

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' REPORT

March 27-29, 2019

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

University of Wyoming Mission Statement (July 2017)

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

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

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

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

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
March 27-29, 2019

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

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BUSINESS MEETING

Roll Call

Approval of Board of Trustees Meeting Minutes

- February 20, 2019 Board of Trustees Conference Call
- March 11, 2019 Board of Trustees “Special” Meeting
- March 13, 2019 Board of Trustees “Special” Meeting

Approval of Executive Session Meeting Minutes

- February 20, 2019 Board of Trustees Conference Call
- March 11, 2019 Board of Trustees “Special” Meeting
- March 13, 2019 Board of Trustees “Special” Meeting

Reports

ASUW
Staff Senate
Faculty Senate

Public Testimony

Committee of the Whole

Regular Business
Board Committee Reports

Trustee Committees

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

Liaison to Other Boards

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

Proposed Items for Action:

- I. Consideration and Action: Approval of Agreements, Contracts, and Procurements – Evans
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- II. Consideration and Action: Contracts and Grants – Jewell/Synakowski..... 21
- III. Consideration and Action: Personnel – Academic Report and Non-Academic Report – Kate Miller/Benham-Deal *[No materials provided in advance]*

New Business

Date of Next Meeting – April 10, 2019 (conference call)

Adjournment

Information Only Items

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

- ✓ Contracts and Procurement Report (per Signature Authority Regulation) – Evans 22
President’s report identifying each contract, agreement or procurement valued at \$50,000.00 or above (one time or in aggregate) signed by the President or designee since the last report (signature authority regulation) and post to the website. (Each face-to-face meeting)
- ✓ Capital Construction Report – McKinley/Theobald [*see supplemental materials report*]
- ✓ Foundation Monthly Giving Report – Blalock 24

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

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

Update on Calendar Committee activities including survey sent to students, faculty and staff regarding J Term activities.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board has received updates regarding the calendar committee's activities at previous meetings and at the Academic and Student Affairs subcommittee.

WHY THIS ITEM IS BEFORE THE BOARD:

University Regulations require that new academic calendars are approved by the Board of Trustees. This committee is the designated committee for consideration.

ACTION REQUIRED AT THIS BOARD MEETING:

None.

PROPOSED MOTION:

None.

PRESIDENT'S RECOMMENDATION:

None.

AGENDA ITEM TITLE: HLC Update, Alexander

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The Board will receive a report on the status of UW's accreditation preparation, process, student opinion survey, and third party comment periods.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board has received numerous updates over the Academic 2018-2019 year.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees has several criteria for accreditation for which they are directly responsible.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Report: Spring 15th Day Enrollment Report, Kyle Moore

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This information is reported each March.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE:

Salary Distribution Policy and Salary for FY20, Jeanne Durr/Alex Kean

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

In 2018, the Board of Trustees approved the University of Wyoming Annual Salary Distribution Policy SAPP. The policy directed the provision of market and merit increases to all eligible faculty and staff. With the policy implementation we became aware that there were portions of the policy which required clarification, and other areas that required changes or additional provisions. We are providing the Board with the updated SAPP, marked with tracked changes, for its review and approval. We would also request that the Board provide instruction regarding whether they want to approve any future changes, or follow the process in place for other SAPPs.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The initial Salary Policy Task Force Report was presented to the Board of Trustees on March 22, 2018 and the Annual Salary Distribution Policy SAPP was approved by the Board.

WHY THIS ITEM IS BEFORE THE BOARD:

This item is before the Board pursuant to UW Regulation 2-3 (formerly 5-173); UW Regulation 5-2 (formerly 4-2); History; Approved 3/22/2018 Board of Trustees meeting

ACTION REQUIRED AT THIS BOARD MEETING:

The Board is asked to approve the changes to the Annual Salary Distribution Policy SAPP and direct the President's office regarding review and approval of future SAPPs addressing salary increases.

PROPOSED MOTION:

"I move to authorize approval of the changes to the Annual Salary Distribution Policy SAPP as distributed to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Bachelor of General Studies Degree, Anne Alexander

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The proposed **Bachelor of General Studies (BGS)** is a multidisciplinary degree that bridges academic disciplines and colleges to facilitate degree completion. This degree offers students the opportunity to select two focus areas of study (a primary and a secondary) from a total of 16 focus areas offered across the University. Each student will be assigned an advisor in the college that fields their primary focus area. This degree is designed for non-traditional students, returning students, students who arrive at UW with significant college credit, and students with complex curricular interests. The proposers have consulted with the Board, Faculty Senate, Staff Senate, ASUW, Deans and Directors, and Executive Council on its Notice of Intent and Feasibility Study, and now brings forward its Request for Authorization for this new degree program.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board's Academic and Student Affairs Committee has considered and reported to the Board on the Notice of Intent (May 2018) and feasibility study (October 2018).

