

**THE UNIVERSITY OF WYOMING  
MINUTES OF THE TRUSTEES**

**“SPECIAL” MEETING  
Monday, March 16, 2020**

**Final Minutes can be found on the University of Wyoming Board of Trustees website at  
[www.uwyo.edu/trustees](http://www.uwyo.edu/trustees)**

**THE UNIVERSITY OF WYOMING  
“SPECIAL” MEETING OF THE BOARD  
MINUTES OF THE TRUSTEES**

**Monday, March 16, 2020  
8:30 a.m.  
Via Video Conference  
Marian H. Rochelle Gateway Center  
Laramie, Wyoming**

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## **Call to Order**

UW Board of Trustees Chairman Dave True called the meeting to order at 8:45 a.m.

## **Roll Call**

Trustees participating: Brad Bonner, Kermit Brown, Jeff Marsh, John McKinley, Macey Moore, Dick Scarlett, Laura Schmid-Pizzato, Michelle Sullivan and Dave True. Ex-officio members participating: ASUW President Jason Wilkins, Acting President Neil Theobald, Governor Mark Gordon, Executive Director of the Wyoming Community College Commission Sandy Caldwell and Superintendent of Public Instruction Jillian Balow. Trustees Mel Baldwin, David Fall and Brad LaCroix were not in attendance.

## **Public Session**

The UW Board of Trustees met to receive information from administration regarding the university's response to the COVID-19 pandemic. UW Acting President Neil Theobald updated the Board on the university's implementation of its Emergency Response Plan (ERP), the related roles and responsibilities, as well as the communication and escalation process. Theobald reported four groups had been created to manage the response: Incident Command (IC); Emergency Operations Group (EOG); Business Continuity Leads (BCL); Emergency Executive Policy Group (EEPG). Theobald further discussed the COVID-19 internal incident workflow and official notice process providing for collecting information and the advising of appropriate resources and information upon a report of potential COVID-19 exposure on campus.

In response to inquiry from Trustee Kermit Brown, Vice Provost Tami Benham-Deal provided information regarding the steps required to transition to online course delivery. In response to inquiry from Trustee John McKinley, Interim Vice President for Student Affairs and member of the EEPG provided information related to monitoring the reporting of COVID-19 on campus and the informational resources available to parents. In response to inquiry from Trustee Dick Scarlett and Michelle Sullivan, Chestnut further discussed the directives and accommodations pertaining to students returning from abroad to include support to all students provided through ASUW. Trustee Jeff Marsh inquired about student access to a hotline. Associate Vice President for Financial Affairs and member of the EEPG David Jewell reported questions/requests/concerns received through the hotline and corresponding email address were being directed to Incident Command, staffed by UWPD and Institutional Communications, and then disseminated appropriately. In response to inquiry from Trustee Kermit Brown, Theobald addressed the advice and accommodations being provided to UW staff so far.

Wyoming Community College Commission Executive Director Dr. Sandy Caldwell updated the Board on actions taken by the community colleges in response to the COVID-19 pandemic. State Superintendent of Public Instruction Jillian Balow provided a summary of her joint statement with Governor Gordon regarding K-12 closure. Governor Gordon announced the creation of five coronavirus task forces, each to be headed by one of the five top-elected officials in order to provide a coordinated, focused response to the COVID-19 pandemic.

Trustee Jeff Marsh thanked administrators for their hard work and leadership. Trustee Dave True added his gratitude. Acting President Theobald commended UW's employees' dedication to the institution.

Trustee Dave True requested Board's consideration of the University of Wyoming's COVID-19 emergency response plan as presented. Trustee True reported that strong consideration was being given to the logistics and a revised schedule of the March 25-27, 2020, UW Board of Trustees meeting in response to the COVID-19 event. Trustee Michelle Sullivan asked the Board be mindful of the availability of administrators and participants who will be engaged in the plans to transition the campus to distance learning.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "RoseMarie London", with a long horizontal flourish extending to the right.

RoseMarie London  
Deputy Secretary, UW Board of Trustees