

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

**May 15-17, 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**  
**May 15-17, 2019**

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

**WORK SESSIONS**

Campus Master Plan Presentation – Theobald/Carolyn Smith.....	1
Housing Task Force Update – McKinley/Brown/Theobald/Blackburn <i>[verbal report, no materials provided]</i>	
Consideration and Action: 3 year Academic Calendar – Sullivan/Skinner.....	2
HLC Update – Anne Alexander.....	3
NCAR/UCAR/UW Update – Synakowski .....	4
Marketing Campaign Progress Update – Chad Baldwin/Jenny Petty .....	5
Educational Attainment Update – Caldwell/Nichols.....	6
WRI Board Appointments – Nichols/Anne Alexander/Myron Allen.....	11
Consideration and Action: Approval and Adoption of Final Tuition Recommendation for 2020-2021 with Public Input – David Fall/Michelle Sullivan/Nichols/Kyle Moore/Jewell.....	13
Academic and Student Affairs Committee – Sullivan	
• Consideration and Action: Career Technical Education Degree – Reutzel.....	15
• Consideration and Action: UW Master List of Degrees – Alexander .....	16
• Information: Neltje/The Jentel Foundation Update – Sullivan <i>[verbal report, no materials provided]</i>	
Facilities Contracting Committee – McKinley	
• Consideration and Action: Wyoming State Vet Lab Change Orders – McKinley/Theobald/Kibbon .....	17
• Consideration and Action: Construction delivery method for Corbett Pool Locker Room Renovation – McKinley/Theobald/Kibbon.....	18
• Consideration and Action: Capital Construction Request – McKinley/Asay/Theobald <i>[No materials provided in advance]</i>	
Financial Management and Reporting Committee – Scarlett	
• Information: WyoCloud HCM Update – Scarlett/Durr <i>[verbal report, no materials provided]</i>	
Fiscal and Legal Affairs Committee – Marsh	
• Consideration and Action: Annual Internal Audit Plan – Kathleen Miller .....	19
• Information: UW Investments – Jewell .....	20
Trustees Legislative Relations Committee – Brown	
• Legislative Session Update – Brown/Asay <i>[verbal report, no materials provided]</i>	
UW Regulation Review Committee ( <i>ad hoc committee</i> ) – Brown	
• Consideration and Action: Modifications to UW Regulations – Evans .....	21
✓ UW Regulation 7-10 (Division and College Fiscal Year End Carry Forward Policy)	
• Notice: Revisions of Trustee Bylaws – Changing Trustee “President” to Trustee “Chairman” – True .....	23

## **BUSINESS MEETING**

### **Roll Call**

#### **Approval of Board of Trustees Meeting Minutes (Public and Executive Session)**

- March 27-29, 2019 Board of Trustees Meeting *[vote was postponed]*
- March 11, 2019 Board of Trustees “Special” Meeting *[vote was postponed]*
- March 13, 2019 Board of Trustees “Special” Meeting *[vote was postponed]*
- April 10, 2019 Board of Trustees Conference Call
- April 12, 2019 Board of Trustees “Special” Meeting
- April 19, 2019 Board of Trustees “Special” Meeting
- April 24, 2019 Board of Trustees “Special” Meeting

### **Annual Election of Officers**

#### **Administer Oath to Board Secretary (W.S. Sec 21-17-206) [File Oath of Office]**

### **Reports**

ASUW  
Staff Senate  
Faculty Senate

### **Public Testimony**

[To be held Thursday, May 16, from 11:00-11:30 a.m.]

### **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 & David Fall
- 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: Contracts and Grants – Jewell/Synakowski..... 24
- II. Consideration and Action: Personnel – Academic Report and Non-Academic Report – Kate Miller/Benham-Deal *[No materials provided in advance]*
- III. Set the amount of the Deputy Treasurer’s and Treasurer’s bond and designate/set any other appropriate bonds (W.S. Sec. 21-17-203) *[if necessary]* – Theobald ..... 25
- IV. Designate depositories for UW Funds – Jewell ..... 27
- V. Consideration and Action: Grant Posthumous Degree – Miller/Blackburn *[No materials provided in advance]*
- VI. Consideration and Action: Institute of Innovation and Entrepreneurship (IIE) LLC Operating Agreement – Pishko/Synakowski/Sprott

#### New Business

**Date of Next Meeting** – June 12, 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 ..... 31  
*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 ..... 33
- ✓ Foundation Monthly Giving Report – Blalock *[No materials provided for this report, supplemental uploaded in advance of the meeting]*

**AGENDA ITEM TITLE: Campus Master Plan Presentation, Theobald/Carolyn Smith**

**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:**

Campus master plans address elements such as green space, land use, new buildings, rehabilitation of buildings, repurposing of existing buildings, and traffic flow. Over the last few years, the University, with the approval and strong support of the Board of Trustees, has embarked on an aggressive campaign to significantly expand and enhance its facilities in pursuit of its missions of excellence. But such a campaign requires careful planning to ensure that all of the myriad factors that can affect the most efficient functioning of these facilities are taken into account—factors such as campus population growth, established/ emerging academic and research priorities, enhanced campus social development, preservation of historic campus elements, renovation and restoration needs, transportation, residential accommodation, land use, sustainability, local community impact and interaction, provision of utilities and communications infrastructure, and many others.