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of new academic program Bachelor of General Studies.

PROPOSED MOTION: [Trustee Sullivan to provide motion.]

"I move that the Request for Authorization for the new program, the Bachelor of General Studies, be approved."

PRESIDENT'S RECOMMENDATION:

The President recommends approval of the program and adherence to the guidelines laid out in the Request for Authorization.

AGENDA ITEM TITLE:

Consideration and Action: Undergraduate Elementary and Special Education Degree, Anne Alexander

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The proposed **BA in Elementary and Special Education** provides dual majors in both Elementary and Special Education. Students exiting this program will be equipped to teach both elementary students (K-6), as well as students with disabilities (K-12). This range of expertise positions graduates to better serve all students within multiple educational settings and provides flexibility within districts to shift teaching roles when demand necessitates. It is important to note that the funding and personnel resources required to develop and support this proposed program have already been secured. Additionally, we anticipate that the existing number of faculty lines in Special Education (five) will be sufficient to deliver this program. No additional faculty lines will be required. The proposers have consulted with the Board, Faculty Senate, Staff Senate, ASUW, Deans and Directors, and Executive Council on its Notice of Intent and Feasibility Study, and now brings forward its Request for Authorization for this new degree program

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board's Academic and Student Affairs Committee has considered and reported to the Board on the Notice of Intent (March 2018) for this program.

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of new academic program BA in Elementary (K-6) and Special Education.

PROPOSED MOTION: [Trustee Sullivan to provide motion.]

"I move that Request for Authorization for the new program, the **BA in Elementary (K-6) and Special Education**, be approved."

PRESIDENT'S RECOMMENDATION:

The President recommends approval of the program and adherence to the guidelines laid out in the Request for Authorization.

AGENDA ITEM TITLE: Proposal to Reorganize, Consolidate, and Reduce Academic Degree Programs in Geography, Sullivan/Miller

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

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

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

In Fall of 2018, the Provost put forward a proposal to reorganize, consolidate, reduce, or discontinue the Department of Geography and reimagine the future of geography education at UW. The proposal has been reviewed by the Faculty Senate, Staff Senate, and ASUW. Feedback was solicited from currently-enrolled students and constituents statewide via a survey mechanism that accompanied the proposal. Some feedback was integrated into the updated proposal, including retention and review of the curriculum of the B.S. in Geography, which was originally proposed for discontinuance. The committee will receive an update the proposal and be asked to bring the proposal forward to the Board for approval of recommendations.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Previously discussed by committee.

WHY THIS ITEM IS BEFORE THE BOARD:

University Regulations require that the President makes a recommendation to the Board on proposals for academic program reorganization, consolidation, reduction, or discontinuance.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the proposal for reorganization, consolidation, reduction, or discontinuance of Geography, as submitted.

PROPOSED MOTION:

“I move approval of the proposal for reorganization, consolidation, reduction, or discontinuance of Geography.”

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Final Annual Budget Timeline, Jewell

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

The 2019 Wyoming Legislative Session has concluded and multiple bills impacting the UW Operating Budget have been enacted into law. Additional state funding has been appropriated and will directly impact the College of Engineering, Athletics, Science Initiative Programs, School of Energy Resources and all employees of the University through a compensation increase.

The Administration is also using the FY2020 budget development process to initiate the early stages of an incentivized budget model. Specifically, the Administration is changing the distribution of distance/on-line, J-term, and summer school tuition to 70% to the college and 30% to the Provost (the current distribution is 50% to the college and 50% to the Provost) to incentivize the growth of student credit hours and enrollment.

