT: Please read the following.

EAB has prepared this report for the exclusive use of its members. Each member acknowledges and agrees that this report and the information contained herein (collectively, the "Report") are confidential and proprietary to EAB. By accepting delivery of this Report, each member agrees to abide by the terms as stated herein, including the following:

1. All right, title, and interest in and to this Report is owned by an EAB Organization. Except as stated herein, no right, license, permission, or interest of any kind in this Report is intended to be given, transferred to, or acquired by a member. Each member is authorized to use this Report only to the extent expressly authorized herein.
2. Each member shall not sell, license, republish, distribute, or post online or otherwise this Report, in part or in whole. Each member shall not disseminate or permit the use of, and shall take reasonable precautions to prevent such dissemination or use of, this Report by (a) any of its employees and agents (except as stated below), or (b) any third party.
3. Each member may make this Report available solely to those of its employees and agents who (a) are registered for the workshop or membership program of which this Report is a part, (b) require access to this Report in order to learn from the information described herein, and (c) agree not to disclose this Report to other employees or agents or any third party. Each member shall use, and shall ensure that its employees and agents use, this Report for its internal use only. Each member may make a limited number of copies, solely as adequate for use by its employees and agents in accordance with the terms herein.
4. Each member shall not remove from this Report any confidential markings, copyright notices, and/or other similar indicia herein.
5. Each member is responsible for any breach of its obligations as stated herein by any of its employees or agents.
6. If a member is unwilling to abide by any of the foregoing obligations, then such member shall promptly return this Report and all copies thereof to EAB.

Table of Contents

---

<b>1) Research Methodology.....</b>	<b>4</b>
Project Challenge.....	4
Methodology and Definitions.....	4
Burning Glass Labor/Insight™ .....	5
Project Sources .....	5
Profiled Institutions .....	6
<b>2) Executive Overview .....</b>	<b>7</b>
<b>3) Market Considerations.....</b>	<b>8</b>
Demand over Time.....	8
Program Completions .....	9
Advertised Salary.....	10
<b>4) Program Structure.....</b>	<b>11</b>
Program Characteristics .....	11
Curriculum and Skills .....	12

## 1) Research Methodology

---

### Project Challenge

Leadership at the University of Wyoming approached the Forum as they considered the development of a bachelor's-level construction management program. Through quantitative data analytics and secondary research, the Forum sought to assess the market viability of a bachelor's-level construction management program.

EAB's market research function provides insights which guide strategic programmatic decisions at member institutions. The Forum combines qualitative and quantitative data to help administrators identify opportunities for new program development, assess job market trends, and align curriculum with employer and student demand.

EAB reports rely primarily on labor market data from the Burning Glass Labor/Insight™ tool (description below). Reports occasionally use data from the United States Census Bureau and United States Bureau of Labor Statistics data to explore occupation and job trends. Market research reports may also incorporate Integrated Postsecondary Education Data System (IPEDS) data to assess student enrollment, demographics, and completion rates across competitor programs.

### Methodology and Definitions

**Methodology:** Unless stated otherwise, this report includes data from online job postings from July 2017 to June 2018. The Forum identified the demand over time for bachelor's-level construction management professionals regionally and nationally. Moreover, the Forum examined the top skills and advertised salary for bachelor's-level construction management professionals at the regional and national levels.

To examine demand for construction management professionals, the Forum analyzed job postings for bachelor's-level professionals with construction management-related skills (e.g., 'architecture and construction: construction management') that categorize into construction management-related occupations (e.g., 'construction managers,' 'construction and building inspectors').

**Definitions:** "Region" and "regional data" refer to the following states:

- Colorado,
- Idaho,
- Montana,
- Nebraska,
- South Dakota,
- Utah, and
- Wyoming.

Annual growth in job postings is measured in the change between July 2013 and June 2018 by six-month halves (i.e., 2013 H2 is July 2013 to December 2013).



Burning Glass  
Labor/Insight™

*EAB's Partner for Real-Time Labor Market Data*

This report includes data made available through EAB's partnership with Burning Glass Technologies, a Boston-based leader in human capital data analytics. Burning Glass Technologies specializes in the use of web spidering technology to mine more than 80 million online job postings and analyze real-time employer demand. Under this partnership, EAB may use Burning Glass's proprietary Labor/Insight™ tool to answer member questions about employer demand for educational requirements, job titles, and competencies over time, as well as by geography. The tool considers job postings "unspecified" for a skill, industry, employer, geography, certification, or educational requirement when the job posting did not advertise for one of these particular job characteristics. Unspecified postings represent null values and should be excluded from the total number (n value) of job postings analyzed in the query. A more complete description of the tool is available at <http://www.burning-glass.com/products/laborinsight-market-analysis/>.

For more information about the Labor/Insight™ tool, please contact Betsy Denious, Director of Business Development Learning & Policy at [bdenious@burning-glass.com](mailto:bdenious@burning-glass.com) or 301-525-6596.

Project Sources

The Forum consulted the following sources for this report:

- Bureau of Labor Statistics (BLS) (<https://www.bls.gov/>).
- EAB's internal and online research libraries ([eab.com](http://eab.com)).
- National Center for Education Statistics (NCES) (<http://nces.ed.gov/>).
- Profiled Program Websites:
  - Boise State University, Bachelor's-Level Construction Management Program, accessed July 24<sup>th</sup> 2018, (<https://coen.boisestate.edu/cm/about/>).
  - Brigham Young University-Idaho, Bachelor's-Level Construction Management Program, accessed July 24<sup>th</sup> 2018, (<http://www.byui.edu/design-and-construction-management/current-student>)
  - Brigham Young University-Provo, Bachelor's-Level Construction Management Program, accessed July 24<sup>th</sup> 2018, (<https://cfm.byu.edu/content/program>).
  - Colorado State University-Pueblo, Bachelor's-Level Construction Management Program, accessed July 24<sup>th</sup> 2018, (<https://www.csupueblo.edu/construction-management/index.html>).
  - University of Denver, Bachelor's-Level Real Estate and the Built Environment Program, accessed July 24<sup>th</sup> 2018, (<https://daniels.du.edu/burns-school/bachelors/>).
  - Utah Valley University, Bachelor's-Level Construction Management Program, accessed July 24<sup>th</sup> 2018, (<https://www.uvu.edu/ct/degrees/index.html#bs-cm>).

## Profiled Institutions

The Forum profiled programs via secondary research at the following institutions:

### A Guide to Institutions Profiled in this Brief<sup>1</sup>

Institution	Location	Approximate Institutional Enrollment (Undergraduate/Total)	Classification
Boise State University	Mountain West	20,000 / 24,000	Doctoral Universities: Moderate Research Activity
Brigham Young University-Idaho	Mountain West	45,000 / 45,000	Baccalaureate Colleges: Diverse Fields
Brigham Young University-Provo	Mountain West	31,000 / 34,000	Doctoral Universities: Higher Research Activity
Colorado State University-Pueblo	Mountain West	5,000 / 8,000	Master's Colleges & Universities: Medium Programs
University of Denver	Mountain West	6,000 / 11,500	Doctoral Universities: Higher Research Activity
Utah Valley University	Mountain West	34,500 / 35,000	Master's Colleges & Universities: Small Programs

1) National Center for Education Statistics.

## 2) Executive Overview

---

**Increased regional and national employer demand suggest opportunity for the development of a bachelor's-level construction management program at the University of Wyoming.**

Regional employer demand for bachelor's-level construction management professionals increased 169 percent between H2 2013 and H1 2018 (i.e., from 283 to 760 job postings). National employer demand for bachelor's-level construction management professionals increased 176 percent during the same time (i.e., from 5,800 to 16,001 job postings). Furthermore, administrators should expect continued growth in employer demand for bachelor's-level construction managers. The Bureau of Labor Statistics (BLS) [projects](#) 11 percent growth for "construction managers" between 2016 and 2026, faster than the seven and a half percent growth projected for all occupations. The BLS attributes the stronger than average projected growth for "construction managers" to an expected increase in residential, commercial, and infrastructure activity.

**Highlight high salary potential for bachelor's-level construction management professionals to attract prospective students.**

Regional and national employers advertise higher salaries in job postings for bachelor's-level construction management professionals than in those for all bachelor's-level professionals. In the last year, regional employers advertise an average salary of \$85,000 for bachelor's-level construction managers. In contrast, regional employers advertise an average salary of \$63,000 for all bachelor's-level professionals. Likewise, national employers advertise an average salary of \$95,000, which reflects a salary 35 percent greater than the salary national employers advertise for bachelor's-level professionals (i.e., \$70,000).

**Include coursework to develop students' leadership and budgeting skills to improve employment outcomes.**

Administrators should note regional and national employers express high demand for bachelor's-level construction management professionals with leadership and budgeting skills. In the last year, regional and national employer seek bachelor's-level construction management professionals with 'project management' skills in 923 and 20,127 job postings, respectively (i.e., 74 percent and 78 percent of relevant postings, respectively). In the last year, regional and national employer specify 'budgeting' as a desired skill in 62 and 61 percent of job postings, respectively (i.e., 772 of 1,250 job postings and 16,259 of 26,565 job postings, respectively).

### 3) Market Considerations

#### Demand over Time

#### National Employer Demand for Bachelor's-Level Construction Management Professionals Increased 176 Percent from H2 2013 to H1 2018

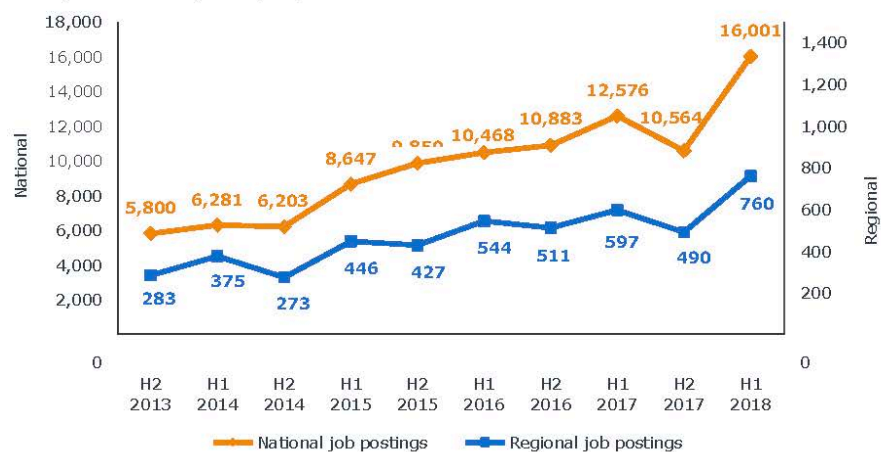
Increased national and regional employer demand for bachelor's-level construction management professionals supports program development at the **University of Wyoming**. Between H2 2013 and H1 2018, the number of job postings for bachelor's-level construction management professionals nationally increased from 5,800 to 16,001 (i.e., 176 percent increase). In contrast, the number of national job postings for all bachelor's-level professionals increased at a slower rate of 41 percent during the same time (i.e., from 2,537,177 to 3,588,143 job postings).

Regional employers also exhibit increased demand for bachelor's-level construction management professionals between H2 2013 and H1 2018. During that time, regional employer demand for bachelor's-level construction management professionals increased 169 percent (i.e., from 283 to 760 job postings); this represents a much faster growth than the 55 percent increase in regional employer demand for all bachelor's-level professionals in the same period (i.e., 121,436 to 188,271 job postings).

Furthermore, administrators should also note strong projected growth for construction management-related occupations. The Bureau of Labor Statistics (BLS) [projects](#) 11 percent growth in employment for "construction managers" between 2016 and 2026; this represents a faster increase than the projected growth of seven and a half percent across all occupations. The BLS attributes strong projected employment growth of "construction managers" to an increase in residential, commercial, and infrastructure construction activity.

#### Demand over Time for Bachelor's-Level Construction Management Professionals

July 2013-January 2018, Regional and National Data<sup>2</sup>



2) Burning-Glass Labor/Insight™



Program  
Completions

Half of Profiled Regional Institutions Report Decreased Completions for Bachelor’s-Level Construction Management Programs Between 2013 and 2016

Administrators at the **University of Wyoming** should note that three of the six profiled regional institutions report declining completions for respective bachelor’s-level construction management programs between 2013 to 2016 (e.g., **Brigham Young University-Idaho**, **Brigham Young University-Provo**, and **University of Denver**). For example, completions reported by Brigham Young University-Provo declined 10 percent between 2013 and 2016 (i.e., from 48 to 43 completions).  
  
Of the six profiled institutions, only **Colorado State University-Pueblo** reports greater enrollments in 2016 compared to 2013. The number of degree completions reported by the University increased from four in 2013 to seven in 2016 (i.e., 75 percent).

Completions of Bachelor’s-Level Construction Management Programs  
*Competitor Programs, National Center of Education Statistics*

Institution	Program Title	Reported Degree Completions				Percentage Change in Completions Between 2013 and 2016
		2013	2014	2015	2016	
University of Denver	Bachelor’s-Level Real Estate and The Built Environment	3	2	3	2	-33%
Brigham Young University-Provo	Bachelor’s-Level Construction Management	48	29	28	43	-10%
Brigham Young University-Idaho	Bachelor’s-Level Construction Management	51	39	39	48	-6%
Boise State University	Bachelor’s-Level Construction Management	35	38	28	35	0%
Colorado State University-Pueblo	Bachelor’s-Level Construction Management	4	3	7	7	75%
Utah Valley University	Bachelor’s-Level Construction Management	N/A	N/A	0	0	N/A

## Advertised Salary

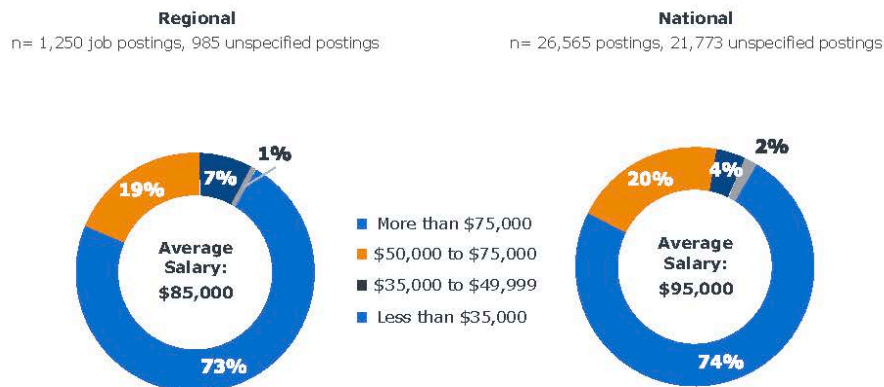
### Emphasize Higher-than-Average Salary for Bachelor's- Level Construction Management Professionals to Secure Program Enrollments

Administrations at the **University of Wyoming** should highlight in program marketing that regional employers advertise an average salary of \$85,000 in relevant job postings for bachelor's-level construction management professionals; this represents a 35 percent higher salary than the salary advertised for all bachelor's-level professionals (i.e., \$63,000). National employers advertise an average annual salary of \$95,000 for bachelor's-level construction managers during the past 12 months. Comparatively, national employers advertise a lower average annual salary of \$70,000 for all bachelor's-level professionals in that time. According to Data USA, nationally, "construction managers" earn an average salary of \$82,900.<sup>3</sup>

Administrators should note that regional employers advertise an average annual salary greater than \$75,000 in 73 percent of all specified job postings (i.e., 193 of 265 job postings). Nineteen percent of regional postings which specify salary for bachelor's-level construction management professionals advertise salaries between \$50,000 and \$75,000. (i.e., 51 of 265 job postings).

### Advertised Salary for Bachelor's-Level Construction Management Professionals

July 2017-June 2018, Regional and National Data<sup>4</sup>



3) Data USA: [Construction Managers](#)  
4) Burning Glass Labor/Insight™

#### 4) Program Structure

##### Program Characteristics

##### Highlight *University of Wyoming's* Competitive Tuition Rates to Appeal to Prospective Students

Administrators at the **University of Wyoming** should advertise the favorable tuition rates compared to regional institutions which offer bachelor's-level construction management programs to secure program enrollments. The University of Wyoming charges in-state and out-of-state students enrolled in bachelor's-level programs \$134 and \$537 students per credit hour, respectively.<sup>5</sup> Profiled institutions charge students enrolled in respective bachelor's-level construction management programs between \$167 and \$1,372 per credit hour. Among profiled institutions, **Brigham Young University-Idaho** charges the lowest tuition per credit hour of \$167 for Latter-Day Saints (LDS) students and \$334 per credit hour for non-LDS students. In contrast, the **University of Denver** charges the highest tuition per credit hour of \$1,372.

Additionally, administrators should note that only two of the six profiled institutions impose fees based on the number of credits students complete (i.e., **Colorado State University-Pueblo, Utah Valley University**). For example, students enrolled in the bachelor's-level construction management program at Colorado State University-Pueblo pay an additional \$82 in fees per credit. Institutions such as **Boise State University** and Brigham Young University-Idaho do impose fees; however, these institutions typically impose these fees independent of the credits taken. For instance, students enrolled at **Brigham Young University-Provo** must pay \$10 to change classes after the add/drop deadline.

##### Characteristics of Bachelor's-Level Construction Management Programs

###### Competitor Programs

Institution	Program Title	Advertised Tuition Per Credit	Fees Per Credit
<b>Brigham Young University-Idaho</b>	Bachelor's-Level Construction Management	\$167 (LDS Tuition) \$334 (Non-LDS tuition)	NA
<b>Brigham Young University-Provo</b>	Bachelor's-Level Construction Management	\$286 (LDS tuition) \$572 (Non-LDS tuition)	N/A
<b>Boise State University</b>	Bachelor's-Level Construction Management	\$350* (In-state) \$689* (Out-of-state)	N/A
<b>Colorado State University-Pueblo</b>	Bachelor's-Level Construction Management	\$350 (In-state) \$795 (Out-of-state)	\$82 (In-state) \$82 (Out-of-state)
<b>Utah Valley University</b>	Bachelor's-Level Construction Management	\$384 (In-state) \$1,159 (Out-of-state)	\$39 (In-state) \$39 (Out-of-state)
<b>University of Denver</b>	Bachelor's-Level Real Estate and The Built Environment	\$1,372	N/A

\*The amount reflects both tuition and fees charged by Boise State University. The University does not disaggregate the tuition and fees.

<sup>5</sup> University of Wyoming: [Cost of Attendance](#)

## Curriculum and Skills

### Ensure a Bachelor's-Level Construction Management Program Confers In-Demand Leadership and Budgeting Skills

Administrators at the **University of Wyoming** should confer in-demand leadership and budgeting skills throughout the curriculum of a prospective bachelor's-level construction management program. **Boise State University** offers course such as "construction project management" and "project scheduling" to develop students' leadership skills. The top leadership skills employers seek from bachelor's-level construction management professionals include:

- 'Project management' (i.e., 923 regional and 20,127 national postings)
- 'Construction management' (i.e., 817 regional and 18,847 national postings), and
- 'Project planning and development' (i.e., 162 regional and 3,326 national postings).

Furthermore, administrators should ensure a prospective bachelor's-level construction management program confers in-demand budgeting skills. The top budgeting skills regional and national employers seek from bachelor's-level construction management professionals include 'budgeting,' 'cost control,' and 'estimating.' **Utah Valley University** includes coursework such as "construction financial management" and "principles of construction estimating" to confer in-demand budgeting skills.

### Top Skills for Bachelor's-Level Construction Management Professionals

July 2017-June 2018, Regional and National Data<sup>6</sup>



<sup>6</sup> Burning Glass Labor/Insight™



- Leadership skills
- Budgeting skills
- Construction skills

**AGENDA ITEM TITLE: Approval of Modifications to the UW Regulations, Evans**

Draft 8-23-18

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Design, Construction, and Naming of Buildings ~~Physical Plant~~  
**Number:** UW Regulation 6-1



### ~~I. BUILDINGS~~ I. PURPOSE

To establish the guidelines for approval of design, construction, and naming of University buildings.

