

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**

**March 20-22, 2024**

**This document can also be found on the University of Wyoming Board of Trustees secure website.**

# University of Wyoming

## Vision

Use our unique strengths to make Wyoming and the world a better place.

## Mission

As Wyoming's university, we unlock the extraordinary in every person through education, research, innovation, engagement, and service.

## Values

- Access to an affordable, high-quality education.
- Real-world education where students learn by doing.
- A welcoming and supportive learning community fostered by integrity, inclusivity, freedom of expression, and respect.
- The growth, health, and leadership capacity of all members of the university community.
- Wyoming's wild and working lands as an asset to be utilized, understood, stewarded, and treasured.
- Our partnership and engagement with Wyoming communities in the creation and exchange of knowledge and resources.
- Our role as a catalyst for innovation and economic vitality.

*(Accepted January 2023)*

TRUSTEES OF THE UNIVERSITY OF WYOMING  
BOARD MEETING AGENDA  
Wednesday, March 20, 2024 - Friday, March 22, 2024  
Marian H. Rochelle Gateway Center  
Laramie, Wyoming

UNOFFICIAL MEETING SCHEDULE – COMMITTEE MEETINGS

**Wednesday, March 20, 2024**

**Meeting Location – Marian H. Rochelle Gateway Center**

**8:00 – 10:00 a.m. -- Facilities Contracting Committee**

*Committee Members:* Kermit Brown (Chair)/Brad LaCroix/Jim Mathis/Carol Linton/Dave True

**Salon D**

**8:00 – 10:00 a.m. -- Fiscal and Legal Affairs Committee**

*Committee Members:* Macey Moore (Chair)/Brad Bonner/David Fall/Elizabeth Greenwood

**Salon C**

**“Take a Trustee to Class”**

**10:30 a.m. Trustee Transportation from Marian H. Rochelle Gateway Center to Class Locations**

**11:00 a.m. Individual Class Visits**

**11:50 a.m. Trustee Transportation to Marian H. Rochelle Gateway Center from Class Locations**

**12:15 p.m. Lunch following Take a Trustee to Class [Invitation Only] – Legacy Hall**

**1:00 – 3:00 p.m. -- Research and Economic Development Committee**

*Committee Members:* David Fall (Chair)/Brad Bonner/Elizabeth Greenwood/Brad LaCroix

**Salon C**

**1:30 – 3:30 p.m. -- Biennium Budget Committee**

*Committee Members:* Laura Schmid-Pizzato (Chair)/Kermit Brown/Carol Linton/Dave True

**Salon D**

**3:30 – 5:00 p.m. -- Academic and Student Affairs Committee**

*Committee Members:* Michelle Sullivan (Chair)/Brad Bonner/Jim Mathis/Macey Moore/  
Laura Schmid-Pizzato

**Salon C**

**5:00 – 5:30 p.m. -- Legislative Relations Committee**

*Committee Members:* Kermit Brown (Chair)/Elizabeth Greenwood/Carol Linton/Laura Schmid-Pizzato

**Boyd Conference Room**



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**OFFICIAL MEETING SCHEDULE**

**Thursday, March 21, 2024**

**Meeting Location: Marian H. Rochelle Gateway Center**

- 7:00-7:45 a.m.**            **Informal breakfast at the Holiday Inn**
  
- 7:45 a.m.**                **Travel to the Marian H. Rochelle Gateway Center for the regular Board meeting**
  
- 8:00 – 9:30 a.m.**        ***Executive Session [Session I]***  
**Meeting Location – Marian H. Rochelle Gateway Center**
  
- 9:30 a.m.**                ***Pledge of Allegiance [Marty Martinez, UW Marna M. Kuehne Foundation Veterans Services Center]***
  
- 9:45 a.m.**                **Research Excellence Presentation: The Center for Excellence in Produced Water Management – Johnathan Brandt.....9/20**
  
- 10:15 a.m.**               **Update to Board: UW President Ed Seidel**
  
- 10:30 a.m.**               **Annual UW Foundation Fundraising Priorities (per MOU with UW Foundation) – Seidel/Stark.....10/33**
  
- 10:45 a.m.**               **Appointments to the Trustees Education Initiative – Bostrom/Shim**
  
- 11:00 a.m.**               ***Public Testimony***
  
- 11:15 a.m.**               **Spring Enrollment Census Information – Moore .....11/37**
  
- 11:30 a.m.**               **Update to Board on Results and Success of Enhanced Enrollment and Recruitment Efforts – Baldwin/Moore .....12/39**
  
- 12:00 p.m.**               ***Trustee Lunch with Staff Senate Leadership [Invitation Only]***  
***Marian H. Rochelle Gateway Center, Legacy Hall***



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- 1:00 p.m.** Report: Collaboration and Cooperation between School of Energy Resources and Center of Innovation for Flow Through Porous Media -- Chitnis
- Consideration and Action: University wide written process for access to and use of UW equipment in High Bay and other facilities.....13/48
- 1:15 p.m.** Consideration and Action: Academic Affairs Low Producing Programs (UW Regulation 2-13); and Biodiversity Institute move to Haub School (UW Regulation 2-13) [*See Academic and Student Affairs Committee Materials*]
- 1:30 p.m.** Information: UW Staff organizational structure (Deloitte Study) – Seidel/Carman/Link/Kean.....14/52
- 2:00 p.m.** Roll Call
- 2:00 – 4:00 p.m.** **Trustee Committee Reports** [*breaks taken as needed*]

*Academic and Student Affairs Committee; Michelle Sullivan (Chair)*

- Consideration and Action:
  - Request for Authorization: Bachelor of Science in Applied Software Development

*Biennium Budget Committee; Laura Schmid-Pizzato (Chair)*

- Discussion: UW Trustees Budget Hearing Process – Kean
- Consideration and Action:
  - UW Business Enterprise Fee Book Proposal for FY25 (per UW Regulation 7-11)
  - Modifications to the Standard Administrative Policy and Procedure: Salary Distribution Policy (per UW Regulation 2-3) – Kean/Link

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*Facilities Contracting Committee; Kermit Brown (Chair)*

- Consideration and Action:
  - 15<sup>th</sup> Street Contractor Change Order
  - 22nd Street and Willett Intersection Consultant Change Order
  - War Memorial Stadium West Stands Additions and Renovations Commissioning Agent Contract
  - UW Aquatics Center Commissioning Agent
  - UW Aquatics Center Amendment to Architects Agreement
  - Athletics Maintenance Facility Consultant Change
  - Athletics Maintenance Facility Contractor Change Order
  - Casper Family Medicine Clinic Renovations Construction Agreement
  - Track Resurfacing Contract Agreement
  - Elevators Contract Approval
  - Laramie Research and Extension Center Feed Mill Replacement Consultant Agreement [placeholder]

*Fiscal and Legal Affairs Committee; Macey Moore (Chair)*

*Legislative Relations Committee; Kermit Brown (Chair)*

*Research and Economic Development Committee; David Fall (Chair)*

**4:00 p.m.** Annual Election of Board Officers (effective May 1, 2024) -- McKinley

**Friday, March 22, 2024**

***Light Refreshments Provided at Science Initiative Building***

**7:15 a.m.** **Trustee Transportation from Marian H. Rochelle Gateway Center to the Science Initiative Building**

**7:30 – 8:45 a.m.** ***Guided tour of Center for Advanced Scientific Imaging, and Plant Growth and Phenotyping Facility; view progress of Science Initiative Building build-out***

**8:45 a.m.** **Trustee Transportation to Marian H. Rochelle Gateway Center for the regular Board meeting**

**9:00 a.m.** ***Break***



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**9:15– 10:00 a.m. *Executive Session [Session II] [as necessary]***  
**Meeting Location – Marian H. Rochelle Gateway Center**

**10:00 a.m. – 12:00 p.m. Business Meeting**  
**Meeting Location – Marian H. Rochelle Gateway Center**

Roll Call

Approval of Board of Trustees Meeting Minutes (*Public Session & Executive Session*)  
o February 14, 2024, UW Board of Trustees Conference Call Meeting

Trustees Open Discussion on Any Topic

University Regulation Housekeeping

- Modifications to UW Regulation 2-411 (Academic Organization) – Evans.....16/63

Amendments to Bylaws of the Trustees of the University of Wyoming – McKinley

- Housekeeping Updates to Trustees Bylaws (notice) .....17/68
  - o Housekeeping Updates to the Trustees Annual Schedule of Items to Approve, Discuss, or Report

**Reports**

- ASUW – President Kameron Murfitt
- Staff Senate – President Adam Comeau
- Faculty Senate – Chairman Bob Sprague

Public Testimony [*Scheduled for Thursday, March 21, 2024, 11:00 a.m.*]

Committee of the Whole

Regular Business

Board Committee Reports [*Scheduled for Thursday, March 21, 2024, at 2:00 p.m.*]

**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.*]



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**Liaison to Other Boards –**

- UW Alumni Association Board – Laura Schmid-Pizzato & Jack Tennant
- Foundation Board – Brad Bonner & David Fall
- Haub School of Environment & Natural Resources – Michelle Sullivan
- Energy Resources Council – Dave True
- Cowboy Joe – John McKinley

**Proposed Items for Action:**

- I. Contracts, agreements, procurements over \$2 million or 10 years in length – Evans
- II. Academic Personnel Report – Carman/Benham Deal

**Information Only Items: *[no action, discussion, or work session]***

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans .....18/92
- Capital Construction Report – Brown/Mai *[see Facilities Contracting Committee Materials]*
- Foundation Monthly Giving Report – Stark

**New Business**

- Save the Date: College of Law Grand Opening and Dedication, August 22, 2024

Date of Next Meeting: April 10, 2024 (conference call)

Adjourn Meeting

**AGENDA ITEM TITLE: Research Excellence Presentation Technological Advancements for Growing Wyoming's Water Resources-Jonathan Brant**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

The Center for Excellence in Produced Water Management provides innovative science and engineering research for application in the oil and gas industry for the purposes of reducing environmental impacts, improving industry process efficiencies, increasing profitability, and enhancing society benefits. Director, Dr. Jonathan Brant provides an overview of the Vision, Mission, Goal and Motivations of the Center.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Informational item

ACTION REQUIRED AT THIS BOARD MEETING:

N/A.

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Annual UW Foundation Fundraising Priorities, Seidel/Stark**

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC GOALS:**

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

**EXECUTIVE SUMMARY:**

As part of the regular reporting process to the UW Board of Trustees on philanthropy, the university and the UW Foundation present the proposed FY 25 UW Foundation Fundraising Priorities plan. Building on the successes of prior years, the proposed FY 25 plan includes an enhanced focus on student success, which is supported by interrelated priorities of faculty and institutional excellence. The proposed FY 25 plan also addresses continued planning for a potential comprehensive campaign.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This topic was last addressed during the September 2023 Board of Trustees Meeting.

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

This reporting is part of the MOA between UW and the UW Foundation.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Request that the UW Board of Trustees approve the FY25 UW Foundation Fundraising Priorities.

**PROPOSED MOTION:**

I move the Board approve the Fiscal Year 2025 UW Foundation Fundraising Priorities.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval.

**AGENDA ITEM TITLE: 2024 Spring Census Enrollment Update, Kyle Moore**

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC GOALS:**

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

**EXECUTIVE SUMMARY:**

Enrollment numbers are considered final as of the 15<sup>th</sup> class day of each Fall and Spring semester. The 15<sup>th</sup> 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.

Spring 2024 numbers reflect the census date of February 5th, 2024. Numbers reported include:

- First Year Students
  - Resident/Non-Resident
- Transfer Students
  - Resident/Non-Resident
- Graduate/Professional
- Student Credit Hours (SCHs)
  - Resident/Non-Resident
- Total Enrollment

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

This information is reported each semester.

**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: Update to Board on Results and Success of Enhanced Enrollment and Recruitment Efforts, Baldwin/Moore**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

The Board of Trustees in August 2023 allocated \$1.5 million from reserves to support enhanced marketing efforts for student recruitment and retention, in response to an Immediate Action Plan developed by Institutional Marketing and Communications, in consultation with the Office of Admissions and Student Success and Graduation. Work began immediately to execute the plan, which includes a significant increase in digital recruitment advertising; a new direct-admission partnership with the college search platform Niche; enhancement of print materials; continuation of the website degree page project; and out-of-home advertising.

The Immediate Action Plan has produced positive results, including playing a significant role in UW's 7 percent increase in first-time student applications compared to the previous year, along with a 4 percent increase in transfer student applications. This presentation to the board will include updated, detailed numbers on the marketing campaigns and recruitment efforts funded by the trustees' support for the Immediate Action Plan.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Institutional Marketing has been updating the board's Biennial Budget Committee during its regular meetings on Immediate Action Plan implementation.

WHY THIS ITEM IS BEFORE THE BOARD:

To provide an update on the results and success of the enhanced enrollment and recruitment efforts.

ACTION REQUIRED AT THIS BOARD MEETING:

No action required, but discussion regarding continued funding for these efforts is anticipated.

**AGENDA ITEM TITLE: Update: Collaboration and Collegiality between School of Energy Resources and Center of Innovation for Flow Through Porous Media, and High Bay equipment use process -- Chitnis**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

Vice President Chitnis will update the Board on several items related to the Center of Innovation for Flow Through Porous Media, including progress on a facilities-use process that was developed with campus input.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Pending gubernatorial action, this item is before the Board to address a footnote in the Wyoming Legislature’s FY 24-26 budget bill that reads “The board of trustees of the University of Wyoming establishing a research and facility use policy for the high bay research facility to allow and encourage equipment and facility use by university faculty and graduate students. The resulting equipment and facility use shall be summarized within any budget request submitted under W.S. 9-2-1013 during the period beginning July 1, 2024, and ending June 30, 2026.”

ACTION REQUIRED AT THIS BOARD MEETING:

Authorization of the adoption of the University-wide process to access the use of UW equipment in the Center of Innovation for Flow through Porous Media (COIFPM).

PROPOSED MOTION:

“I move the Board authorize adoption of the University-wide process to access the use of UW equipment in Center of Innovation for Flow through Porous Media (COIFPM).”

PRESIDENT’S RECOMMENDATION:

The President recommends authorization.

**AGENDA ITEM TITLE: Staff Organization Structure, Seidel/Carman/Link/Kean**

**SESSION TYPE:**

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

**APPLIES TO STRATEGIC GOALS:**

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

**EXECUTIVE SUMMARY:**

President Seidel, Provost Carman, AVP Link and VP Kean will provide an overview of the university's plan to implement an enhanced non-academic staff organizational structure, following a comprehensive review that began in December 2022 and involved multiple phases of campus feedback, dialogue with Staff Senate, and consultation with an external partner. This initiative is implemented alongside the classification and compensation study which reinforces and expands UW's commitment to career development and competitive pay for staff to enhance staff recruitment and retention. In keeping with UW's strategic plan, particularly goal 3 (provide a supportive community) and goal 5 (cultivate financial stability and diversification), the university adopted the following principles to guide its work.

1. Align available resources with their greatest use and purpose. This is not a cost-cutting exercise.
2. Create a workplace where all staff members can grow, excel, and thrive at UW.
3. Build an innovative administrative support model to efficiently and effectively meet the needs of students, faculty, and staff.
4. Strive towards logical job hierarchy, consistency in job titles, and equitable distribution of responsibilities aligned with the mission and goals of the university.
5. Understand the competitive job market for all staff positions and develop an adaptable methodology to routinely update for long-term success.

The comprehensive review revealed that UW's current staffing model is fragmented across staff, with many staff spending time on multiple functional areas which creates bottlenecks in business process, imbalances in compensation and workload, limited career paths for staff and, inconsistent support for students, faculty, and staff. Drawing on the information gathered through engagement with UW stakeholders, administration plans three distinct operating models for staff depending on the employees' specific role.

**Shared Service Model:** For HR, Finance, and Research Administration activities, we will move to a shared service model where staff are pooled together to focus on one of these three functional areas. The goal with this model is to shift highly transactional activities that are currently spread across many staff with fragmented roles and responsibilities and consolidate these activities into specialized roles. This seeks to create capacity for more strategic support for staff who directly support our students, faculty, and staff. Following individual consultation with HR and their division, employees currently in these roles will be transitioned to new roles, beginning July 1, 2024.

Community of Practice Model: For areas such as Academic Advising, Career Counseling, and Academic Affairs, we plan to establish “communities of practice” as a forum to share best practices and to move towards greater standardization with the goal of creating a more consistent experience for students, faculty, and staff who receive these services. Employees currently in these roles will not experience changes related to job titles or day-to-day duties.

Distributed Model: For remaining general administrative activities, we want to take advantage of this opportunity to reimagine how this work gets done. With the shift of highly transactional activities into shared services, there’s an opportunity to shift to more strategic support for deans, department chairs, or unit leaders and more direct support for students, faculty, and staff. Employees currently in these roles may experience changes related to job titles or day-to-day duties.

The attachments for this agenda item provide an overview of the next steps as well as a collection of frequently asked questions and responses.

**PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:**

N/A

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

UW Administration requests to update the Board on its plans to implement an enhanced non-academic staff organizational structure.