Some preliminary budget assumptions being modeled by the Administration in the FY2020 budget are:

Gross Tuition Increase	4%
Net Tuition Revenue (net of financial aid)	Flat
Fringe Benefit Rates	38.9% Faculty, 49.1% Staff, 3.4% Non-Benefited
Salary Increase	2%
Distance Education Revenue Split	70% College / 30% Provost
Academic Affairs Tax	2% of Unrestricted Operating Budget Total Exp.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

A draft budget timeline was presented at the January 2019 meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

The President of the University shall develop an annual Operating Budget for the University each fiscal year. On or before April 15, the President shall submit her proposed Operating Budget for

the fiscal year beginning on the following July 1 to the University's Board of Trustees. The Budget Committee of the Board of Trustees shall hold hearings where each of the University's Administrative Officers shall present the proposed budget for their Division/Unit (Organization) for the upcoming fiscal year. The final approval of the Operating Budget rests with the Board prior to the beginning of the fiscal year.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE:

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

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

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

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

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

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

PROPOSED MOTION:

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

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Gas Line Easement to Black Hills Energy for Harney Regulation Station, McKinley/Theobald/Decker

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

This gas line easement consists of an underground gas pipeline and a regulation station. The gas pipeline and regulation station are proposed to be located along the north boundary of University land west of Harney Street and east of 22nd Street (See attached map). The new 12” gas pipeline will run west in Harney Street from 30th Street and enter the new regulation station from the east, connecting to an existing 6” gas line that continues west towards 15th Street. The requested regulation station easement area measures 25 feet wide by 80 feet long and the requested gas line easement area measures 15 feet wide by approximately 314 feet long. Multiple locations for this easement were reviewed to the east and west of the proposed location, but it was determined this proposed location is the most feasible with minimal impact to the University’s future land development.

The easement terms will provide reasonable access and the right for Black Hills Energy to construct, operate, inspect, maintain and repair the line, regulation station, and associated appurtenances so long as the line remains in use. A building cannot be constructed on the easement without consent of Black Hills Energy, and the line must be buried at a depth that allows the University the right to cultivate, landscape, and irrigate the land. Black Hills Energy has agreed to visually screen the aboveground improvements with landscaping and a natural color or earth-

tone block wall to dampen noise, including submitting plans in advance of construction to the University for approval.

The University has evaluated comparable assessed land values in the area, used a percentage of the \$ per acre fee simple value to determine possible easement values, considered any potential impacts to the University's use of the land, and determined that a fee of \$6,300 is consistent with market rates for this type and size of easement. The University proposes the fee of \$6,300 for the easement if approved by this Board.

At the direction of the Facilities Contracting Committee, the administration has revised and finalized the gas line easement agreement including incorporating additional requirements. Black Hills Energy has agreed to the additional requirements and has signed the easement agreement. The easement agreement is ready for University signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

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

PROPOSED MOTION:

"I move to authorize the administration to execute the gas line easement to Black Hills Energy on University land near Harney Street for the gas line as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Engineering Roof Replacement, McKinley/Kibbon

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The roof on the engineering building, addition, was installed in 1984 and is beyond its useful life and the warranty has expired.

University of Wyoming Operations publically advertised for the project and bids will be received on March 15, 2019.

Major maintenance funds will be used to complete the project.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 6-9 states any project over \$500,000.00 is a capital construction project and requires authorization by the full Board prior to entering into contract with a constructor.

ACTION REQUIRED AT THIS BOARD MEETING:

Board to authorize administration to enter into contract with the lowest responsible bidder.

PROPOSED MOTION:

“I move to authorize administration to enter into contract with the lowest responsible bidder for the roof replacement on the engineering building.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: College of Law Expansion and Renovation Consultant Selection, McKinley/Kibbon

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

January 2019 – Board subcommittee required administration to re-advertise the request for qualifications/request for proposal.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

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

PROPOSED MOTION:

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

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: UW-NPS and NPS Partnership Agreement, McKinley/Kibbon

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The University and the National Park Service are partnering on the replacement of the sanitary waste and domestic water systems at the AMK Ranch with Grand Teton National Park.

The National Park Services requires a *Partner Design and Construction Agreement Between the United States Department of the Interior National Park Service and the University of Wyoming for Replacement of Water and Wastewater Utility Systems at the UW-NPS Research Station at the historic AMK Ranch Property* to be executed between the two parties, please see attached materials.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW Regulation 6-9 all construction contract agreements require Board approval.

ACTION REQUIRED AT THIS BOARD MEETING:

Board authorization to allow administration to enter into the *Partner Design and Construction Agreement Between the United States Department of the Interior National Park Service and the University of Wyoming for Replacement of Water and Wastewater Utility Systems at the UW-NPS Research Station at the historic AMK Ranch Property* with the National Park Service.