### II. POLICY

The selection and employment of architects for the design of all buildings of the University, the adoption of plans, specifications, and details for the construction of such buildings, and the receiving of bids and awarding of contracts for design and construction of buildings shall be a function of the Board of Trustees upon recommendation of the Vice President ~~of Finance and~~ Administration or designee. Through the Vice President ~~of Finance and~~ Administration or designee, the Trustees shall maintain general supervision over the construction and equipping of all University buildings.

Names of buildings shall be selected by the Trustees. No building shall be named after any person actively connected with the University at the time. See UW Regulation 2-2 (Naming of University Facilities, Programmatic Units, and Funded Academic Honors).

### III. CHANGE ORDERS

~~The Executive Director of University of Wyoming Operations~~ Vice President for Finance and Administration or designee is authorized to approve change orders for non-capital construction or major maintenance projects up to \$50,000. However, in no event shall the cumulative total of all changes orders for each non-capital construction or major maintenance project result in an amount that exceeds \$75,000 without Board of Trustees approval. ~~The Vice President for Administration is authorized to approve change orders for non-capital construction or major maintenance projects up to 20% of the total project amount approved by the Trustees.~~

Approval of Change Orders for capital construction projects shall comply with ~~the~~ UW Regulation 6-9 (Project Development Policy and Procedure for UW Capital Construction for Major Projects). All change orders will be reported to the Trustees. ~~Attachment H is~~

**Commented [TRE1]:** This section has been moved from 1-102(B) – Trustee Directive on Non-Capital Construction Change Orders for Construction

Draft 8-23-18

~~the Project Development Policy and Procedure for UW Capital Construction for Major Projects.~~

#### IV. PERFORMANCE AND PAYMENT BONDS

A. A faithful performance bond and a labor and materials bond, or other form of guarantee in accordance with ~~section requirements~~ set forth below, shall be required for the construction, major maintenance or renovation to any University building or structure or for any public work or improvement when the contract price exceeds \$7,500. The bond or other form of guarantee shall be provided by the Contractor to the University after award of the contract but prior to any work commencing under the contract (W.S. 16-6-112). All bonds shall meet all Wyoming statutory requirements, be filed with the contracting department of the University, and be approved by the Office of Risk Management ~~and Safety~~ or designee.

B. Bonds shall be set in the following amounts:

1. For all new construction, the contractor shall submit a performance bond equal to 100% of the contract amount, including as amended by change order, and a labor and material (payment) bond equal to at least 50% of the contract amount, including as amended by change order. The amount of the performance bond, on a case-by-case basis, may be approved in an amount less than 100% of the contract amount if authorized by the Vice President for Finance and Administration, but in no case may the amount fall below 50% of the contract amount.
2. For any other construction-related work or other work falling under W.S. 16-6-112, the ~~Director of Facilities Planning or Director of Physical Plant~~ Vice President for Finance and Administration may set the amount of the performance and payment bonds sufficient to protect the University's interests but in no event in an amount less than 50% of the contract amount, including any changes to the contract amount as amended by change order.
3. For projects between \$7,500 and \$150,000, the University may accept other forms of guarantee other than a bond, upon approval by the ~~Director of Facilities Planning or Director of Physical Plant~~ Vice President for Finance and Administration and when determined to be in the University's best interests. Accepted forms of guarantee may include, but are not limited to: a check, agreed upon partial or delayed payments by University, or additional retainage to be held by the University. Other forms of guarantee must also meet all Wyoming statutory requirements and be filed and approved by the University.

**Commented [TRE2]:** This section has been moved from 1-102(N)(Attachment D) – Trustee Directive on Policy for Performance and Payment Bonds



Draft 8-23-18

C. The University may also require performance bonds in other types of contracts, such as material and services contracts, in order to protect the University's interests. The amount for the performance bond shall be determined by the contracting department and approved by the Manager of Procurement and Payment Services in consultation with the Office of General Counsel.

#### **H.V. ENERGY MANAGEMENT**

The ~~President, through the Directors of Physical Plant and Facilities Planning, or their designee, University~~ shall ensure that ~~the University~~ adheres to energy conservation and management ~~through its design standards.~~

Commented [TRE3]: Transferred from UW Reg 6-2

**Responsible Division/Unit:** Division of Administration


**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** UW Regulation 12-2 (Naming of University Facilities, Programmatic Units, and Funded Academic Honors)

**History:**

Trustee Regulation X. Physical Plant; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 2-1, now UW Regulation 6-1

UNIVERSITY OF WYOMING REGULATIONS	
<b>Subject:</b> <del>Energy Management</del>	 <b>Commented [TRE1]:</b> Transferred section I to UW Regulation 6-1. Recommend deleting/amending because this is already incorporated into the UW Design standards.
<b>Number:</b> <del>UW Regulation 6-2</del>	
<b>I. DESIGNATION</b>	
<del>The President, through the Directors of Physical Plant and Facilities Planning, or their designees, shall ensure that the University adheres to energy conservation and management throughout its buildings and grounds.</del>	
<b>II. DUTIES AND FUNCTIONS</b>	
<del>The Directors of Physical Plant and Facilities Planning, or their designees, shall be responsible for developing policies and procedures for the conservation of energy in all University facilities. The Directors of Physical Plant and Facilities Planning, or their designees, shall also be responsible for the implementation of such policies and procedures after they have consulted with faculty, staff and students, and been approved by the Vice President for Administration.</del>	
<b>III. ADMINISTRATION</b>	
<del>These duties and functions shall be performed under the general supervision of the Vice President for Administration.</del>	
<hr/>	
<b>Responsible Division/Unit:</b> <del>Division of Administration</del>	
<b>Source:</b> <del>None</del>	
<b>Link:</b> <del><a href="http://www.uwyo.edu/reg-policies">http://www.uwyo.edu/reg-policies</a></del>	
<b>Associated Regulations, Policies, and Forms:</b> <del>None</del>	
<b>History:</b>	
<del>University Regulation 32; adopted 7/17/2008 Board of Trustees meeting</del>	
<del>Revisions adopted 9/12/2014 Board of Trustees meeting</del>	
<del>Reformatted 7/1/2018; previously UW Regulation 2-32, now UW Regulation 6-2</del>	

UNIVERSITY OF WYOMING REGULATIONS

Subject: ~~Alcohol and Other Drugs Policy~~

Number: ~~UW Regulation 6-3~~

THE UNIVERSITY OF WYOMING

EQUALITY

1886

Commented [TRE1]: The applicable portions of this regulation and the alcohol policy are being incorporated into Student Affairs policies and procedures (student portion), Employee Handbook (Drug Free Workplace), and UW Regulation 6-4 (Use of University Buildings, Grounds and Services). Propose deleting this Regulation.

I. AUTHORITY AND JURISDICTION

A. Authority

Authority to implement this Regulation and to issue and enforce an Alcohol and Other Drugs Policy is vested in the Vice President for Administration or designee. The authority to apply for a special malt beverage permit from the City of Laramie for the Wyoming Union building is vested in the Board of Trustees or its designee.

B. Jurisdiction

This policy shall apply to all University students, employees and visitors. The University shall have jurisdiction over violations of this policy that occur on University premises, or at University sponsored or University supervised events, or that have an adverse impact on the University. Violations of this policy may subject individuals to sanctions pursuant to University regulations.

II. POLICY CONTENT

The Alcohol and Other Drugs Policy shall address, but is not limited to: (a) health risks; (b) abuse prevention programs and assistance services; (c) laws and regulations; and (d) sanctions and enforcement. The policy is attached as Appendix A.

III. REVISION, APPROVAL, AND EFFECTIVE DATE

The Vice President for Administration shall be responsible for revisions of the Alcohol and Other Drugs Policy, which shall become effective from the date of approval by the Vice President for Administration.

IV. NOTIFICATION TO STUDENTS AND EMPLOYEES

This policy shall be distributed or made available annually in writing or electronically to each employee and to each student enrolled at the University of Wyoming.

Alcohol and Other Drugs Policy

Page 1 of 2

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Appendix A to UW Regulation 6-3 (Alcohol and Other Drugs Policy)

**History:**

University Regulation 39, Revision 3; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018; previously UW Regulation 2-39; new UW Regulation 6-3



Draft 8-21-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Use of Bicycles and Non-Motorized Vehicles  
**Number:** UW Regulation 6-5

---



### I. PURPOSE

To provide guidelines for use of bicycles and non-motorized vehicles on the University of Laramie campus.

### II. DEFINITIONS

**Bicycle:** A device upon which any person may ride, propelled by human power through a belt, chain, or gears, and having one or more wheels.

**Dismount Zone:** Includes all areas of the University posted for no bicycle riding and marked with ground graphics and/or "Dismount" signs.

**Dual-Use Area:** A pathway upon which both bicycles and pedestrians are permitted. Pedestrians always have right-of-way in dual use areas.

**Immobilization:** The placement of a securing device onto the bicycle to prevent its use, pending identification of the owner.

**Impoundment:** Towing, storage, and/or immobilization of any bicycle, skateboard or rollerblades/roller skates.

**~~Rollerblades~~Inline Skates or Roller Skates:** Any device consisting of a shoe with three or more small wheels attached to it, upon which a person may ride that is propelled by human power.

**Motorized Vehicles:** For the purpose of this Regulation, means all vehicles that are self-propelled by an engine or mechanical device that may or may not require a state license, including but are not limited to automobiles, motor scooters, hover-boards, mopeds, motorized bicycles motorcycles and other similar devices.

**Draft 8-21-18**

**Non-Motorized Vehicle:** Any device upon which any person may ride and is propelled by human power. These devices include but are not limited to bicycles, unicycles, skateboards, roller/inline skates, scooters and other similar devices.

**Registration Decal:** University issued decal that is the uniquely numbered adhesive sticker supplied as evidence of bicycle registration, and designed for attachment to the registered bicycle as indication of its registration.

**Regulatory Sign:** All traffic control devices, signs, signals, and markings, placed or erected for the purpose of regulating, warning or guiding traffic and parking.

**Scooter:** A non-motorized device consisting of two or more wheels affixed to a platform or footboard upon which a rider stands and which does have steering capability similar to that of a bicycle or brakes which operate on or upon the wheels of the skateboard.

**Skateboard:** A non-motorized device consisting of two or more wheels affixed to a platform or footboard upon which a rider stands and which does not have steering capability similar to that of a bicycle or brakes which operate on or upon the wheels of the skateboard.

**Stunt Riding:** Any use of a bicycle, skateboard, scooter, or rollerblades for non-transportation purposes, including but not limited to jumping stairs, sliding along rails or landscape features, or any other activity in which the wheels leave the ground and may result in a disturbance or danger to the University community or damage to property.

### III. POLICY

It is the policy of the University of Wyoming to permit the use of bicycles and non-motorized vehicles only as a means of transportation on the walkways and other travel ways on the University Laramie campus and pursuant to the parameters set forth in this Regulation. The use of motorized vehicles is strictly prohibited on all pedestrian pathways of the University Laramie campus.

This regulation shall apply to anyone using a bicycle or non-motorized transportation on University property on the Laramie campus.

### IV. GENERAL DIRECTIVES

**A. Right of Way.** Pedestrians have the right-of-way on all sidewalks and walkways.

**Draft 8-21-18**

**B. Standard.** Every person riding a bicycle or non-motorized vehicle shall exercise due care and reasonable caution to prevent injury to others, to self, or to property. This includes traveling at a reasonable, safe, and prudent speed.

**C. Prohibited Acts.** The following is prohibited:

1. Stunt riding or other acts or maneuvers which may endanger the bicyclist, skateboarder, ~~rollerblader~~inline skater or others, create a disturbance, or damage property.
2. Bicycling, skateboarding, ~~rollerblading~~inline skating or using non-motorized vehicles on ramps, curbs, benches, steps, or stairs and any other such structure.
3. Use of bicycles, skateboards, ~~rollerblades~~inline skates or non-motorized vehicles inside any University building.
4. Riding bicycles or non-motorized vehicles in pedestrian only or dismount zones.

**D. Applicable Laws.** Every person riding a bicycle or using a non-motorized vehicle is required to obey any applicable traffic regulations or laws. This includes obeying all applicable regulations and laws relating to stop signs, yield signs, red lights, and other traffic signals specific to this campus, including but not limited to the City of Laramie Municipal Code Chapter 10-32. All persons shall comply with State and local traffic laws while on University property.

**E. No Liability.** The University assumes no responsibility for the care and protection of any bicycle, non-motorized vehicles, attached accessories, or contents at any time. Individuals may obtain bike theft prevention information through the University Police Department.

## **V. BICYCLES**

### **A. Registration.**

1. **Required.** All bicycles operated by University students, faculty, and staff must be registered with the University bicycle registration program and all bicycles must display a valid registration sticker. Proof of registration of the bicycle with the City of Laramie will meet the requirements for University registration.
2. **Decal Fees.** The one-time registration fee paid as set forth in the University Fee Book is valid until ownership of the bicycle changes.

Draft 8-21-18

### **3. Registration Procedures.**

- a) University bicycle registration decals are available through the University Police Department, the Outdoor Program, and the University Transit and Parking Services Office.
- b) The bicycle registration card will be completed and the serial number inspected by a member of the University Police Department, the Outdoor Program, and/or the University Transit and Parking Services Office.
- c) The person to whom the UW bicycle registration sticker is registered is responsible for any non-moving violations of ~~these~~ this Regulations and the associated fines in which the bicycle is involved.

### **B. Display of Decals.**

1. Registration decals must be attached to the bicycle and must be clearly visible.
2. Counterfeiting, altering, defacing, or transferring the registration sticker to another person or bicycle to whom the registration sticker is not issued, and/or giving false information in any application or hearing, are in violation of Wyoming law (including but not limited to Wyoming Statute Section 6-3-408) and will be investigated as a criminal matter by the University Police Department.

### **C. Parking.**

1. Bicycles parked on campus must be parked in an approved bicycle rack.
2. No person shall park, store or leave a bicycle in such a manner as to cause said bicycle to block or otherwise impede normal entrance to or exit from any building on campus, or in a manner that constitutes a safety hazard. Parking a bicycle in any manner which creates a hazard or impedes access will be subject to immediate ticketing and impoundment.

### **D. Equipment.**

1. Bicycle equipment shall comply with the Laramie City Municipal Code Chapter 10-32.
2. A light shall be used when a bicyclist is traveling at night.



Draft 8-21-18

## VI. ACCIDENTS

All accidents involving a bicycle, skateboard, ~~rollerblades~~inline skates, or other non-motorized vehicle with a motorized vehicle are subject to a police investigation, if required by law, and should be immediately reported to the University Police Department. Bicyclists, skateboarders, and ~~rollerbladers~~inline skates may be subject to a county or municipal summons in these cases

## VII. VIOLATIONS

Violations of this policy may subject an individual to fines, impoundment and/or public sale of unclaimed bicycles or transportation devices.

**A. Moving Violations.** All moving violations on campus are subject to prosecution under the City of Laramie Municipal Ordinances. Types of moving violations may include but are not limited to:

1. Operating a bicycle, skateboard, ~~rollerblades~~inline skates, or other similar device in a careless manner on bike paths, dual-use areas, and/or roadways, without due regard to safety with respect to visibility, local traffic, weather, and surface conditions.
2. Operating a bicycle, skateboard, ~~rollerblade~~inline skates, or other similar device in a manner that endangers the safety of any person or property.
3. Failure to yield the right-of-way to a pedestrian on a dual-use area or roadway.
4. Operating a bicycle, skateboard, ~~rollerblade~~inline skates, or other similar device in any University property posted as dismount zones.
5. Failure to obey parking and traffic control devices, signs, and/or equipment.
6. Failure to register a bicycle and display decal as required by this Regulations.

**B. Parking Violations.** Parking violations are subject to University Transit and Parking Services Office policies and procedures for parking, citations and appeals. Applicable fees are set forth in the University Fee Book. Types of parking violations may include but are not limited to parking outside any specified bicycle rack or specified area for parking non-motorized vehicles, such as:

**Draft 8-21-18**

1. Parking in any way which represents a safety hazard, including but not limited to blocking any service drive, building entrance, driveway, bikeway, ramp, or locked to hand railings or any other passageway to which emergency equipment, wheelchairs users, pedestrians or service equipment may need access; and,
2. Parking on or locked to trees, plants, or other living objects, fences, posts, signs, trash receptacles, and light fixtures.

**VIII. IMPOUNDMENT/IMMOBILIZATION**

**A. Grounds.** Any University Police Officer, or other person authorized specifically by the Chief of Police may move, relocate, or impound any bicycle by removal of securing devices or immobilization as necessary which:

1. Blocks or otherwise impedes traffic in any street, highway, roadway, path or sidewalk, stairway, or handicapped access rail or handicapped ramp, or creates any safety hazard.
2. Blocks or impedes normal entrance to or exit from any building on the University.
3. Appears to be abandoned.
4. Has been reported stolen to a law enforcement agency.
5. Impedes performance of maintenance or construction to University property.
6. Bicycles locked to trees, plants, or other living objects, fences, posts, signs, trash receptacles, and light fixtures are subject to immobilization, pending identification of the owner of the bicycle.

**B. Storage.** Any bicycle, ~~skateboard, rollerblades, or other similar device~~ or other non-motorized vehicle -impounded pursuant to any section of this chapter shall be stored in a secure facility designated for such purpose by the Chief of Police. A fee as set forth in the University Fee Book shall be charged to the owner prior to the release of any impounded device. This impound fee is in addition to fines for other violations. Non-motorized vehicles not claimed within 60 days of impoundment may be subject to disposal at public auction.

**Draft 8-21-18**

**C. Release.** Release of an impounded bicycle, skateboard, ~~rollerblades~~ inline skates, or other similar device requires an appeal or proof of payment of outstanding citations. Unregistered bicycles must be registered prior to release.

**D. No Liability.** The University or University Police officials authorized to remove and impound a bicycle, skateboard, ~~rollerblades~~ inline skates, or other similar device shall not be liable to the owner of the bicycle for damage or the cost of repair or replacement of any securing device.

#### **I. SANCTIONS**

In addition to the issuance of a citation by the University Police Department or the Transit and Parking Services Office, individuals who violate this policy may also be referred for appropriate University discipline pursuant to applicable University Regulations and policies.

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

Adopted 6/15/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 2-179, now UW Regulation 6-5



Draft 8-21-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Regulating Smoking  
**Number:** UW Regulation 6-6

---

### I. PURPOSE

To provide the parameters for smoking in University of Wyoming facilities.

### II. DEFINITIONS

- A. Electronic Cigarette:** A product that employs any mechanical heating element, battery or electronic circuit, regardless of its shape or size, that can be used to deliver doses of vapor with nicotine or other substances by means of heating a liquid solution contained in a cartridge or other delivery system.
- B. Public Place:** Enclosed University facilities, all seating and general gathering areas where outdoor programs, events and activities are held and reasonable distances from all entranceways, passageways, operable windows or ventilation systems of any enclosed facility and inside any licensed vehicle owned by the University.
- C. Smoke or Smoking:** The act of burning any tobacco or tobacco-like product, weed filler or plant of any kind in a cigarette (including electronic cigarettes), cigar, pipe, water pipe, or in any other device.
- D. Smoking Instrument:** Any cigarette, cigar, pipe or other smoking or vaporization device.

~~E. University: The University of Wyoming.~~

### III. POLICY

It is the policy of the University of Wyoming to ensure that all of its facilities including public places and places of employment are smoke free.