The UW campus has evolved over 130 years to become an intrinsically beautiful place. With an eye to the future, the UW needs a framework for decision making and strategic development that guides the campus's overall physical form to address infrastructure needs, environmental sustainability, and economic development.

In December 2018 the Board approved SASAKI as the consultant for the Campus Master Plan. Caitlyn Clauson and Steve Lacker from SASAKI will provide an update to the Board of Trustees on the Campus Master Plan process and discuss the timeline.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

December 2018 - Trustees approved SASAKI as the Consultant for the Campus Master Plan

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

Information Only

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PROPOSED MOTION:**

None

**PRESIDENT'S RECOMMENDATION:**

None

**AGENDA ITEM TITLE:**

**Consideration and Action: 3 year Academic Calendar**, Sullivan/Skinner

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC PLAN:**

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

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

**EXECUTIVE SUMMARY:**

Provost Miller and Trustee Michelle Sullivan will present a recommendation for a three-year university calendar to begin July 1, 2020, based on the work of the University Calendar Committee.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Trustees received briefings at their March and April meetings regarding progress and considerations around the calendar proposal. A sub-committee of the Academic & Student Affairs Committee has been working with and has provided feedback to the University Calendar Committee. The sub-committee of the Academic & Student Affairs Committee support the recommendations presented.

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

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the 3-year calendar starting July 1, 2020

**PROPOSED MOTION:**

I move to approve the University calendar starting July 1, 2020 for three years, as presented in the supplemental materials report.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: HLC Update, Anne Alexander**

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC PLAN:**

- ☒ Yes (select below):  
☒ Driving Excellence  
☒ 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 for our reaffirmation of accreditation visit in November of 2019. The report will focus upon the work that the Board will do at the Trustees Retreat this summer and Fall 2019 preparation planning.

**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: NCAR/UCAR/UW Update, 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:**

An enabling force for much of UW research resides in supercomputing. Suresh Muknahallipatna, Professor of Electrical and Computer Engineering, has recently agreed to take on the responsibilities of being our point of contact with NCAR-Wyoming. After an introduction of him to the Board of Trustees, he will describe recent activities, and a vision and plans for maximizing UW's impact in the NCAR-UCAR partnership. This ranges from capturing further opportunities for research computing for UW faculty and students to supporting student internships by leveraging resources recently awarded to UW from the National Science Foundation. Plans are also in place to have a heightened research computing presence at NCAR with a specific role of serving as an interface to campus research computing activities. The discussion will also include commentary on how existing and planned UW research computing infrastructure can be used to heighten the impact in supercomputing, and will reflect some aspects of a recent meeting with NCAR-UCAR leadership that highlighted untapped potential in this partnership.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None beyond previous annual updates.

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

This is a continuation in a series of supercomputing updates given to the Trustees, albeit in a different month than usual.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Marketing Campaign Progress Update, Chad Baldwin/Jenny Petty**

**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:**

Goal 4 of the university's strategic plan, "Breaking Through: 2017-2022," calls for development of a comprehensive branding, public relations and marketing campaign under the category of "Strengthen marketing effectiveness." After several months of development, the university launched a campaign with the primary tagline of "The World Needs More Cowboys" in July 2018.

Institutional Marketing and Communications representatives will present some initial results of the campaign, including numbers of prospective student leads from paid advertising; unpaid media attention; and merchandise sales. Additionally, they will discuss planning underway for the second year of the campaign.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees in July 2018 authorized the launch of the university's "The World Needs More Cowboys" campaign.

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

To update the board on the results of the first year of the campaign.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None, although Institutional Marketing and Communications budget request for FY 2020 includes an exception request to continue the campaign.

**PROPOSED MOTION:**

None

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Educational Attainment Update, Caldwell/Nichols**

**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:**

Wyoming has established Educational Attainment Executive Council and Educational Attainment Goals per the 2019 Legislative Session. The legislation codified the prior Executive Orders 2018-1 and 2018-4 established by Governor Mead in alignment with the state's economic diversification strategy, ENDOW. The new legislation, signed into law by Governor Gordon, ensures that post-secondary credential attainment is the work of the State via the Educational Attainment Executive Council (EAEC), which serves as the State's attainment council charged with developing 5-year and 10-year educational master plans to achieve the attainment goals. The WICHE Attainment Taskforce and support staff serve as the official working body to support the EAEC in the work. As such all EAEC meetings are held jointly with the WICHE Taskforce and staff.