**ACTION REQUIRED AT THIS BOARD MEETING:**

N/A

**PROPOSED MOTION:**

N/A

**PRESIDENT’S RECOMMENDATION:**

N/A

**AGENDA ITEM TITLE: Approval of housekeeping modifications to UW Regulation 2-411 (Academic Organization), Evans**

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:

Proposed housekeeping updates to UW Regulation 2-411 (Academic Organization) include:

- 1) Adding the School of Graduate Education (approved by the Board 5-12-22)
- 2) Updating the name of the College of Agriculture, Life Sciences, and Natural Resources
- 3) Updating the name of the College of Engineering and Physical Sciences

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:

“I move to authorize modifications to UW Regulation 2-411.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

**AGENDA ITEM TITLE: Notice of Housekeeping Updates to the Trustees Bylaws, and, Modifications to the Trustees Annual Schedule of Items to Approve, Discuss or Report, McKinley**

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

EXECUTIVE SUMMARY:

Attached are housekeeping updates to the Bylaws of the Trustees of the University of Wyoming, and proposed modifications to the Trustees Annual Schedule of Items to Approve, Discuss or Report in which administration has recommended minor modification to the timing of certain items.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board approved proposed modifications to the Annual Schedule of Items to Approve, Discuss or Report at its May 2023 meeting, and moved additional modifications to be considered at its June 14, 2023, meeting which were subsequently approved.

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:

Discussion of the proposed modifications.

PROPOSED MOTION:

N/A [Consideration and Action during May 2024 Board Meeting]

PRESIDENT'S RECOMMENDATION:

N/A

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**

SESSION TYPE:

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

APPLIES TO STRATEGIC GOALS:

- Yes (select below):
  - Institutional Excellence
  - Student Success
  - Service to the State
  - Financial Growth and Stability
- No [Regular Business]

*Attachments are provided with the narrative.*

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 \$2,000,000 (one-time or in aggregate), and for which the term is less than ten 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 \$1,000,000 (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, 2023 – February 15, 2024
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from December 16, 2023 – February 15, 2024

Service contract workflow

Per the University's Standard Policy and Procedure (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$1,000,000 (one-time or in aggregate) and for which the term is less than five years.

Procurement workflow

Cost Center Managers (business manager level or designee) approve all purchases, and are the final approvers for purchases of \$99,999 or less. Deans/Associate Vice Presidents are the final approvers for purchases between \$100,000 and \$499,999. Vice Presidents are the final approvers for purchases between \$500,000 and \$999,999. The President is the final approver for purchases between \$1,000,000 and \$1,999,999. The Board of Trustees approves purchases of \$2,000,000 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: Research Excellence Presentation Technological Advancements  
for Growing Wyoming's Water Resources-Jonathan Brant**

# Technological Advancements for Growing Wyoming's Water Resources

Jonathan Brant,  
Professor & Director CEPWM



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**CENTER OF EXCELLENCE**  
IN PRODUCED WATER MANAGEMENT



# CEPWM Vision & Mission

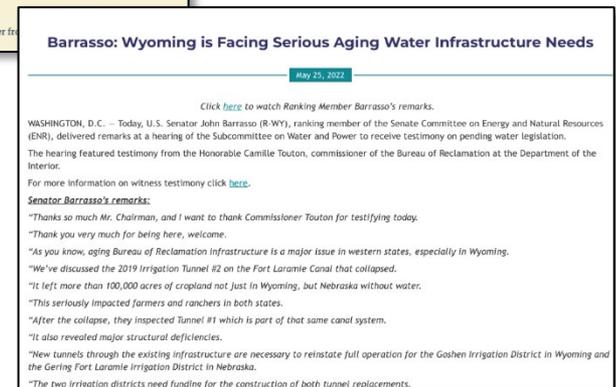
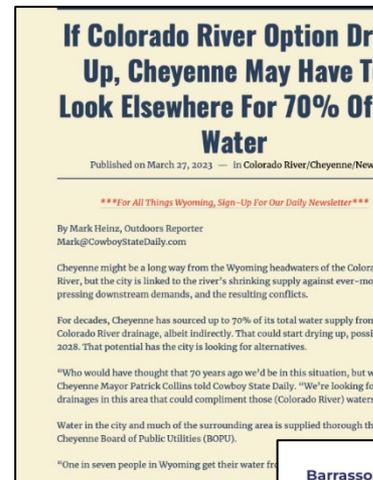
- **VISION & MISSION:** R&D focused on synergies available to promote the management of PWs to maximize the utilization of water & other resources.
- **GOAL:** Reduce PW handling & disposal costs, permitting issues, improve environmental stewardship, & waste disposal volumes during resource extraction & utilization.
- **MOTIVATION:** The need for research and development of technologies and approaches for reducing the economic & environmental burdens of produced water management; thus promoting industrial partnerships within the Center.



[www.cepwm.com](http://www.cepwm.com)

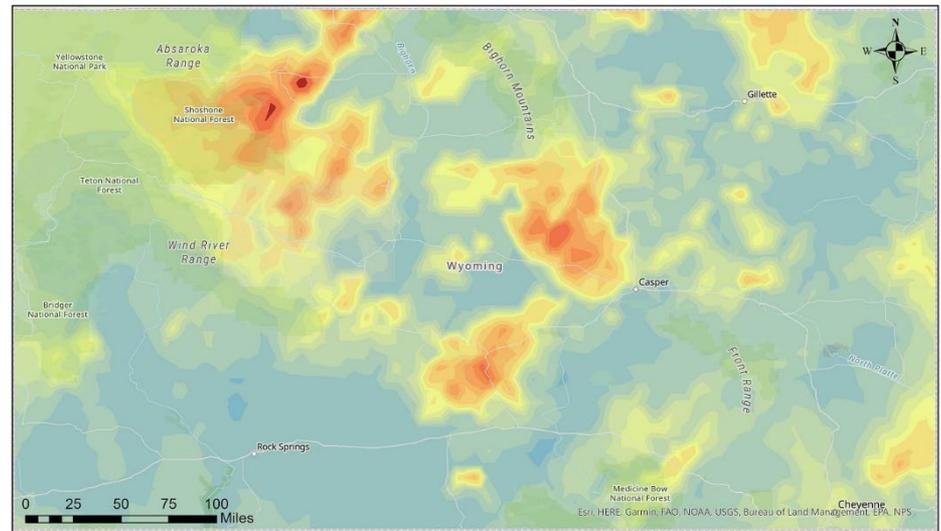
# Motivation & History

- Importance of **water** to **Wyoming** is obvious with growing stresses driving need for innovation
- Oil and gas development is inexorably linked to water
  - Producers & consumers
- External pressures driving industry to innovate their water management practices
  - Fluctuating commodity prices
  - Environmental & reinjection regulations
  - Water acquisition & disposal costs
- Innovations in industrial water treatment translate to innovations in the municipal sector
  - Desalination processes
  - Water recycling & resource extraction



# PW Challenges & Opportunities

- **Produced water** – all water returned to surface via a well borehole
  - Sum(fracturing fluids, formation water)
  - 21 billion bbl/yr in U.S. (1M wells)
    - 5:1 to 8:1 water:oil
- WQ is highly variable
  - Salts, minerals, metals, O&G, radionuclides, and organics
- Challenge is treating the water below current disposal prices **OR** making treatment a revenue generating exercise



00.0-500.0	10,000.0-15,000.0	30,000.0-40,000.0	80,000.0-100,000.0
500.0-2,500.0	15,000.0-20,000.0	40,000.0-50,000.0	100,000.0-150,000.0
2,500.0-5,000.0	20,000.0-25,000.0	50,000.0-60,000.0	150,000.0-200,000.0
5,000.0-10,000.0	25,000.0-30,000.0	60,000.0-80,000.0	NoData

*Produced water can be a valuable resource & a benefit to Wyoming's economy!*

# Produced Water as a Resource?

## Precious Metals –

- Lithium, iodine and uranium
- Rare earth elements (REEs)

## Water – 2.4 BG/day

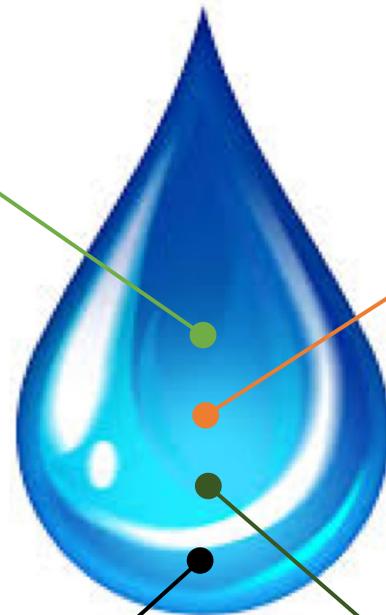
- Irrigation & livestock watering
- Land reclamation
- Stream augmentation
- Blue hydrogen (H<sub>2</sub>)

## Other –

- Hydrocarbon recovery, \$\$
- Methanol + other additives for reuse
- Energy production (heat & chemical potential)

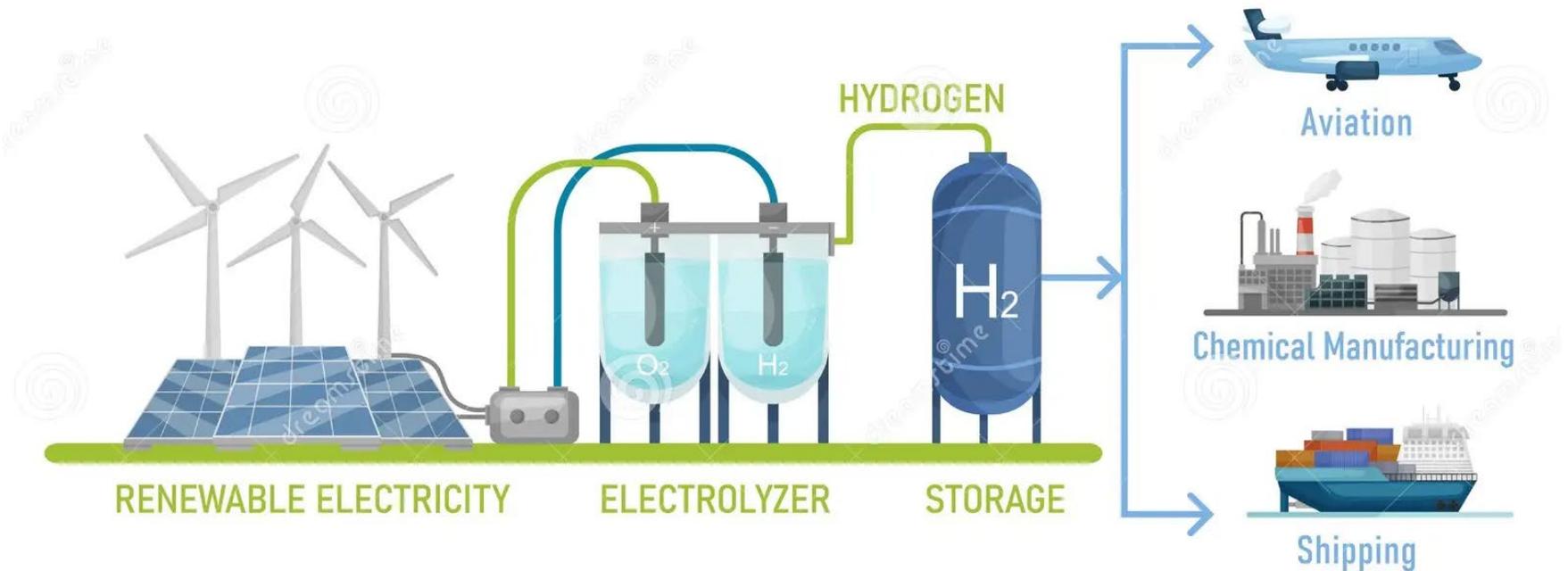
## Minerals –

- NaOH production from NaHCO<sub>3</sub> w/ membrane electrolysis
- Na, K, Mg, and Ca



# Produced Water as a Resource?

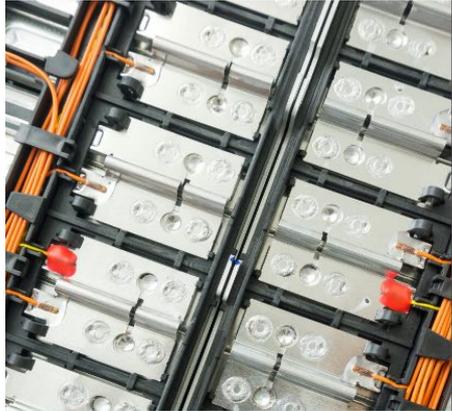
## GREEN HYDROGEN PRODUCTION AND USE



dreamstime.com

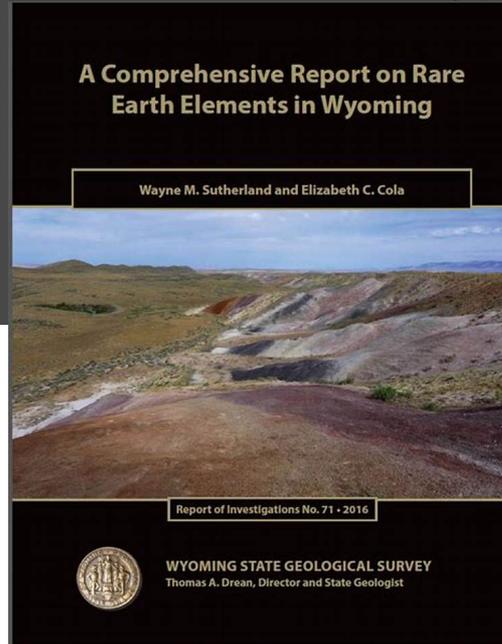
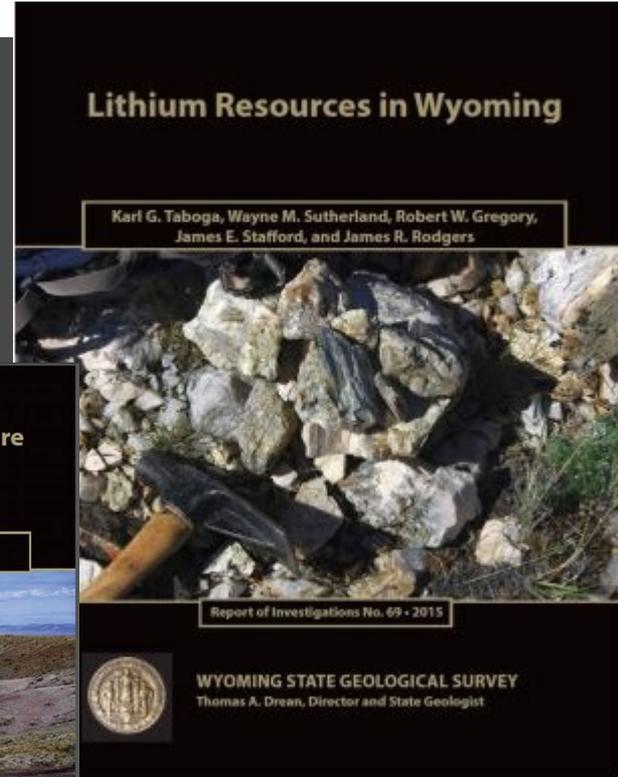
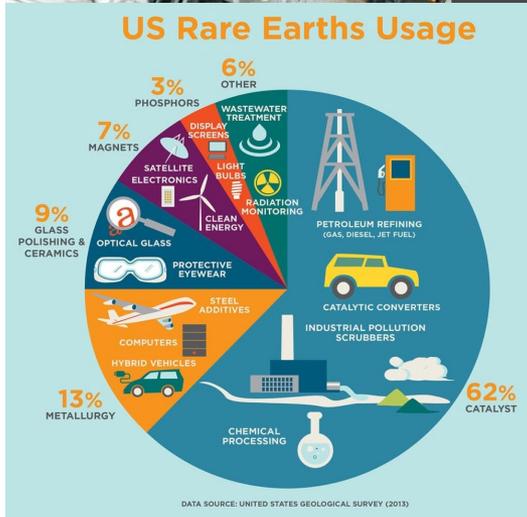
ID 240337173 © Anna Bergbauer

# Produced Water as a Resource?



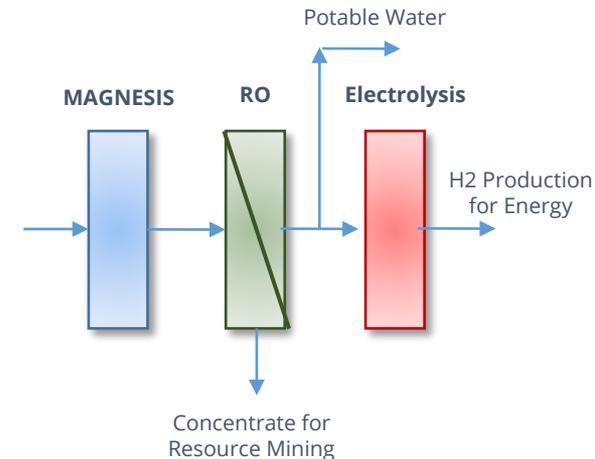
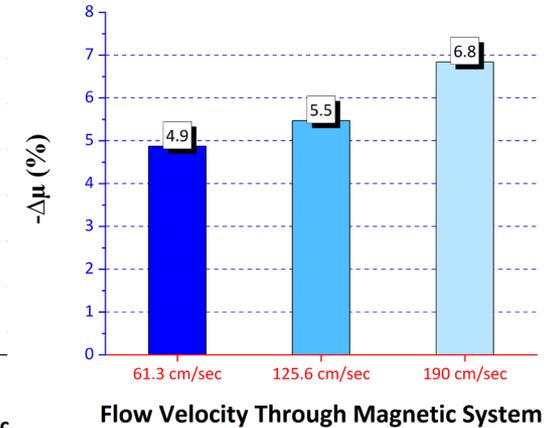
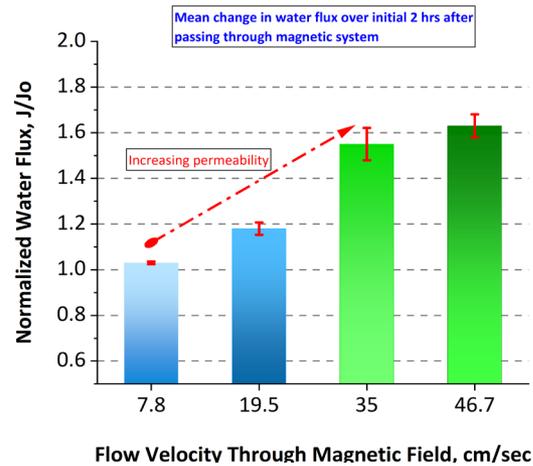
The Energy Law Blog