### IV. DIRECTIVES

- A.** No University student or employee, or member of the general public shall smoke or carry any lighted smoking instrument in any public ~~facility~~place of the University.



**Draft 8-21-18**

- B. Any University student or employee, or member of the general public persisting in smoking contrary to the terms of this Regulation, after an oral or written request or warning to cease smoking, shall be deemed to be in violation of this Regulation.
- C. Smoking is permitted in the following:
  - 1. Outdoor areas including University sidewalks, seating areas and grounds that are a reasonable distance from entranceways, passageways, operable windows or ventilation systems of public places.

**V. SANCTIONS**

Any University student or employee, or member of the general public violating any provision of this Regulation may be required to forfeit the benefits of University programs, events or privileges pursuant to UW Regulations.

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 180; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 1/20/2016 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 2-180, now UW Regulation 6-6

Draft 8-21-18

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Acquisition, Retention or Disposal of Real Property  
**Number:** UW Regulation 6-8



### I. PURPOSE

To establish guidelines for the acquisition, retention or disposal of real property.

### II. DEFINITIONS

**Disposal:** Either demolition or removal of facilities and/or improvements or, ~~in the case of the~~ sale of a facility or land.

**Facility:** A building or improved property owned by the University.

**Land:** Unimproved or agricultural property owned by the University.

**No Longer Occupied:** A facility or land that is not currently assigned a specific use or purpose supporting the mission of the University.

### III. POLICY

It is the policy of the University of Wyoming that when land or a facility may be suitable for purchase, 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 acquisition, retention or disposal of the facility ~~and the land~~.

Commented [TRE1]: Transferred from UW Regulation 1-102(D)

### IV. EVALUATION OF FACILITY OR LAND

A. The Vice President for Finance and Administration shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation. The ~~analyses process~~ may include but ~~is are~~ not limited to the following:

1. Cost-benefit analysis;
2. Site analysis;
3. Environmental analysis;

**Draft 8-21-18**

4. Needs analysis;
  5. Market analysis;
  6. Title analysis; and/or
  7. Analysis of the facility's usability and flexibility.
- B. Any evaluation regarding the acquisition, retention or disposal of real property shall be presented to the Board of Trustees Facilities Contracting Committee, who shall make a recommendation to the full Board of Trustees of the University of Wyoming for consideration.

---

**Responsible Division/Unit:** Division of Administration

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:**

**History:**

Minutes of the Trustees – July 25, 1998, Physical Plant & Equipment Committee

Draft 8-22-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Project Development Policy and Procedure for UW Capital Construction Projects

**Number:** UW Regulation 6-9 (former UW Regulation 1-102(I)(B) and Attachment H)

---



### I. PURPOSE

Each Capital Construction Project shall be subject to this process. Effective March 22, 2018, the revised process for developing capital construction projects shall be as set forth below.

### II. DEFINITIONS

**Capital Construction Project:** Those projects that require planning levels I, II, and II under Wyoming law (W.S. 9-5-108). These projects are funded in whole or in part by state funds or University Pledged Revenues and are generally provided as a result of a budget request approved for submission by/to the Board of Trustees. For purposes of this Policy, Capital Construction Projects include new construction in any amount and renovations, major maintenance or other capital construction projects for more than \$500,000.

**Renovations:** Projects that include the process of improving a broken, damaged or outdated structure, which includes but is not limited to restoration, refurbishment, reconstruction, remodeling, updating, modernization, and refitting.

### III. POLICY

#### A. Planning

Capital Construction Projects shall be developed by the Division of Administration in consultation with campus and other university constituencies and approved by the Board of Trustees. The Guiding Principles in ~~Appendix A~~ Section IV shall apply to this policy and procedure. If an external consultant is used during the planning stage, the Vice President for Finance and Administration shall recommend, through the Facilities Contracting Committee, to the Board of Trustees the firm to be selected. No contract shall be executed for consultant services except upon prior approval by the Board of Trustees.

#### B. Project Concept and Intent



Draft 8-22-18

For Capital Construction Projects, UW's Planning Team, as appointed and charged by the UW Vice President for Finance and Administration, shall meet with the primary campus department(s) requesting the project to create a "Statement of Need" or "Project Vision Statement" with the essential purpose and basic elements of the program requirements for the project. The Statement of Need shall include basic information, e.g. "this building renovation is planned to renovate the engineering building with program elements to assist UW in achieving Tier 1 Engineering status." This document may be relatively short with only the basic information regarding the purpose and functionality of the project. . If an external consultant is used during the project concept and intent stage, the Vice President for Finance and Administration shall recommend, through the Facilities Contracting Committee, to the Board of Trustees the firm to be selected. No contract shall be executed for consultant services except upon prior approval by the Board of Trustees.

**C. Level 1 (Reconnaissance Study)**

For Capital Construction Projects, the Facilities Construction Management Office will prepare the Level I reconnaissance study. UW typically does not request state funds for Level I reconnaissance studies, but pays for the work from available resources. The Facilities Construction Management Office shall work with the Planning Team (which shall consist solely of university employees and appropriate stakeholders) to develop the Level I reconnaissance study. The Division of Administration shall ensure that stakeholders working with the Planning Team include a variety of constituencies, including policymakers and at least one member of the Board of Trustees. The Vice President for Finance and Administration shall advise the Board of Trustees of the membership of the Planning Team and the stakeholders identified to work with the consultant, prior to the Facilities Construction Management Office commencing work.

The Level I reconnaissance study shall include all information required by Wyoming law (W.S. 9-5-108).

Upon completion of the Level I reconnaissance study, the Vice President for Finance and Administration shall review and may direct further work or modifications to the Document. If the Vice President, after review, approves the Document, the Vice President, subject to the approval of the President, will submit it to the Facilities Contracting Committee of the Board for review, prior to consideration by the Board of Trustees.

**D. Level II (Feasibility Study)**

**Draft 8-22-18**

Upon completion of the Level I reconnaissance study and review and approval by the Board of Trustees, the Vice President for Finance and Administration, subject to the approval of the President, shall submit a recommendation for funding for a Level II feasibility study to the Facilities Contracting Committee for review prior to consideration by the Board of Trustees. This typically includes a recommendation for a state budget request for funding.

If funding is secured for a Level II feasibility study, a Consultant will be selected through an RFP/RFQ process with criteria including a focus on planning and conceptual estimating to achieve an appropriate initial or preliminary budget in advance of design drawings. The Vice President for Finance and Administration shall recommend, through the Facilities Contracting Committee, to the Board of Trustees the firm to be selected. No contract shall be executed for Level II services except upon prior approval by the Board of Trustees.

The Consultant shall prepare a Level II feasibility study in collaboration with the Planning Team and stakeholders. The Board of Trustees shall be advised of any changes in the Planning Team and stakeholders compared with those who were engaged in the Level I reconnaissance study process.

The Level II feasibility study shall include all information required by Wyoming law (W.S. 9-5-108) and additionally shall include the following: a program of spaces required in the facility; the functional, adjacency and proximity requirements for each space; conceptual illustrations, including floor plans as required for conceptual construction cost estimating; and the anticipated project budget. The Level II feasibility study shall also identify target dates for occupancy and operational use of the project. Further:

1. In the Level II feasibility study, the project requirements—including time and the space requirements, primary building systems, and unique attributes of the various program elements—shall be identified through meetings with the UW Planning Team, stakeholders, and other UW staff, as appropriate. The project requirements and space program shall determine the total assignable square feet (ASF) of new space to be included in the proposed project.
2. If the project involves a new building, the Level II feasibility study shall also include analysis of the appropriate location for the building. The Vice President for Finance and Administration shall develop a recommendation for location for the building in consultation with campus and external constituencies. The Vice President for Finance and Administration, subject to the approval of the President, shall submit a recommendation for location for the new building to the Facilities Construction Committee of the Board for review, prior to consideration by the Board of Trustees. Depending upon the nature and

**Draft 8-22-18**

complexity of the project, this recommendation may be submitted prior to completion of the Level II feasibility study in accordance with paragraph 3. The location of any new building must be approved by the Board of Trustees.

3. UW shall utilize external consultants with planning/design experience in the particular building type and the regional construction market to estimate the anticipated design and construction costs for the building being considered, including costs associated with landscaping. This information—together with the anticipated durations—shall be used to establish the Initial Project Budget and Initial Project Schedule.
4. The project cost estimate may be prepared by an independent cost estimating subconsultant of the Consultant hired by UW, and shall be reviewed and adjusted as appropriate in collaboration with the Planning Team and, once approved, shall become the Initial Project Budget for the project.
5. In developing the Initial Project Budget, the Consultant and their cost estimating sub-consultant, if any, shall use their expertise and relevant knowledge of the local construction market along with recognized industry publications, government labor and material cost indexes, available costs of similar projects by peer institutions, the knowledge of the Facilities Construction Management Office, stakeholder input, and any illustrations, examples, drawings or other information available or developed as part of their contract deliverables. The construction cost estimate will also include adjustments for cost escalation as appropriate based upon the approximate schedule for construction.
6. The Level II feasibility study shall include an estimate of the additional operations and maintenance costs for the project when it is fully operational.
7. The construction cost component of the Initial Project Budget is used as a basis for estimates for the cost of other components. The following are typical percentages of the construction and other project costs for the listed components, but may vary depending upon the project:

15%	Owner's Construction Contingency
5%	Owner's Bid Contingency
10%	Design Fees (Including CMAR Preconstruction Services fee, if CMAR is used)
4%	Furniture, Furnishings & Equipment (FF&E)

**Draft 8-22-18**

- 3% Audio-Visual/Information Technology Equipment and Cabling (AV/IT)
- 0.75% Moving Expenses
- 4% Administrative Expenses, including but not limited to:
  - a. Owner's Consultants (Geotechnical Engineer, Site Surveyor, Industrial Hygienist, Commissioning Authority, Quality Control Engineer);
  - b. City and state plan review fees;
  - c. Facilities Construction Management Office staff time allocated to -the project;
  - d. University Operations staff time and materials; and
  - e. Temporary utilities.

The Initial Project Budget would be presented in categories similar to the example below:

FOR ILLUSTRATION ONLY

Construction Budget	\$ -
Construction/GMP	\$ -
Owner Contingency for Bid Alternates	\$ -
<i>Total Construction Budget</i>	\$ -
Soft Costs	\$ -
Owner Construction Contingency	\$ -
Design & Project Administration Costs	\$ -
Furniture, Furnishings & Equipment (FF&E)	\$ -
AV/IT	\$ -
<i>Total Soft Costs</i>	\$ -
Total Project Budget	\$ -

**E. Level III (Design and Construction) – Funding**



Draft 8-22-18

Upon completion of the Level II feasibility study, and after review and approval by the Vice President for Finance and Administration, the Vice President for Finance and Administration, subject to approval of the President, shall submit a recommendation for funding to the Facilities Construction Committee for review prior to submission to the Board. The recommendation shall include both sources of funding for the project and a proposed project budget. This typically includes a recommendation for a state budget request for funding.

**F. Level III (Design and Construction) – Design**

If Level III design and construction funding is secured, the Vice President for Finance and Administration, subject to approval of the President, shall submit a recommendation for construction delivery method to the Facilities Contracting Committee for review prior to submission to the Board. Of the construction delivery methods permitted by law (W.S. 16-6-701), the following are approved by the Board for use at the University: Design-bid-build; Construction Manager-at-Risk (CMAR); and Design-Build.

After the Board approves the construction delivery method, the Vice President for Finance and Administration shall ensure that a Request For Qualifications (RFQ), Request For Proposals (RFP) process is used to select the firm(s) that will design the project. Except in unusual circumstances, the design process shall not commence unless adequate funding for construction of the project has been secured.

The Vice President for Finance and Administration, subject to approval of the President, shall submit a recommendation for selection of a design firm to the Facilities Contracting Committee for review prior to submission to the Board. After the Board approves the recommendation, the Vice President for Finance and Administration shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms and conditions that have been reviewed by the Office of General Counsel and approved by the Board of Trustees. No agreement shall be executed until the Vice President for Finance and Administration has consulted with the Facilities Contracting Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution.

Prior to execution of the agreement, the Vice President for Finance and Administration shall establish a project budget which shall be submitted to the Facilities Contracting Committee for review prior to submission to the Board for approval. Once the Board approves the project budget, no modifications to that project budget shall be made without the approval of the Board.

Draft 8-22-18

When work under the design agreement commences, the Vice President for Finance and Administration shall designate a project manager who will be responsible for all communications on behalf of the university with the design firm. The Vice President for Finance and Administration shall also establish in writing a chain of command – organizational chart for the design phase of each project. This organizational chart shall identify lines of authority and reporting responsibilities. The project manager shall follow the guidelines in Appendix BSection V. The Planning Team shall serve as an advisory group to the project manager. The Vice President for Finance and Administration shall keep the Facilities Contracting Committee apprised of progress of the design process.

**The design process shall have the following guiding principles:**

1. The exterior design of the facility and associated landscaping shall be consistent with campus design standards pursuant to the UW Historical Preservation Plan, Long Range Development Plan, Design Guidelines and Construction Standards and any other relevant documentation.
2. The facility will be constructed as to comply with all applicable code requirements, including the Americans with Disabilities Act.
3. The facility will be designed so that operations and maintenance can be accomplished effectively and efficiently.
4. The facility shall meet the program requirements envisioned by the principal users of the facility.

**Interior Design and Program:**

On all Capital Construction Projects, the Vice President for Finance and Administration shall provide a report to the Facilities Contracting Committee as regards the development of the interior design. Items to be included in the report are as follows:

1. Floor plans reflecting the approved layout by the Planning Team.
2. A narrative demonstrating why the layout meets the expectations of those anticipated programs which will occupy the space.
3. A narrative demonstrating how the design reflects the intent outlined in the levels I and II documents, thus meeting the intent by which the State or

**Draft 8-22-18**

University funded the project.

The interior design and program must be reported to the Facilities Contracting Committee prior to proceeding with the Design Development phase of design. In no case shall the previously approved interior design be modified from that approved by the Board of Trustees except upon prior approval of the Board.

**Exterior design advisory committee:**

On all new building construction projects or major renovations subject to this policy, the Vice President for Finance and Administration shall appoint an Exterior Design Advisory Committee, in consultation with the Board's Facilities Contracting Committee. Landscaping for all projects in excess of \$500,000 shall be referred to the Exterior Design Committee for review and input. The Committee shall have members as follows:

1. One member of the Board of Trustees, appointed by the President of the Board
2. One member of the Wyoming Legislature
3. One member of the Division of Administration
4. One representative of the community who is not an employee of the University
5. One representative of the unit that will primarily use the building
6. If private funds are used to fund the project, one representative of the UW Foundation.

The Exterior Design Committee shall be chaired by the appointee who is a member of the Board of Trustees. The Vice President for Finance and Administration shall provide staff support for the committee and such information as the Committee requires. This Committee shall meet with the design firm and provide input to the design firm on the exterior design of the project buildings. The design of all new or renovated buildings shall be consistent with the existing historical buildings on campus and incorporate elements consistent with the UW Historic Preservation Plan and any applicable Long Range Development Plan/s. The Committee shall hold at least one community/public meeting to seek input. The design firm shall meet with the Exterior Design Committee prior to submitting any exterior design, even in draft form, to the Facilities Contracting Committee or the University.

The design firm shall take the Committee's input into consideration in designing

**Draft 8-22-18**

the exterior of the building and associated landscaping. The design firm shall document all departures from the Historic Preservation Plan creating the exterior building design and landscaping. The proposed exterior design and landscaping shall be submitted to the Board of Trustees for review and approval. This process may require multiple iterations of the design at no additional cost to the University prior to the approval. Once the Committee approves the exterior building design and landscaping, the balance of the design process shall thereafter continue. If the design team proposes to modify the approved exterior design and landscaping for any reason, the design team shall immediately notify the Project Manager in writing and provide the Project Manager a detailed description of those proposed modifications. In no case shall the previously approved exterior design and landscaping be modified from that approved by the Board of Trustees except upon prior approval of the Board.

The exterior design advisory committee process must be complete prior to the design team commencing with the Design Development phase of design.

**G. Level III (Design and Construction) – Construction**

The selection of a contractor and agreement for construction services will reflect the construction delivery method approved by the Board. The Vice President for Finance and Administration shall ensure that a competitive process is used to select the firm(s) that will construct the project. The construction process shall not commence unless adequate funding for construction of the project has been secured.

The Vice President for Finance and Administration, subject to approval of the President, shall submit a recommendation for selection of a construction firm to the Facilities Contracting Committee for review prior to submission to the Board. In accordance with paragraph F of this policy, if CMAR or Design-Build is the approved delivery method, the Vice President for Finance and Administration or his designee shall pursue negotiations with such firm. The negotiations shall be based on contract templates with terms and conditions that have been reviewed by the Office of General Counsel and approved by the Board of Trustees. If design-bid-build is the approved delivery method, award will be determined by the lowest responsive and responsible bid. No agreement shall be executed until the Vice President for Finance and Administration has consulted with the Facilities Contracting Committee as regards the terms of the agreement. The Committee may request that the Board review and approve the agreement prior to its execution.

The Vice President for Finance and Administration shall also establish in writing a chain of command – organizational chart for the construction phase of each project. This organizational chart will identify lines of authority and reporting



Draft 8-22-18

responsibilities. The project manager shall follow the guidelines in ~~Appendix B~~Section V.

#### Construction process

~~If construction manager at risk (CMAR) or design build is the approved~~For all construction delivery methods, the following apply:

1. The Board of Trustees must approve all construction contracts, including the Guaranteed Maximum Price (GMP), prior to authorization to proceed to construction. Except in unusual circumstances, the GMP shall be based on approximately 90% completion of construction documents.
2. No changes resulting in a use of the owners' contingency without prior approval of the Trustees can be made except for changes which are not more than \$50,000. However, in no event shall the cumulative total of all changes result in an amount which exceeds 40% of the owner's contingency fund without board approval.
3. No project components which are designated as contingency funds shall be expended without the prior approval of the Vice President for Finance and Administration. The Vice President for Finance and Administration shall keep the Facilities Contracting Committee apprised of the extent to which these funds are expended.

~~If design bid build is the approved construction delivery method, the Division of Administration shall, upon request, update the Facilities Contracting Committee as regards the contingency status of a project at all in person Board meetings.~~

#### H. Contract Documents

All Contracts and Agreements for design and construction of Capital Construction Projects as defined in this Policy shall (1) be consistent with and incorporate material provisions of this Policy; and (2) include a provision that the contractor acknowledges it has read and understands this Policy.

#### IV. UNIVERSITY OF WYOMING CAPITAL CONSTRUCTION GUIDING PRINCIPLES

These guiding principles are intended to address issues which have arisen during recent construction projects. They are intended to be the initial set of guiding principles and are expected to be modified, refined and adapted as UW proceeds with construction projects.