**Educational Attainment Executive Council Charge:** *Develop the 5- and 10-year Ed Master Plans (EMP) to achieve the educational attainment goals of 67% by 2025 and 82% by 2040 as outlined in the Executive Orders, which support ENDOW as well as development of Adult grants and Need Based State Aid programs.*

**a. Recent Progress and Activities since the last progress report in January/February 2019:**

1. Educational Attainment Executive Council and Educational Attainment Goals for Wyoming were codified in SEA 61 (SF 109). The membership of the EAEC was modified to create parity in membership representation with the understanding that all would remain active via the WICHE Taskforce and Staff or reports. The Council remains housed out of the Community College Commission with support from the colleges, university, Wyoming Department of Education, Department of Workforce Services, and other agencies. The council shall report quarterly as consistent with the Executive Orders and suggest any potential areas of action or legislation. Reports will be given to the Governor, University of Wyoming Board of Trustees, Community College Commission, and ENDOW Council. By September 1 of each year, the EAEC will also report including any proposed legislation to the Joint Education Interim Committee and Joint Minerals, Business, & Economic Development Interim Committee. The EAEC shall be function through 2022.
2. Significant legislation was passed during the 2019 legislative session in conjunction and in alignment with SEA 61. The co-chairs, Dr. Hicswa and Dr. Nichols, provided statements at each of the signing ceremonies with Governor Gordon.

- HEA 51 Budget Bill Funded SLEDS. The fiscal notes as follows: 2. Not later than October 1, 2019, the community college commission shall report to the joint education interim committee and the joint appropriations committee on the use and performance of the state longitudinal education data system (SLEDS). The report shall list the agencies using the data system and shall summarize any research derived from the data and any educational benefits realized therefrom.
  - HEA 96 Common College Transcript and Transfer Process funding bill and Statewide Longitudinal Educational Data System codification. The bill extends the date for implementation from 2019 to 2020. Provides for partial funding of \$202,000 and \$212,000 immediately. Requires the WCCC to request the balance in its exception request in the budget process. Codifies the SLEDS meeting Wyoming's 2010 federal obligation. Significant and foundational legislation paving the way for seamless transfer and reserve transfer, which directly impacts educational attainment.
  - HEA 30 Removes the sunset date for WYIN student grants. Extends the program for student participation parallel to the faculty funding. This was significant and we do have a topic with Joint Labor, Health, and Social Services that should allow us to rectify the funding inaccuracy of the faculty side of WYIN.
  - SEA78 Wyoming Works! Provides for immediate funding for local and regional workforce funds for both programs and students at community colleges. Targets students not eligible for Hathaway funding such as CTE and adults. Allows for credential programs both credit and non-credit. \$5.2 million divided as \$2 million college programs and \$3.2 million student grants.
  - SEA 80 Community colleges-bachelor of applied science programs allows for the community colleges to offer only BAS degrees with approval by the commission. Allows for access to Hathaway scholarship. This requires a report on planning and implementation, which was expanded by Management Council for an additional report on fiscal impacts for the colleges and the state.
  - SEA 20 Hathaway Expansion for CTE Pathways from HS to college. This was a welcome revision as the inability to qualify for Hathaway in CTE pathways prohibited students from participating in CTE and going on to the fantastic CTE programs at the colleges.
  - HEA 39 Hathaway for out-of-state Honors Students allows for Hathaway to be used by up to 24 out-of-state honors students from contiguous states with no more than two from each state. This is a high level scholarship targeted on immigration of highly educated people. The scholarship is parallel to the UW Trustees Scholarship.
3. In follow up to the 2019 Legislative session, Management Council also determined several items related to educational attainment and the aforementioned legislation. In short summary: JEIC regarding SEA 80, SEA 78, HEA 96, and HEA 51; Joint Mineral, Business, & Ec Dev Interim Committee regarding SEA 61; JAIC related to SEA 80, HEA 51, and HEA 96; and finally Wyoming's Tomorrow Taskforce to study the TN Promise and other state programs and other elements related to economic diversification and the 2019 HB 310.