## Lithium Extraction May Soon Turn Produced Water Into Produced Profits



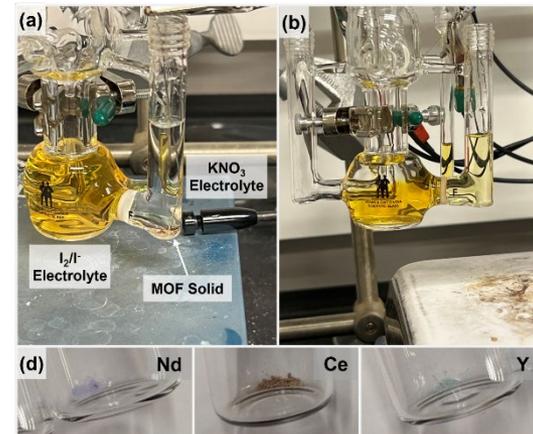
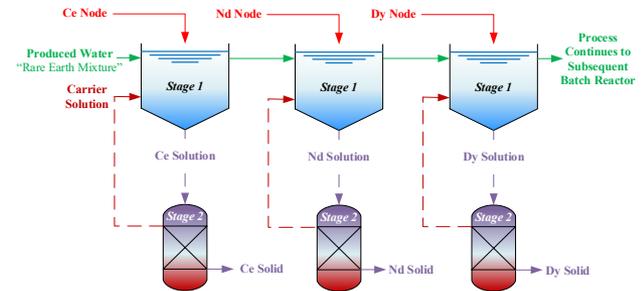
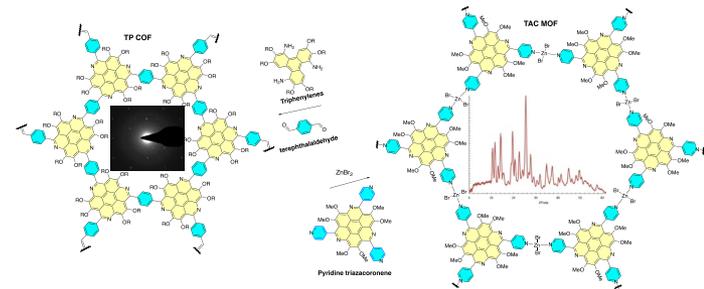
# Net Zero Desalination

- Desalination largely done using membrane-based processes (NF, RO)
- Specific energy consumption (kWh/gal) hinders widespread adoption
  - Big hurdle for small communities
  - Contributes to “high” PW costs
- CEPWM developing magnetic devices for reducing energy consumption
  - Spin-off company formed in 2022 – **Wyoming Water Innovations, LLC**



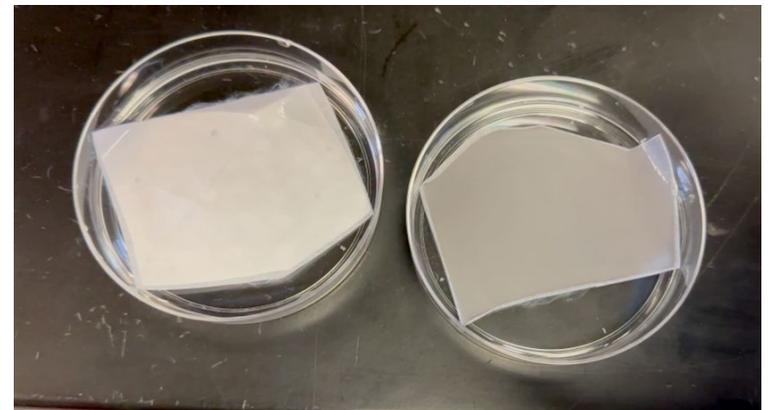
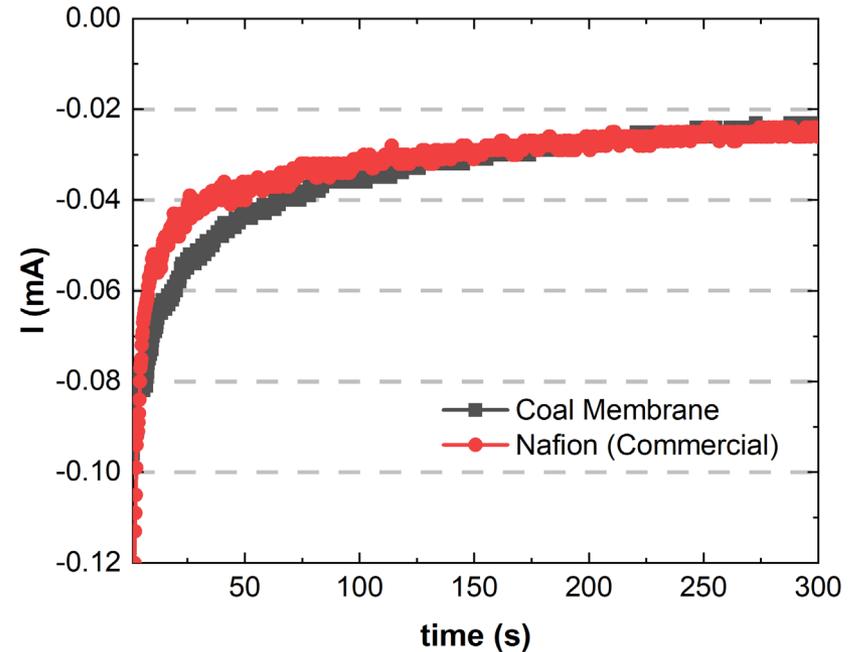
# Selective Materials for Li/REE Extraction

- Multiple efforts aimed at developing materials for selective element recovery from brines
  - Solvents for Li recovery – collaboration with Materials Modification Inc. (Phase II SBIR)
  - Membranes + other materials for Li & REE recovery – DOE/NSF
- Collaborations between engineering & chemistry
  - Drs. Hoberg, Parkinson, Hill, & Brant
  - Chemistry directs COF/MOF synthesis
  - Engineering directs process design & membrane synthesis



# 2D Carbon Composite Membranes

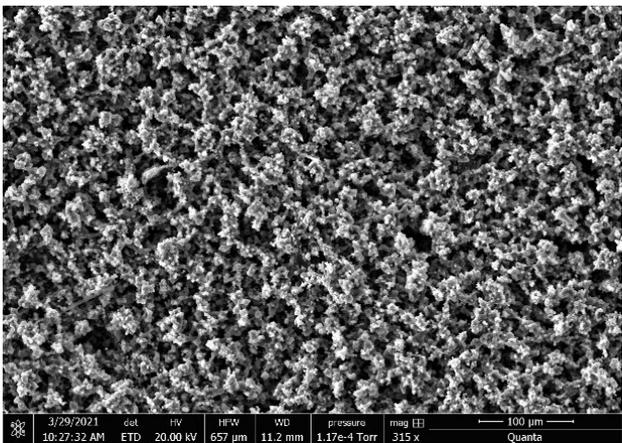
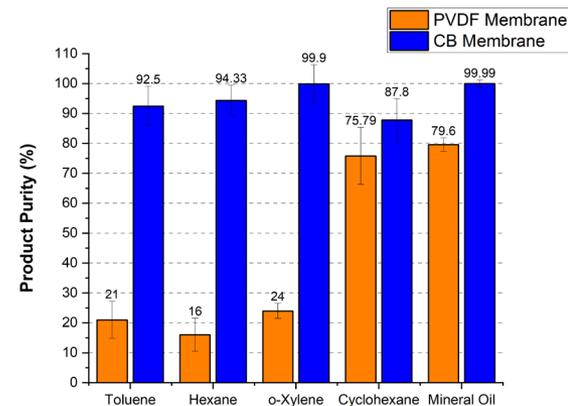
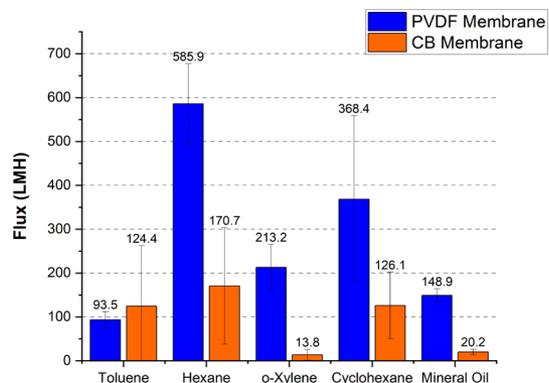
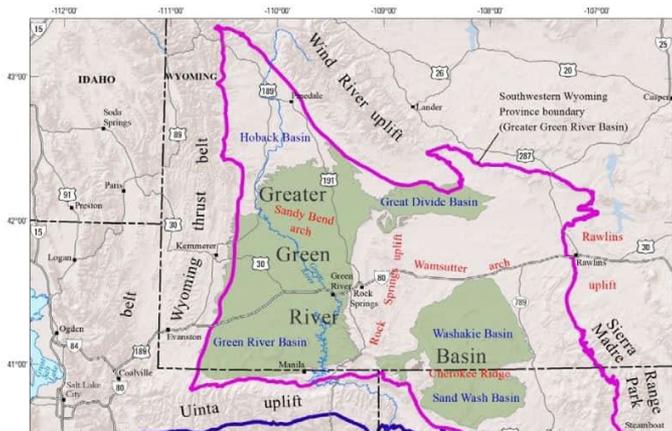
Membrane Properties	Theory
Enhanced tensile strength (stronger fiber)	<ul style="list-style-type: none"> <li>sp carbon-carbon/other atom linkages</li> <li>increase in bond energy</li> </ul>
Increase in ion transport rate/efficiency	<ul style="list-style-type: none"> <li>form of carbon (sp) network that allow electron and charged particles (ions in this case) to move through with aligned patterns</li> <li>carbon-carbon tunnels that promote small ion (in terms of hydrated diameter) transport capability</li> </ul>
Ion selectivity	<ul style="list-style-type: none"> <li>Gibbs-Donnan Effect coupled with dielectric exclusion</li> <li>Surface charge of carbon membrane is high due to increase in the bond energy</li> <li>Increase in surface charge promotes Gibbs-Donnan effect &amp; dielectric exclusion</li> </ul>



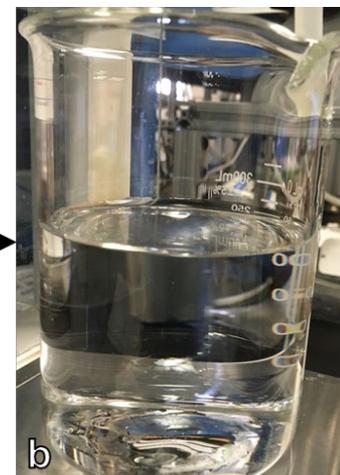
*Development of proton exchange membranes (PEM) for H<sub>2</sub> production & ion selective (Li, REEs) membranes*

# Hydrocarbon Recovery from PWs

## DE-FE0031855



Nano-Carbon Black + PVDF-HFP



# Questions?

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Laramie, WY 82071

Phone: (307) 766 – 5446  
Email: [jbrant1@uwyo.edu](mailto:jbrant1@uwyo.edu)



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**CENTER OF EXCELLENCE**  
IN PRODUCED WATER MANAGEMENT

**AGENDA ITEM TITLE: Annual UW Foundation Fundraising Priorities, Seidel/Stark**

# Fundraising Priorities

## THE FRAMEWORK

### BUILD A 21ST CENTURY LAND-GRANT UNIVERSITY

### TRUE TO THE TRADITIONS OF WYOMING

*Leverage the strengthened alignment between the University of Wyoming and the UW Foundation by expanding upon the investments made since FY23. These investments—focused on student success, faculty excellence, and research advancement—serve as a solid foundation for further collaboration and progress.*

**UW Board of Trustees** investments with the UW Foundation creating quasi-endowments for:

- Student Success
- Faculty Recruiting and Retention
- Research Excellence

**UW Foundation Board** investments creating endowment matching funds for donors resulting in 4 new named faculty endowments and 26 endowed student funds:

- Student Success
- Faculty Excellence

## PRIORITIES FOR FY25

### STUDENT SUCCESS

*At the heart of the university's mission lies a commitment to student success. Every facet of the university will revolve around supporting and empowering students to achieve their highest potential.*

- **THE FOCUS:**
  - » Engaging coursework that promotes critical thinking and problem-solving.
  - » Experiential learning opportunities that prepare students for success today and tomorrow such as internships and hands-on research.
  - » Supportive campus environment fostering belonging and wellness.
  - » Career development programs preparing students for success post-graduation.
  - » Scholarships and support funds increasing access and alleviating financial barriers.
- **FUNDING OPPORTUNITIES:**
  - » Scholarships, fellowships, and excellence funds
  - » Experiential learning opportunities, for example:
    - Internship programs with industry partners
    - Study abroad and exchange programs
    - Service-learning projects
    - Research opportunities alongside faculty members
    - Entrepreneurship and innovation challenges or competitions
  - » Student recruiting and retention programs
  - » Student readiness and well-being including mental health

# PRIORITIES FOR FY25

## FACULTY EXCELLENCE

*Central to student success is faculty excellence. UW will invest in recruiting, retaining, and developing top-tier faculty members to excel in their teaching, research, and service pursuits.*

- **THE FOCUS:**
  - » Supports student development and success.
  - » Attracts and retains top faculty, boosting university reputation.
  - » Cultivates a culture of excellence and growth.
  - » Drives impactful research and knowledge advancement.
  - » Fosters interdisciplinary collaboration.
  - » Catalyzes opportunities for external funding through grants, research, corporate partnerships, and philanthropy.
  - » Strengthens UW's competitiveness in attracting top students.
  - » Builds a collaborative academic community.
  - » Invests in the university's long-term success.
  
- **FUNDING OPPORTUNITIES:**
  - » Establish new named endowed faculty positions including:
    - Deanships
    - Chairs
    - Professorships
    - Fellowships
  - » Termed professorships in priority areas
  - » Excellence funding in priority areas

## INSTITUTIONAL EXCELLENCE

*Prioritizing fundraising efforts for institutional excellence encompasses projects and programs such as infrastructure upgrades, facilities, technological enhancements, and research initiatives to enhance educational quality and promote student success while bolstering UW's reputation, impact, and visability.*

- **FUNDING OPPORTUNITIES:**
  - » Complete Difference Makers campaign (for War Memorial Stadium West Side and Aquatic Center)
  - » Ranch Management and Ag Leadership
  - » Enhance corporate engagement and support through the Office of Industry and Strategic Partnerships
  - » Centers and Institutes, for example:
    - AMK Ranch
    - Neltje Center for Excellence in Creativity and the Arts
    - Nuclear Energy Research Center
  - » Continue donor-centric approach by connecting donor passions with university priorities

# PRIORITIES FOR FY25

## COMPREHENSIVE CAMPAIGN PLANNING

*Continue advancing the university’s preparedness for a comprehensive campaign, as highlighted in UW’s strategic plan under Goal 5: Cultivate Financial Stability/Diversification.*

- **Reasons for a Campaign:**
  - » Increase private support and engagement.
  - » Sharpen the message (increase “mindshare”) about UW’s value propositions.
  - » Promote a culture of giving (internal and external).
  - » Build momentum for academic and strategic priorities.
  - » Alignment between the university, foundation, and the state.
  - » Enhance UW’s impact, reputation, and visibility.
  - » Create a greater sense of pride and connection with all constituents.
  - » Develop the next generation of donors and volunteer leaders.
  - » Increase annual fundraising baseline to a new level.
- **Building a Campaign:**