**Draft 8-22-18**

- A. The exterior design of the facility and associated landscaping shall be consistent with campus design standards pursuant to the UW Historical Preservation Plan. The A&E shall focus its objectives to achieve a varied but cohesive architectural style that enhances the character of the University and respects its history.
  - B. The building shall be located and sited consistent with the current UW Long Range Development Plan.
  - C. Facilities will incorporate today's most advanced thinking in construction design, programmatic design, and sustainability, while providing flexibility for programmatic growth, new technologies and long term use and functionality of the facility.
  - D. Investments in facilities will demonstrate wise stewardship of funds, taking full advantage of opportunities to reduce costs through standardization, shared resources and institutional collaboration.
  - E. Anticipate and provide plans to address infrastructure requirements of the campus in the most efficient and least intrusive manner possible.
  - F. Each construction project shall have its own guiding principles developed by the college or unit intended to address the programmatic and functionality of the proposed facility which supplement, but not deviate from, these guiding principles for that specific project. The project specific guiding principles shall be submitted to the Facilities Construction Committee for review and approval. Once reviewed and approved, these two sets of principles will be reviewed at the start of each design meeting to ensure the design reflects the principles.
- V. UNIVERSITY OF WYOMING CAPITAL CONSTRUCTION PROJECTS PROJECT MANAGEMENT GUIDELINES**

The following guidelines shall be incorporated by the University Project Manager into the management of all major construction projects:

- A. The University Project Manager shall maintain a document continuously tracking outstanding/ unresolved issues for the project. The document shall contain the following information:
  - 1. Issue number
  - 2. Description of the outstanding item
  - 3. Responsible party

**Draft 8-22-18**

4. Date created
  5. Date required
  6. Date resolved
- B. The University Project Manager shall create a project list serve that identifies all individuals associated with each project. This list shall include the following information:
1. Name
  2. Firm/ Organization
  3. Role
  4. Phone number
  5. Email address
- C. The University Project Manager shall host and manage a project document sharing website. The site shall be accessible by all parties included on the project list serve. The site shall be updated weekly with the most current documents. The website, at a minimum, shall contain the following documents:
1. Meeting minutes
  2. An open items/ issues log
  3. Audio recordings of all design and construction meetings
  4. Current design/ construction documents
  5. Value engineering/ cost control logs
  6. Project list serve

---

**Responsible Division/Unit:** Division of Administration

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:**

**History:**

Approved by the UW Board of Trustees July 2015  
Amended September 2015  
Amended January 2016  
Amended March 2018

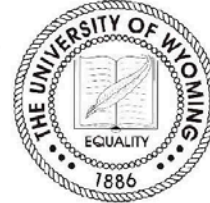
Draft 8-29-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** University's Operating Budget  
**Number:** UW Regulation 7-1

---



### I. PURPOSE

To establish a process for approval of the University's Operating Budget and administration of Division budgets within the Operating Budget.

### II. DEFINITIONS

**Administrative Officer:** ~~includes~~ For purposes of this Regulation, includes the President, the Provost and Vice President for Academic Affairs, the Vice President for Finance and Administration, the Vice President for Governmental and Community Affairs, the Vice President for Information Technology, the Vice President for Institutional Advancement, the Vice President for Research and Economic Development, the Vice President for Student Affairs, the Director of Intercollegiate Athletics, and the General Counsel, the Dean of the College of Agriculture and Natural Resources, the Dean of the College of Arts and Sciences, the Dean of the College of Business, the Dean of the College of Education, the Dean of the College of Engineering and Applied Sciences, the Dean of the College of Health Sciences, the Dean of the College of Law, the Dean of the Honors College, the Dean of the University Libraries, the Dean of the Haub School of Environment and Natural Resources, the Executive Directive of the School of Energy Resources, and any other director of a Unit at the discretion of the Chair of the Budget Committee of the Board of Trustees.

**Division:** Includes the Office of the President, the Office of Academic Affairs, the Division of Administration, the ~~Office of Governmental and Community Affairs, the~~ University of Wyoming Foundation, the Division of Information Technology, the Office of Research and Economic Development, the Division of Student Affairs, the Department of Intercollegiate Athletics, and the Office of General Counsel.

**Expenditure Classification:** Includes the following:

- (1) salaries, wages, and benefits;
- (2) services, travel ~~and entertainment~~, and supplies; ~~(3) student financial aid;~~ ~~(4)~~ (3) utilities, repairs and maintenance, and rentals; ~~(5)~~ (4) interest, claims, other expenses, subcontracts, depreciation and amortization; (5) capital expense, discontinued operations, and other ~~expenses; and (6) non-operating expenditures;~~
- and



Draft 8-29-18

(6) internal allocations and sales, and funding transfers.

**Fiscal Year:** July 1-June 30.

**Operating Budget:** The general operating budget of the University including (1) Unrestricted Operating Funds (i.e., block grant appropriations, tuition and fees, self-generated funds); (2) Designated Operating Funds (i.e., line-item or special state appropriations, designated fee revenue); ~~and (3) Restricted Operating Funds (i.e., sponsored contracts and grants, foundation gift and endowment payout funds);~~ (3) Restricted Expendable Operating Funds (i.e., Restricted Expendable Contribution, Restricted True Endowment Spendable, and Restricted Quasi Endowment Spendable funds); (4) Restricted Expendable Non-Operating Funds (i.e., Restricted Invested Like an Endowment 'Quasi' Corpus, Restricted Loan Funds, and Restricted Expendable Capital Contribution funds); (5) Restricted Grants Funds (i.e., includes all restricted externally sponsored projects); and (6) Restricted Government Funds (i.e., consists of various government loan funds including Perkins, Nursing, Pharmacy, BRAND, etc.). The Operating Budget shall include all sources of revenue, of whatever nature, all expenditures, and all cash & cash equivalent funds or reserves.

**Unit (Organization):** The academic, administrative, and auxiliary operating units of the University (i.e., College of Business Dean's Office, Department of Mathematics, Dean of Student's Office, Transit & Parking).

### III. POLICY

- A. The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit his or her proposed Operating Budget for the fiscal year beginning on the following July 1 to the University's Board of Trustees. At least No more than sixty (60) days prior to the beginning of each fiscal year, the Budget Committee of the Board of Trustees shall hold hearings where each of the University's each Administrative Officers shall present to the President of the University and the Budget Committee of the Board of Trustees ("Board") the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.
- B. Until final approval of the Operating Budget by the Board, no expenditures chargeable to the budget for the next fiscal year shall be made.
- C. After Board approval of the Operating Budget, the President of the University may authorize an unbudgeted transfer between Units (Organizations) within a Division, between Divisions, or between Expenditure Classifications, or between a Unit (Organization) or Division's Operating Budget and the Unit (Organization) or Division's reserves, an amount not to exceed ten percent (10.0%) of the respective Unit

**Draft 8-29-18**

(Organization) or Division's Total Expenses budget or \$100,000.00, whichever is less, per single transfer. Prior Board approval is required for any ~~single~~-transfer ~~which exceeds that aggregates~~ a fiscal year cumulative ~~transfer amount~~ of fifteen percent (15.0%) of the respective Unit (Organization) or Division's Total Expenses budget or \$200,000.00, whichever is less. All other transfers of any nature require prior Board approval.

**IV. QUARTERLY REPORT**

The President shall provide a quarterly written report to the Budget Committee of the Board of Trustees identifying each transfer or authorization made pursuant to Paragraph III(C).

---

**Responsible Division/Unit:** Office of the President and the Division of Administration

**Source:** Wyoming Statutes 21-17-203 and 21-17-204.

**Link:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None.


**History:** Adopted 5/10/2017 Board of Trustees meeting  
Renumbered 7/1/2018: formerly UW Regulation 1-103, now UW Regulation 7-1

---

UNIVERSITY OF WYOMING REGULATIONS

Subject: Purchases

Number: UW Regulation 7-3



Commented [TRE1]: Sunset. See new UW Regulation 7-9.

---

**I. — PURPOSE**

The following Regulation outlines the preference that is given to bona fide Wyoming residents when the University of Wyoming purchases materials, supplies, equipment and machinery.

**II. — POLICY**

Preference shall be allowed in purchase of materials, supplies, equipment and machinery provided by bona fide Wyoming residents when such materials, supplies, equipment, machinery or provisions are of quality equal to those of any other state enforcing or having a differential for "out of state" materials, supplies, equipment, machinery, or provisions. Such preference shall be five percent (5.0%) and shall apply to materials, supplies, equipment, machinery or provisions produced, manufactured or grown in this state, and to materials, supplies, equipment, and machinery supplied by a Wyoming resident. However, preferences shall not be given in violation of any Federal law, rule or regulation. Whenever Federal laws are applicable, Federal laws shall supersede any State laws.

For purposes of purchases described in the above paragraph, the definition of a bona fide Wyoming resident shall be the definition set forth in Wyo. Stat. Ann. § 16-6-101(a)(i).

**III. — ADMINISTRATION**

The Vice President for Administration shall administer this Regulation.

---

**Responsible Division/Unit:** Division of Administration

**Source:** WY ST § 16-6-101 through 16-6-120

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**  
Trustee Regulation X-C; adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 7/17/2014 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 3-105, now UW Regulation 7-3

Purchases

Page 1 of 1

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Dishonored Checks Payable to the University  
**Number:** UW Regulation 7-4



Commented [TRE1]: Sunset. See new UW Regulation 7-9.

### I. GENERAL INFORMATION

This Regulation outlines the procedures and fees related to dishonored checks that are payable to the University of Wyoming.

### II. SERVICE CHARGE

Notice shall be given, or conspicuously posted, by University personnel authorized to accept checks that the person who tenders a check will be subject to a service charge by the University if the check is returned unpaid by the drawee bank. This standardized charge accounts for the extra effort expended by the University to obtain payment. Persons tendering checks will be deemed to have accepted their liability for such a charge if the tendered check is not paid by the drawee bank.

### III. PROCEDURES

Upon return by a drawee bank, the University Cashier shall notify the University's Accounts Receivable Department. In accordance with Wyoming Statutes, the Accounts Receivable Department shall mail or deliver written notification to the person who issued the check. The notice shall state that the individual has fifteen (15) days following the date of the notice to pay the University the amount of the check and a collection fee not to exceed fifteen dollars (\$15.00) or the maximum allowed by Wyoming Statutes.

If after fifteen (15) days the individual has failed to pay the amount of the check and collection fee, Accounts Receivable shall mail a written demand letter to the individual who issued the check. The demand letter shall be sent by certified mail, return receipt requested, to the address on the check or the last known address of the drawer. The letter shall state that the individual has thirty (30) days following the date of the notice to pay to the University the amount of the check and a collection fee not to exceed fifteen dollars (\$15.00) or the maximum allowed by Wyoming Statutes. The letter shall also state that if the individual fails to pay the amount of the check and collection fee within thirty (30) days, the individual shall be liable for twice the amount of the check or fifty dollars (\$50.00) (whichever is greater) and for interest and costs of collection including reasonable attorney fees. The amounts and fees listed in this Regulation are subject to change, based on changes to Wyoming Statutes.



If payment is not received after the above steps have been taken, the Accounts Receivable department shall pursue such lawful actions as deemed appropriate by the Manager of Financial Services. These actions include, but are not limited to:

- ~~A. The denial of future University services, registrations, and grade transcripts by placement of a "financial stop" on the student account.~~
- ~~B. The suspension of check writing privileges for any University services or goods from any of the University's component entities.~~
- ~~C. The cancellation of registration, class attendance and housing accommodations, upon consultation with the Dean of Students.~~
- ~~D. In the case of University employees, an off set against wages becoming due after notice and opportunity for payment has been given the employee. The amount offset shall include the service charge.~~
- ~~E. Referral of the amount due the University to a collection agency. The amount referred will include the costs of collection including reasonable attorney fees and court costs, as may be applicable.~~
- ~~F. The initiation of criminal proceedings.~~

If at any time, satisfactory evidence is provided to the Supervisor of Accounts Receivable that the check was returned because of facts outside the control of the individual, and that the check was properly drawn upon a bank account in which sufficient funds were on deposit, the Supervisor of Accounts Receivable may, at his/her discretion, waive the service charge upon each payment of the face amount of the check.

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** [http://www.uwyo.edu/regs\\_policies](http://www.uwyo.edu/regs_policies)

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 176, Revision 3, adopted 7/17/2008 Board of Trustees meeting  
Revisions adopted 9/12/2014 Board of Trustees meeting  
Reformatted 7/1/2018: previously UW Regulation 3-176, now UW Regulation 7-4

---

**UNIVERSITY OF WYOMING REGULATIONS**

**Subject:** ~~University Travel and Reimbursement Policy for Employees~~  
**Number:** ~~UW Regulation 7-5~~

---



Commented [TRE1]: Sunset. See new UW Regulation 7-9.

**~~I. PURPOSE~~**

~~To establish policies and procedures governing the University Travel and Reimbursement Policy.~~

**~~II. PRESIDENT AND DESIGNEE~~**

~~University Officers, as defined in UW Regulation 1-1, or their designees, shall approve travel and travel reimbursements in accordance with this Regulation and the Travel and Reimbursement Policy.~~

**~~III. GENERAL POLICY~~**

~~The Travel and Reimbursement Policy applies to all travelers, whether they are employees, students or other individuals performing official University travel. Authorization of travel and commitment to pay travel expenses must be made by the University Officer immediately responsible for expenditures from the funds which support travel costs. The availability of funds for travel may limit the amount of travel which may be authorized. As a general policy, travelers are entitled to reimbursement for reasonable costs that are incurred incident to performing official travel.~~

**~~IV. THE TRAVEL AND REIMBURSEMENT POLICY~~**

~~The Vice President for Administration shall establish and maintain the Travel and Reimbursement Policy.~~

**~~V. REVISION, APPROVAL, AND EFFECTIVE DATE~~**

~~The Travel and Reimbursement Policy shall be revised as determined by the Vice President for Administration. Any revisions to the Travel and Reimbursement Policy shall become effective from the date of their approval by the Vice President for Administration.~~

**~~VI. DISTRIBUTION/NOTIFICATION~~**

~~The Travel and Reimbursement Policy shall be published and distributed by the Associate Vice President for Fiscal Administration, and shall be available through the University's electronic information system.~~

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** Official University Travel and Reimbursement Policy

**History:**

University Regulation 177, Revision 8; adopted 9/12/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018; previously UW Regulation 3-177, now UW Regulation 7-5

UNIVERSITY OF WYOMING REGULATIONS

Subject: Regulations Governing Use of University Vehicles

Number: UW Regulation 7-6

THE UNIVERSITY OF WYOMING

EQUALITY

1886

Commented [TR E1]: Sunset. See new UW Regulation 10-2, which states that the President shall establish and maintain Standard Administrative Policies and Procedures for its safety and security related matters, including disposal of hazardous and chemical wastes, emergency response plan, use of University vehicles, and UWPD policies and procedures.

I. PURPOSE

To establish policies and procedures governing the University Vehicle Policy.

II. VICE PRESIDENT AND DESIGNEE

The Vice President for Administration, or designee, is responsible for administering this Regulation.

III. GENERAL POLICY

The Regulation applies to all vehicles used by University employees and students in performance of official business of the University, and to University vehicles temporarily or permanently assigned as defined in the Vehicle Policy.

The Vehicle Policy provides policies and procedures for the use of all University licensed vehicles, including the acquisition, care and disposal of university vehicles.

IV. EXCEPTIONS

The Vice President for Administration, or designee, has the sole authority to grant exceptions to this Regulation (e.g., Intercollegiate Athletics Department courtesy vehicles).

V. REVISION, APPROVAL, AND EFFECTIVE DATE

The Vehicle Policy shall be revised as determined by the Vice President for Administration. Any revisions to the Vehicle Policy shall become effective from the date of their approval by the Vice President for Administration.

VI. DISTRIBUTION/NOTIFICATION

The Vehicle Policy shall be available on the University Risk Management Office website or a copy may be viewed at the Risk Management Office during normal business hours.

Use of University Vehicles

Page 1 of 2



---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** University Official Vehicle Policy

**History:**

Trustee Regulation X.B and University Regulation 179; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 5/6/2011 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Revisions adopted 5/11/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-179, now UW Regulation 7-6



Draft 8-21-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Gifts and Celebratory Events for Employees

**Number:** UW Regulation 7-8

---

### I. PURPOSE

As a state entity, the University has an obligation to use its funds prudently. Furthermore, federal regulations may impact the spending of University funds on employee gifts and celebratory events. This policy outlines the circumstances where University funds may be used to purchase gifts and/or host celebratory events for employees.

### II. DEFINITIONS

**Gift:** A transfer of property for which the dominant motive is detached or disinterested generosity, or affection, respect, admiration, charity, or like sentiment. Gifts may also take the form of gift certificates or tangible personal property such as a watch, pen, or briefcase.

### III. POLICY

Units of the University of Wyoming may occasionally spend funds from appropriate funding sources to recognize employees under certain circumstances. Units must follow the Internal Revenue Service rules and University requirements outlined below. Expenditures for such gifts or celebratory events must conform with this policy, be related to the primary mission of the institution, and take into account the institution's financial condition.

### IV. APPLICABILITY

This policy ~~is effective on and after July 1, 2016, and~~ applies to the purchase of gifts and/or hosting of celebratory events, involving University funds. ~~For purposes of this policy, a gift is defined as: a transfer of property for which the dominant motive is detached or disinterested generosity, or affection, respect, admiration, charity, or like sentiment. Gifts may take the form of gift certificates or tangible personal property such as a watch, pen, or briefcase.~~ This policy does not apply to awards provided under University employee recognition programs authorized by the President.

**Draft 8-21-18**

**V. PROCEDURES**

**A. Ensure the Gift or Event is for an Allowable Occasion.**

1. Allowable employee recognition may take the form of celebratory events or gifts for the following occasions:
  - a. **Work-related achievements.** Examples include: (1) to mark achievement of a major department goal, (2) to honor an employee in connection with a work-related employee recognition program, (3) to honor an employee who is leaving the department, college, or the University, or (4) to honor a retiring employee.
  - b. **Sympathy upon the death or serious illness of an employee or employee's immediate family member.** Appropriate sympathy gifts include a flower arrangement or a memorial gift. In addition, a donation to a charity on behalf of the University is also allowable. The limits of paragraph b of this section apply to this subsection.
2. University funds may not be spent in recognition of personal events or achievements unrelated to work, including but not limited to: birthdays, weddings, and baby showers.

**B. Comply with the Established Dollar Amount.**

Gifts to and celebratory events for employees must not exceed \$250.00, including sales taxes, delivery fees, service charges and any other costs. Generally, the number of gifts should be limited to once per calendar year per employee.

**C. Use an Appropriate Funding Source.**

Only funds from the University of Wyoming Foundation may be used for gifts and celebratory events. Other University funds, including but not limited to state appropriations, tuition, and other institutional fees may not be used.

**D. Record the Gift or Event Expense Properly.**

Upon approval of the responsible Vice President, the employee may purchase the gift and/or pay all costs associated with the event. To be reimbursed for these costs, the employee must submit "Form 100 Expenditure Voucher Discretionary Funds," along with all related receipts to the University Foundation Financial Services Office.

**Draft 8-21-18**

**E. Consider the Tax Implications.**

Depending on the type of gift, there may be tax implications.

1. Regardless of the cost, cash gifts and cash equivalent gifts, including gift certificates, are always taxable and are reported on the employees W-2 form. For all cash gifts and cash equivalent gifts, please contact the University ~~Financial Service Business Tax~~ Office ~~at (307) 766-4391~~.
2. Non-cash length of service gifts are not taxable as long as they meet the following requirements: (1) the amount of the gift is not over \$400.00, (2) the employee did not receive the award during his or her first 5 years of employment, and (3) the employee did not receive another length-of-service award during the same year or in any of the prior 4 years.
3. For all other gifts, please contact the University ~~Financial Service Business Office Tax Office~~ ~~at (307) 766-4391~~.

---

**Responsible Division/Unit:** Division of Administration

**Source:**

**Links:**

**Associated Regulations, Policies, and Forms:**

**History:**



Draft 8-21-18

---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Standard Administrative Policies and Procedures – Finance and Business

**Number:** UW Regulation 7-9

---



### I. PURPOSE

To establish Standard Administrative Policies and Procedures related to University finance and business related matters.

### II. DEFINITIONS

**Standard Administrative Policy and Procedure:** As defined in UW Regulation 1-101, an operational rule, course of action, or set of steps for completing tasks related to a Regulation. Standard Administrative Policies and Procedures must be approved by the President and are administered by at least one University Officer.