4. University of Wyoming Board of Trustees approved the Baccalaureate in General Studies with 16 different concentration areas. The degree is intended for those who have completed an associate's degree or 60 credit hours. Additionally, the degree is targeted be available fully online within a couple of years to meet the needs of adults and site-bound students throughout Wyoming. With the initial launch, nine of the 16 concentration areas will be available online. Combined with the UW BAS and the community college BAS, the addition of the UW General Studies baccalaureate provides statewide baccalaureate-level attainment capacity.
5. Educational Attainment Executive Council met for bimonthly status update conference calls beginning on Dec. 21, 2018, through March 8, 2019.
6. Educational Attainment Executive Council met for its most recent face-to-face meeting and workshop on February 26, 2019, at LCCC in Cheyenne. The meeting lasted for the full day with a great deal of work accomplished. In addition to reviewing the summary information from the Nov. 29, 2018, statewide listening sessions, the Council identified the preferred structure of the 5-year and 10-year attainment plans as follows:
  - Agreed to a general approach to use a combination of the Indiana and North Dakota state plans.
  - Determined FOUR Primary Big Areas for the organization of the 5-year and 10-year Wyoming Statewide Educational Master Plans to achieve the attainment goals of 67% by 2025 and 82% by 2040 of 25-64 year-olds will have obtained a high-quality post-secondary certificate or degree:
    - I. Alignment of Workforce, Workplace, and Post-secondary Programs
      - a. Needed Today
      - b. Prepare for the Future
      - c. Business and Industry
    - II. Access and Infrastructure
    - III. Funding and Affordability
    - IV. College-Going Culture
      - a. Adults
      - b. Incumbent Workers
      - c. Business and Industry
      - d. K12
      - e. HS to College Transition
  - Next Meeting is May 23, 2019, at Sheridan College.
7. Incorporation in the attainment work of the key elements identified in 2017 Recruitment and Retention Plan for WY.
8. Collaborating with SHEEO to submit an Adult Promise grant to Lumina. Lumina has requested a revised approach to better target specific state needs.
9. Governor Gordon and Chief-of-Staff Dr. Arp continue to stay current on the activities. Governor Gordon appointed his new Education Policy Advisor, Lachelle Brant, to serve as the Governor's Office representative to the EAEC.

10. Dr. Nichols has appointed Kyle Moore, AVP for Enrollment Management, to serve as her designee in the future. This will ensure that the interim UW President will have consistent presence with the Council until the new permanent president is in place. Mr. Moore was a member of the EAEC until the new legislation removed his position. As such, Mr. Moore is well versed in all the activities.

**b. Priorities for the upcoming year:**

1. Rules process for Wyoming Works
2. 2+2 Articulation acceleration
3. Implementation of BAS and new General Studies
4. Common Transcript/Transfer Process development and implementation including reverse transfer
5. Series of reports due to legislative committees
6. Adult Promise grant application and development of WY Adult Grant process for state support and sustainability
7. Wyoming's Tomorrow: Need Based State Aid program development and process for state support and sustainability and Career and Technical Education scholarship development and funding
8. Apprenticeships and Internships integrated statewide across programs at the colleges
9. Adult Readiness including Prior Learning Assessment development
10. Sub-committee work including definition of high quality post-secondary credentials for attainment goals
11. Develop 5- and 10-year plans
12. Develop WCCC Statewide SP aligned with attainment plans (sunset prior plans)

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board received a presentation on educational attainment outcomes and goals at the November 2017 meeting and formally adopted by joint board resolution for a statewide attainment goal with the Wyoming Community College Commission. In July 2018, the Board received a presentation on efforts underway to achieve the state's educational attainment goals, including grant funding sought to help support the joint work of the University and Wyoming Community College Commission.

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

In November of 2017, the Board and the Wyoming Community College Commission formally adopted by joint board resolution a statewide attainment goal of 60 percent. ENDOW supported the adoption of a statewide attainment goal in December of 2017 and Governor Mead issued an executive order on January 26, 2018 stating Wyoming will achieve 67% post-secondary credential attainment by 2025 and 82% by 2040. On August 23, 2018, Governor Mead signed an executive order establishing an Educational Attainment Executive Council; legislation passed in the 2019 session and signed by Governor Gordon (SF109/SEA61) codified the council in statute. This presentation provides an update to the Board on the shared activities of the University of Wyoming and Wyoming Community College Commission through the State of Wyoming Educational Attainment Executive Council to advance efforts to achieve the goals set in the executive order.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT'S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE:**

**WRI Board Appointments**, Nichols/Anne Alexander/Myron Allen

**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 Western Research Institute is under the umbrella of the University of Wyoming Research Corporation. Annually, the membership of its Board of Directors is subject to approval by the Trustees, with each member appointed to a one-year term. This year, appointments are being renewed for Dr. Allen, Mr. Benson, Mr. Decker, Mr. Hurless, Mr. Wasden, and Mr. Willson. Dr. Anne Alexander is being appointed to a first term.