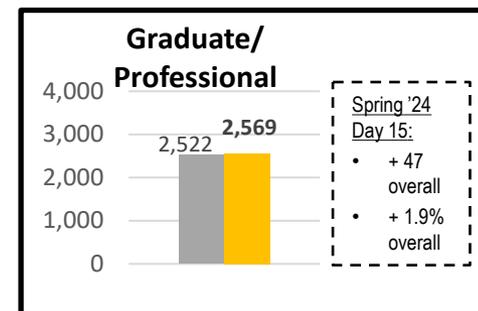
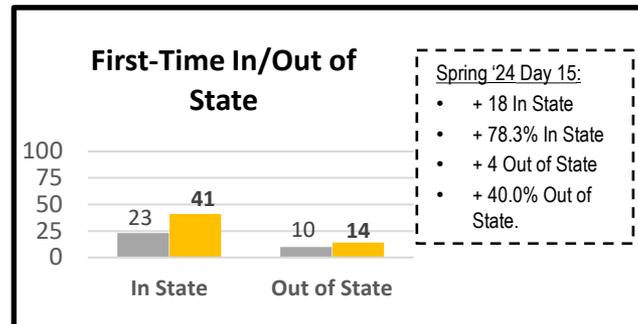
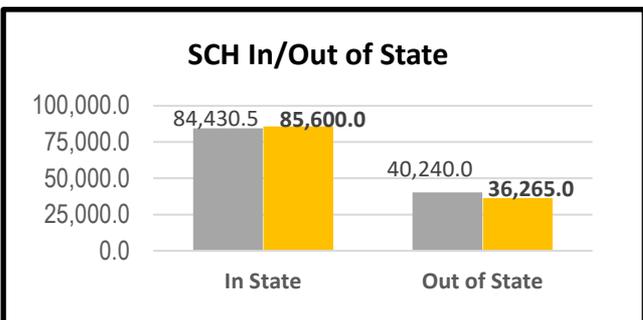
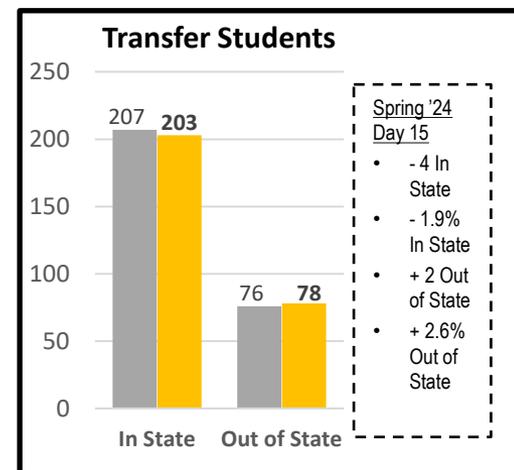
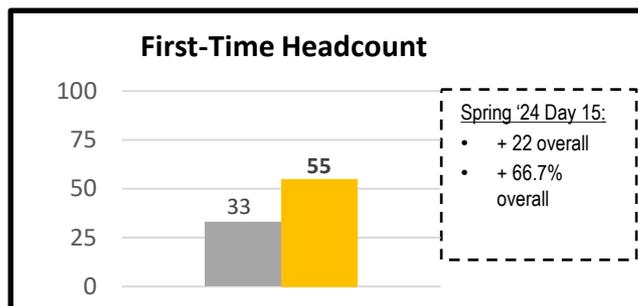
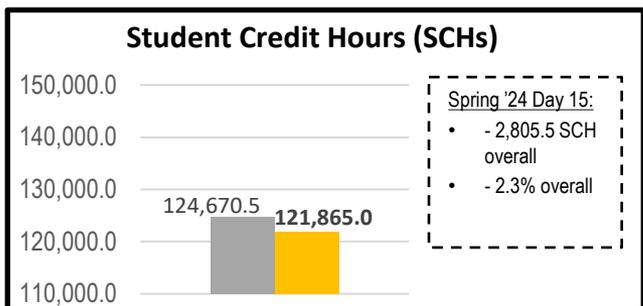
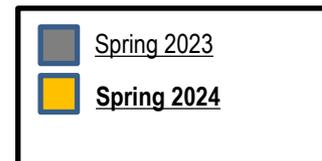
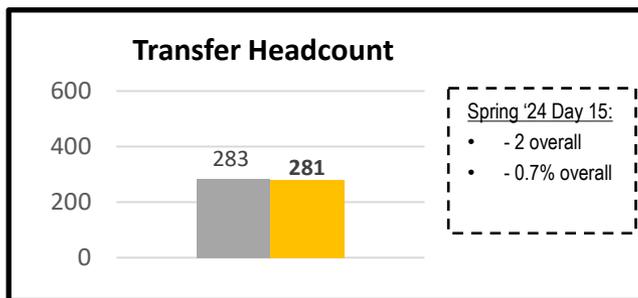
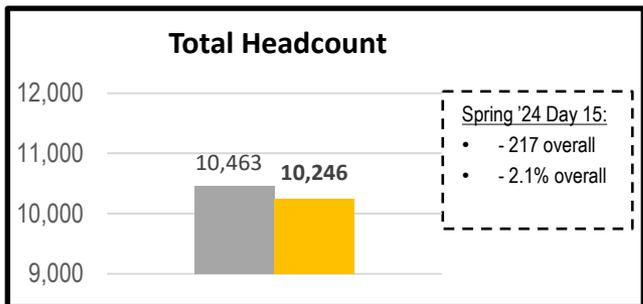


**AGENDA ITEM TITLE: 2024 Spring Census Enrollment Update, Kyle Moore**



# Spring 2024 Day 15 Enrollment as of February 5<sup>th</sup>, 2024

- The Spring 2024 enrollment numbers below reflect federal total numbers from February 5<sup>th</sup>, 2024. The Spring 2023 enrollment comparisons reflect federal total numbers from February 6<sup>th</sup>, 2023.



**AGENDA ITEM TITLE: Update to Board on Results and Success of Enhanced Enrollment and Recruitment Efforts**, Baldwin/Moore

**FY24 Enrollment Marketing Initiative Budget- UW Board of Trustees (10-200-010002-61002-550-1101-3001-0)**

	Total Budgeted:	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24		TOTAL REMAINING:	Updates/Notes:
<b>Digital Advertising:</b> UW social media student recruitment advertising-Google, Facebook, Snapchat, TikTok	\$ 500,000.00	\$ 33,270.21	\$ 98,209.98	\$ 90,883.93	\$ 234,187.88	\$ 39,569.42	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 496,121.42	\$ 3,878.58	<b>2/29/24 Update:</b> Recruitment advertising allocation out of BOT budget complete.
<b>Admissions Print Materials:</b> Recruitment & Retention mailings & materials	\$ 310,000.00	\$ 38,146.97	\$ 22,242.06	\$ -	\$ -	\$ 47,064.38	\$ 5,969.00	\$ 88,820.84	\$ 60,000.00				\$ 262,243.25	\$ 47,756.75	<b>2/29/24:</b> Various print materials/mailers for student recruitment & applications. Additional print items being produced to encourage enrollment through spring.
<b>Niche Direct Admit &amp; College Board Search:</b> Enrollment & Admissions systems	\$ 225,000.00	\$ -	\$ 62,224.23	\$ 162,775.77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000.00	\$ -	<b>2/29/24 Update:</b> Contracts finalized for FY24. Will need to encumber remaining funds for College Board for next year's payment.
<b>Website Degree Pages:</b> UW Website Program page development	\$ 100,000.00	\$ -	\$ 2,750.00	\$ -	\$ 5,500.00	\$ 5,500.00	\$ 32,450.00	\$ 3,000.00					\$ 49,200.00	\$ 50,800.00	<b>2/29/24 Update:</b> 80 UW Program page content written/published, PO/payment finalized. Remaining funds will be encumbered to Modern Campus/Omni pending FY25 budget decisions for website template development and implementation.
<b>Retention Marketing:</b> Events, printed materials, etc.	\$ 100,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,065.65	\$ -					\$ 40,065.65	\$ 59,934.35	<b>2/29/24 Update:</b> Additional retention focused items planned for spring semester, will likely have remaining funds on this line.
<b>Staffing Resources:</b> Hiring of FT Graphic Designer	\$ 75,475.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,475.00	<b>2/29/24 Update:</b> Hiring process paused from this funding.
<b>Out of Home Brand Advertising:</b> Billboards, DIA Ad, Steamboat ski lift ads	\$ 228,450.00	\$ 33,202.00	\$ 165,647.00	\$ -	\$ -	\$ -	\$ 4,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 202,849.00	\$ 25,601.00	<b>2/29/24 Update:</b> 3 billboards installed on I-80 & 287 through Sept. 2024. DIA Ad installed 11/1 through April 2024, (\$95,447 for 6 months). Steamboat ski lifts ads (130 chairs, \$70,200), installed 12/1 through April 2024. Snowy Range ski resort contacted repeatedly for possible ad spaces, no response.
<b>TOTAL YTD:</b>	<b>\$ 1,538,925.00</b>												<b>\$ 263,445.68</b>		

# Institutional Marketing & Communications

## Immediate Action Plan Updates

For the latest stats and current marketing materials, please visit Institutional Marketing's Portfolio & Results site:

[uwyo.edu/marketing-portfolio](http://uwyo.edu/marketing-portfolio)

# ENROLLMENT STATISTICS

## Digital Advertising

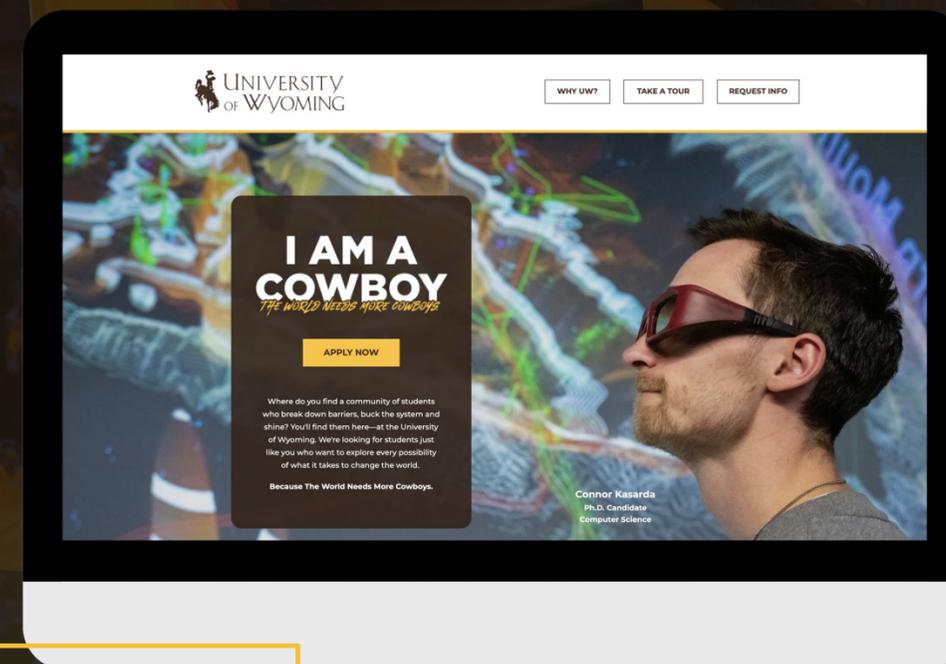
### ●●● Total Application Growth

*From Admission State Stats Report on 3/1/24*

- Wyoming: 1,505 (+3.1%) ↑
- Colorado: 1,330 (+5.2%) ↑
- California: 551 (+16%) ↑
- Texas: 291 (+17.8%) ↑
- Illinois: 130 (-1.5%)
- Nebraska: 170 (+22.3%) ↑
- South Dakota: 59 (-18%)
- Secondary (multiple): 561 (+17%) ↑
- Experimental (multiple): 604 (+3.6%) ↑
- Transfer (multiple): 829 (+4.1%) ↑

The transfer student video campaign launched on March 20.

The branding landing page — used for main branding ads — has received over 399,000 visits since August.



**2,190 trackable applications were generated from digital ads between August 20 and February 29. Total first-year applications: 5,826 (+7%).**

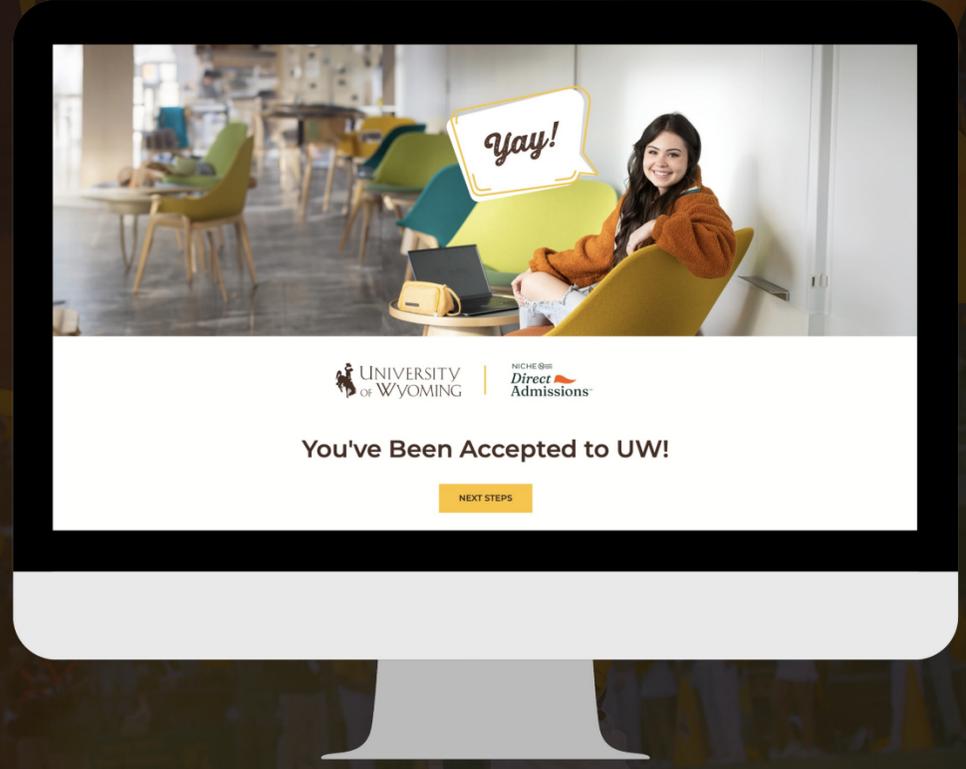


# ENROLLMENT STATISTICS

## NICHE DIRECT ADMIT

### ●●● Results since program launch Nov. 7, 2023:

<b>Offered</b>	<b>7,823</b>
Meets UW requirements for admissions and told they are admitted to UW.	
<b>Accepted Offer</b>	<b>762</b>
Filled out online form accepting the UW offer of admission. Status is Application Started or Application Submitted.	
<b>Completed UW Requirements</b>	<b>354</b>
Sent in transcripts and officially admitted to UW.	
<b>Confirmed Enrollment</b>	<b>29</b>



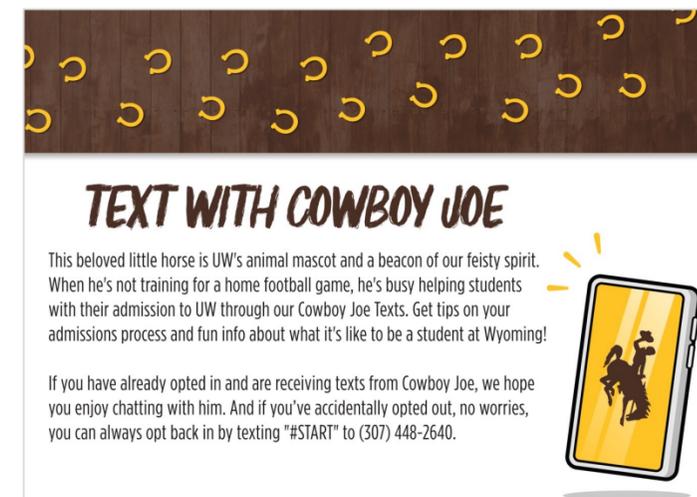
Niche Landing Page

# ENHANCED ADMISSIONS PRINT MATERIALS

Branded Hydro Flask and  
New Student Day Sticker Mailer



New Student Day Mailer



Cowboy Joe Texting Mailer and Stickers

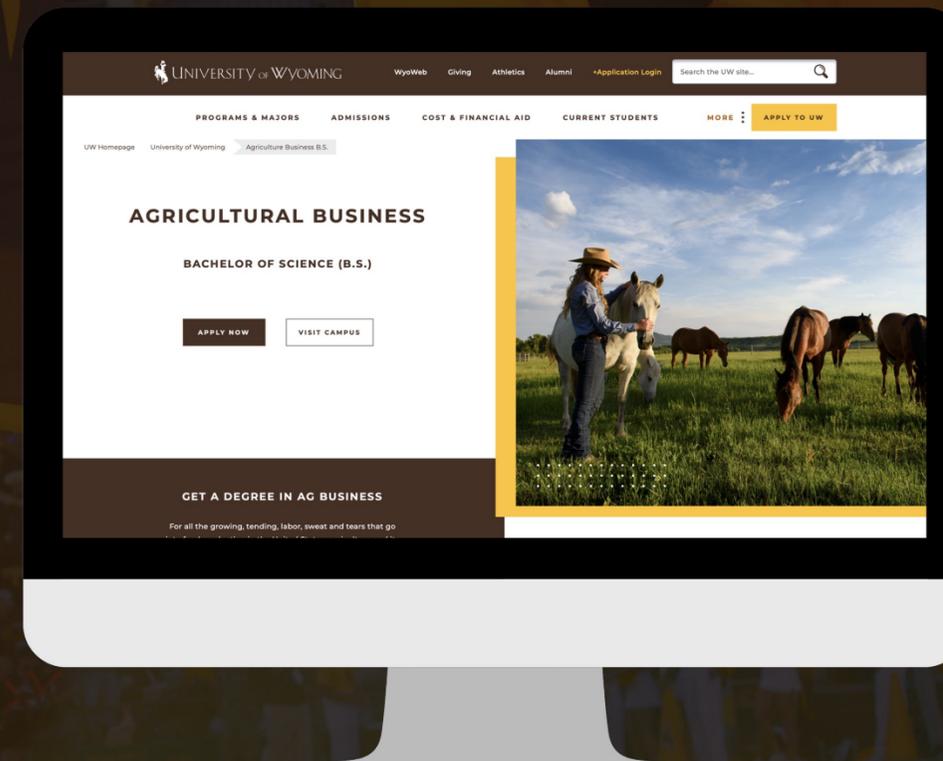
# SEO DEGREE WEB PAGES

## ●●● Progress as of Feb. 29, 2024

- New Degree Pages Built: 36
- New Degree Pages in Progress: 80
- Total Degree Pages Live: 190
- Degree Page Views (since June 1, 2023): 221,865