### III. POLICY

The President of the University, through the Vice President for Finance and Administration, shall establish and maintain Standard Administrative Policies and Procedures for its finance and business related matters, including but not limited to the following:

- A. Accounts receivable and collection policies and procedures;
- B. Contract and grant accounting policies and procedures;
- C. Operating and capital budgets not covered by UW Regulation 7-1;
- D. Procurement and payment services; and
- E. Travel and reimbursement policies and procedures.

---

**Responsible Division/Unit:** Division of Administration

**Source:**

Finance and Business SAPs

Page 1 of 2

---

**Draft 8-21-18**

**Link:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>.

**Associated Regulations, Policies, and Forms:** None.

**History:**

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** ~~Regulations Governing Disposal of Hazardous and Chemical Wastes~~  
**Number:** ~~UW Regulation 10-1~~



Commented [TRE1]: Sunset. See UW Regulation 10-2.

### ~~I. GENERAL INFORMATION~~

~~The following procedures provide a safe and lawful method for the removal of hazardous waste materials from the University of Wyoming to a waste treatment and disposal facility.~~

### ~~II. PROCEDURES~~

~~When University personnel determine that they are in possession of a hazardous material (for example, solvents, sludges, discarded commercial chemical products, wastewater resulting from laboratory operations, or wastes which may be characterized as ignitable, corrosive, reactive or toxic) which is no longer needed, the individual must mark the waste container with a Hazardous Material Label and complete a Hazardous Waste Disposal Form.~~

~~Failure to comply with this Regulation may result in discipline, up to and including termination, in accordance with UW Regulations and policy. If there is doubt as to whether or not a material is considered a hazardous waste, the individual should contact the Regulated Materials and Management Center (RMMC), Division of Administration.~~

### ~~III. LABELING CONTAINERS~~

~~Every container of hazardous material offered for disposal must have a Hazardous Material Label attached. Hazardous Material labels may be obtained from the RMMC. The following information must be completed by the individual disposing of the material:~~

- ~~A. **Chemical name.** Identify the composition of the hazardous waste by its full chemical name. If hazardous waste consists of multiple elements or compounds, each constituent and the percentage by volume occupied must be identified.~~
- ~~B. **Total amount.** Identify the total volume or weight in the container.~~
- ~~C. **Physical state.** Identify the waste as a solid, liquid, gas, powder, etc.~~
- ~~D. **pH content.** Identify the pH of the material, or characterize it as an acid, base or oxidizing agent.~~

**E. Hazardous characteristics.** Identify the dangerous properties of the hazardous material, such as flammable, poisonous, corrosive, oxidizer, explosive, etc. If the hazardous waste is a corrosive, further identify the corrosive material as 1) a mineral acid; 2) halogenated; 3) an organic acid; 4) a caustic; or 5) a nitric acid.

#### **IV. REQUEST FOR DISPOSAL**

In addition to the Hazardous Material Label, each individual disposing of hazardous material must complete a Hazardous Waste Disposal Request Form. These forms may be obtained from the RMMC. The following information must be completed:

**A. Chemical name.** Identify the composition of the hazardous waste by its full chemical name. If hazardous waste consists of multiple elements or compounds, each constituent and the percentage by volume occupied must be identified.

**B. Total amount.** Identify the total volume or weight in the container.

**C. Physical state.** Identify the waste as a solid, liquid, gas, powder, etc.

**D. pH content.** Identify the pH of any hazardous material, or characterize it as an acid, base or oxidizing agent.

**E. Container type.** Identify the container as glass, plastic, metal, etc.

**F. Hazardous characteristics.** Circle the appropriate descriptive words and dangerous properties of the hazardous material.

**G. Name of generator and phone.** Identify the individual responsible for generating the hazardous waste.

**H. Building and room.** Identify the area where the hazardous waste is generated and the area for pick-up.

**I. Location of waste.** Identify the location in the room in which the hazardous waste is to be picked up.

#### **V. PICK-UP SCHEDULE**

Pick-up schedules are established by the RMMC. Routine pick-ups are conducted on a weekly basis, and emergency pickups may be scheduled by phone.

#### **VI. UNKNOWN MATERIAL**

Federal regulations prohibit the acceptance of any unknown material for transportation, storage or disposal. Responsibility for determining the chemical composition of an



unknown material, including the costs associated therewith, is that of the generating department.

---

**Responsible Division/Unit:** Division of Administration

**Source:** None

**Links:** <http://www.uwyo.edu/reg-policies>

**Associated Regulations, Policies, and Forms:** None

**History:**

University Regulation 650, adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Revisions adopted 5/11/2017 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-650, now UW Regulation 10-1

Disposal of Hazardous Wastes

Page 3 of 3

Draft 8-21-18



---

## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Standard Administrative Policies and Procedures – Safety and Security  
**Number:** UW Regulation 10-2

---

### I. PURPOSE

To establish Standard Administrative Policies and Procedures related to University safety and security matters.

### II. DEFINITIONS

**Standard Administrative Policy and Procedure:** As defined in UW Regulation 1-101, an operational rule, course of action, or set of steps for completing tasks related to a Regulation. Standard Administrative Policies and Procedures must be approved by the President and are administered by at least one University Officer.

### III. POLICY

The President of the University, through the Office of Risk Management, University of Wyoming Police Department (UWPD) and UW Operations, shall establish and maintain Standard Administrative Policies and Procedures for its safety and security related matters, including but not limited to the following:

- A. Disposal of hazardous and chemical wastes;
- B. Emergency Response Plan, including Building Emergency Action Plans and Business Continuity Planning;
- C. Use of University Vehicles; and
- D. UWPD policies and procedures.

---

**Responsible Division/Unit:** Division of Administration

**Source:**

**Link:** <http://www.uwyo.edu/generalcounsel/current-uw-regulations-and-presidential-directives/index.html>.

Safety and Security SAPs

Page 1 of 2

**Draft 8-21-18**

**Associated Regulations, Policies, and Forms:** None.

**History:**

**AGENDA ITEM TITLE:**

**Consideration and Action: Amendments to Trustee By-laws, Brown**



Draft 7-26-18

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

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

**BYLAWS OF THE TRUSTEES OF  
THE UNIVERSITY OF WYOMING**  
Republished Edition May 9, 2018

**Article I. STATUTORY CREATION AND AUTHORITY**

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

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

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

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

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

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

**Section 1-3. VACANCIES**

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

Draft 7-26-18

## Article II. MEETINGS OF THE TRUSTEES

### Section 2-1. REGULAR MEETINGS

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

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

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

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

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

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

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

**Draft 7-26-18**

**Section 2-2. SPECIAL MEETINGS**

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

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

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

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

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

**Section 2-5. REPEALED**

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

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

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

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

**Article III. PROCEDURE AT MEETINGS**

**Section 3-1. QUORUM**

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

**Draft 7-26-18**

**Section 3-2. ORDER OF BUSINESS**

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

Roll Call

Approval of Board of Trustees Meeting Minutes

Election of Officers (annual meeting or as necessary)

Reports

Public Testimony (scheduled during the regular meeting)

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

Proposed Items for Action

New business

Date of Next Meeting

Adjournment

**Section 3-3. RULES OF PROCEDURE**

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

**Section 3-4. MINUTES OF PROCEEDINGS**

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

**Article IV. OFFICERS OF THE TRUSTEES**

**Section 4-1. NUMBER**

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



Draft 7-26-18

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

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

#### Section 4-3. VACANCIES

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

### Article V. DUTIES OF OFFICERS

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

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

#### Section 5-2. PRESIDENT

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

**Draft 7-26-18**

**Section 5-3. VICE PRESIDENT**

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

**Section 5-4. SECRETARY**

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

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

**Section 5-5. TREASURER**

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

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

**Article VI. OTHER OFFICERS**

**Section 6-1. DEPUTY SECRETARY**

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

Draft 7-26-18

Section 6-2. DEPUTY TREASURER

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

Section 6-3. INTERNAL AUDITOR

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

Section 6-4. OTHER OFFICERS AND DUTIES

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

**Article VII. COMMITTEES OF THE TRUSTEES**

Section 7-1. EXECUTIVE COMMITTEE

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

Section 7-2. FISCAL AND LEGAL AFFAIRS COMMITTEE

The Fiscal and Legal Affairs Committee is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in all audit-related areas enumerated below. Specifically the Fiscal and Legal Affairs Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

Draft 7-26-18

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

I. Investments

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

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

II. Financial Reporting Process

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



Draft 7-26-18

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

III. System of Internal Control

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

IV. Audit Process – External

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

Draft 7-26-18

- e. Ensure that, unless extenuating circumstances exist, an external auditor under contract with the University that bids on a new contract provides that the lead partner has not performed audit services beyond a total maximum of four years in an eight-year period.
  - f. Strongly encourage, unless extenuating circumstances exist, that external auditors may only provide services for a total maximum of eight consecutive years. This limitation does not preclude an external auditor from bidding on or receiving a new contract after a break in service.
  - g. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
  - h. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
  - i. Review and approve any engagement of the external auditors for non-audit related consulting activities.
- V. Audit Process – Internal
- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
  - b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
  - c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.
  - d. Ensure that audited divisions and colleges attend the Committee meetings to discuss audit findings and recommendations.
  - e. Report each internal audit report from the Internal Auditor to the Board of Trustees. The Board of Trustees shall formally act on each internal audit report.

Draft 7-26-18

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

VI. Compliance with Laws & Regulations

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

VII. Other Responsibilities

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

Section 7-3. BIENNIUM BUDGET COMMITTEE

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

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

Section 7-4. FACILITIES CONTRACTING COMMITTEE

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

**Draft 7-26-18**

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

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

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

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

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

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

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

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

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



Draft 7-26-18

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

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

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

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

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

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

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

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

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

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

#### Section 7-10. MEMBERS, TERM, AND COMMITTEE CHAIRMEN

Each Committee of the Trustees shall consist of not fewer than three Trustees. Appointments shall be made by the President of the Board of Trustees at the May

Draft 7-26-18

meeting of the Trustees, or as the President deems necessary throughout the year, for terms of two years. Appointments to fill a vacancy for the unexpired term may be made by the President of the Board at any time and announced at the next regular Board meeting following the appointment. The President of the Board of Trustees shall serve as an ex-officio member of all Trustees' Committees, may attend Committee meetings at his or her discretion, and may appoint a replacement for any Committees the President served on prior to being elected.

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

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

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

#### **Article IX. UW REGULATIONS**

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

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

##### **Section 10-1. APPOINTMENT**

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

##### **Section 10-2. DUTIES AND POWERS**

Draft 7-26-18

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

#### Article XI. THE UNIVERSITY OF WYOMING

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

#### Article XII. SEAL

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

#### Article XIII. SERVING ON BOARDS

~~If the~~ The President of the Board of Trustees ~~agree to may~~ appoint Trustees to the governing bodies of University related organizations, ~~such appointments shall be for service only as non-voting members.~~

Commented [TRE1]: Transferred from UW Regulation 1-102

Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Revisions adopted 5/10/2017 Board of Trustees meeting  
Revisions adopted 5/9/2018 Board of Trustees meeting

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**



**UW Regulation 7-2 (Signature Authority) Contracts Board Report - June 16, 2018 - August 15, 2018**

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
17014-AscendLearning-June 2018	Medhub Amendment to Service Agreement	Services Contract	College of Health Sciences	MedHub LLC	6/27/18	\$70,275.00	David Jones	Interim Dean/Professor
17104RocheDiagnosticsCorpJUN2018	Product Schedule-lease and maintenance of lab equipment	Services Contract	College of Health Sciences	Roche Diagnostics Corporation	8/13/18	\$70,666.00	David Jones	Interim Dean/Professor
18003LexisNexisOnline.June2018	Law School Subscription Pricing Agreement	Services Contract	College of Law	Lexis-Nexis	6/25/18	\$51,848.10	Klinton Alexander	Dean/Professor
11001Merit0618	Merit Energy	Services Contract	Enhanced Oil Recovery Institute	Merit Energy Company	6/19/18	\$50,000.00	Mark Northam	Executive Director
11001Canstrat0618	Canstrat-logsource	Services Contract	Enhanced Oil Recovery Institute	Canadian Stratigraphic Services (2000) Ltd	6/21/18	\$90,000.00	William Mai	Vice President
70430LampoGroupDRamsey.July2018	Statewide Financial Curriculum Sponsorship 2018-2019	Services Contract	Governmental & Community Affairs	The Lampo Group LLC	7/31/18	\$180,000.00	Laurie Nichols	President
70430SupplyLLC.July2018	UW Media Buys 2018-2019	Services Contract	Governmental & Community Affairs	Supply LLC	8/6/18	\$742,000.00	Laurie Nichols	President
902028kSolutions.July2018	Remote Camera System Project Agreement	Services Contract	Intercollegiate Athletics	8K INC	7/22/18	\$85,083.15	Thomas Burman	Athletic Director
90202-XOSDigital-Jul2018	XOS Digital Purchase Agreement	Services Contract	Intercollegiate Athletics	XOS Digital Inc	8/5/18	\$69,486.00	Thomas Burman	Athletic Director
70001 - Battelle Energy Alliance (INL) - June 2018	Standard Research Contract	Services Contract	Research & Economic Development	Battelle Energy Alliance LLC	7/4/18	\$150,000.00	Diana Hulme	Associate Vice President for Research
10501-EmPoweredAmendNo.2-July2018	EmPowered amendment No. 2	Services Contract	School of Energy Resources	Em-Powered Solutions, Inc	7/24/18	\$181,800.00	Mark Northam	Executive Director, SER
10501-ContinentalResearch&Engr.LLC_AmendmentNo.2-July2018	CR&E Amendment No. 2	Services Contract	School of Energy Resources	Continental Research and Engineering LLC	8/6/18	\$271,863.00	Mark Northam	Executive Director, SER
10501-TAInstruments-July2018	TA Instruments Rheometer purchase	Services Contract	School of Energy Resources	TA Instruments Inc	8/8/18	\$231,332.00	Mark Northam	Executive Director, SER
26001Stonehouse,Inc.May2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Stonehouse, Inc	6/26/18	\$353,623.82	William Mai	Vice President for Administration
26001TripleABuildingServices,Inc.June 2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Triple A Building Services Inc	6/27/18	\$441,262.00	William Mai	Vice President for Administration
26001WyomingSigns,LLCJune2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Wyoming Signs LLC	7/1/18	\$177,495.09	Megan Hanneman	University Controller
26001SharpeEngineering.July2018	Consultant Agreement	Services Contract	University Operations	Sharpe Engineering LLC	7/2/18	\$50,000.00	Megan Hanneman	University Controller
26001GustEngineering.June2018	Consultant Agreement	Services Contract	University Operations	Gust Engineering	7/9/18	\$50,000.00	Megan Hanneman	University Controller
26001TridentElectric,LLC	Agreement Between Owner and Contractor	Services Contract	University Operations	Trident Electric LLC	7/10/18	\$121,000.00	Megan Hanneman	University Controller
26001BarbizonLighttotheRockiesMay2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Barbizon Light of the Rockies	7/10/18	\$76,300.00	Megan Hanneman	University Controller
26001BCEREngineering,Inc.June2018	Consultant Agreement	Services Contract	University Operations	BCER Engineering Inc	7/16/18	\$50,000.00	Neil Theobald	Vice President,Finance & Admin
26001AVIProfessionalCorporationMay2018	Consultant Agreement	Services Contract	University Operations	AVI PC	7/18/18	\$50,000.00	Neil Theobald	Vice President,Finance & Admin
26001Goshen County Construction,LLCJuly2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Goshen County Construction LLC	7/25/18	\$86,200.00	Neil Theobald	Vice President,Finance & Admin
26001MOAWyoming,Inc.July2018	Consultant Agreement	Services Contract	University Operations	Moa Architecture	7/26/18	\$50,000.00	Neil Theobald	Vice President,Finance & Admin
26001APEXCompanies,LLCJune2018	Consultant Agreement	Services Contract	University Operations	Apex Companies LLC	7/30/18	\$50,000.00	Neil Theobald	Vice President,Finance & Admin
26001LimeGreenDesign,Inc.July2018	Consultant Agreement	Services Contract	University Operations	Lime Green Design Inc	8/6/18	\$50,000.00	Neil Theobald	Vice President,Finance & Admin
26001TripleABuildingServices,Inc.July2018	Agreement Between Owner and Contractor	Services Contract	University Operations	Triple A Building Services Inc	8/9/18	\$443,160.00	Neil Theobald	Vice President,Finance & Admin
						\$4,293,394.16		