The proposed membership of the Board of Directors is as follows:

- Dr. Myron B. Allen (Chairman), Professor of Mathematics, University of Wyoming
- Mr. Ronald H. Benson, Consultant, Haddington Ventures, LLC
- Mr. Dale S. Decker, Dale S. Decker, L.L.C., Professional Engineer, Eagle, Co
- Mr. Rob Hurless, Deputy Director, Enhanced Oil Recovery Institute, University of Wyoming
- Dr. Fred Wasden, Manager, Shell Exploration and Production Company, Houston, TX
- Mr. Richard C. Willson, Managing Director, Technology Licensing Company, LLC
- Dr. Anne Alexander, Vice Provost for Undergraduate Education, University of Wyoming

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees approves the membership of the WRI Board of Directors annually; the last such approval was voted on at the May 2018 Board of Trustees meeting.

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

The Board of Trustees must approve appointments to the WRI Board of Directors annually as stipulated by the Articles of Incorporation and Bylaws of the University of Wyoming Research Corporation. Approval is required at this meeting to ensure continuity of WRI Board of Directors membership.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval of the slate of candidates for the Board of Directors of the Western Research Institute.

**PROPOSED MOTION:**

“I move to approve the slate of candidates for the Board of Directors of the Western Research Institute as presented to the Board.”



**PRESIDENT'S RECOMMENDATION:**  
The President recommends approval.

**AGENDA ITEM TITLE:**

**Consideration and Action: Approval and Adoption of Final Tuition Recommendations for 2020-2021 with Public Input**, Fall/Sullivan/Nichols/Kyle Moore/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:**

A Board of Trustees subcommittee was charged to investigate tuition and review data surrounding factors that influence tuition, revenue and ultimately bring a recommendation to the BOT for consideration. The outcome of this effort was the realization that optimizing scholarship and financial aid awarding practices directly impacts tuition revenue as well as enrollment.

Through contracted consultation with Ruffalo Noel Levitz and a review of data, nine guiding principals were developed to direct any tuition recommendation (*See attachment: Proposed Tuition and Financial Aid Plan for the 20-21 Academic Year*). These guiding principles set the framework for how the University's Strategic Plan for enrollment (13,500 by 2022) should be approached.

The recommendations proposed by the Administration for FY21 which require approval are:

1. Award \$1M of need-based aid to Wyoming residents,
2. Adopt a new academic rating index and awarding bands developed to:
  - a. Establish higher academic credentials for non-resident tuition waivers (150%),
  - b. Increase RMS \$6000 to \$7000 with higher academic credentials,
  - c. Increase RMS \$3000 to \$4000 with higher academic credentials,
3. No tuition increase for Wyoming residents,
4. 8% tuition increase for non-residents,
5. No mandatory fee increases,
6. Develop a transition plan to retain those current students impacted by an 8% tuition increase.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The BOT heard discussion regarding the committee's progress during the March Board meeting (28<sup>th</sup>). Preliminary recommendations were sent out for public feedback.

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

UW Regulation 5-4 (Tuition Privileges of University Employees and Other Eligible Personnel) and UW Regulation 2-200 (Students Part V Reduced Tuition, Part VI Scholarships) provide the institutional policy governing tuition and discounting. Upon approval by the BOT these regulations will be amended as necessary and directed to the Regulations Committee for review.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the proposed FY 2021 tuition increase and financial aid awarding strategy.

**PROPOSED MOTION:**

“I move to adopt the proposed tuition and mandatory fee rates for the 2020-21 academic year.”

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Academic and Student Affairs Committee**  
**Consideration and Action: Career Technical Education Degree, Reutzel**

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:

In Spring of 2017, the UW Trustees approved the elimination of the *B.S. in Career Technical Teacher Education*, as a result of persistent low enrollments averaging 2.5 graduates per year over a ten-year period. This action was a part of reducing UW's budget by 42 M dollars required by the Governor in 2016. In response to this elimination, the Wyoming Legislature in a legislative footnote in 2019 attached to the 2020 UW supplementary funding bill sequestered \$1M of UW supplementary funding until such time as UW could demonstrate that a program for the education of CT educators had once again been established by the College of Education on the UW campus in consultation with community colleges. The committee will receive an update on the College of Education's progress on this mandate.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

This topic has been discussed at previous Board of Trustees meetings.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the plans for re-starting admissions to Career Technical Teacher Education program, and for a taskforce to be appointed to reenvision the curriculum in collaboration with Wyoming Community Colleges.

PROPOSED MOTION:

"I move that the UW Career Technical Teacher Education program previously eliminated by action of the UW Board of Trustees be continued for a period of no more than two years or June 30, 2021. During this two year extension of the existing UW CTE Teacher Education program, the College of Education will develop and propose a newly revised, broadened and distance delivered CTE program as a 3+1 degree program in consultation with Wyoming community colleges, The Wyoming Professional Teaching Standards Board, the Wyoming Department of Education, and the Wyoming School University Partnership. This newly developed program must be reviewed by the Wyoming Professional Teaching Standards Board and approved and be approved by the University of Wyoming new degree approval process by no later than May 2021. The newly

developed integrated CTE Teacher Education degree program will be ready to admit students statewide by Fall 2021.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Academic and Student Affairs Committee**  
**Consideration and Action: UW Master List of Degrees, 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:**

Annually in May, per University of Wyoming Regulation 2-119, the Board of Trustees approve the master list of academic programs offered by the University of Wyoming. The Master list shows the current degree offerings of the University, along with notations of changes to the list over the previous year.