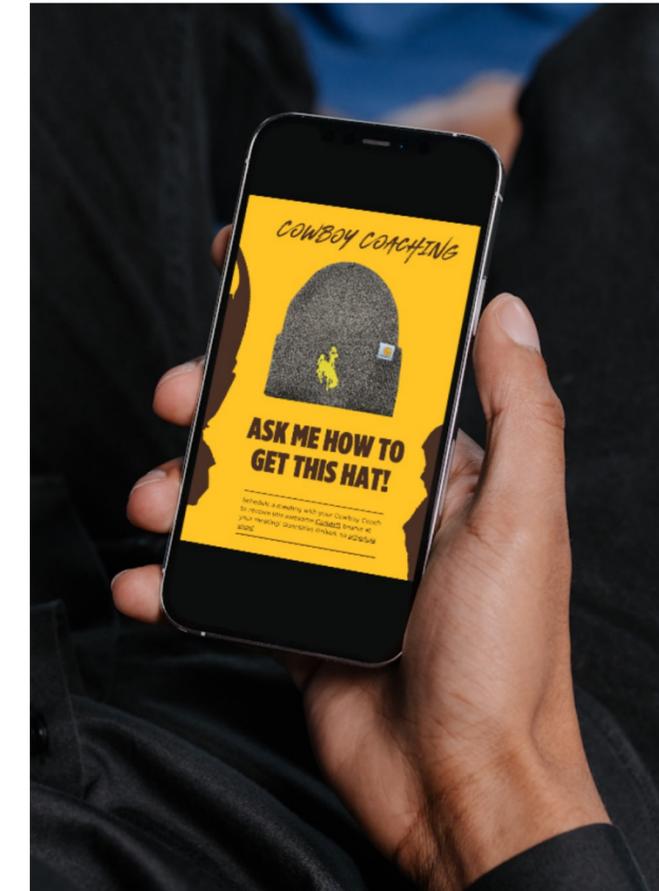
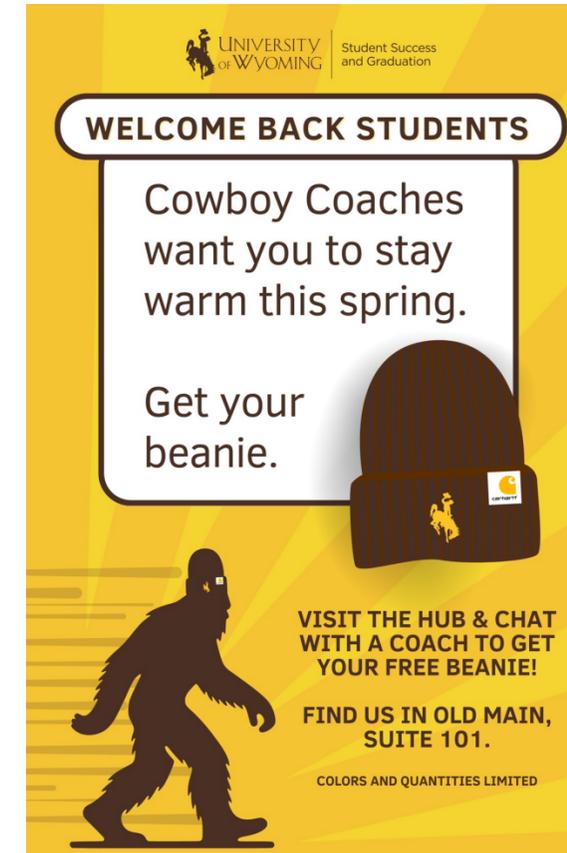
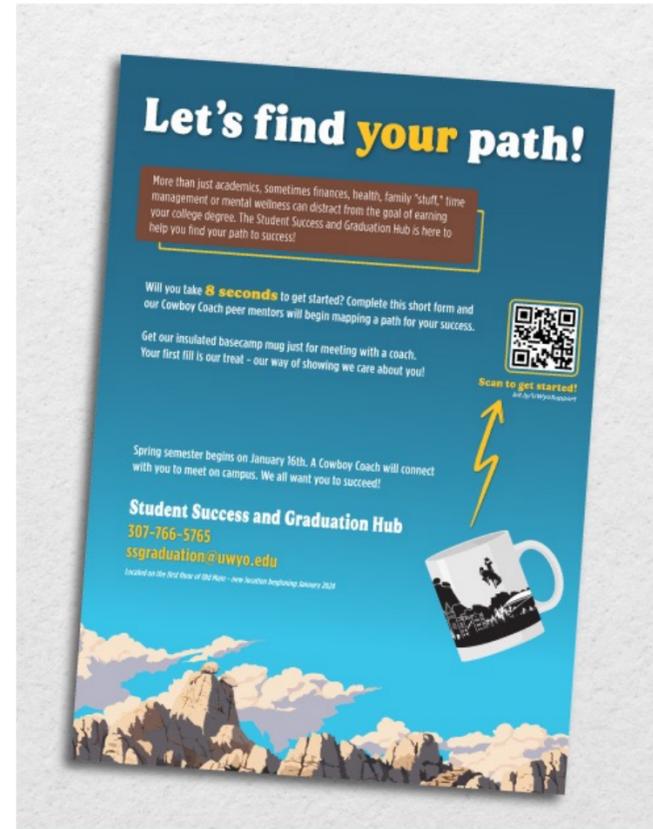
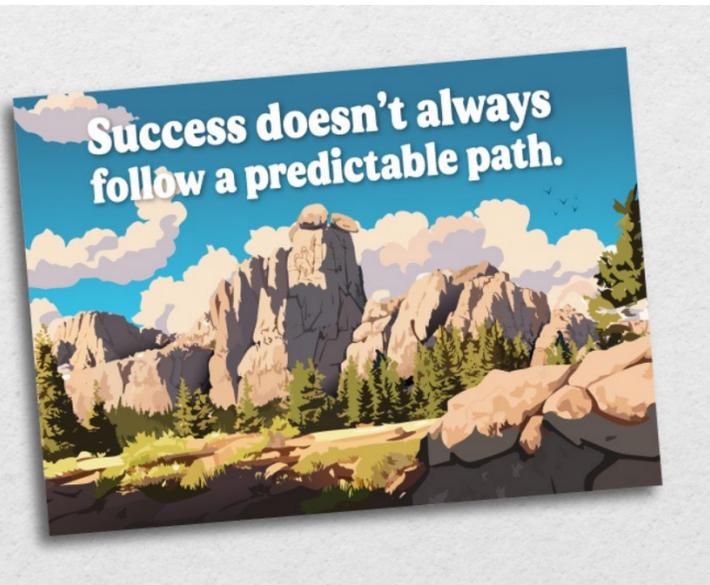
## ●●● Top Degree Pages by Visit

- Agriculture Business, B.S.
- Energy Resource Management and Development, B.S.
- Counseling, M.S.
- Land Surveying Certificate & Minor
- B.S.N. Completion



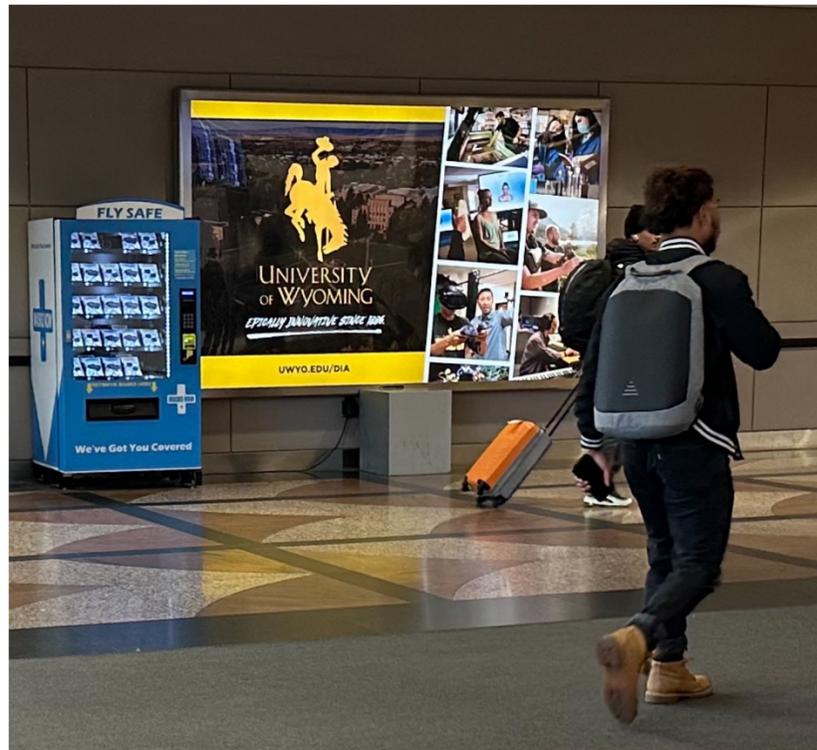
# RETENTION MARKETING

Print mailer sent to first-year students (~200) on academic probation following their first semester. The piece encouraged students to find their path by meeting with a Cowboy Coach upon returning to campus. Students received a 15oz insulated mug with a Rendezvous Café crafted beverage during their first meeting.



In 2022-23, 90% of students who met with a Cowboy Coach twice during the academic year reenrolled at UW. Recognizing the importance of follow-up meetings, Institutional Marketing and Cowboy Coaches encouraged first-year students to schedule a follow-up in spring semester. Staying warm and staying ahead academically – a win-win!

# BRAND OUT OF HOME



## Denver International Airport

From 10/30/23 – 2/29/24

West baggage claim, landside terminal

- 31 landing page visits (16 unique)
- Average time on page: 50 seconds

Three "Visit UW"  
billboards placed on  
Hwy 287 and I-80.



## Steamboat Springs Ski Lift Ads

From 11/23/23 – 2/29/24

- 93 total landing page visits (60 unique visits)
- Average time on page: 21 seconds
- 284 total QR code scans (Spotify playlist)
- 87 total likes on Spotify playlist



**AGENDA ITEM TITLE: Update: Collaboration and Collegiality between School of Energy Resources and Center of Innovation for Flow Through Porous Media, and High Bay equipment use process -- Chitnis**



**Data Acquisition Request Procedure**  
**Center of Innovation for Flow through Porous Media**  
**University of Wyoming**  
**Rev2 - March 11, 2024**

The multiuser instruments at the Center of Innovation for Flow through Porous Media (COIFPM) are available to all faculty and researchers at the University of Wyoming for research and educational purpose. These instruments can be used for one-time data collection for exploratory research experiment to obtain preliminary data or for long-time use in grants and contracts. If the access to these instruments is needed for applying for a grant or obtaining an industry contract, additional project information is needed to ensure availability of sufficient instrument and staff time. Prices for the use of equipment will be charged for exploratory samples; please contact CEPS Dean, SER Executive Director or VP for Research and Economic Development for potential funding to subsidize the costs on a need basis. The cost of equipment use in a long-term project must be included when a grant application is submitted, or an industry contract is negotiated. Prices are based on equipment depreciation, maintenance costs, supplies and materials, and technician compensation.

Multiuser instruments available are:

- SEM
- QEMSCAN
- ETEM
- X-ray Medical-CT scanner
- X-ray Micro-CT scanner

This process will be revised annually based on changes in the demand and user feedback; potential users are encouraged to provide feedback to [vpred@uwyo.edu](mailto:vpred@uwyo.edu) .

- **Step 1- Submit Request:** Individuals or entities needing access to imaging equipment, specifically Medical-CT scanner, Micro-CT scanner, QEMSCAN, SEM, and ETEM, at COIFPM will submit their applications to: [coifpm-business@uwyo.edu](mailto:coifpm-business@uwyo.edu) and [vpred@uwyo.edu](mailto:vpred@uwyo.edu) using the attached [COIFPM Data Acquisition Project Request Form](#). Within 2-4 business days of receipt of the request, COIFPM will post the request with a tracking number to the [COIFPM Data Acquisition Project Dashboard](#), where status of the request, proposal, approvals and execution can be viewed by anyone on the uwyo.edu network.
- **Step 2- Initial Technical Review:** Within 10 business days, COIFPM's Equipment Access Team will conduct a technical review of the request for the appropriateness of the samples for use in the available multiuser instruments and contact the requestor with any follow-up questions. For a full project request, additional information must be submitted on the [COIFPM Data Acquisition Project Request Form](#). According to staff time

allocation priorities, COIFPM will assign an Instrument Operator(s) and/or Technical Lead to work with the requestor as a Project Team.

- **Step 3- Project Proposal Development:** The Project Team will meet to review and confirm shared understanding on system capabilities and data acquisition approach. The Project Team will develop their plan with a level of detail appropriate to the scope and document that plan in a [COIFPM Data Acquisition Project Proposal](#). The COIFPM Members of the Project Team will ensure the [COIFPM Data Acquisition Project Proposal](#) include planning and estimates for:
  - Equipment time requirements.
  - Staff time requirements, including data acquisition and processing.
  - Planned iterations, i.e. acquire data, process and evaluate data, adjust acquisition approach or other variables, repeat.
  - Materials and supplies required to complete the scope (including material availability and delivery lead time)
  - Data acquisition project budget and schedule (simple statement of estimated costs and activity durations).
  - Information regarding appropriate sample handling, acceptance, and storage process.
- **Step 4- Project Proposal Approval:** Within 5-7 business days of submission, the [COIFPM Data Acquisition Project Proposal](#) will be reviewed by COIFPM and approved (or returned for revision). If needed, VPRED or designee will facilitate review by subject matter experts regarding the technical aspects of the project. The decision will be made jointly by COIFPM Director (or designee) and Vice President for Research and Economic Development (or designee). If appropriate, projects will be sent to UW General Counsel for legal review to ensure that the anticipated grant or contract will not interfere with the terms and conditions of the existing grants and contracts.
- **Step 5- Data Acquisition Scheduling & Execution:** Once the [COIFPM Data Acquisition Project Proposal](#) is approved, the work will be scheduled, subject to staff and equipment availability. The work will be scheduled as quickly as possible.
- **Step 6- Data Processing & Close Out:** Following data acquisition, the Project Team will work together per the [COIFPM Data Acquisition Project Proposal](#) to complete any data processing, handling/storage of the sample, etc. When the scope of the [COIFPM Data Acquisition Project Proposal](#) is delivered, the Project Team will formally close the project with notice to [coifpm-business@uwyo.edu](mailto:coifpm-business@uwyo.edu).

**\*Lab Floor Access Control:** COIFPM is an access-controlled facility, primarily to ensure Employee safety, as medium and high hazard experiments are conducted in the facility. Unescorted COIFPM lab access is granted only after COIFPM General Lab Safety Training is

completed. Requestors and their Team Members are welcome and encouraged to be present for the execution of the work, but instrument operation will only be executed by authorized COIFPM workers. Requestors and their Teams are welcome on the lab floor during execution of the work, but they will need to be escorted by a person with COIFPM lab access who can ensure their safety in compliance with COIFPM lab procedures.

**\*\*Equipment and Staff Costing:** Budgets developed in step 3 as well as charges costed to the Requestor's organization will be in accordance with the most updated [COIFPM Rate Schedule](#), which includes by-instrument-system and by-role costing for data acquisition project work. One of the COIFPM members of the Project Team will be assigned to provide monthly reporting of costs, to be reviewed jointly with the requestor before submission to the COIFPM Business Office. The COIFPM Business Office will submit billing to the requesting department monthly.

**\*\*\*Equipment Access Priority for timing of equipment access:** For small number of exploratory samples, rapid access to data collection will be feasible, subject to staff and equipment availability. For long term use of equipment, the following prioritization will be followed.

1. COIFPM researchers conducting work associated with COIFPM research contracts and subcontracts, and other COIFPM obligations that have committed the use of Center's capabilities and capacities.
2. UW researchers affiliated with COIFPM.
3. Researchers collaborating with the COIFPM on specific projects.
4. Other UW researchers
5. All external individuals or entities

**AGENDA ITEM TITLE: Staff Organization Structure, Seidel/Carman/Link/Kean**

# UW Non-Academic Staff Organizational Structure Review

Presented to the UW Board of Trustees

March 2024

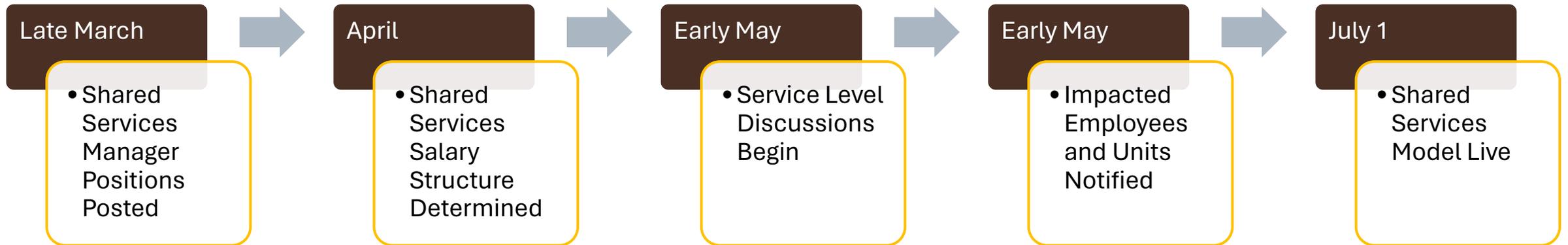
# Background & Purpose

Following a comprehensive review of the current structure, the purpose of this project is to create a more effective, efficient staff organizational structure that promotes employee satisfaction and career advancement.