**UW Regulation 7-2 (Signature Authority) Procurement Board Report - June 16, 2018 - August 15, 2018**

Creation Date	Supplier Name	Line No	Description	Quantity	Line unit price	Total Line Price	Total PO Amount	Department	Last approver	Title of Approver
6/15/2018	YBP Library Services	1	Purchase books for UW libraries collection		\$27,635.26	\$27,635.26		University Library Collection Development	Deborah McCarthy 6/15/18	Asst Dean/Librarian, Assoc ETT
	YBP Library Services	2	Purchase books for UW libraries collection		\$42,364.74	\$42,364.74	\$70,000.00	University Libraries Administrative Office	Deborah McCarthy 6/15/18	Asst Dean/Librarian, Assoc ETT
6/15/2018	Oracle America, Inc.	1	Oracle Payroll Order Number 10440327 for period 2/28/19-5/30/18 per attached agreement and invoice	1		\$12,896.29		Application & Database Services	Robert Aylward 6/15/18	VP Info Tech & CIO
	Oracle America, Inc.	2	Oracle Payroll Order Number 10440327 for period 2/28/19-5/28/18 per attached agreement and invoice	1		\$80,758.90	\$93,655.19	Application & Database Services	Robert Aylward 6/15/18	VP Info Tech & CIO
6/15/2018	Oracle America, Inc.	1	Oracle Fusion CPQ 15164-95588 for period 2/28/18-5/30/18 per attached agreement and invoice	1	\$240,451.00	\$240,451.00	\$240,451.00	Application & Database Services	Robert Aylward 6/15/18	VP Info Tech & CIO
6/19/2018	University of Maryland	1	Bessie Coleman Project Project# 1003846 Subaward	1	\$120,448.00	\$120,448.00	\$120,448.00	School of Teacher Education	D. Ray Reutzel 6/18/18	Dean, Education
6/29/2018	Admithub Inc	1	Admithub Service - First Installment		\$65,200.00	\$65,200.00	\$65,200.00	Provosts Office	Kathleen Hull 6/8/18	Pooled Position Limited Temporary, Academic Affairs
6/20/2018	Data Driven Enterprises	1	Contract Services - UW & Data Driven-null	1	\$58,500.00	\$58,500.00	\$58,500.00	Wyoming Institute for Disabilities	Kara Enyeart 6/18/18	Business Manager, Wyo Institute for Disabilities
6/20/2018	WTBC	1	Rent for Casper Office 7/1/18-6/30/19.		\$72,828.12	\$72,828.12	\$72,828.12	Enhanced Oil Recovery Institute	Robin Hurless 6/18/18	Deputy Director, EORI
6/22/2018	Merit Energy Company	1	Merit- Interwell Tracer-Big Horn Basin-Per RFP- Wyoming Reservoir Pilot Test Data Acquisition Program- Merit- Interwell Tracer-Big Horn Basin- BPA Failed- see waiver in documents	1	\$50,000.00	\$50,000.00	\$50,000.00	Enhanced Oil Recovery Institute	Robin Hurless 6/20/18	Deputy Director, EORI
6/22/2018	Canadian Strategic Services (2000) Ltd	1	3 year data software license for United States	1	\$90,000.00	\$90,000.00	\$90,000.00	Enhanced Oil Recovery Institute	Robin Hurless 6/22/18	Deputy Director, EORI
6/26/2018	Aspen Technology Inc	1	Process simulation software licenses for coal & solids related processes for SER's C-Initiative project. Licenses will be used to evaluate and assist SER's commercial partners pilot demonstrations; discount honored through 6/22	1	\$57,738.00	\$57,738.00	\$57,738.00	School of Energy Resources Directors Office	Rachel Farrell 6/25/18	Business Manager, Executive, SER
6/26/2018	Textron Aviation Inc	1	Fatigue life impact and/or damage tolerance evaluation applicable to a generic KA 200 operated similarly to that defined in UW -0102 Airframe Life Determination for University of Wyoming Atmospheric Research Aircraft N2LW. To		\$77,400.00	\$77,400.00	\$77,400.00	Atmospheric Science	Noele Lawrence 6/22/18	Business Manager, Executive, Atmospheric Science
6/29/2018	Hamilton Robotics	1	Nimbus HD 8 for NGS System Proposal for NIMBUS HD 8 CAP	1	\$103,066.86	\$103,066.86	\$103,066.86	EPSCoR	Diana Hulme 6/29/18	Assoc VP, Research
6/29/2018	OfficeScapes	1	Three Seat Armless/B1-A	14	\$1,482.10	\$20,749.40		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	2	Install Phase 1: 100 Dining Pavilion		\$12,478.00	\$12,478.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	3	Project Management Phase 1: 140D Upper Dining		\$700.00	\$700.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	4	Seat Fabric for 72" Three Seat Armless/B1-A	78.5	\$40.00	\$3,140.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	5	Fabric Rest for 72" Three Seat Armless/B1-A	67.2	\$75.00	\$5,040.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	6	Fringe Ganging Connector Bracket for 72" Three Seat Armless/B1-A	4	\$29.84	\$119.36		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	7	90" Three Seat Armless/B2-A	4	\$2,786.06	\$11,144.24		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	8	Seat Fabric for 90" Three Seat Armless/B2-A	22.4	\$40.00	\$896.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	9	Fabric Back for 90" Three Seat Armless/B2-A	19.2	\$75.00	\$1,440.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	10	Agate Hampden Banquette Outer Curve/B3	3	\$8,834.90	\$26,504.70		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	11	Seat Fabric for Agate Hampden Banquette Outer Curve/B3	33.75	\$40.00	\$1,350.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	12	Fabric Back for Agate Hampden Banquette Outer Curve/B3	31.5	\$75.00	\$2,362.50		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	13	Agate Hampton Banquette Inner Curve/B3	3	\$9,151.16	\$27,453.48		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	14	Seat Fabric Agate Hampton Banquette Inner Curve/B3	15	\$40.00	\$600.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	15	Seat Back Agate Hampton Banquette Inner Curve/B3	15	\$75.00	\$1,125.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	16	Agate Hampden Banquette Inner Curved/B4	1	\$11,676.53	\$11,676.53		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	17	Seat Fabric for Agate Hampden Banquette Inner Curved/B4	5	\$40.00	\$200.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	18	Fabric Back for Agate Hampden Banquette Inner Curved/B4	5	\$75.00	\$375.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	19	Steelcase Chair/C1	106	\$139.38	\$14,774.28		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	20	City Square Lounge Chair/L1	2	\$832.36	\$1,664.72		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn

	OfficeScapes	21	Delgado Chair/L2	6	\$1,101.24	\$6,607.44		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	22	Citi Square Two Seat Sofa/L3	1	\$2,326.57	\$2,326.57		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	23	River Three Seat Sofa/L4	3	\$2,326.57	\$6,979.71		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	24	River Corner Sofa/L5	3	\$2,449.78	\$7,349.34		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	25	River Two Seat Sofa/L6	3	\$1,492.68	\$4,478.04		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	26	Steelcase Stool/ST1	60	\$247.48	\$14,848.80		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	27	River Square Coffee Table/T2	1	\$384.40	\$384.40		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	28	29" x 28" Conference Table Base/T3	20	\$111.00	\$2,220.00		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	29	Waveworks 36" x 72" Rectangular Surface/T3	10	\$295.27	\$2,952.70		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	30	32" x 28" Footings/T4	4	\$228.59	\$914.36		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	31	Waveworks 36" x 28" Square Surface/T4	4	\$128.99	\$515.96		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	32	32" x 28" Footings/T5	19	\$228.59	\$4,343.21		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	33	Waveworks 36" Round Surface/T5	19	\$131.63	\$2,500.97		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	34	Conference 27" x 28" Round Disc Base/T6	3	\$321.16	\$963.48		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	35	Waveworks 42" Round Surface/T6	3	\$169.80	\$509.40		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	36	Conference 22" x 28" Square Disc Base/T7	12	\$289.58	\$3,474.96		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	37	Waveworks 36" x 70" Rectangle Surface/T7	6	\$260.18	\$1,561.08		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	38	River Round Coffee Table/T9	1	\$419.94	\$419.94		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	39	Universal Pull Up Table/T9	2	\$431.73	\$863.46		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	40	Waveworks 30" x 72" Rectangle Surface/T-11A	6	\$218.94	\$1,313.64		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	41	Conference 22" x 40" Round Disc Base/T-11A	12	\$358.03	\$4,296.36		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	42	Conference 27" x 40" Round Disc Base/T-12	10	\$370.74	\$3,707.40		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	43	Waveworks 36" x 36" Square Surface/T-12	10	\$128.99	\$1,289.90		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	44	Conference 27" x 40" Round Disc Base/T-13	14	\$370.74	\$5,190.36		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	45	Waveworks 36" x 72" Rectangle Surface/T-13	7	\$295.28	\$2,066.96		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	46	40" x 28" Footings/T14	4	\$305.81	\$1,223.24		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	47	Waveworks 48" Round Surface/T14	4	\$197.88	\$791.52		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	48	River 30" x 30" x 17" Square Coffee Table/T15	2	\$338.17	\$676.34		Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
	OfficeScapes	49	Agabrio Freight charge		\$3,592.00	\$3,592.00	\$232,154.75	Dining	Eric Webb 6/29/18	ExDir, ResLife&DiningSvcs & WyUn
7/3/2018	MTS Systems Corporation	1	MTS MODEL 293.22 SINGLE STATION HYDRAULIC SERVICE MANIFOLD	1	\$21,280.00	\$21,280.00		Facilities Construction Mgt	Laure Nichols 6/30/18	President
	MTS Systems Corporation	2	MTS 180 GPM STEEL HARDLINE DISTRIBUTION SYSTEM WITH 515 REMOTE HMI, PEDESTAL MOUNT	1	\$125,780.00	\$125,780.00		Facilities Construction Mgt	Laure Nichols 6/30/18	President
	MTS Systems Corporation	3	MTS MODEL 201.80 STRUCTURAL TEST ACTUATOR	1	\$129,242.75	\$129,242.75		Facilities Construction Mgt	Laure Nichols 6/30/18	President
	MTS Systems Corporation	4	MTS FLEXTST 60 CONTROLLER AND COMPONENTS	1	\$139,051.00	\$139,051.00		Facilities Construction Mgt	Laure Nichols 6/30/18	President
	MTS Systems Corporation	5	MTS MODEL 515.120 HPU LEFT HAND SILENTFLO SYSTEM ASSEMBLY	1	\$154,450.05	\$154,450.05	\$669,803.80	Facilities Construction Mgt	Laure Nichols 6/30/18	President
7/5/2018	Arthur J. Gallagher RMS, Inc.	1	Cyber Insurance Policy Renewal 7/1/18-7/1/19 Invoice 2634557		\$68,300.00	\$68,300.00	\$68,300.00	Risk Management & Safety Office	Fawn Killion 7/5/18	Business Manager, Executive, General Counsel
7/5/2018	Blackboard, Inc.	1	TSUV Door Access Above 2K Support 7/1/18-6/30/19 per attached invoice	1	\$15,451.00	\$15,451.00		WyoOne ID Office	Carolyn Smith 7/3/18	Director, Auxiliary Services
	Blackboard, Inc.	2	Transact-05: 15K-24,999 Support 7/1/18-6/30/19 per attached invoice	1	\$102,496.00	\$102,496.00	\$117,947.00	WyoOne ID Office	Carolyn Smith 7/3/18	Director, Auxiliary Services
7/9/2018	Arthur J. Gallagher RMS, Inc.	1	United Educators Buffer, EEL & Excess Policy Renewals 7/1/18-7/1/19 Invoice 2634654		\$92,871.00	\$92,871.00		Risk Management & Safety Office	Fawn Killion 7/5/18	Business Manager, Executive, General Counsel*
	Arthur J. Gallagher RMS, Inc.	2	United Educators Buffer, EEL & Excess Policy Renewals 7/1/18-7/1/19 Invoice 2634654		\$98,956.00	\$98,956.00		Risk Management & Safety Office	Fawn Killion 7/5/18	Business Manager, Executive, General Counsel*
	Arthur J. Gallagher RMS, Inc.	3	United Educators Buffer, EEL & Excess Policy Renewals 7/1/18-7/1/19 Invoice 2634654		\$108,805.00	\$108,805.00	\$300,632.00	Risk Management & Safety Office	Fawn Killion 7/5/18	Business Manager, Executive, General Counsel*
7/9/2018	Arthur J. Gallagher RMS, Inc.	1	Fine Arts Insurance Policy 14886251 Premium Renewal 7/1/18-7/1/19 Invoice 2628210		\$111,700.00	\$111,700.00	\$111,700.00	Risk Management & Safety Office	Tara Evans 7/7/18	General Counsel
7/12/2018	Piri Technologies LLC	1	Piri Technologies - Agreement for Services Hess 4, Liza-1 Project		\$230,000.00	\$230,000.00	\$230,000.00	Chemical Engineering	Michael Pishko 7/12/18	Dean, Engineering



7/16/2018	Colorado Alliance of Research Libraries	1	subscriptions to databases for UW libraries including Archaeology, World Cultures, CIAO, Euromonitor Passport, Oxford Univ Press Databases, LexisNexis Academic & Int'l Bib of Theater & Dance.		\$88,068.23	\$88,068.23	<b>\$88,068.23</b>	University Library Collection Development	Laure Mendick 7/13/18	Business Manager, Executive, Libraries
7/16/2018	Mountain West Conference	1	MWC INSTITUTIONAL DUES FY19 PAYMENT 1 OF 2		\$241,250.00	\$241,250.00	<b>\$241,250.00</b>	Intercollegiate Athletics Directors Office	Brandy Brummond 7/12/18	Office Associate, Athletics*
7/16/2018	Rutgers The State Univ of New Jersey	1	Rutgers Subaward - 1003853 - Pay Year 3, Characterizing novel functions of conserved NIMA family kinases		\$66,772.00	\$66,772.00	<b>\$66,772.00</b>	Molecular Biology	Catherine Harris 7/12/18	Business Manager, Executive, Agriculture
7/19/2018	Express Services Inc	1	Temp. workers for hall custodial support. FY19		\$30,320.00	\$30,320.00		Residence Life Operations	Jamison Miller 7/17/18	Dir Student Affairs Bus Op.
	Express Services Inc	2	Temp. workers for apartments custodial support. FY19		\$60,320.00	\$60,320.00	<b>\$90,640.00</b>	Residence Life Operations	Jamison Miller 7/17/18	Dir Student Affairs Bus Op.
7/19/2018	Burgener Trucking	1	COLLECT ASH FROM CEP TO DELIVER TO TDS COLLECTION SERVICES IN TORRINGTON, WY - 1500 TONS AT @29.27 PER TON (24 TON ASH MINIMUM)		\$43,905.00	\$43,905.00		Utilities Management	Laure Nichols 7/16/18	President**
	Burgener Trucking	2	DELIVER 1/4" TO 2" STOKER COAL TO THE CEP - 12250 TON @ \$82.45 PER TON		\$1,010,012.50	\$1,010,012.50	<b>\$1,053,917.50</b>	Utilities Management	Laure Nichols 7/16/18	President**
7/20/2018	Internet2	1	Net+ Canvas Custom URL Maintenance 8/1/18-7/31/19 per attached agreement and invoice		\$1,500.00	\$1,500.00		Application & Database Services	Robert Aylward 7/20/18	VP Info Tech & CIO
	Internet2	2	Net+ Canvas Catalog Cloud Subscription 8/1/18-7/31/19 per attached agreement and invoice		\$12,000.00	\$12,000.00		Application & Database Services	Robert Aylward 7/20/18	VP Info Tech & CIO
	Internet2	4	Net+ Canvas Premium Support 8/1/18-7/31/19 per attached agreement and invoice		\$23,827.00	\$23,827.00		Application & Database Services	Robert Aylward 7/20/18	VP Info Tech & CIO
	Internet2	5	Net+ Canvas Tier 1 Support 8/1/18-7/31/19 per attached agreement and invoice		\$35,402.85	\$35,402.85		Application & Database Services	Robert Aylward 7/20/18	VP Info Tech & CIO
	Internet2	6	Net+ Canvas Subscription Fee 8/1/18-7/31/19 per attached agreement and invoice		\$119,133.40	\$119,133.40	<b>\$191,863.25</b>	Application & Database Services	Robert Aylward 7/20/18	VP Info Tech & CIO
7/20/2018	Blue Mountain Associates Inc	1	BLUE MOUNTAIN ASSOCIATES -EMA: GR. Year 4		\$102,301.00	\$102,301.00	<b>\$102,301.00</b>	Kinesiology & Health	David Jones 7/20/18	Interim Dean, Health Sciences
7/20/2018	Drexel University	1	Coleman 1003846 Drexel University Subaward		\$25,000.00	\$25,000.00		School of Teacher Education	Kimberly Montez 7/19/18	Business Manager, Executive, Education Dean
	Drexel University	2	Coleman 1003846 Drexel University Subaward		\$49,459.00	\$49,459.00	<b>\$74,459.00</b>	School of Teacher Education	Kimberly Montez 7/19/18	Business Manager, Executive, Education Dean
7/23/2018	TransLoc Inc.	1	TransLoc monthly service		\$81,960.00	\$81,960.00	<b>\$81,960.00</b>	Transit & Parking Services	Carolyn Smith 7/2/18	Director, Auxiliary Services
7/30/2018	Casper College	1	Library services to be provided by Casper College to UW/CC students and faculty for FY2019 per agreement		\$75,000.00	\$75,000.00	<b>\$75,000.00</b>	University Libraries Administrative Office	Laure Mendick 7/23/18	Business Manager, Executive, Libraries
7/31/2018	Nanoscience Instruments Inc	1	Nanoscience Instruments - Supplies for QSense Analyzer - High Resistance Sealing Kit Analyzer including freight per attached quote #018Q14144-02.	1	\$5,252.69	\$5,252.69		Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
	Nanoscience Instruments Inc	2	Nanoscience Instruments - Service contract gold for 4 years per attached quote #018Q14144-02.	1	\$20,160.00	\$20,160.00		Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
	Nanoscience Instruments Inc	3	Nanoscience Instruments - QSense Analyzer, Complete System, UV Ozone Cleaner for Q Sensors, and Four QSense Flow Modules for 5 MHz QSX including freight per attached quote #018Q14144-02.	1	\$96,958.12	\$96,958.12		Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
	Nanoscience Instruments Inc	4	Nanoscience Instruments - Supplies for QSense Analyzer - Gold QSensor Box (5 Sensors) including freight per attached quote #018Q14144-02.	15	\$214.80	\$3,222.01		Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
	Nanoscience Instruments Inc	5	Nanoscience Instruments - Supplies for QSense Analyzer - Silicon Dioxide QSensor box ( 5 sensors) including freight per attached quote #018Q14144-02.	20	\$320.90	\$6,417.94		Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
	Nanoscience Instruments Inc	6	Nanoscience Instruments - Supplies for QSense Analyzer - Custom Sensors - Calde (CaCO3) sensors 5 per box including freight per attached quote #018Q14144-02.	25	\$532.69	\$13,317.24	<b>\$145,328.00</b>	Center of Innovation for Flow Through Porous Media	Mark Northam 7/31/18	Executive Director, SER
7/31/2018	Carl Zeiss Microscopy, LLC	1	Zeiss Axio Observer Microscope-Naomi Ward	1	\$118,181.00	\$118,181.00	<b>\$118,181.00</b>	Molecular Biology	Bret Hess 7/31/18	Interim Dean/Professor, Ag
8/3/2018	Goshen County Construction LLC	1	REPLACE LEAN-TO-SHED DUE TO WIND DAMAGE		\$86,200.00	\$86,200.00	<b>\$86,200.00</b>	Facilities Engineering	Darcy Bryant 7/31/18	Deputy Director, Business Serv, Univ Ops
8/3/2018	Blad Hills Energy	1	UTILITY RELOCATION FOR SCIENCE INITIATIVE-NATURAL GAS		\$75,896.09	\$75,896.09	<b>\$75,896.09</b>	Facilities Construction Mgt	Darcy Bryant 7/31/18	Deputy Director, Business Serv, Univ Ops
8/6/2018	ThyssenKrupp Elevator Corporation	1	ANNUAL ELEVATOR BILLABLE-WTBC CASPER ELEVATORS		\$1,226.23	\$1,226.23		Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations
	ThyssenKrupp Elevator Corporation	2	ANNUAL ELEVATOR BILLABLE-GATEWAY ELEVATORS		\$2,452.47	\$2,452.47		Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations
	ThyssenKrupp Elevator Corporation	3	ANNUAL ELEVATOR BILLABLE-UNION ELEVATORS		\$4,904.94	\$4,904.94		Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations
	ThyssenKrupp Elevator Corporation	4	ANNUAL ELEVATOR BILLABLE-CAMPUS LIFTS		\$9,594.01	\$9,594.01		Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations

The University of Wyoming  
Board of Trustees' Report – *Supplemental Materials*  
September 12-14, 2018  
Page 151