PROPOSED MOTION:

“I move to authorize administration to enter into the *Partner Design and Construction Agreement Between the United States Department of the Interior National Park Service and the University of Wyoming for Replacement of Water and Wastewater Utility Systems at the UW-NPS Research Station at the historic AMK Ranch Property* as presented in the materials.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Modifications to UW Regulations, Evans

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW's current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new "look" and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new *Governing Regulations and Standard Administrative Policies and Procedures Manual*.

Section 1: Governance and Structure

Section 2: Academic Affairs

Section 3: Athletics

Section 4: Diversity and Equal Opportunity

Section 5: Employment and Ethics

Section 6: Facilities

Section 7: Finance and Business

Section 8: Information Technology

Section 9: Research and Economic Development

Section 10: Safety and Security

Section 11: Student Affairs

Section 12: University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

Attached are proposed revisions to several of the new Section 12 Regulations (University Relations). Some specifics:

- **UW Regulation 12-1 (Regulations Relating to Private Fundraising Activities within the University):** Clarified that the University and the UW Foundation shall maintain a Memorandum of Agreement addressing fundraising efforts. Housekeeping edits.
- **UW Regulation 12-3 (University of Wyoming Motor Vehicle License Plate Programs):** Added the tribal license plate program. Clarified processes and use of excess revenue. Increased number of scholarships.
- **UW Regulation 12-4 (Government Relations):** Formerly a presidential directive, converted to a UW Regulation. Housekeeping edits.

Per the routing process for UW Regulations, the draft modifications were provided to Executive Council, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. Campus feedback was incorporated.

The Trustees Regulation Committee will discuss this item at the March 2019 Board of Trustees meeting and recommend full Board action, if appropriate.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

PROPOSED MOTION: [Trustee Brown to provide motion.]

“As part of the University’s regulatory structure review, I move to authorize modification of several of the new Section 12 University Relations Regulations, specifically UW Regulations 12-1, 12-3, and 12-4, as presented to the Board.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Support for Downey Resolution, Brown/True

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The Albany County Board of Commissioners recently signed a proclamation declaring July 28, 2019 “Stephen and Eva Downey Day.” In preparation for events to be held on that date, the Albany County Historical Society has requested that the Board of Trustees prepare a resolution honoring Stephen Wheeler Downey for his contributions to the University, to accompany resolutions from other entities. The attached resolution recognizes Mr. Downey’s leadership in establishing the University of Wyoming in Laramie, service on the University’s Board of Trustees, and his role in the planning for the first science facilities on campus. During his service on the Board of Trustees, Mr. Downey served as Board President.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

No prior Board discussion or action.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board of Trustees will be asked to approve a resolution drafted by the Office of the President to honor Stephen Wheeler Downey and his contributions to the establishment of the University of Wyoming and leadership during its earliest years.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval of the resolution honoring Stephen Wheeler Downey.

PROPOSED MOTION:

“I move to approve the resolution honoring Stephen Wheeler Downey, as presented.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Approval of Agreements, Contracts, and Procurements, Evans

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Standing item at each Board meeting, as needed.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

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

PROPOSED MOTION:

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

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

Consideration and Action: Contracts and Grants, Jewell/Synakowski

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The Division of Research and Economic Development provides a list of all Contracts and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded in the months of December 2018 and January 2019.

PRIOR RELATED BOARD DISCUSSION/ACTIONS:

At each meeting the Board approves or disapproves the Contracts and Grants report.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the Contracts and Grants Report.

PROPOSED MOTION:

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

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE:

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

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

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

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

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from December 16, 2018 – February 15, 2019
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from December 16, 2018 – February 15, 2019

Service contract workflow

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

Procurement workflow

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

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

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

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

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

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

N/A. Information Only.

PROPOSED MOTION:

N/A. Information Only.

PRESIDENT'S RECOMMENDATION:

N/A. Information Only.

AGENDA ITEM TITLE: Foundation Monthly Giving Report, Blalock

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

As part of the reporting process to the UW BOT on philanthropy, a monthly giving report is presented for informational purposes to the BOT at each meeting. This report summarizes private support overall as well as a breakdown by units on campus for the reported period. As of February 28, 2019, private giving totals \$31,636,304.00.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Item presented to board at each meeting.

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION:

None

PRESIDENT'S RECOMMENDATION:

None