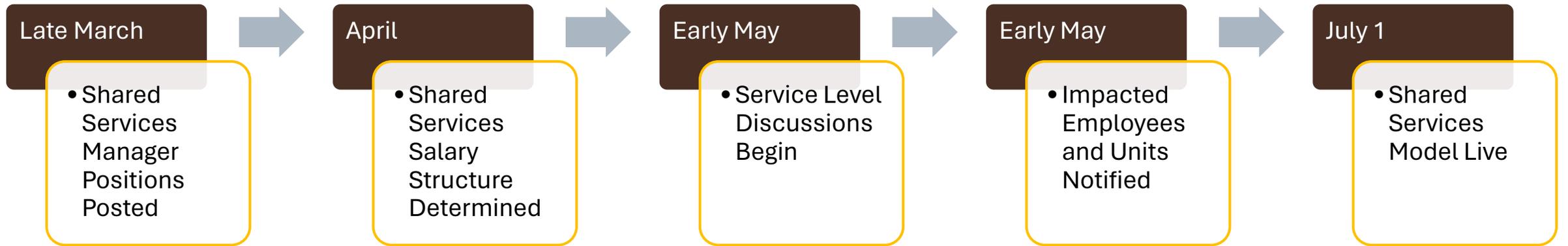
# Guiding Principles

1. Align available resources with the greatest use and purpose. This is not a cost-cutting exercise.
2. Create a workplace where all staff members can grow, excel, and thrive at UW.
3. Build an innovative administrative support model to efficiently and effectively meet the needs of students, faculty, and staff.
4. Strive towards logical job hierarchy, consistency in job titles, and equitable distribution of responsibilities aligned with the mission and goals of the university.
5. Understand the competitive job market for all staff positions and develop an adaptable methodology to routinely update for long-term success.

# Timeline



# Timeline & Communications



← **Communications** →

# Questions?

Also see FAQ in Board Report

## University of Wyoming Staff Organization Review Frequently Asked Questions – March 2024

### Who is impacted?

**QUESTION:** What current job titles will be impacted by the shared services model?

**ANSWER:** The following job titles have been identified as having the potential of being impacted by the shared services model. This is not an exclusive list and other positions may be identified as we continue toward implementation:

Accountant
Accountant, Senior
Accounting Associate
Accounting Associate, Senior
Administrative Associate
Assistant Director, Business Operations
Business Manager
Business Manager, Executive
Dir, Business Operations
Financial Analyst
Office Assistant, Senior
Office Associate
Office Associate, Senior
Staff Assistant

**QUESTION:** Will those impacted be consulted and not forced into this process?

**ANSWER:** Human Resources will consult with impacted employees and leadership in the Division. Impacted employees will be given as much advance notice as possible. This is scheduled to take place in early May. Since this process is a departmental reorganization, those impacted will be required to transition to the new position.

### How Many Employees may be impacted in this organizational review?

**QUESTION:** How many employees will be moved to the shared services model?

**ANSWER:** It is estimated that 15-20 employees will be moved to the Human Resources Shared Services, and 70-90 employees will be moved to the Budget and Finance Shared Services.

**Will salaries be impacted through this organizational review process?**

**QUESTION:** How will salaries be impacted for employees moving to the shared services model?

**ANSWER:** Salaries are not expected to be impacted but modeling is in process to determine if changes to compensation will need to be made.

**Where will Shared Services employees be housed?**

**QUESTION:** Will impacted employees physically move offices?

**ANSWER:** Location and moves are dependent on multiple factors, but there is an expectation that Shared Services employees will have a “home” in one or multiple units that they serve, with an expectation that they are mobile, and can set up work from various campus locations to attend to institutional needs.

**What will the relationship between the Shared Services and the departments/units they serve look like?**

**QUESTION:** Units will need to have a say in how these positions serve their unit. How will this need be balanced with these positions?

**ANSWER:** The Shared Services employees will have a day-to-day presence in the units that they serve and will need to be deeply connected to ensure continuity of services. There is an expectation that these partners will be thoroughly trained in their respective shared service area and will be considered the resident expert for Human Resources or Budget and Finance for these areas. This will ensure that each department/unit will have dedicated service through these individuals. Human Resources and Budget and Finance will work closely with the units/partners and leadership to ensure a seamless

transition. The positions will report directly to Human Resources and Budget and Finance, depending on which shared service they belong to.

**How will impacted employees be placed in the new positions?**

**QUESTION:** How will employees be involved in the process of determining which of the functional areas they migrate to?

**ANSWER:** A review of current title, compensation, and experience, in addition to individual consultation, will aid in determining the best placement for an employee.

**QUESTION:** Will employees need to apply for new jobs?

**ANSWER:** While impacted units/departments and individuals may be consulted during the process, employees will be directly placed without the need to apply. These changes will follow the [Departmental Reorganization](#) process.

**What will happen if I have duties removed from my job responsibilities that will go to shared services?**

**QUESTION:** What will happen if I have duties removed from my job responsibilities that will go to shared services?

**ANSWER:** As part of the organizational review, the impacted employee, home department, and Human Resources will collaborate to shift and balance duties to make every employee successful in meeting the University's mission and priorities. If job responsibilities are removed from an employee's position, the intention is not to downgrade or change the salary of the position that an employee is in. If there are significant changes in the essential functions assigned to an existing benefited staff or administrative professional position, the position audit process will be used.

**What is the timeline for implementation?**

**QUESTION:** If I am affected, when will I transition to my new position?

**ANSWER:** Following individual consultation with Human Resources and their division, employees will be transitioned to new roles, beginning July 1, 2024.

**AGENDA ITEM TITLE: Approval of housekeeping modifications to UW Regulation 2-411 (Academic Organization), Evans**

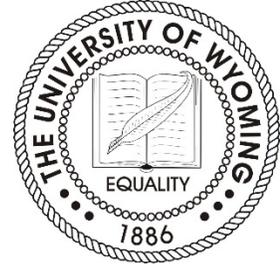
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## UNIVERSITY OF WYOMING REGULATIONS

**Subject:** Academic Organization

**Number:** UW Regulation 2-411

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### I. PURPOSE

To establish the academic organization of the University.

### II. DEFINITIONS

**Faculty:** For purposes of this Regulation, Faculty is defined as tenure stream (tenured and tenure track) and non-tenure track full-time benefited academic personnel.

### III. ACADEMIC ORGANIZATION

The University shall have the following Colleges: Agriculture, Life Sciences, and Natural Resources, Arts and Sciences, Business, Education, Engineering and Applied-Physical Sciences, Health Sciences, Honors, and Law.

The University shall have the following Schools: Haub School of Environment and Natural Resources, ~~and~~ the School of Energy Resources, and the School of Graduate Education.

The University shall have the following Branch Campus: University at Wyoming at Casper.

The University shall have the following provision of library services: UW Libraries.

The Colleges, Schools, Branch Campus, and Libraries shall establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the College, School, Branch Campus, or Libraries, where a quorum is defined as 50% of the Faculty within the College or School. The Bylaws must be approved by the Provost and Vice President for Academic Affairs and must be reviewed every three (3) years.

### IV. ACADEMIC SCHOOLS, DIVISIONS, OR DEPARTMENTS

Subject to the approval of the Board of Trustees, the College, School, Branch Campus, or UW Libraries may establish schools, divisions, departments and/or faculties to promote effective and representative academic programs and governance. Each school, division and/or department shall also establish Bylaws. Bylaws must be approved by 2/3 of a Faculty quorum within the school, division or department, where a quorum is defined as 50% of the

Faculty within the school, division, or department. The Bylaws must be approved by the applicable Dean or Director and must be reviewed every three (3) years.

## V. ACADEMIC PERSONNEL

Pursuant to UW Regulation 1-1, Academic Officers include Deans, Directors, Associate and Assistant Deans and Department and Division Heads. Academic Officers shall be appointed in accordance with UW Regulations.

- A. **Dean.** The chief administrative officer of the Colleges, ~~and~~ the Haub School of Environment and Natural Resources, and the School of Graduate Education shall be a Dean. The Dean shall be responsible for all matters relating to the academic and administrative affairs of the College or School. The chief administrative officer of the School of Energy Resources shall be an Executive Director. The Executive Director shall be responsible for all matters relating to the academic and administrative affairs of the School.
- B. **Associate Deans and Assistant Deans.** Associate or Assistant Deans shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall assist the Dean in all matters relating to the academic and administrative affairs of the college.
- C. **Directors and Division/Department Heads.** Directors or Department Heads shall be recommended by the Dean to the Provost and Vice President for Academic Affairs and shall have academic, administrative and supervisory responsibilities for their respective units.

The Faculty of the college or school shall consist of the President of the University and the Provost and Vice President for Academic Affairs (serving as ex officio without vote), the dean, and all members of the University Faculty serving in the college or school.

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

The college faculty, through the dean of the college or school, shall recommend candidates for diplomas and degrees in course to the President and the Trustees.

## VI. COMMITTEES

Through its Bylaws, the College or School may establish standing or ad hoc committees. The membership, duties, and governing procedures of such committees shall be defined in the Bylaws and in accordance with any relevant UW Regulations.

## VII. PROFESSIONAL AND ETHICAL STANDARDS

The College or School may establish or implement professional or ethical standards that augment UW Regulations, policies, and procedures. These standards must be approved by the Provost and Vice President for Academic Affairs and be reviewed by the College or School every three (3) years.<sup>1</sup> To the extent a College or School's professional or ethical standards are inconsistent with a UW Regulation, policy, or procedure, or the Student Code of Conduct, the UW Regulation, policy, or procedure or Student Code of Conduct shall govern.

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**Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

**Source:** None

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

**Associated Regulations, Policies, and Forms:** UW Regulation 1-1 (Organization of the University); Section 2 (Academic Affairs) Regulations

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<sup>1</sup> If the College or School does not review the standards within the stated time, the current version of the standards shall remain in effect, unless the Provost indicates otherwise.

**History:**

Trustee Regulations I, II, III, and IX.B; adopted 1/22/2010 Board of Trustees minutes (UW Regulation 1-1)

Revisions adopted 11/18/2010 Board of Trustees meeting

Revisions adopted 3/23/2012 Board of Trustees meeting

Revisions adopted 1/17/2014 Board of Trustees meeting

Revisions adopted 6/16/2014 Board of Trustees meeting

Revisions adopted 7/17/2014 Board of Trustees meeting

Revisions adopted 7/17/2014 Board of Trustees meeting

Revisions adopted 1/20/2016 Board of Trustees meeting

Revisions adopted 11/18/2016 Board of Trustees meeting

Revisions adopted 3/23/2017 Board of Trustees meeting

Revisions adopted 5/11/2017 Board of Trustees meeting

Revisions adopted 7/20/2017 Board of Trustees meeting

Revisions adopted 9/15/2017 Board of Trustees meeting

Reformatted 7/1/2018

Moved to new UW Regulation 2-411 on 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

UW Regulation 2-411 adopted 11/15/2018 Board of Trustees meeting (effective 7/1/2019)

Revisions adopted 1/23/2020 Board of Trustees meeting

**AGENDA ITEM TITLE: Notice of Housekeeping Updates to the Trustees Bylaws, and, Modifications to the Trustees Annual Schedule of Items to Approve, Discuss or Report,**  
McKinley

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

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

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

Republished Edition May 12, 2022

#### **Article I. STATUTORY CREATION AND AUTHORITY**

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

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

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

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

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

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

##### Section 1-3. VACANCIES

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

## Article II. MEETINGS OF THE TRUSTEES

### Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year. ~~No later than the July meeting the Trustee's may finalize the and the final~~ UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report for the ensuing year in a form similar to that attached hereto and made a part hereof by this reference, but with such modifications as a majority of the Board may approve. After approval, a copy of the UW Board of Trustees' Annual Schedule of Items to Approve, Discuss or Report shall be posted on the Trustees' website annually. Written notice of all regular meetings shall be given by the ~~Chairman~~ ~~President of the University~~ to each Trustee and ex officio member at least ten (10) days in advance of the meeting. Attendance by Trustees or ex officio members at regular meetings can be in person or by electronic media.

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

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

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

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

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

While exceptions can be made if necessary, Administration is expected to have any topics it wishes to present to the Board in open or executive session at the next meeting in a form allowing all final materials relative to that topic, together with both the open and executive session minutes from the previous meeting, to be uploaded to the Trustees' website at least ~~two weekends/over ten~~ ~~seven~~ (7+0) days prior to the next scheduled meeting.

#### Section 2-2. SPECIAL MEETINGS

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

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

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

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

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

#### Section 2-5. REPEALED

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

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

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

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

### **Article III. PROCEDURE AT MEETINGS**

#### Section 3-1. QUORUM

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

## Section 3-2. ORDER OF BUSINESS

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

Roll Call

Approval of Board of Trustees Meeting Minutes

Election of Officers (annual meeting or as necessary)

Reports

Public Testimony (scheduled during the regular meeting)

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

Proposed Items for Action

New business

Date of Next Meeting

Adjournment

## Section 3-3. RULES OF PROCEDURE

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

## Section 3-4. MINUTES OF PROCEEDINGS

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

## Article IV. OFFICERS OF THE TRUSTEES

### Section 4-1. NUMBER

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

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

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

#### Section 4-3. VACANCIES

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

### **Article V. DUTIES OF OFFICERS**

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

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

#### Section 5-2. CHAIRMAN

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

### Section 5-3. VICE CHAIRMAN

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

### Section 5-4. SECRETARY

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

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

### Section 5-5. TREASURER

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

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

## Article VI. OTHER OFFICERS

### Section 6-1. ~~EXECUTIVE DIRECTOR and~~ DEPUTY SECRETARY

At the discretion of the Trustees, the ~~Executive Director and~~ Deputy Secretary shall be appointed by the Trustees, and shall perform such duties as are delegated ~~or assigned~~ by the ~~Chairman~~Secretary of the Trustees.

#### Section 6-2. DEPUTY TREASURER

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

#### Section 6-3. INTERNAL AUDITOR

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

#### Section 6-4. OTHER OFFICERS AND DUTIES

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

### **Article VII. COMMITTEES OF THE TRUSTEES**

#### Section 7-1. EXECUTIVE COMMITTEE

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

#### Section 7-2. FISCAL AND LEGAL AFFAIRS COMMITTEE

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

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

## I. Investments

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

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

## II. Financial Reporting Process

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

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

### III. System of Internal Control

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

### IV. Audit Process – External

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

- e. Ensure that, unless extenuating circumstances exist, an external auditor under contract with the University that bids on a new contract provides that the lead partner has not performed audit services beyond a total maximum of four years in an eight-year period.
- f. Strongly encourage, unless extenuating circumstances exist, that external auditors may only provide services for a total maximum of eight consecutive years. This limitation does not preclude an external auditor from bidding on or receiving a new contract after a break in service.
- g. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
- h. Review with management and external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
- i. Review and approve any engagement of the external auditors for non-audit related consulting activities.

V. Audit Process – Internal

- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
- b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
- c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.
- d. Ensure that audited divisions and colleges attend the Committee meetings to discuss audit findings and recommendations.
- e. Report each internal audit report from the Internal Auditor to the Board of Trustees. The Board of Trustees shall formally act on each internal audit report.

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

VI. Compliance with Laws & Regulations

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

VII. Other Responsibilities

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

Section 7-3. BIENNIUM BUDGET COMMITTEE

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

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

Section 7-4. FACILITIES CONTRACTING COMMITTEE

The Facilities Contracting Committee is responsible for working with University administration regarding the construction and maintenance of University facilities

~~consistent with Wyoming statutes and UW Regulations 6-1 through 6-10. Recommendations shall be provided to the full Board for necessary action to develop and recommend modifications to the University's facilities planning, contracting and construction policies and procedures. These recommendations will be presented to the full Board of Trustees for review and approval.~~

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

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

REPEALED May 12, 2022

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

REPEALED May 12, 2022

#### Section 7-7. TRUSTEES LEGISLATIVE RELATIONS COMMITTEE

The Trustees' Legislative Relations Committee is responsible for working closely with the Governor's office and the legislative leadership to develop a consensus of priorities for the University.

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

#### Section 7-8. VICE PRESIDENT AND DEAN SEARCH COMMITTEE

REPEALED May 12, 2022

#### Section 7-9. ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee is responsible for (1) reviewing and making recommendations to the full Board regarding the University's academic mission, as well as policies and resources needed to realize that mission, execute UW's academic strategic priorities, ensure the quality and integrity of each of UW's academic programs, and to ensure the University remains focused on an excellent student experience whether it is on a UW Campus or at a distance; (2) reviewing and making recommendations to the full Board regarding policies, programming and services related to student engagement, wellness, development, and persistence; and (3) recommending to the Board of Trustees the awarding of both the Trustees' Award of Merit and Honorary Degrees.