	ThyssenKrupp Elevator Corporation	5	ANNUAL ELEVATOR BILLABLE/DABLEVATORS		\$20,845.99	\$20,845.99		Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations
	ThyssenKrupp Elevator Corporation	6	ANNUAL ELEVATOR BILLABLE-CAMPUS ELEVATORS		\$82,383.60	\$82,383.60	\$121,397.20	Facilities Engineering	John Davis 8/3/18	Assoc VP for Univ Operations
8/5/2018	ThyssenKrupp Elevator Corporation	1	ANNUAL ELEVATOR MAINTENANCE WTBC CASPER ELEVATOR		\$3,524.26	\$3,524.26		Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
	ThyssenKrupp Elevator Corporation	2	ANNUAL ELEVATOR MAINTENANCE GATEWAY ELEVATORS		\$7,048.52	\$7,048.52		Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
	ThyssenKrupp Elevator Corporation	3	ANNUAL ELEVATOR MAINTENANCE UNION ELEVATORS		\$14,097.04	\$14,097.04		Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
	ThyssenKrupp Elevator Corporation	4	ANNUAL ELEVATOR MAINTENANCE CAMPUS LIFTS		\$31,145.02	\$31,145.02		Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
	ThyssenKrupp Elevator Corporation	5	ANNUAL ELEVATOR MAINTENANCE RLJDS ELEVATORS		\$59,912.43	\$59,912.43		Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
	ThyssenKrupp Elevator Corporation	6	ANNUAL ELEVATOR MAINTENANCE CAMPUS ELEVATORS		\$264,319.54	\$264,319.54	\$380,046.80	Facilities Engineering	Neil Theobald 8/3/18	VP Finance & Administration
8/7/2018	University of Colorado Denver	1	Payment for the period for subaward to Univ Denver-P1 Subaward Thomas Janson. "Mechanisms of placental, fetal brain and renal outcomes of IUGR		\$77,639.00	\$77,639.00	\$77,639.00	Animal Science	Cath Harris 8/6/18	Business Manager, Executive, Agriculture
8/7/2018	Inter Technologies Corporation	1	Distance Education technology upgrades; Quote#180920Q		\$97,534.60	\$97,534.60	\$97,534.60	Distance Education	Sandy Roller 8/2/18	Business Manager, Executive, VP Academic Affairs
8/7/2018	University of Missouri	1	Sub award 1003080A, Genetic and Meternal Influences on Progeny Rumin Microbiome and Feed Efficiency	1	\$25,000.00	\$25,000.00		Animal Science	Bret Hess 8/6/18	Interim Dean/Professor, Ag
	University of Missouri	2	Sub award 1003080A, Genetic and Meternal Influences on Progeny Rumin Microbiome and Feed Efficiency	1	\$112,459.00	\$112,459.00	\$137,459.00	Animal Science	Bret Hess 8/6/18	Interim Dean/Professor, Ag
8/7/2018	University of Colorado Denver	1	Coleman 1003846 UCD Subaward; The Besse Coleman Project - Using Computer Modeling and Flight Simulation to Create STEM Pathways		\$25,000.00	\$25,000.00		School of Teacher Education	Kimberly Montez 8/7/18	Business Manager, Executive, Education Dean
	University of Colorado Denver	2	Coleman 1003846 UCD Subaward; The Besse Coleman Project - Using Computer Modeling and Flight Simulation to Create STEM Pathways		\$51,534.00	\$51,534.00	\$76,534.00	School of Teacher Education	Kimberly Montez 8/7/18	Business Manager, Executive, Education Dean
8/7/2018	YBP Library Services	1	replenish deposit account from which we buy books from YBP (GOBI) for the UW libraries		\$600,000.00	\$600,000.00	\$600,000.00	University Library Collection Development	Laurie Nichols 8/7/18	President
8/8/2018	American Crane and Hoist Corporation	1	ELECTRIFIED MOTORIZED WYE SWITCH AND RAILS	1	\$78,000.00	\$78,000.00	\$78,000.00	Facilities Construction Mgt	Darcy Bryant 8/7/18	Deputy Director, Business Serv, Univ Ops
8/8/2018	Cheyenne Physician Group LLC	1	Resident Education - General Surgery		\$90,000.00	\$90,000.00	\$90,000.00	Family Medicine Residency Programs Cheyenne	Laurie Kemper 8/7/18	Business Manager, Executive, Health Sciences Dean
8/9/2018	Aquire Inc	1	Aquire Connect+ Order #002 for Year 2 per attached agreement	1	\$25,000.00	\$25,000.00		Application & Database Services	Robert Aylward 8/9/18	VP Info Tech & CIO
	Aquire Inc	2	Aquire Annual SaaS Order #001 for Year 2 per attached agreement	1	\$145,000.00	\$145,000.00	\$170,000.00	Application & Database Services	Robert Aylward 8/9/18	VP Info Tech & CIO
8/9/2018	Colorado Hazard Control LLC	1	PROPOSAL 1D: EDUCATION BUILDING ROOM 108		\$5,990.00	\$5,990.00		Facilities Engineering	Darcy Bryant 8/7/18	Deputy Director, Business Serv, Univ Ops
	Colorado Hazard Control LLC	2	PROPOSAL 1C: EDUCATION BUILDING ROOM B-011		\$6,970.00	\$6,970.00		Facilities Engineering	Darcy Bryant 8/7/18	Deputy Director, Business Serv, Univ Ops
	Colorado Hazard Control LLC	3	PROPOSAL 1A: 1ST FLOOR EDUCATION BUILDING		\$24,980.00	\$24,980.00		Facilities Engineering	Darcy Bryant 8/7/18	Deputy Director, Business Serv, Univ Ops
	Colorado Hazard Control LLC	4	PROPOSAL 1B: 2ND FLOOR EDUCATION BUILDING		\$28,830.00	\$28,830.00	\$65,870.00	Facilities Engineering	Darcy Bryant 8/7/18	Deputy Director, Business Serv, Univ Ops
8/9/2018	University of Wyoming Alumni Association	1	Annual rental payment - Alumni House lease for WyoCloud project		\$50,000.00	\$50,000.00	\$50,000.00	Controller	Ronald Ravel 7/31/18	Sr Dir Financial Administration & Compliance
8/10/2018	Protechips Inc	1	Protechips - Product Name: NPSEL-KAS-PLATINUM SYSTEM-3YR per attached quote number PC1805253023	1	\$13,625.00	\$13,625.00		Petroleum Engineering	Michael Pishko 8/10/18	Dean, Engineering
	Protechips Inc	2	Protechips - Product Name: PFAS-3031, P-HTG-01, UKOK-FEI, and IMP-PSL per attached quote number PC1805253023	1	\$96,370.00	\$96,370.00	\$109,995.00	Petroleum Engineering	Michael Pishko 8/10/18	Dean, Engineering
8/13/2018	Capital One Public Funding LLC	1	EQUIPMENT LEASE PURCHASE AGREEMENT ENERGY MGT-INTEREST PMT FY19		\$114,017.18	\$114,017.18		Utilities Management	Neil Theobald 8/10/18	VP Finance & Administration
	Capital One Public Funding LLC	2	EQUIPMENT LEASE PURCHASE AGREEMENT ENERGY MGT-PRINCIPAL PMT FY19		\$326,410.82	\$326,410.82	\$440,428.00	Utilities Management	Neil Theobald 8/10/18	VP Finance & Administration

\*Due to a technical problem in WyoCloud, these were not sent to the correct approvers. This issue is currently being reviewed by the WyoCloud Business Analysts for resolution.

\*\*Board of Trustees approved in FY19 Budget



**INFORMATION ONLY: Capital Construction Report, Theobald**

CHECK THE APPROPRIATE BOX(ES):

- ☐ Work Session  
☐ Education Session  
☒ Information Item  
☐ Other Specify: Committee of the Whole (Items for Approval)

**Capital Construction  
Progress Report as of August 20, 2018**

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.

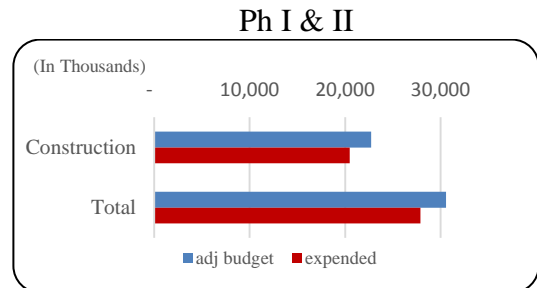
**PROJECTS IN CONSTRUCTION**

**1. Arena Auditorium Renovation**

**Phase I**

Contractor: Haselden Wyoming Constructors  
Casper, WY

Original Project Budget \$12,850,000 (a)  
Adjusted Project Budget \$12,982,109 (d)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
Foundation	5,000,000	3,149,951
State Match	5,000,000	3,900,049
State Appropriation	2,850,000	5,120,000
Athletics	-	812,109
<b>Total Funding</b>	<b>12,850,000</b>	<b>12,982,109</b>

Guaranteed Maximum Price \$ 7,056,730  
Contract Substantial Completion Date March 27, 2014

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	7,057	911	360	8,328	(8,328)	-	-
<b>Contingency</b>	360	-	(360)	-	-	-	-
<b>Design</b>	1,065	-	-	1,065	(1,042)	(17)	6
<b>FF&amp;E</b>	3,663	(460)	-	3,203	(3,298)	-	(95)
<b>Tech</b>	250	(250)	-	-	-	-	-
<b>Admin</b>	455	(69)	-	386	(297)	-	89
<b>Total</b>	<b>12,850</b>	<b>132</b>	<b>-</b>	<b>12,982</b>	<b>(12,965)</b>	<b>(17)</b>	<b>-</b>

**Phase II**

Contractor- pre construction: Haselden Wyoming Constructors, Casper, WY

Contractor – Design/Bid/Build: Sletten Construction of Wyoming, Inc.  
Original Budget for Phase I and Phase II was \$30,000,000. Funding remaining from Phase I was applied to Phase II. See additional funding (b) below.

Original Project Budget \$17,150,000 (a)  
Adjusted Project Budget \$17,830,000 (d)

<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Foundation	5,000,000	6,850,049
State Match	5,000,000	6,099,951
State Appropriation	7,150,000	4,880,000
Athletics Master Landscaping Project		(243,061)
<b>Total Funding</b>	<b>17,150,000</b>	<b>17,586,939</b>

Contract Price \$13,282,982

Contract Substantial Completion Date October 16, 2017

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total. Corresponding expenditures and obligations have also been reallocated. The project has changed from CMAR to Design/Bid/Build.

(In Thousands)	<b>Budget (a)</b>	<b>Additional Funding (b)</b>	<b>Use of Contingency (c)</b>	<b>Adj Budget (a+b+c)=(d)</b>	<b>Expenditures (e)</b>	<b>Obligations (f)</b>	<b>Remaining Balance (d+e+f)=(g)</b>
<b>Construction</b>	12,709	574	1,130	14,413	(12,160)	(2,253)	-
<b>Contingency</b>	1,138	167	(1,153)	152	-	-	152
<b>Design</b>	1,835	379	-	2,214	(2,162)	(30)	22
<b>FF&amp;E</b>	760	(368)	6	398	(295)	(12)	91
<b>Tech</b>	300	(250)	-	50	(20)	-	30
<b>Admin</b>	408	(65)	17	360	(294)	(21)	45
<b>Total</b>	<b>17,150</b>	<b>437</b>	<b>-</b>	<b>17,587</b>	<b>(14,931)</b>	<b>(2,316)</b>	<b>340</b>

#### **Statement of Contract Amount**

<b>Original contract</b>		<b>13,282,982</b>
Change order #1	Drilled pier over run quantity	34,646
Change order #2	Changes to commissary foundation and statue base	11,418
Change order #3	Replacement of missing CMU bond beam above vestibule doors	1,149
Change order #4	Miscellaneous structural items: steel columns, modification to foundation pilaster	3,179
Change order #5	Changes to concession stands	4,545
Change order #6	Added dimming controls for concourse lights	4,556
Change order #7	Revised toilet partition specifications	(1,936)
Change order #8	Revised specification on temperature control system controller	4,962
Change order #9	Modifications to existing mechanical vent stacks	14,537
Change order #10	Added drywall soffit for mechanical diffusers at east entry vestibules	7,121

Change order #11	Revised sliding grille security to overhead coiling grille for new North & South concessions	23,732
Change order #12	Revised location of recessed light fixture Z at the Sailors gallery	3,657
Change order #13	Additional fire alarm work related to smoke exhaust fan dampers	9,972
Change order #14	Delete relocation of fire hydrant, credit to owner	(10,604)
Change order #15	Repairs to existing damaged waste piping at East Concourse as requested by UW Operations	47,942
Change order #16	Change concrete subcontractors	97,371
Change order #17	Revisions to new emergency generator electrical feed for sub-concourse telecom room D-20	2,069
Change order #18	Add stainless steel doors and entrance trim for the elevator	7,954
Change order #19	Add bar buckle sign supports	6,404
Change order #20	Wall tile upgrade for new concessions (more durable wall finish)	16,775
Change order #21	Revisions to interior panel signs, various modifications, addition of existing restroom signage	3,232
Change order #22	Revisions to roof flashings and roof parapet cap metal revision	(780)
Change order #23	Sod replacement	19,356
Change order #24	Polished concrete upgrades	170,688
Change order #25	Painting of existing truck tunnel	10,014
Change order #26	Walnut upgrade from veneer at entry addition	12,096
Change order #27	Mirror replacement at existing restrooms	11,601
Change order #28	Modifications to four concession counters for movable beer dispensing equipment	7,211
Change order #29	Addition of exterior signage	82,108
Change order #30R	Addition of lights for added concession signs	5,209
Change order #31R	Delete work to move existing truck ramp condensing unit	(3,992)
Change order #32	Addition of specialty millwork to include custom walnut oversized trophy cases for Sailors gallery, the concourse and two enlarged pedestals for interactive Hall of Fame displays	67,521
Change order #33	Revisions to security cameras; revisions to exterior cameras, camera models and arena central located security cameras	19,016
Change order #34	Replacement of all existing faucets in existing restrooms on the concourse	34,000

Change order #35	Additional interior graphics and signage	14,731
Change order #36	Added lit portal signs at the concourse and arena sides of 16 portals	100,912
Change order #37	UL testing for main switch (pringle switch) required by state electrical inspector	10,616
Change order #38	Added door at concession 2, added athletic specialty lights, security separation door added at concession 2 for beer/wine sale vendor operation, four revolving special event lights added to north and south lobbies	4,810
Change order #39	Added donor wall display and hall of fame dimensional letters	29,573
Change order #40	Credit: back charges for additional landscape pre-con meeting & site visit; back charges for (2) additional site visits by food service design consultant	(5,303)
Change order #41	Exterior painting of metal roof panels	23,200
Change order #42	Credit: back charge for replacement of water damaged furniture at existing ticket office	(7,503)
Change order #43	Relocation of the FDC on the east side of building	8,640
Change order #44	Light pillar additional steel angle supports	13,629
Change order #45	Additional work for addition of stainless steel base and corner guards for added durability	34,139
Change order #46	Willet west concrete replacement	144,096
Change order #47	Concourse data and power outlets for concessions	14,873
Change order #48	Additional work related to grinding and resealing existing concrete floors in existing restrooms and concession stands	16,832
<b>Adj Contract</b>		<b>14,412,956</b>

<b>Work Completed/In Progress:</b>
------------------------------------

- |   |
|---|
| <ul style="list-style-type: none"> <li>• Minor punch list items remain.</li> <li>• Landscaping and metal panel work.</li> </ul> |
|---|

<b>Issues Encountered with Proposed Resolution for Each:</b>
--

- |  |
|--|
| <ul style="list-style-type: none"> <li>• None at this time.</li> </ul> |
|--|

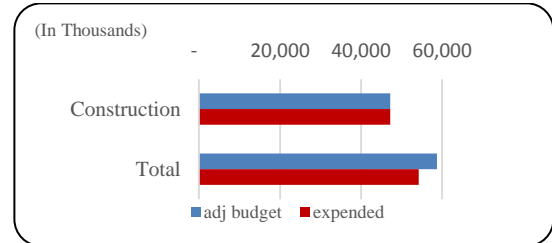
<b>Work Planned for the Upcoming Month:</b>
---

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Landscaping replacement.</li> <li>• Metal panel replacement.</li> </ul> |
|--|

## 2. High Bay Research Facility



Contractor: Haselden Wyoming Constructors  
Casper, WY  
Original Project Budget  
(not including donated equipment) \$64,800,000 (a)  
Adjusted Project Budget  
(not including donated equipment) \$67,883,458 (d)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Foundation	16,300,000	16,300,000
Grants (AML sponsored programs)	15,000,000	15,000,000
State Appropriations	14,800,000	14,800,000
Foundation donor restricted for equipment	11,200,000	11,200,000
State Matching 2014	7,500,000	7,500,000
Loss of donor funding \$1M/match \$1M *	-	-
Reserve for cost overrun	-	4,484,000
Reserve Account	-	599,458
Total Funding	64,800,000	69,883,458
Donation of Physical Equipment eligible for State match	2,500,000	2,500,000
<b>Total Project</b>	<b>67,300,000</b>	<b>72,383,458</b>

Guaranteed Maximum Price \$42,925,724

Budget includes amounts restricted for equipment purchase only under Tech.

Contract Substantial Completion Date January 2017

**Note:** The amount of restricted donation funds has been moved out of Tech and represented as Restricted for Tech for clarification.

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Restricted for Tech</b>	11,200	-	-	11,200	(6,196)	(5,004)	-
<b>Restricted Equip Donation</b>	2,500	-	-	2,500	(2,500)	-	-

(In Thousands)	Budget (a)	Additional Funding (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	42,926	0	4,229	47,155	(47,155)	-	-
<b>Contingency</b>	3,125	5,084	(6,646)	1,563	-	-	1,563
<b>Design</b>	4,741	-	121	4,862	(4,645)	-	217
<b>FF&amp;E</b>	1,288	-	94	1,382	(1,340)	(35)	7
<b>Tech</b>	644	-	80	724	(246)	(166)	312
<b>Admin</b>	876	-	2,122	2,998	(796)	(1,995)	207
<b>Total</b>	<b>53,600</b>	<b>5,084</b>	<b>-</b>	<b>58,684</b>	<b>(54,182)</b>	<b>(2,196)</b>	<b>2,306</b>

**Statement of Contract Amount**

<b>Original contract</b>	<b>42,925,724</b>
--------------------------	-------------------

Change Order #1	Additional Concrete Work, Gas Meter, Manifold & Piping, Equipment Relocation	86,647
Change Order #2	Additional Costs for Extended Contract Date and Mechanical Systems Changes	4,952,341
Change Order #3	Door and Exterior Detail Changes, Bike Racks	10,563
Change Order #4	Radiation Shielding at South Walls	15,411
Change Order #5	Credits: Door Card Reader, Roof Davit	(11,559)
Change Order #6	Deleted Casework, Truck Turning Layout, Floor Radiation Shielding	(13,366)
Change Order #7	Heat Recovery, Fume Hoods, Electrical Changes	(76,674)
Change Order #8	Chiller Vibration Isolation, Epoxy Flooring, Add End Switches to Control Valves	7,791
Change Order #9	Vibration Isolation for Pumps, Vertical Wire Management Sleeve	9,226
Change Order #10	Isolation valves, Additional ceramic tile, Elimination of tempered at lead glazing, Credit for UW personnel related to a hit conduit within steam tunnel, Destat fan, Electrical panel	(563)
Change Order #11	Balancing dampers, Catwalk guard, fire hydrant extensions, VPS power	11,980
Change Order #12	Mechanical: Circulation pump sequence	5,132
Change Order #13	Return of remaining construction contingency and buyout	(712,316)
Change Order #14	Return of GMP savings	(55,254)
<b>Adj Contract</b>		<b>47,155,083</b>

**Work Completed/In Progress:**

- Installation of Board approved miscellaneous projects.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

**Work Planned for the Upcoming Month:**

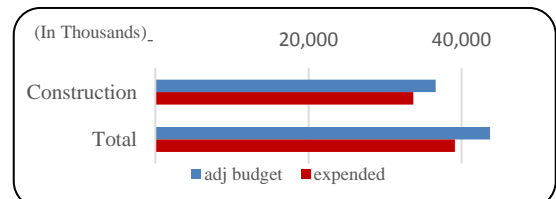
- Installation of Board approved miscellaneous projects.