The proposed Master List contains several changes from the list confirmed by the Board in May of 2018. The newly-approved Art Education program is added, along with the newly-approved degree programs in Elementary and Special Education, Construction Management, and General Studies as well as the undergraduate Construction Management certificate. A concentration area in the MBA – Finance is also added. The B.A. in Geography, undergraduate certificate in GIS, and Masters of Science in Teaching Geography are eliminated, as are the distributed majors in A&S, which the Board will vote on in June. Some programs are noted as Inactive Admission Status as current curricula are changing. Several College of Education and School of Energy Resource program concentrations are highlighted for clarification of offerings.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

None.

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

University Regulations require that the Board of Trustees approve the Master List in May.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Approval of the Master List of Academic Programs.

**PROPOSED MOTION:**

“I move to approve the Master List as presented in the materials.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Facilities Committee**  
**Consideration and Action: Wyoming State Vet Lab Change Orders,**  
**McKinley/Theobald/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:**

There are two change orders associated with the incinerator project at the Wyoming State Veterinary Laboratory.

The first is for in filling a scale pit. The scale was removed from the incinerator load room because of the challenges associated with cleaning it. The total cost of the change is \$7,585.00.

The second is for modifying the new roof top unit (RTU) that supplies air to the incinerator load room. Additional duct was required to prevent snow from entering the air intake of the unit causing the unit to fail. The total cost of the change is \$3,007.00

The combined total of the changes is \$10,592.00. The balance of contingency remaining for the project will be \$125,408.00.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

December 2017 – Board Approved Sletten Construction of Wyoming as the contractor for the incinerator project.

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

When the accumulated value of all change orders exceeds forty percent (40%) of the Owners Contingency, pursuant to UW regulation 6-9, all change orders require Board approval.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Authorization to execute a change order in the amount of \$10,592.00 for in filling the scale pit and additional duct work.

**PROPOSED MOTION:**

“I move to authorize Administration to execute a change order in the amount of \$10,592.00 with Sletten Construction of Wyoming.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Facilities Committee**

**Construction Delivery Method for Corbett Pool Locker Room Renovation, McKinley/Theobald/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 Wyoming legislature appropriated \$1.0M “for the purposes of major maintenance expenditures related to Corbett pool” during the 2018 budget session.

Arete Design Group was hired in November 2018 to produce construction documents and manage a project to bring locker rooms up to current standards. Their charge has been to focus on competitive recruiting, student experience, improve mechanical systems, and address acoustical issues.

Administration’s preferred delivery method for this project is design-bid-build.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

November 2018 – Board approval to hire design consultant firm.

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

Pursuant to UW Regulation 6-9(III)(E), the Board of Trustees shall approve the construction delivery method for projects over \$500,000.00.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval for Design-Bid-Build.

**PROPOSED MOTION:**

“I move to authorize Administration to use the Design-Bid-Build construction delivery method for the Corbett Pool Locker Room Renovations.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.



**AGENDA ITEM TITLE: Fiscal and Legal Affairs Committee**

**Consideration and Action: Annual Internal Audit Plan**, Kathleen 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:**

The Internal Audit Plan for 2019-2020 contains recommended audits compiled by interviewing key personnel as well as performing a risk assessment of strategic areas. The areas on the plan were identified by leaders as critical to the function of the University and/or had the potential to pose a risk due to the nature of their business. Additional information from BKD is pending regarding risk assessment. Their input could impact the audit schedule.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

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

Annually, the board reviews and approves the internal audit plan for the coming year. This plan establishes the schedule of audits, however modifications based on need, requests, and/or input based on the BKD risk assessment can cause additions the plan.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Internal Audit is seeking approval of the attached plan for the 2019-2020 plan year.

**PROPOSED MOTION:**

"I move to authorize administration to implement the plan as indicated."

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: Fiscal and Legal Affairs Committee**

**Information: UW Investments, 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:

In November 2018, the Board adopted revisions to Regulation 7-7 *Investment and Management of University Funds*. The purpose of this discussion at the May 2019 meeting is to share with the Board the Administration's proposed approach to selecting a manager and/or advisor to assist the Administration with the investment objectives outlined in the regulation.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

November 15, 2018 the Board adopted revisions to Regulation 7-7

WHY THIS ITEM IS BEFORE THE BOARD:

For information and discussion.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: UW Regulation Review Committee (*ad hoc committee*)**  
**Consideration and Action: Modifications to UW Regulations – UW Regulation 7-10 (Division and College Fiscal Year End Carry Forward Policy)**, Brown/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)

Pursuant to Wyoming law, the Board of Trustees has exclusive control over all funds of and appropriated to the University of Wyoming. UW Regulation 7-10 (Division and College Fiscal Year End Carry Forward Policy) sets forth the policy and process for Divisions and Colleges

within Agency 067 – University of Wyoming to fund and maintain modest unrestricted operating reserves. The purpose of maintaining modest unrestricted operating reserves at the Division and College level is to ensure the financial health and stability of the University, and to provide an additional measurement of the fiscal condition of the University. 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.