The Trustees' Award of Merit was established in 1984 and recognizes individuals and groups who have rendered meritorious service or made exemplary contributions to the University. Nominations for the Trustees' Award of Merit are submitted to the Academic and Student Affairs Committee, accepted on a continuous basis, and reviewed at regular intervals. There are no minimum or maximum number of awards given in any calendar year.

An Honorary Degree from the University recognizes individuals who embody the University's high ideals and who exemplify the values of excellence, service, and integrity. Honorary Degrees are among the highest honors a university can confer, and recognize a career of distinguished accomplishment in the professions, sciences, arts, humanities, public service, and service to humanity. Nominations for Honorary Degrees are submitted to the President of the University, who will refer them to a joint committee made up of the Academic and Student Affairs Committee and three faculty members appointed by the Faculty Senate. The joint committee will forward its recommendations to the Board of Trustees for final decision at its January meeting and announcement in the spring semester.

In discharging their duties hereunder, the members of the Committee shall work with the Provost and Vice President for Academic Affairs and the Vice President for Student Affairs.

#### Section 7-10. RESEARCH AND ECONOMIC DEVELOPMENT COMMITTEE

The Research and Economic Development Committee is responsible for working with University administration to review and make recommendations to the full Board regarding policies and procedures pertaining to research compliance, core facilities, pre-award management and indirect revenue distribution. The Committee is also responsible for working with University administration to enhance the University's Technology Transfer and Research Products Center, including reviewing and making recommendations to the full Board regarding policies and procedures pertaining to inventions and copyrightable materials, technologies available for licensing, technology startup ventures, and the protection, marketing, and ultimate transfer of intellectual property to industry. In addition, this committee is responsible for working with University administration in supporting entrepreneurial business ventures, and provides recommendations to the full Board on such matters, including those pertaining to the use of the University of Wyoming Research Corporation.

In discharging their duties hereunder, the members of the Committee shall work with the Vice President for Research and Economic Development.

#### Section 7-11. MEMBERS, TERM, AND COMMITTEE CHAIRMEN

Each Committee of the Trustees shall consist of not fewer than three Trustees. Appointments shall be made by the Chairman of the Board of Trustees at the May

meeting of the Trustees, or as the Chairman deems necessary throughout the year, for terms of two years. Appointments to fill a vacancy for the unexpired term may be made by the Chairman of the Board at any time and announced at the next regular Board meeting following the appointment. The Chairman of the Board of Trustees shall serve as an ex-officio member of all Trustees' Committees, may attend Committee meetings at his or her discretion, and may appoint a replacement for any Committees the Chairman served on prior to being elected.

At the May meeting, the Chairman of the Trustees shall appoint a chairman for each committee. The chairman shall hold office for one year or until his or her successor is appointed and qualified.

## **Article VIII. AMENDMENT OF BYLAWS**

These Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of the Trustees, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given in the notice of the meeting or shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or in part, may be suspended at any Board meeting only by an affirmative vote of two-thirds of the Trustees.

## **Article IX. UW REGULATIONS**

Rules for the government of the University and all its branches shall be designated as "UW Regulations," which may be adopted, changed or amended at any regular or special meeting of the Trustees without prior formal notice. In order to have the status of a standing regulation, any intention to adopt, change or amend such Regulations must be presented as a formal motion for action by the Trustees.

## **Article X. PRESIDENT OF THE UNIVERSITY OF WYOMING**

### Section 10-1. APPOINTMENT

The President of the University of Wyoming shall be appointed by the Trustees, but no such appointment shall be made without nine affirmative votes of the Trustees. The initial term of office shall be for not less than one year, and the President shall thereafter continue in such office at the will of the majority of the Trustees, who, from time to time, shall fix his or her salary. It will be the policy of the Trustees to confer with an advisory committee from the University faculty and staff prior to the selection of a new President.

### Section 10-2. DUTIES AND POWERS

The President of the University shall perform the duties expressly enjoined upon the President by the laws of this State, by these Bylaws, and such other incidental duties as pertain to his or her office or as may be assigned from time to time by the Trustees. As the executive head of the University of Wyoming, on behalf of the Trustees the President shall be responsible for the custody of the books, records, buildings, and all other property of the University, and for the administration of the academic and business activities of the University in accordance with the directives, Bylaws and UW Regulations and shall be clothed with all authority requisite to these ends. The President shall inform and advise the Trustees with respect to the operations of the University and its relationships, and shall serve as an ex officio non-voting member of all permanent Trustees' committees.

## **Article XI. THE UNIVERSITY OF WYOMING**

Pursuant to State Law establishing the University as an institution of learning under the name and style "The University of Wyoming," all authorized functions and business matters carried on by the officers, faculty and staff of the University in accordance with regulations and financial budgets of the Trustees shall be in the name of "The University of Wyoming."

## **Article XII. SEAL**

The corporate seal of the Trustees of the University of Wyoming shall consist of a circular design on which is inscribed the words "The University of Wyoming - 1886 -" and in the center the word "Equality." It shall be affixed to all papers which may require it as authorized by the Secretary, the President of the University of Wyoming, or regulation or direction of the Trustees.

## **Article XIII. SERVING ON BOARDS**

The Chairman of the Board of Trustees may appoint Trustees to the governing bodies of University related organizations.

Revisions adopted 5/13/2015 Board of Trustees meeting  
Revisions adopted 11/18/2016 Board of Trustees meeting  
Revisions adopted 5/10/2017 Board of Trustees meeting  
Revisions adopted 5/9/2018 Board of Trustees meeting

Revisions adopted 9/14/2018 Board of Trustees meeting  
Revisions adopted 11/15/2018 Board of Trustees meeting  
Revisions adopted 6/12/2019 Board of Trustees meeting (effective 7/1/2019)  
Revisions adopted 5/12/2022 Board of Trustees meeting



## UW Board of Trustees Annual Schedule of Items to Approve, Discuss or Report

*[Final Approval 06-14-2023]*

### January

#### Annual Reports/Presentations

- Division of Research and Economic Development
- Science Initiative
- Required discrimination and harassment, mandatory report, and bystander intervention training
- Sabbatical/professional leave report for previous fiscal year (per UW Regulation 2-16)  
[information only; presentation by one faculty member]

#### Consideration and Action

- Emeritus faculty designations (per UW Regulation 2-1) [included in personnel report; no presentation]
- Financial Aid Plan for subsequent (year after next) fiscal year (per UW Regulation 7-11)
- UW Student Fee Book proposal for upcoming fiscal year (per UW Regulation 7-11)

#### Discussion

- Appointment of new Trustees
- Appointment of Trustee officer nomination committee
- Six-month budget v. actual of annual operating budget (action or follow up at March meeting if necessary)

#### Information Only (no presentation)

- Upcoming fiscal year Operating budget assumptions and timeline

#### Notice (for consideration/action at upcoming meeting)

- Annual UW Regulations housekeeping (as needed)

### February

No scheduled topics for this month

## March

### Consideration and Action

- Appointments to the Trustees Education Initiative
- Tenure, Promotion, and 5-year Fixed Terms for faculty (per UW Regulation 2-7) [included in personnel report; no presentation]
- UW Business Enterprise Fee Book Proposal for upcoming fiscal year (per UW Regulation 7-11)

### Discussion

- Annual UW Foundation fundraising priorities (per MOU with UW Foundation) [for approval in July]
- Legislative priorities (reported out of the Legislative Relations Committee)

### Information Only (no presentation)

- Orientation materials: new Trustees member (when applicable)
- Spring enrollment census information

### Notice (for consideration/action at upcoming meeting):

- Amendments to Trustee Bylaws (as necessary)
  - Revisions to Trustees Annual Schedule of Items to Approve, Discuss or Report
- Annual election of Board Officers to be effective May 1 of same year
- Recommendation of 3-year academic calendar from University Administration and Trustees Academic and Student Affairs Committee [Note: the Board reviews and approves a 3-year academic school year calendar (anniversary date of 2016)]

## April

April 15<sup>th</sup> UW budget materials delivered to Trustee Biennium Budget Committee and Board of Trustees

## May (Annual Meeting and Action on Annual Board Administrative Matters)

### Annual Reports/Presentations

- Recognition: Incoming and outgoing ASUW President and Faculty Senate Chair

### Consideration and Action

- 3-year academic calendar
- Amendments to Trustee Bylaws (as necessary)
  - Trustees Annual Schedule of Items to Approve, Discuss or Report
- Annual Internal Audit Plan (per Trustee Bylaws)
- [Annual Internal Audit Charter](#)
- Designate depositories for UW funds (WS. 21-17-426, WY Const. Art. 15, Section 7)
- Master list of academic programs (per UW regulation 2-119)
- Salary distribution policy for the next fiscal year (as necessary)
- 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 (a)) (as necessary) [business meeting action item; no presentation]

### Information (no presentation)

- Biennium/Supplemental budget timeline (information item; discussion in July and approval in August)

### Board Annual Administrative Matters

- Trustees budget hearings (Monday-Tuesday prior to Board meeting)
- Designate Committee appointments and appoint committee chairs for following:
  - Fiscal and Legal Affairs (Sec 7-2 Bylaws)
  - Biennium Budget Committee (Sec 7-3 Bylaws)
  - Facilities Contracting Committee (Sec 7-4 Bylaws)
  - Academic and Student Affairs Committee (Sec 7-9 Bylaws)
  - Research and Economic Development Committee (Sec. 7-10 Bylaws)
- File Trustee conflict of interest disclosure statements in accordance with the policy
- First Trustee meeting conducted by Officers elected during preceding March meeting
  - Administer oath to Board Secretary (W.S. 21-17-206), notarize and file
- Other Trustee appointments:
  - Alumni Board
  - Cowboy Joe Club
  - Energy Resource Council
  - Enhanced Oil Recovery Commission (Governor Appointment)
  - Foundation Board
  - Governor's Science Task Force (Governor Appointment)

## **June**

Consideration and Action: Annual operating budget for next fiscal year (per UW Regulation 7-1)

## **July (Out-of Town Meeting: Planning and Strategy Retreat & Meeting with Legislators)**

Annual Reports/Presentations

- Faculty Athletic Representative (FAR) [information only; no presentation – follow up at September meeting if necessary]

Consideration and Action

- Annual UW Foundation fundraising priorities (per MOU with UW Foundation)
- Next cycle of planning initiatives
- Trustee Meeting Schedule for following two calendar years

Discussion/information

- Biennium/supplemental budget (for approval in August)
- Tuition including preliminary administrative recommendations for subsequent (year after next) fiscal year (per UW Regulation 7-11)
  - If changes recommended, University President's Office will seek public input (for presentation at September meeting)

Business Meeting (as necessary)

## **August**

Consideration and Action

- Biennium/supplemental budget

## September

### Annual Reports/Presentations

- Balances, transactions and investment returns for the following Trustee reserve accounts (per Trustee Directive) [information only; no presentation]
  - Passenger Plane Reserve Account
  - Risk Pool/Litigation Reserve Account
  - Residence Hall Reserve Account
  - Recruitment and Retention Reserve Account
  - Special Project Reserve Account
  - Operating Reserve Account
  - Construction Reserve Account
- Expenditures Marian H. Rochelle Gateway Center Facilities Maintenance Fund (per lease agreement with UW Foundation) [information only; no presentation]
- Faculty appointments (per UW Regulation 2-1) [information only; no presentation]
- Intercollegiate Athletics (Athletic Director)
  - Faculty Athletic Representative (FAR) (attends as necessary)
- List of deleted and new courses (per UW Regulation 2-119) [information only; no presentation]
- New Temporarily Restricted Endowment accounts established during the past year (per Trustee Directive) [information only; no presentation]
- Office of Diversity, Equity, and Inclusion
- Recognition: Incoming and Outgoing Staff Senate President
- Status of implementation of the Strategic Plan and President's Report on Accomplishments
- UW Foundation Investments (per MOU with Foundation) [information only; no presentation]

### Consideration/action

- Emeritus Faculty Designations [included in personnel report; no presentation]
- Recruitment and marketing outcomes
  - Including Fall enrollment census information
- Approval and adoption of final tuition recommendations for subsequent (year after next) fiscal year (per UW Regulation 7-11)
- Review of Tuition Policy [Note: the Board reviews and approves a tuition policy every 4 years (anniversary date of 2018)]

## October

No scheduled topics for this month

## November

### Annual Reports/Presentations

- Faculty workload (per UW Regulation 2-9) [information only; no presentation]
- Family Medicine Residency Program – College of Health Sciences (required for accreditation) [information only; no presentation]
- Fiscal Year Carry forward Report (per UW Regulation 7-10) [information only; no presentation]
- ~~Science Initiative~~
- Spending from the Student Athlete Achievement Success Scholarship Expendable Fund and the following funds managed by UW Foundation as an Endowment: Research Excellence and Student Success Reserve Accounts; Recruitment and Retention Reserve Account
- Tier I Engineering
- Trustees Education Initiative

### Consideration and Action

- Annual external audited financial report (per Trustee Bylaws)

### Discussion

- Financial Aid Plan: review structure and financial aid awarding strategy for subsequent (year after next) fiscal year (for approval in January) (per UW Regulation 7-11)
- Legislative priorities (reported out of the Legislative Relations Committee)
- UW Student and Business Enterprise Fee Book proposals for upcoming fiscal year (for approval in January and March)

## December

No scheduled topics for this month

### **Recurring and As Needed Items:**

Consideration and Action: Approval of agreements, contracts, and procurements (per UW Regulation 7-2)

Personnel: Appointment of academic and non-academic employees

Open discussion from any Trustees

**Information Items (no action, discussion or work session)**

Capital Construction Report

Contracts and Procurement Report (per UW Regulation 7-2)

Foundation Monthly Giving Report

**Annual Schedule of Events**

January

- Reception honoring excellence in research and innovation [hosted by President and Division of Research and Economic Development]

March

- Lunch with Staff Senate & Trustees [hosted by Trustees]

May

- President's Commencement Dinner [hosted by UW President]

July (out-of-town meeting)

- Reception and Dinner with Trustees and Legislators [hosted by Trustees]
- Community Event with Alumni and Friends [hosted by Trustees]

September

- Lunch with Faculty Senate & Trustees [hosted by Trustees]
- Faculty Dinner honoring newly tenured, promoted and extended term and newly appointed faculty and academic professionals [hosted by UW President and Provost]

November

- Annual Trustees Scholarship Dinner [hosted by Trustees]
- Lunch with ASUW & Trustees [hosted by Trustees]
- Joint meeting with the Energy Resource Council (confirmed on an annual basis) [hosted/coordinated by SER]

**University President's Employment Contract**

Timely scheduling of review and evaluation of President's performance to satisfy employment contract terms

**AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans**

**UW Regulation 7-2 (Signature Authority) Contracts Board Report - December 16, 2023 - February 15, 2024**

Contract Number	Contract Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer
22112-PFMFinancialAdvisorsNov2020	Amendment No 1-PFM Financial Advisors	Services Contract	AVP of Fiscal Administration	PFM Financial Advisors, LLC	2023-12-20	120,000.00	Alexander Kean, Vice President, Budget & Finance
22301-ODP Business Solutions-Dec. 2023	Univeristy of Wyoming Participation Agreement-ODP Business Solutions	Services Contract	AVP of Fiscal Administration	ODP Business Solutions, LLC	2023-12-22	400,000.00	Alexander Kean, Vice President, Budget & Finance
12111_Mumme_Amd 2_2024	Amendment No. 2	Services Contract	College of Agriculture & Natural Resources	Mumme, Steffen	2024-01-11	145,600.00	Kelly Crane, Interim Dean/Director/Ext Educator, Sr ETT
12301USDA-APHIS1223	Brucellosis Testing	Services Contract	College of Agriculture & Natural Resources	USDA-APHIS	2023-12-20	258,412.25	Kelly Crane, Interim Dean/Director/Ext Educator, Sr ETT
13101-LoudenStudioLLC-November2023	WIP Phase II Grant Work	Services Contract	College of Arts & Sciences	Louden Studio LLC	2024-02-09	55,000.00	John Turpen, Dean/Professor
15001-FireTribe-Jan2024	Fire Tribe	Services Contract	College of Education	Fire Tribe, inc.	2024-01-18	99,000.00	Jenna Shim, Interim Dean/Professor
16001-Thermo Electron NA LLC-February 2024	Quote	Services Contract	College of Engineering & Applied Science	Thermo Electron North America LLC	2024-02-14	64,717.00	Cameron Wright, Dean/Professor
16101Aeris1.8.24	MIRA Ultra units	Services Contract	College of Engineering & Applied Science	Aeris Technologies, Inc.	2024-01-18	111,150.00	Cameron Wright, Dean/Professor
17013-Gaumard-Dec23	Gaumard Sales Terms & Conditions & EULA	Services Contract	College of Health Sciences	Gaumard Scientific Co Inc	2024-01-13	106,285.68	Jacob Warren, Dean/Professor
17022_Summit Engagement_Jan2024	Summit Engagement PA	Services Contract	College of Health Sciences	Summit Search Solutions Inc	2024-02-09	50,000.00	Michelle Hilaire, Acting Dean
17104-ColtonAllen-Oct2022	Agreement for Services	Services Contract	College of Health Sciences	Colton Allen	2024-01-31	300,000.00	Michelle Hilaire, Acting Dean
17107_Alliance of Chicago_Athena One_09292023	Athena One EMR	Services Contract	College of Health Sciences	Alliance of Chicago Community Health Svc	2024-02-06	6,115,607.00	Ed Seidel, President*
28350-CIEE_ProjectGo_Jan2024	CIEE Project Go - June-Aug 2024	Services Contract	Global Engagement	CIEE, Inc.	2024-02-09	97,125.00	Isadora Helfgott, Vice Provost/Assoc Professor, Global Engagement
28350-IAP-HealthyAging-Jan2024	Italy Abroad Program - Healthy Aging 2024	Services Contract	Global Engagement	Vincent Amalfitano	2024-02-09	62,500.00	Isadora Helfgott, Vice Provost/Assoc Professor, Global Engagement
23001-Mines and Associates, Inc.-Dec 2024	Services Agreement	Services Contract	Human Resources	Mines and Associates PC	2024-01-31	590,760.00	Alexander Kean, Vice President, Budget & Finance
90001 - Teamworks - Aug 2023	Application Service Provider Agreement	Services Contract	Intercollegiate Athletics	Teamworks Innovations Inc	2024-01-25	461,620.83	Thomas Burman, Athletic Director
90101 - Classic Club - January 2024	Classic Club Desert Invitational	Services Contract	Intercollegiate Athletics	Classic Club	2024-01-30	62,500.00	Matthew Whisenant, Deputy Director
90101Y6Feeders112022	Amendment No. 2	Services Contract	Intercollegiate Athletics	Leachman Cattle of Colorado LLC	2024-01-26	310,000.00	Thomas Burman, Athletic Director
90202BallState092032	Game agreement	Services Contract	Intercollegiate Athletics	Ball State University	2024-02-08	200,000.00	Matthew Whisenant, Deputy Director
90252 Wyoming W/M Golf Hampton Inn	Wyoming Womens-Mens Golf_Hampton Inn_February 2024	Services Contract	Intercollegiate Athletics	Hampton Inn & Suites, Palm Desert	2024-01-09	59,771.00	Robert Thimens, Senior Director, Strategic Sourcing and Procurement
10001-AcademicSearch-Jan2024	Search Firm Services Agreement with Academic Search	Services Contract	Provost	Academic Search	2024-01-16	450,000.00	Tami Benham-Deal, Senior Vice Provost/Professor
10001-ParkerExecutive-Jan2024	Executive Serach Agreement with Parker Executive Search	Services Contract	Provost	Parker Executive Search, LLC	2024-01-04	900,000.00	Tami Benham-Deal, Senior Vice Provost/Professor
10001-PerrettLaver-Jan2024	Perrett Laver LLC Terms and Conditions	Services Contract	Provost	Perrett Laver LLC	2024-01-22	450,000.00	Tami Benham-Deal, Senior Vice Provost/Professor
10502MalvernJan2024	Malvern Panalytical NanoSight Pro HBG5000	Services Contract	Research & Economic Development	Malvern Panalytical Inc	2024-01-21	127,704.21	Parag Chitnis, Vice President, Research and Economic Development
70001- The Implementation Group - Dec 2023	The Implementation Group	Services Contract	Research & Economic Development	The Implementation Group	2023-12-22	570,000.00	Parag Chitnis, Vice President, Research and Economic Development
19002-Elsevier-Dec2023	FIRST AMENDMENT TO ELSEVIER SUBSCRIPTION AGREEMENT	Services Contract	University Libraries	Elsevier B.V.	2023-12-22	629,372.00	Tami Benham-Deal, Senior Vice Provost/Professor
19002-IEEE-Nov2023	AMENDMENT NO.1 MULTI-YEAR COMMITMENT	Services Contract	University Libraries	IEEE	2023-12-19	659,805.00	Tami Benham-Deal, Senior Vice Provost/Professor
19002-InfoBase-Dec2023	Infobase Holdings - Digital License Agreement – Academic Library	Services Contract	University Libraries	Infobase Learning	2023-12-20	82,852.80	Cassandra Kvenild, Interim Dean
19002-IopPublishing-Nov2023	ANNEXURE Transformative Agreement 2024	Services Contract	University Libraries	IOP Publishing	2023-12-19	204,281.00	Cassandra Kvenild, Interim Dean
19002-PQd-Oct2021	License Agreement	Services Contract	University Libraries	ProQuest, LLC	2024-01-08	458,446.21	Tami Benham-Deal, Senior Vice Provost/Professor
19002-TaylorandFrancis-Dec2023	PURCHASE AGREEMENT	Services Contract	University Libraries	Taylor & Francis Group, LLC	2023-12-19	360,000.00	Cassandra Kvenild, Interim Dean
26001CleanHarborsJan2024AmendNo.2HazardousWasteDisposalSe rvices	Amendment No. 2	Services Contract	University Operations	Clean Harbors Environmental Services Inc	2024-01-25	150,000.00	William Mai, Vice President, Campus Operations
26001GEJohnsonWyomingDec2023CO7WCEPPhaseII	Change Order No. 7	Services Contract	University Operations	GE Johnson Construction Co	2024-01-22	105,551.00	William Mai, Vice President, Campus Operations
26001JEDunnConstructionJan2024CO4UWStudentHousingandDinina	Change Order No. 4	Services Contract	University Operations	JE Dunn Construction Company	2024-02-09	244,823.00	William Mai, Vice President, Campus Operations
26001OfficeScapesdbaSlateNov2023UWCollegeofLawRenovationFurnishings	Agreement Between Owner and Contractor	Services Contract	University Operations	OfficeScapes of Denver LLC dba Slate	2024-01-04	474,863.48	William Mai, Vice President, Campus Operations
10103-Ellucian Company LLC -Jan2024	Ellucian Flexible Advisory Services	Services Contract	VP of Finance & Budget	Ellucian Company L.P.	2024-01-30	123,000.00	Robert Aylward, Vice President

\*Board of Trustees approved September 22, 2023.

**UW Regulation 7-2 (Signature Authority) Procurement Board Report - December 16, 2023 - February 15, 2024**

PO Date	Supplier Name	Line #	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Last Approver	Last Approver Title	Approval Date
12/18/2023	Wyoming Department of Transportation	1	State Plane - FB Recruiting Trips through 6/30/2024 (FB-Recruiting)	1	100,000.00	100,000.00	100,000.00	Mens Football	Brodie, Samuel	Assoc AD/Budgeting & Fin Mgmt	12/18/2023
12/21/2023	Cambridge Computer Services, Inc.	1	HCI Controller 60TB, AS -1125HS-TNR H13DSH w/3yr Warranty, Super Micro: SMC HCI Controller 60TB	1	14,283.06	14,283.06		School of Computing	Barber, Megan	Dir, Business Operations	12/21/2023
12/21/2023	Cambridge Computer Services, Inc.	5	Verge.io - 4 Node Licensing for 3 yrs: (1) 3 year license per Node in the cluster, Verge.io: Lic-Node3YR (2) Install new node, Verge.io: Ins-Node	4	10,250.00	41,000.00		School of Computing	Barber, Megan	Dir, Business Operations	12/21/2023
12/21/2023	Cambridge Computer Services, Inc.	3	HCI Nodes 60TB,AS -1125HS-TNR H13DSH w/3YR Warranty.Super Micro: SMC HCI Node 60TB	1	14,074.62	14,074.62		School of Computing	Barber, Megan	Dir, Business Operations	12/21/2023
12/21/2023	Cambridge Computer Services, Inc.	2	HCI Nodes 60TB,AS -1125HS-TNR H13DSH w/3YR Warranty.Super Micro: SMC HCI Node 60TB	1	14,074.62	14,074.62		School of Computing	Barber, Megan	Dir, Business Operations	12/21/2023
12/21/2023	Cambridge Computer Services, Inc.	4	HCI Controller 60TB, AS -1125HS-TNR H13DSH w/3yr Warranty, Super Micro: SMC HCI Controller 60TB	1	14,283.06	14,283.06	97,715.36	School of Computing	Barber, Megan	Dir, Business Operations	12/21/2023
12/21/2023	Keysight Technologies Inc	1	10 MHz to 43.5 GHz PNA-X network analyzer	1	5,236.25	5,236.25		VP for Research & Economic Development Office	Chitnis, Parag	Vice President/Professor, Research & Economic Development	12/21/2023
12/21/2023	Keysight Technologies Inc	2	N5244B-201 2-port, configurable test set	1	108,870.34	108,870.34	114,106.59	VP for Research & Economic Development Office	Chitnis, Parag	Vice President/Professor, Research & Economic Development	12/21/2023
12/23/2023	The Steel Fixture Manufacturing Company	1	198 Quantity Steel Cabinets for Rocky Mountain Herbarium Expansion	1	252,600.00	252,600.00	252,600.00	Botany	Crane, Kelly	Interim Dean/Director/Ext Educator, Sr ETT	12/23/2023
01/04/2024	Cytek Biosciences, Inc.	2	Cytek Northern Lights 1YR SVC Cytek NL 3000 V/B/R with Loader - Premium (RUO and CLC)	0.8	27,325.80	21,860.64		Agricultural Experiment Station	Crane, Kelly	Interim Dean/Director/Ext Educator, Sr ETT	01/04/2024
01/04/2024	Cytek Biosciences, Inc.	1	Cytek Northern Lights Cytek Northern Lights 3000 V/B/R - (38 + 3 channel) Includes: • 3-laser flow cytometer	0.8	98,743.21	78,994.57		Agricultural Experiment Station	Crane, Kelly	Interim Dean/Director/Ext Educator, Sr ETT	01/04/2024
01/04/2024	Cytek Biosciences, Inc.	1	Cytek Northern Lights Cytek Northern Lights 3000 V/B/R - (38 + 3 channel) Includes: • 3-laser flow cytometer	0.2	98,743.21	19,748.64		Molecular Biology	Crane, Kelly	Interim Dean/Director/Ext Educator, Sr ETT	01/04/2024
01/04/2024	Cytek Biosciences, Inc.	2	Cytek Northern Lights 1YR SVC Cytek NL 3000 V/B/R with Loader - Premium (RUO and CLC)	0.2	27,325.80	5,465.16	128,619.01	Molecular Biology	Crane, Kelly	Interim Dean/Director/Ext Educator, Sr ETT	01/04/2024
01/10/2024	Illumina Inc	10	Shipping and handling.	1	1,969.60	1,969.60		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	9	20046969- Respiratory Pathogen ID/AMR Enrichment Kit Set B (RUO) (96 indexes, 96 samples)	1	10,056.96	10,056.96		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	7	MS-102-2002- MiSeq Reagent Kit v2 (300- cycles)	1	2,500.66	2,500.66		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	6	20100472- Illumina Respiratory Virus Enrichment Kit Set D (96 indexes, 96 samples)	1	10,056.96	10,056.96		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	5	20100471- Illumina Respiratory Virus Enrichment Kit Set C (96 indexes, 96 samples)	1	10,056.96	10,056.96		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	1	20050264- NextSeq™1000/2000 P1 Reagents (300 Cycles)	1	2,425.00	2,425.00		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	8	FC-110-3001- PhiX Control v3	1	386.06	386.06		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	3	20100469- Illumina Respiratory Virus Enrichment Kit Set A (96 indexes, 96 samples)	1	10,056.96	10,056.96		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	4	20100470- Illumina Respiratory Virus Enrichment Kit Set B (96 indexes, 96 samples)	1	10,056.96	10,056.96		Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/10/2024	Illumina Inc	2	20047050- Respiratory Pathogen ID/AMR Enrichment Kit Set A (RUO) (96 indexes, 96 samples)	1	10,056.96	10,056.96	67,623.08	Animal Science	Boyles, Victoria	Dir, Business Operations	01/10/2024
01/11/2024	Teledyne Instruments, Inc.	1	Model 65X Pump Module. Basic controller and continuous flow dual air valve package	0.25	66,763.80	16,690.95		School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	01/11/2024
01/11/2024	Teledyne Instruments, Inc.	1	Model 65X Pump Module. Basic controller and continuous flow dual air valve package	0.75	66,763.80	50,072.85	66,763.80	School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	01/11/2024
01/12/2024	GE Johnson Construction Co	1	BUILDING PERMIT FEE FOR STADIUM RENOVATION PERMITTING FEE TO BE PAID BY OWNER PER ATTACHED CMAR AGREEMENT AMEND 1	1	124,573.20	124,573.20	124,573.20	Facilities Construction Mgt	Samp, Michael	Assoc VP for Univ Operations	01/12/2024
01/12/2024	AVI-SPL LLC	1	AVI-SPL - AV installation - EIC Rooms 209, 360	1	96,673.86	96,673.86	96,673.86	Facilities Engineering	Bryant, Darcy	Deputy Director, Business Serv	01/11/2024
01/16/2024	Grand Canyon Expeditions	1	Services provided for ENR 4965/5964 Canyonlands: Climate, Water & Culture per the attached contract.	1	85,800.00	85,800.00	85,800.00	Haub School of Environment & Natural Resources	Koprowski, John	Professor/Dean/Wyo Excellence Chair	01/12/2024
01/17/2024	AllOver Media, LLC	1	UW Recruitment Advertisements on Steamboat Resort Ski Lifts, 2023-2024	1	70,200.00	70,200.00	70,200.00	Institutional Marketing	Baldwin, Chad	Assoc VP, Comm&Mkting	01/17/2024
01/17/2024	Wyoming Department of Agriculture	1	As per MOU, reimbursement to WDA for income for the WY State Seed Analysis Lab FY24 Quarter 2: 10/1/23-12/31/23. Total payment - \$62,426	1	62,426.00	62,426.00	62,426.00	State Seed Lab	Boyles, Victoria	Dir, Business Operations	01/17/2024
01/18/2024	TouchNet Information Systems Inc	1	TN Ready Partner Services 3/1/2024 - 2/28/2025	1	137,028.00	137,028.00	137,028.00	Student Financial Services	Courtney, Aaron	Associate Vice President, Budget & Institutional Planning	01/18/2024
01/22/2024	Aeris Technologies, Inc.	1	3 qty Mira Ultra Ch4/C2H6 Stainless steel Swagelok cellular modem, one intel port and GPS as per quote #231109 dated 12/9/2023	1	37,050.00	37,050.00		Atmospheric Science	Wright, Cameron	Dean/Professor	01/22/2024
01/22/2024	Aeris Technologies, Inc.	2	3 qty Mira Ultra Ch4/C2H6 Stainless steel Swagelok cellular modem, one intel port and GPS as per quote #231109 dated 12/9/2023	1	37,050.00	37,050.00		Atmospheric Science	Wright, Cameron	Dean/Professor	01/22/2024
01/22/2024	Aeris Technologies, Inc.	3	3 qty Mira Ultra Ch4/C2H6 Stainless steel Swagelok cellular modem, one intel port and GPS as per quote #231109 dated 12/9/2023	1	37,050.00	37,050.00	111,150.00	Atmospheric Science	Wright, Cameron	Dean/Professor	01/22/2024
01/23/2024	Fire Tribe, inc.	2	CTE Recruitment Campaign - Impact Films - Program Fees	1	29,700.00	29,700.00		College of Education Deans Office	Montez, Kimberly	Dir, Business Operations	01/23/2024
01/23/2024	Fire Tribe, inc.	1	CTE Recruitment Campaign - Impact Films - Deans URO	1	39,600.00	39,600.00		College of Education Deans Office	Montez, Kimberly	Dir, Business Operations	01/23/2024
01/23/2024	Fire Tribe, inc.	3	CTE Recruitment Campaign - Impact Films - F&A	1	29,700.00	29,700.00	99,000.00	College of Education Deans Office	Montez, Kimberly	Dir, Business Operations	01/23/2024
01/26/2024	Malvern Panalytical Inc	2	NanoSight Pro 5-year Service Contract per quote # Q-132642-2	1	48,150.00	48,150.00		Center of Innovation for Flow through Porous Media	Chitnis, Parag	Vice President/Professor, Research & Economic Development	01/26/2024
01/26/2024	Malvern Panalytical Inc	1	NanoSight Pro System per Quote # Q-132642-2	1	79,554.21	79,554.21	127,704.21	Center of Innovation for Flow through Porous Media	Chitnis, Parag	Vice President/Professor, Research & Economic Development	01/26/2024
01/26/2024	Clean Harbors Environmental Services Inc	1	ENVIRONMENTAL SERVICES & HAZARDOUS WASTE DISPOSAL FOR UW	1	81,745.02	81,745.02	81,745.02	UW Safety Office	Bryant, Darcy	Deputy Director, Business Serv	01/26/2024
01/29/2024	IHS Global Inc	1	IHS - 2 yr contract for subscription services for oil and gas research.	1	60,710.63	60,710.63	60,710.63	Enhanced Oil Recovery Institute	Hillbush, Roger	Program Manager	01/29/2024
01/30/2024	NWCCD Sheridan College	1	Dental Hygiene Spring 2024	1	34,500.00	34,500.00		Office of Online & Continuing Education	Stark, Stephanie	Dir, Business Operations	01/30/2024
01/30/2024	NWCCD Sheridan College	1	Dental Hygiene Spring 2024	1	57,759.00	57,759.00	92,259.00	Office of Online & Continuing Education	Stark, Stephanie	Dir, Business Operations	01/30/2024
01/31/2024	Gaumard Scientific Co Inc	1	Gaumard Advanced Pregnancy Simulator Package-Victoria S2200, includes 1/2 cost of freight, warranty & monitor	1	77,557.84	77,557.84		College of Health Sciences Deans Office	Hilaire, Michelle	Acting Dean	01/31/2024



**AGENDA ITEM TITLE: Capital Construction Report, Mai**

As of March 13, 2024, Capital Construction Report not final. Please refer to Facilities Contracting Committee Materials.