

DRAFT
THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

SPECIAL MEETING
Wednesday, August 8, 2007

**Final Minutes can be found on the University of Wyoming Board of Trustees website
at www.uwyo.edu/trustees/meetings**

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

**Wednesday, August 8, 2007
7:00-9:00 a.m.; in Old Main Boardroom/Conference Call
[some Trustees participated in person]**

AGENDA

Call to Order1

Roll Call1

Public Session1

 1. UW Budget, Buchanan

 2. Construction Bids for Student Health and Cheney International Center, Harris

Adjournment4

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Memo to re: Construction Bids for Student Health and Cheney International Center, Harris
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Call to Order

President of the Board of Trustees Dick Davis called the meeting to order at 7:02 a.m.

Roll Call

Those present for the conference call were: Trustees Dave Bostrom, Chuck Brown, Dick Davis, Taylor Haynes, Warren Lauer, Jim Neiman, Dave Palmerlee, Ann Rochelle, Tom Spicer, and Howard Willson. Ex-Officio Trustees in attendance included President Tom Buchanan, ASUW President David Kiren, State Superintendent of Public Instruction Jim McBride, and Mr. Chris Boswell, Governor's Chief of Staff, who participated on behalf of Governor Dave Freudenthal. Trustee James Trosper was not in attendance.

Public Session

1. UW Budget, Buchanan

President Buchanan led the Board in a discussion regarding the UW budget. He referenced the *University of Wyoming 2009-2010 Biennium Draft State Budget Request Summary and Overview* which was sent to the Trustees in advance of the meeting. President Buchanan noted that Vice President for Administration Phill Harris and Vice President for Academic Affairs Myron Allen were both in the room to answer questions. There will be no vote taken on this topic. A trustee vote is not required, but President Buchanan hopes that he will have the support of the Board. President Buchanan worked through the document, answering various questions from the Board such as: how the instruction excellence monies are affected being that we did not increase tuition; why not include a faculty renewable energy position under SER; how will hiring a person in the area of health care help the state; and who is requesting that we hire these positions in water and health care.

Trustee Neiman requested that the Board receive a report from the Wyoming Technology Business Center (WTBC) 3-4 times per year so the Board is more informed. Trustee Davis inquired about expansion of the Business Center and development of the east end of campus. President Buchanan noted that we need to create a vision for our east campus, a "master plan." Vice President for Research and Economic Development Bill Gern stated that one of our goals

with the WTBC is to develop and integrate outreach across the state; the center has identified several businesses that are ready for our services.

The Board continued the conversation regarding priorities and campus safety. Trustee Bostrom questioned the campus safety item's placement on the priority list. There was discussion regarding UW counselor to student ratio, the Governor's thoughts about the priority listing of the proposed budget, the athletics competitiveness plan, and the endowment matching program.

President Buchanan noted that he could produce a more detailed explanation of where and how all these items are being funded. He also noted that attention is necessary in all the areas listed in this document. There was continued discussion about what goes into the budget request and the flexibility we have in our block grant.

The Board continued on, discussing the capital facilities request, addressing topics such as the College of Business, central energy plant and using renewable energies that are available in Laramie and Cheyenne, fine arts facility, the capital facilities plan, construction to residence halls, parking/transportation on campus and in the community, renovation of the classroom building, BSL-3 lab facilities, academic facilities matching program, conversations with community college presidents, and medical education and the WWAMI program.

President Buchanan noted that the dollar amounts that UW sets in front of the legislature are current predicted dollars. Some costs will need to be modified.

The Board expressed interest in continuing their discussions about the budget and the priority listings at the Board of Trustees Retreat in Jackson, August 24-26, 2007. It was decided there would be a "special" meeting of the Board at the tail end of the Board of Trustees Retreat. Trustee Davis welcomed suggestions from Board members in advance via e-mail or memo.

President Buchanan stated that this is a work in progress and he would be pleased to hear from the Board. We want to make sure we are working collectively with the Board and the administration.