The Trustees Regulation Committee will discuss this item at the May 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.]

“I move to authorize approval of UW Regulation 7-10, as presented to the Board.”

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: UW Regulation Review Committee (*ad hoc committee*)**

**Notice: Revisions of Trustees Bylaws – Changing Trustee “President” to Trustee “Chairman,” 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]

**EXECUTIVE SUMMARY:**

Pursuant to HB 41, W.S. 21-17-203 was amended as follows: “The board shall elect a [president](#) chairman, secretary and treasurer, who shall perform the duties prescribed in the bylaws of the board.” Attached are draft modifications to the Bylaws of the Trustees of the University of Wyoming effectuating this change.

This serves as notice that these Bylaws will be presented to the Board at the June 2019 conference call for review and consideration.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**  
None.

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

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

Notice only. These Bylaws will be presented to the Board at the June 2019 conference call for review and consideration.

**PROPOSED MOTION:**  
N/A. Notice only.

**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 February and March 2019.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

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

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

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

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the Contract and Grants Report.

**PROPOSED MOTION:**

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

**PRESIDENT’S RECOMMENDATION:**

The President recommends approval.

.

**AGENDA ITEM TITLE:**

**Set the amount of the Deputy Treasurer's and Treasurer's bond and designate/set any other appropriate bonds (W.S. Sec. 21-17-203.),** Theobald

**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:**

Wyoming Statute § 21-17-203 requires that the Treasurer of the Board of Trustees execute a bond “with approved sureties in double the sum likely to come into his hands, for the faithful discharge of his duties.” Because the Treasurer of the Board does not have access to any of the University’s bank accounts, and therefore does not have access to any University funds, it is not necessary to execute a bond to remain in compliance with the statute.

W.S. § 21-17-203 also states that “the board may from time to time appoint and authorize a person to examine and approve for payment all legal claims against the corporation. The person shall give bond with surety approved by the board, payable to the state of Wyoming in such sum as the board may fix, conditioned for the faithful performance of his duties.”

Per Section 6-2 of the Bylaws of the Trustees, the “Deputy Treasurer shall be nominated by the President of the University for appointment 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.”

Per UW Regulation 1-1, the Board has appointed the Vice President for Finance and Administration as the Deputy Treasurer: “In accordance with the Bylaws, the Vice President for [Finance and] Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, including the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments and the disbursement or investment of such funds and monies as authorized by the Trustees.”

Additionally, Presidential Directive 3-1993-1 (Receipt and Handling of University Funds) includes the following policy regarding electronic payments from a University bank account:

Automated Clearing House (ACH) payments may only be initiated by the University’s Accounting Manager or Assistant Manager, Accounting using the bank’s customer portal, which enhances the security of the transaction by the layered security features offered by these interfaces. Authorized signors will not

initiate ACH payments in person at any bank branch except in limited cases. In those limited cases that an ACH would need to be initiated in-person at a bank branch, two of the following three personnel shall be present for the transaction: Associate Vice President of Fiscal Administration, Accounting Manager, and/or the Assistant Accounting Manager.

Wire transactions will only be initiated by the Accounting Manager or Assistant Manager, Accounting by delivery of a letter which shall include wire details to the bank. Once in receipt of this letter, the bank will confirm the wire and amount with either the Accounting Manager or Assistant Manager, Accounting prior to processing.

Wire transactions for investing purposes will only be initiated by the Manager, Financial Services; Director of Tax Compliance; or the Coordinator, Financial Services on the bank's customer portal to take advantage of the layered security features offered in these interfaces. In the case that UW's operating bank is not accessible due to technical difficulties, the steps required to initiate a wire transaction for operating purposes listed in the previous paragraph will be followed.

The overnight cash institution is only authorized to wire funds to UW's operating bank account. Wires out of the overnight cash institution are deposited directly into the general fund bank account. In the case the online customer portal for overnight cash is not accessible due to technical difficulties, the Manager, Financial Services; Director of Tax Compliance; or the Coordinator, Financial Services may call the overnight cash institution to initiate the wire transaction into the general fund bank account.

With these controls in place, the University recommends to continue to have the Vice President for Finance and Administration execute a bond in the amount of one million dollars (\$1,000,000.00) in accordance with W.S. § 21-17-203.

#### PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

In May 2017 and 2018, the Board of Trustees approved the Deputy Treasurer to execute a \$1,000,000.00 bond.

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

W.S. § 21-17-203 requires the Deputy Treasurer "shall give bond with surety approved by the board, payable to the state of Wyoming in such sum as the board may fix, conditioned for the faithful performance of his duties."

#### ACTION REQUIRED AT THIS BOARD MEETING:

Board approval for the Vice President of Finance and Administration, who serves as Deputy Treasurer, to execute a \$1,000,000.00 bond.

#### PROPOSED MOTION

I move to approve the Deputy Treasurer to execute a \$1,000,000.00 bond to fulfill the requirement of Wyoming Statute 21-17-203.



**AGENDA ITEM TITLE: Designate depositories for UW Funds, 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:**

Board of Trustees to annually review and approve listing of depositories for UW Funds.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

At the May 2018 meeting, the Board of Trustees last reviewed and approved depositories for UW funds.

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

Per W.S. 9-4-817 “monies collected and held by a treasurer of a political subdivision, municipality or special district within the state shall be deposited in bank which qualify as depositories for public monies as specified in W.S. 9-4-803(a).”

See attachment 1 for listing of designated depositories approved by the State Treasurer.

**Current UW depositories**

Type	Description	Institution
Investment	Security portfolio is held in safekeeping at Wells Fargo in Denver	Wells Fargo Securities, LLC
Investment	Liquid cash is invested and is available for withdrawal or investment on a daily basis. Wyoming Government Investment Fund was designed exclusively for Wyoming public entities (W.S. 9-4-831 (a)(viii)).	Wyoming Government Investment Fund
Operating	Cash Account-Operating	First Interstate Bank
Operating	Cash Account-Payroll	Bank of the West
Operating	Cash Account-Student Loan Funds	American National Bank

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of the UW repositories.

**PROPOSED MOTION:**

“I move to approve the depositories for UW funds as presented in the attached document.”

**PRESIDENT'S RECOMMENDATION:**  
The President recommends approval.

**AGENDA ITEM TITLE:**

**Consideration and Action: Proposed Institute of Innovation and Entrepreneurship (IIE) LLC Operating Agreement**, Pishko/Synakowski/Sprott

**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 implementation of the Institute for Innovation and Entrepreneurship, the University proposes to move forward to establish Wyoverures, LLC, which would be a distinct entity with the mission of creating and maintaining an educational and practical entrepreneurship resource infrastructure, which will be an easily accessible single point of entry for start-up ventures in Wyoming. The sole member of the LLC will be the University of Wyoming.

The University recommends moving forward with the Operating Agreement in which the Board of Trustees will appoint all members of the Board of the newly created LLC. One of the Board members shall be the Vice President for Research and Economic Development. The University will work with the Wyoming Business Council in order to maximize synergies between economic development resources and streamline support services for state business owners and entrepreneurs.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

The Board of Trustees approved the establishment of an Institute of Innovation and Entrepreneurship on March 22, 2018.

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

UW Regulation 3-1 (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), and for which the term is more than five years.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Board approval or disapproval of signing the Wyoming Ventures, LLC Operating Agreement.

**PROPOSED MOTION:**

“I move to authorize the President of the University to sign the Wyoming Ventures, LLC Operating Agreement.”

**PRESIDENT’S RECOMMENDATION:**

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 February 16, 2019 – April 15, 2019
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from February 16, 2019 – April 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:**

**Capital Construction Report, McKinley/Theobald**

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:

**BSL – 3 Update**

- Final commissioning and construction activities are complete.

**Engineering Update**

- Landscaping will take place late spring/early summer.

**Arena Auditorium Phase II**

- Final documentation for substantial completion is underway

**Science Initiative**

- Anticipate 95% construction (bid) documents in May.
- Efforts to align budget are ongoing.

**Law School Addition**

- Initial programming is underway.
- Exterior design advisory committee invitations have been sent.

**Campus Master Plan**

- Efforts are ongoing.
- Full board to receive an update at the May meeting.

**AMK Ranch**

- Design of the septic and well systems is underway.
- Anticipate bidding the project in June.
- Anticipate construction starting late July or August.

**West Campus Satellite Energy Plant**

- Anticipate bidding the foundations, direct buried distribution piping, site utilities, and chilled water storage tank in May.

**Student Housing**

- Request for qualifications design firms is currently being publically advertised.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Regular construction updates have been shared with the Board.

WHY THIS ITEM IS BEFORE THE BOARD:

This information is presented for the general information of the Trustees.

ACTION REQUIRED AT THIS BOARD MEETING:  
N/A

PROPOSED MOTION:  
N/A

PRESIDENT'S RECOMMENDATION:  
N/A