**3. Mick and Susie McMurry High Altitude Performance Center**

Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ 44,000,000 (a)

Adjusted Project Budget \$ 44,019,000 (d)



<b><u>Funding Sources:</u></b>	<b><u>Original Anticipated:</u></b>	<b><u>Actual:</u></b>
Foundation	3,000,000.00	3,000,000.00

Foundation	21,000,000.00	21,000,000.00
State Match	20,000,000.00	20,000,000.00
Athletic Gifts	-	18,844.89
Athletics	-	80,875.00
Athletics Master Landscaping Project		(400,000.00)
<b>Total Project</b>	<b>44,000,000.00</b>	<b>43,699,719.89</b>

Guaranteed Maximum Price \$34,638,119

Contract Substantial Completion Date June 1, 2018

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	34,638	813	1,168	36,619	(33,671)	(2,948)	-
<b>Contingency</b>	1,363	-	(1,179)	184	-	-	184
<b>Design</b>	3,607	81	-	3,688	(3,271)	(303)	114
<b>FF&amp;E</b>	1,961	100	-	2,061	(1,583)	(392)	86
<b>Tech</b>	1,015	(813)	-	202	(150)	-	52
<b>Admin</b>	1,416	(481)	11	946	(452)	(78)	416
<b>Total</b>	<b>44,000</b>	<b>(300)</b>	<b>-</b>	<b>43,700</b>	<b>(39,127)</b>	<b>(3,721)</b>	<b>852</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$34,638,119</b>
Change order #1	Add cement board in lieu of drywall - area S-2	8,389
Change order #2	Exploratory excavation to locate buried water lines	11,010
Change order #3	Pricing for ASI-100, civil plan updates	543
Change order #4	Increase grease interceptor size	4,547
Change order #5	Switch from aluminum to copper bussing at all panel boards & switchboards	7,293
Change order #6	Labor & material credit for elimination of manhole #3 due to resizing the grease interceptor	(8,659)
Change order #7	Provide power to floor box 6 at the squad room and training table	1,240
Change order #8	Prep, prime and paint exposed HSS columns in the recovery pool room with epoxy based paint	3,280
Change order #9	Remove and replace door, frame and hardware at opening L204	4,166
Change order #10	Sink discrepancies at both sports med exam rooms	6,220
Change order #11	Furnish and install 3 exit signs	1,341
Change order #12	Furnish and install fixtures and occupancy sensor	1,166
Change order #13	Parts and labor to provide power to SP-1, sump pump for new elevator	1,969
Change order #14	Parts and labor for elevator tube steel	7,225

Change order #15	Parts and labor for rubber flooring at landings on S7	3,630
Change order #16	Parts and labor credit for static control tile	(8,264)
Change order #17	Materials and labor for epoxy paint at all wet areas	8,741
Change order #18	Changes to the building envelope to satisfy UW standards & commissioning consultants suggestions; credit to switch from Plae and Mondo rubber flooring to Regupol	(125,200)
Change order #19	Eliminate the permeable pavers and have concrete hardscapes at all drive lanes – reflects costs to add all necessary storm water storage vessels, re-work storm water infrastructure and add concrete	27,761
Change order #20	Modify select fixtures to mitigate maintenance issues	12,017
Change order #21	Added costs for necessary parts and labor to install door holds and alarm infrastructure at the affected openings due to design team oversight	4,307
Change order #22	Design deficiency – includes all necessary materials and labor to fabricate a parapet cap that sheds water away from the building	2,555
Change order #23	Multiple lighting deficiencies and discrepancies in the lighting plan – includes all necessary additions and revisions	23,673
Change order #24	UW Athletics wanted to add power and data at (2) locations in the new weight room to accommodate bikes	4,104
Change order #25	Response/cost reconciliation to audit report; CCD's 1-4; revised schedule/phasing plans associated with code review changes (schedule extension has not added cost)	360,178
Change order #26	New exterior knox box at north elevation; install owner furnished Morpho Lite biometric readers; install (14) owner furnished cameras.	813,342
Change order #27	Furnish and install complete commercial kitchen package for HAPC training table and fueling station	314,053
Change order #28	Furnish and install 3-Form Ceiling lettering in football locker room	60,295
Change order #29	Adding south tower access panel, fabricating and installing west loading lock trickle channel, changing glazing at south landing to tempered, axiom trim diffusers modifications in the squad room and adding solid surface sill on recovery pool exterior wall for durability	23,809



Change order #30	Additional cost to convert (5) ADA lockers to full sized lockers with benches	9,566
Change order #31	Demolish and re-install existing fixtures to increase shower head count	67,252
Change order #32	Upgrade furnishings in copy/kitchen area	34,698
Pending	June BOT approved change orders	295,009
<b>Adj Contract</b>		<b>\$36,619,376</b>

**Work Completed/In Progress:**

- Certificate of Occupancy was issued.
- Punch list items remain.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

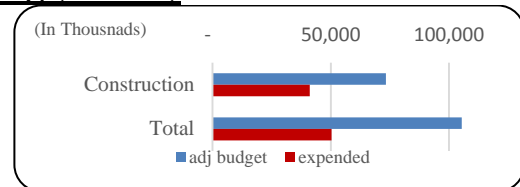
**Work Planned for Upcoming Month:**

- Substantial completion and punch list work.

**4. Engineering Education and Research Building (EERB)**

Contractor: GE Johnson Construction Wyoming  
Jackson, WY

Original Project Budget \$ 105,358,910 (a)



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
Grant – AML funds	350,000.00	350,000.00
Grant 2 – AML funds	750,154.00	750,154.00
State appropriation	55,000,000.00	55,000,000.00
Reduced by 2015 legislative action	(8,570,000.00)	(8,570,000.00)
Reduced by 2015 legislative action	(3,475,737)	(3,475,737)
State gen fun from AML – held until match	15,800,000.00	15,800,000.00
State matching funds	14,200,000.00	14,200,000.00
State Sec I swap for cap construction	10,000,000.00	10,000,000.00
2016 Appropriation	14,500,000.00	14,500,000.00
2015 DEQ redirected funds	3,475,737	3,475,737
Foundation donation	3,328,756	3,328,756
<b>Total Project</b>	<b>105,358,910.00</b>	<b>105,358,910.00</b>

Guaranteed Maximum Price \$69,014,882

Contract Substantial Completion Date February 13, 2019

**Note:** Funds have been reallocated among the budget categories. The adjusted budget has not changed in total.

(In Thousands)	<b>Budget</b>	<b>Additional Funding</b>	<b>Use of Contingency</b>	<b>Adj Budget</b>	<b>Expenditures</b>	<b>Obligations</b>	<b>Remaining Balance</b>
	(a)	(b)	(c)	(a+b+c)=(d)	(e)	(f)	(d+e+f)=(g)
<b>Construction</b>	72,491	886	-	73,377	(41,089)	(28,714)	3,574

<b>Contingency</b>	8,205	(4,362)	-	3,843	-	-	<b>3,843</b>
<b>Reserve</b>	5,243	3,369	-	8,612	-	-	<b>8,612</b>
<b>Design</b>	7,943	(129)	-	7,814	(7,193)	(617)	<b>4</b>
<b>FF&amp;E</b>	3,993	(75)	-	3,918	-	-	<b>3,918</b>
<b>Tech</b>	3,474	(75)	-	3,399	-	-	<b>3,399</b>
<b>Admin</b>	4,010	386	-	4,396	(1,978)	(355)	<b>2,063</b>
<b>Total</b>	<b>105,359</b>	-	-	<b>105,359</b>	<b>(50,260)</b>	<b>(29,686)</b>	<b>25,413</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>\$69,014,882</b>
Change order #1	Owner requested changes to AV/IT base bid package	762,148
<b>Adj Contract</b>		<b>\$69,777,030</b>

**Work Completed/In Progress:**

- Exterior masonry is complete.
- Installations of exterior glazing systems.
- Interior metal stud framing and drywall is underway, all levels.
- Drywall tape and finish is underway, all levels.
- Interior priming and painting is underway, all levels.
- Overhead service carriers and lab casework is underway on levels 1, 2, and 3.
- Mechanical, plumbing, and electrical installation is on-going.
- Low-voltage rough in is complete, cabling is underway, all levels.
- Site utilities are underway including the hot and cold water piping extension to the future West Campus Satellite Energy Plant.
- Site-work is underway including, curb, gutter, sidewalk, site and landscape walls, and snow-melt infrastructure.

**Issues Encountered with Proposed Resolution for Each:**

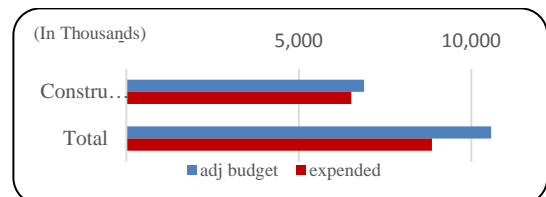
- None at this time.

**Work Planned for the Upcoming Month:**

- The items included above will continue. Exterior glazing will be complete in the next month.

**5. BSL3 – State Vet Lab**

Contractor: Sampson Construction Co, Inc.  
Original Project Budget \$8,372,000 (a)  
Adjusted Project Budget \$10,572,065



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
State of Wyoming Reimbursement	8,372,000.00	10,572,065
<b>Total Project</b>	<b>8,372,000.00</b>	<b>10,572,065</b>

Contract Substantial Completion Date June 26, 2017

(In Thousands)	<b>Budget</b>	<b>Additional Funding</b>	<b>Use of Contingency</b>	<b>Adj Budget</b>	<b>Expenditures</b>	<b>Obligations</b>	<b>Remaining Balance</b>
	(a)	(b)	(c)	(a+b+c)=(d)	(e)	(f)	(d+e+f)=(g)

<b>Construction</b>	6,512		378	6,890	(6,520)	(370)	-
<b>Specialized Equipment</b>	253	2,200		2,453	(1,332)	(1,185)	(64)
<b>Contingency</b>	496		(441)	55			55
<b>Design</b>	766		149	915	(777)	(138)	-
<b>Admin</b>	345		(86)	259	(230)	(9)	20
<b>Total</b>	8,372	2,200	-	10,572	(8,859)	(1,702)	11

**Statement of Contract Amount**

<b>Original contract</b>		<b>6,512,000</b>
Change Order #1	Re-feed supply & exhaust air to corridor, storage & incinerator rooms	8,780
Change Order #2	Provide/install floor sink for new autoclaves	1,289
Change Order #3	Remove existing floor drain	699
Change Order #4	Repair stated existing problems (Wazee crane report)	5,067
Change Order #5	Delete 42 door guards	(4,620)
Change Order #6	Eliminate demo of existing Clayton steam boiler	(2,625)
Change Order #7	Eliminate installation of floor sink & cold water drop in cagewash	(888)
Change Order #8	Add new 2" floor drain for emergency shower/eyewash	1,503
Change Order #9	Add 10 new 3/4" valves for emergency shower/eyewash	2,486
Change Order #10	Change 1000 AMP breaker to free standing disconnect	(1,873)
Change Order #11	Add 6 new 3/4" isolation valves for emergency eyewashes	2,178
Change Order #12	Existing floor sink drain to be relocated to meet code, revise outlet size for combination waste & vent	614
Change Order #13	Add new floor drain in necropsy storage	2,725
Change Order #14	Add new stainless steel supply diffuser in necropsy; modify duct to avoid crane rail	3,724
Change Order #15	Remove excess concrete floor grout to structural concrete in necropsy room	6,000
Change Order #16	Delete perimeter drain around exterior entrance addition foundation	(199)
Change Order #17	Flash in mechanical curb to maintain water-tight integrity	906
Change Order #18	Relocate existing boiler feed water equipment, along with electrical relocation	7,340
Change Order #19	Revise exterior transformer	(1,552)
Change Order #20	Demo/replace CO2 lines & hangers/isolation valve for CO2 system; test when complete	7,132
Change Order #21	Demo/re-install secondary containment system	16,791
Change Order #22	Relocate existing piping into new walls	11,260
Change Order #23	Provide/install new data cabling	14,639

Change Order #24	Change specified LR25D model pass-thru refrigerator to a LR55D model	3,282
Change Order #25	Provide & install a weather-resistant fire alarm horn/strobe devise on north wall of necropsy, caulk accordingly	174
Change Order #26	Provide new floor sink, FS-1, with waste & vent lines	2,469
Change Order #27	Fabricate enclosures for existing blower equipment for exterior usage (manufacturer defect)	958
Change Order #28	Cut, remove, replace existing concrete slab; install new 3" floor sink w/ pipe & fittings to tie into existing 4" drain line	1,738
Change Order #29	Provide & install 2-3" swing check valves, new feed water pipe & fittings, hangers & supports; controls work to modify BFU control panel & reconfigure boiler controls	16,413
Change Order #30	Prep/re-surface floor with shock-crete and topcoat to build up floor slope	46,358
Change Order #31	Delete work in incinerator room 1138	(7,401)
Change Order #32	Fabricate (5) stainless steel enclosures for CO2 panels	1,581
Change Order #33	Credit 10% overhead and profit of prior owner approved change orders (#5,6,7,10,16,19) – per article 39 of specifications	(1,176)
Change Order #34	Delete re-install of autoclaves, owner will complete and credit 10% overhead and profit	(17,091)
Change Order #35	Add porcelain tile and epoxy paint finishes; delete FRP finishes	11,565
Change Order #36	Provide and install PT-2; credit resign tops and sinks	6,565
Change Order #37	Credit 3 door cylinders	(262)
Change Order #38	Install water lines for (3) purified water units, provide and install supports for additional lines	867
Change Order #39	Relocate steam and condensate lines; provide additional hangers and supports	3,941
Change Order #40	Provide power and lighting to roof top fan housing enclosure	1,081
Change Order #41	Reconfigure existing EDS waste lines and add two clean-outs	20,599
Change Order #42	Provide new circuit for (4) jacket heaters	731
Change Order #43	Tie onto existing dry pipe sprinkler system	1,279
Change Order #44	Supply and install cabinet back panels and bottoms	4,146
Change Order #45	Purchase single door sterilizer in lieu of renting temporary sterilizer	9,367
Change Order #46	Add VHP piping and ports to decon room 1122; install VHP lines utilizing 1-1/2" PVC pipe; provide & install isolation valves & quick connects	4,752



Change Order #47	Fabricate & install 10" stainless steel duct for exhaust air into decon room 1122; provide new 24"x12" stainless steel exhaust grill; provide & install new bubble tight damper; additional balancing	12,625
Change Order #48	Remove demolition of floor, cove base in corridor	(3,328)
Change Order #49	Provide compressed air to new cage wash equipment	1,124
Change Order #50	Remove and replace existing electrical conduit in Necropsy CMU walls	69,365
Change Order #51	Fix and repair 2 <sup>nd</sup> floor mechanical room door leak	821
Change Order #52	Install new light fixtures by autoclaves	1,675
Change Order #53	Replace eyewash fixtures with hoses; install stainless steel caps to infill existing counter tops	3,893
Change Order #54	Demolish concrete/asphalt; provide new curb and slab; add fencing and gates, including utilities for exterior temporary incinerator	27,509
Change Order #55	Remove and replace (25) HEPA filters and pre-filters	16,255
Change Order #56	Provide reimbursable cost for Rocky Mountain Power utility work paid by UW	(1,750)
Change Order #57	Run additional conduit from Panel UPS to BSL3 mezzanine for back-up power to Johnson Controls controllers	1,865
Change Order #58	Provide and install (6) door closure kits	590
Change Order #59	Extend substantial completion date	-
Change Order #60	Provide and install new door hardware for door 1151A	741
Change Order #61	Cut hole in floor and install a 2" floor drain in corridor C1140 to help with existing drainage	6,714
Change Order #62	Patch open drywall holes; firestop multiple openings; take down and replace existing electrical and security wiring and conduit not installed per code	18,380
Change Order #63	Re-coat and re-texture flooring in corridor C1140 & C1140A	2,259
Change Order #64	Supply and install three (3) additional egress buttons	1,413
Change Order #65	Fix multiple construction discrepancy items as detailed in log	56,657
Change Order #66	Credit back allowance not needed for installation	(108,583)
Change Order #67	Remove and re-install HEPA filter housing unit EE-12 to correct orientation for proper air flow; re-work hangers and supports as required for re-installation	1,996
Change Order #68	Provide and install additional shelving for DI water system equipment	543
Change Order #69	Provide & install (2) 32"x32" backdraft dampers for AHU-4 supply fans; fabricate & install duct flanges & galvanized sleeves for installation and support of backdraft dampers	5,206

Change Order #70	Repair and replacement of two existing cards in existing transfer switches	2,962
Change Order #71	Extend 208V amp circuit from north wall of BSL3 mezzanine to west wall for additional power source for VHP machine	494
Change Order #72	Rewire phoenix controllers to a 24V system from 120V	2,322
Change Order #73	Remove existing door hardware; replace with new hardware and have VTI wire accordingly	1,732
Change Order #74	Provide and install new trench drain trap seals serving the EDS system	1,259
Change Order #75	Provide and install (15) door louvers (to address air flow issues)	36,173
Change Order #76	Replace damper actuators on cooling tower #1 and #2	19,424
Change Order #77	Remove existing door seals and re-paint due to balancing requirements	6,968
Change Order #78	Supply new door sweeps	1,153
<b>Adj Contract</b>		<b>\$6,893,769</b>

**Work Completed/In Progress:**

- Working through air flow balancing issues.
- Manufacturing of the new incinerator is underway.
- Construction of the incinerator addition is underway.

**Issues Encountered with Proposed Resolution for Each:**

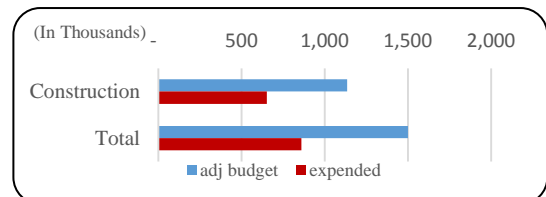
- None at this time.

**Work Planned for the Upcoming Month:**

- Concrete on metal deck and structural steel infill.
- Metal stud framing.
- Roof installation.

**6. WWAMI – Lab Renovation**

Contractor: Arcon, Inc., Laramie, WY  
Original Project Budget \$1,500,000 (a)  
Adjusted Project Budget \$1,500,000



<b>Funding Sources:</b>	<b>Original Anticipated:</b>	<b>Actual:</b>
WWAMI Income	643,000	643,000
Academic Affairs Medical Education Quasi Account	197,000	197,000
College of Health Sciences Building Account	360,000	360,000

State Appropriation (FY17/18 Budget) for Level II study	300,000	300,000
<b>Total Project</b>	<b>1,500,000</b>	<b>1,500,000</b>

Contract Substantial Completion Date November 30, 2018

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
<b>Construction</b>	1,063	71	-	1,134	(652)	(482)	-
<b>Contingency</b>	71	-	(7)	64	-	-	64
<b>Design</b>	168	10	7	185	(169)	(16)	-
<b>FF&amp;E</b>	81	(81)	-	-	-	-	-
<b>IT/Tech</b>	68	(68)	-	-	-	-	-
<b>Admin</b>	49	68	-	117	(38)	(18)	61
<b>Total</b>	<b>1,500</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>(859)</b>	<b>(516)</b>	<b>125</b>

**Statement of Contract Amount**

<b>Original contract</b>		<b>1,101,500</b>
Change order #1	Reroute glass waste piping, chase demolition and reworking	14,410
Change order #2	Add accent color to the rooms 338A 338 338B 340	4,723
Change order #3	Change base in rooms 338 338A 338B 340 from specified match RT1 flooring to Flexco's Health design base	3,319
Change order #4	Demolish concrete benches, demolish four doors and frames, frame and finish openings	5,412
Change order #5	Replace floor drain with floor sink to accommodate slab thickness	243
Change order #6	Add mechanical chase access	1,816
Change order #7	Window sills in prep lab room 338A	2,633
Change order #8	Relocate mop sink and revise door opening in rom 338A	685
Change order #9	Revise window size to match existing and structural details to address existing wall construction	(4,000)
Change order #10	Infill existing alcoves with salvaged glassed structural tile	2,131
Change order #11	Install oak chamfer to join existing sill and furring	1,165
<b>Adj Contract</b>		<b>\$1,134,037</b>

**Work Completed/In Progress:**

- Gross anatomy laboratory is complete.
- Adjustments to air flows within the gross anatomy laboratory are underway.
- Health Science renovation is underway, mechanical and electrical rough-in is complete.

**Issues Encountered with Proposed Resolution for Each:**

- None at this time.

<b>Work Planned for the Upcoming Month:</b>
---

- |  |
|--|
| <ul style="list-style-type: none"><li>• Health Sciences metal stud framing, drywall and tape and finish.</li><li>• Health Sciences painting.</li><li>• Health Sciences ceiling installation.</li></ul> |
|--|