2. Construction Bids for Student Health and Cheney International Center, Harris

Vice President for Administration Phill Harris discussed the memo he shared with the Board in advance of the meeting (see memo attached). With completion of the Health Sciences Center, UW has engaged in the planning of the backfill space. One of the projects that we are working on is the Student Health Center. We are working on renovation plans which will accommodate the backfill. During the renovation phase, we became aware that the Cheney's were offering a gift to create an international center on the west portion of the student health facility. We have advertised for contractors to do that work and have received 4 bids. The low bid was for \$1,589,500 from Spiegelberg Lumber and Building Company of Laramie. Vice President Harris recommended that the Board award that contract, with the contingencies that we are in contact with the Cheney's in terms of what this project entails and the designs/plans for the facility.

Trustee Davis asked if Vice President Harris was concerned about the difference between the high and low bids. Vice President Harris commented that he was concerned, but felt there were reasons for the varying bids (one company was too busy to fit it in, and the other company may not know the area or Wyoming and the costs for work in this area). Vice President Harris stated that he is comfortable with the low bidder.

Motion by Trustee Haynes to award the contract to Spiegelberg Lumber and Building Company of Laramie with a bid of \$1,589,500; second by Trustee Bostrom. Discussion by the Board followed. Trustee Haynes commented that Spiegelberg Lumber is a good company and that they have experience on campus. Vice President Harris agreed with the comment, and stated that we have had good luck with their work on campus.

Motion carried unanimously. Trustees Trosper, Spicer and Rochelle were not present for the vote.

Adjournment

Trustee Brown moved to adjourn the meeting. Trustee Lauer seconded the motion which passed unanimously.

The meeting was adjourned at 9:22 a.m.

Respectfully submitted,

Shannon Sanchez
Deputy Secretary, Board of Trustees

University of Wyoming
2009-2010 Biennium Draft State Budget Request
Summary and Overview
UW Board of Trustees Meeting – August 8, 2007

This is an overview of the comprehensive budget documents that will be submitted to the state budget office when they are completed in the coming weeks. It is anticipated that the Board of Trustees will act formally on the University's budget request at the Board's September meeting.

I. UW Operating Budget – State 067 Budget

A. Standard Operating Budget

- A “standard budget” is calculated by the state’s budget office and serves as the base budget for each state agency that the Governor will recommend to the Legislature. Requests for new funding beyond this standard budget are called “exception” budget requests.
- UW’s standard budget for 2009-2010 is essentially the amount to sustain the “block grant” from the current (2007-2008) biennium.
- The Governor has preliminarily included in each state agency’s budget, including UW’s, sufficient funding for a 4% adjustment in each year of the biennium to salary funding for Section I employees and to sustain the 85% employer contribution toward health insurance benefits. Total funding included for this recommendation and to sustain salary funding appropriated during the 2006 and 2007 session is approximately \$39.2 million.
- For Section II (UW self-generated revenue) funded employees to receive similar treatment, University charges and fees used to fund these employees’ salaries and benefits will need to be adjusted appropriately.
- The standard budget also includes funding for the annual \$1 million payment toward the NCAR project.

B. Expanded Budget Request

Academics

1. **Libraries** – (\$18,800,000 recurring) – Section 321 of the 2006 state budget bill required UW to report by October 1 on its efforts to achieve GWLA (Greater Western Library Alliance) membership and plan for eventual ARL (Association of Research Libraries – the “gold standard” among research universities) membership. UW’s library collections size is substantially smaller (15% to 27%)

than those at libraries of the very smallest GWLA members, e.g. Oregon State, Utah State, and New Mexico State. UW's annual collections budget is also much smaller than that at these institutions – 30% to 60% less. This funding is the amount necessary for the University to realistically pursue a successful application for GWLA membership in 2010.

2. ***Instructional excellence including Outreach*** – (\$12,500,000 recurring; \$700,000 one-time) – After providing for the competitiveness of UW's libraries, UW's next academic priority is to ensure the non-personnel related costs of education are funded at a level consistent with the quality of education that UW's students and Wyoming's citizens expect. In addition to the needs on campus, the technology requirements for UW's Outreach (off-campus) programs, where UW's enrollments are growing fastest, have far outstripped available resources. UW has aggressively and creatively managed its block grant to address these ever increasing costs over the last 15 years, The vast majority of the very generous increases to UW's operating budget in recent years have been for personnel, both to ensure that the University's faculty and staff have competitive salary levels and state benefits and to permit the University to hire additional faculty for positions lost during the lean years of the 1990's. High quality modern education requires expenditures for a variety of items – basic lab and studio equipment and supplies, teaching materials and equipment, student travel, and instructional technology and telecommunications costs are examples.

Economic Development/Supporting Wyoming

1. ***School of Energy Resources*** – (\$8,607,000 recurring) – UW's 2005 SER financial plan, referenced in the SER enabling legislation, specified a three year budget ramp-up for the school. This request provides funding for the third year in the financial plan, sustains it for the fourth year, and includes the salary and benefit increases recommended in the standard budget.
2. ***Faculty leadership in Wyoming issues: health care, water, and renewable energy*** – (\$1,720,000 recurring) – This request would fund a senior faculty position in each of these three areas to enhance UW's contribution to the state.
3. ***Wyoming Technology Business Center (WTBC incubator)*** – (\$794,000 recurring) – This request transforms the original one-time funding for the WTBC operational budget to recurring funds.
4. ***Wyoming Public Radio*** – (\$460,000 recurring; \$950,000 one-time) – This request will expand WPR coverage into several new areas and provides an additional broadcast channel in several existing areas.

Institutional Sustainability

1. **Information Technology** – (\$2,000,000 recurring; \$2,910,000 one-time) – This request focuses on instructional capacity and business sustainability including equipment and software for course development and management, wireless capability to the balance of campus, and enhance security and disaster recovery capability.
2. **Campus safety initiatives** – (\$1,081,400 recurring; \$1,515,750 one-time) – These funds will be used to implement the recommendations of President Buchanan’s Safety Advisory Committee including the first phase of a campus security system controlling building access.
3. **Utilities** – (\$2,450,000 recurring) – To address increased utility costs.

Athletics Competitiveness Plan – (\$2,309,500 recurring) – This funds 50% of the plan, with the balance to be generated by Intercollegiate Athletics.

Endowment Matching Program – (\$25,000,000 recurring) – This continues the endowment matching fund program.

II. Capital Facilities Request

State funding for University capital facilities projects

1. **College of Business** – Construction Funding (\$54,999,186)
2. **Central Energy Plant** – Utility System Improvements (First phase - \$4,700,000)
 - Chilled water system improvements
 - Comprehensive utility system analysis
 - Coal fired power modifications
3. **Level II Planning Funds** – New Fine Arts Facilities (\$800,000); Level II planning funds for a Science Teaching Laboratory are a possible 2009 request
4. **Downey Hall** – Construction Funding (\$5,191,000); UW proposes further discussion of financing alternatives for Washakie area halls, Crane-Hill area, and balance of east campus housing
5. **Additional Classroom/Lab Renovations** – Construction Funding (\$8,000,000); first phase – modernize 40 of more than 200 classrooms and labs in older buildings
6. **Transportation/Parking Facilities** – Possible 2009 request depending upon the results of the join UW – City of Laramie – WYDOT study anticipated in early 2008

Support for funding multi-state agency project – Biosafety Level 3 (BSL-3) facilities in Wyoming State Vet Lab in Laramie – State Level II study for a multi-agency lab facility in Cheyenne (Human health and forensics) and for the multi-agency WSVL facility in Laramie (wildlife/livestock) both with suitable BSL-3 facilities

Academic facilities matching funds program

1. Joint UW/LCCC facility (\$11 million in state matching funds)
2. Joint UW/Casper College facility (possible 2009 request)
3. Additional matching funds for classroom and lab renovations and modifications to the 2007 academic facilities matching fund appropriations (net increase of \$3.6 million for a total pool of \$6 million)
4. Bridge funding for Athletics Matching Fund facilities - \$4,300,000 to be repaid when donor commitments are received

III. Medical Education Budget – 167

This budget contains funding for WWAMI, the Family Practice Residencies, Dental Education Program, Advanced Psychiatric Nurse Practitioner Loan Repayment Program, and the Psychiatric Residency Rotation Program and is being finalized.

UNIVERSITY OF WYOMING

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August 2, 2007

TO: Board of Trustees
University of Wyoming

FROM: Phill Harris, Vice President
Administration

SUBJECT: Construction bids for Student Health and Cheney International Center

The university has been in the process of renovating existing campus locations that were vacated when programs were moved to the new Health Sciences Building. Space vacated in the Student Health Building was allocated for International Programs and the university planned to renovate this space to accommodate the move and provide other improvements throughout the building including installation of a new HVAC system and replacing exterior windows. With the announcement of the gift from Vice President and Mrs. Cheney, matched by the legislative appropriation for academic facilities, the renovation plans were expanded to permit creation of the Cheney International Center.

Earlier this year the University engaged Randall Hein Architect for the design work required to renovate space in UW's Student Health Building and to create the Cheney International Center. At the same time EDAW Inc. was hired to develop a landscape design complementing the work done earlier by this firm on the design of Prexy's Pasture and the Simpson Family Plaza.

The University Facilities Planning Office advertised the project July 6th through the 19th with bids received on July 26, 2007. Bids were received from three resident general contractors and one non-resident general contractor and the bid amount proposed by the low bidder was less than the initial estimates for the project. The highest bid was submitted by the non-resident contractor in the amount of \$2,255,000. After reviewing the bids it is recommended that the Student Health & Cheney International Center project be awarded to Spiegelberg Lumber and Building Company of Laramie, Wyoming in the amount of \$1,589,500.

The project will be sequenced so that operations in the Student Health Center can continue during the construction period. The completion of the building project is scheduled for mid

March, 2008 and the new landscaped plaza entry (designed similar to the Simpson Plaza) is scheduled to be completed mid June.

Attached to this recommendation is a table showing the total budget for the project divided between costs for the International Center and the remaining work being done on the Student Health Building. The funds for the work to be done in Student Health have previously been set aside during the planning phase that occurred with the completion of Health Sciences.

Enclosure

LARAMIE, WYOMING
UNIVERSITY OF WYOMING
Student Health and Cheney International Center
TOTAL COST SUMMARY

2007 Construction Start

SITE IMPROVEMENTS				International Center	Student Health
	Includes asbestos abatement & demolition (Bid)	\$122,500		\$67,375	\$55,125
	Landscaping (Bid)	\$139,500		\$139,500	
BUILDING					
27,000 net square feet	RENOVATION/RECONSTRUCTION –(Bid)	\$1,350,000		\$783,000	\$567,000
TOTAL CONSTRUCTION COST			\$1,612,000	\$989,875	\$622,125
			0	0	0
CONSTRUCTION CONTINGENCY			\$175,000	\$119,000	\$56,000
			0	0	0
DESIGN FEES			\$212,000	\$132,200	\$79,800
			0	0	0
FURNITURE, FIXTURES AND EQUIPMENT			\$145,000	\$145,000	0
			0	0	0
TECHNOLOGY EQUIPMENT			\$60,000	\$60,000	0
			0	0	0
MOVING/MISCELLANEOUS EXPENSES			\$37,000	\$22,000	\$15,000
			0	0	0
ADMINISTRATIVE EXPENSES			\$64,480	\$44,480	\$20,000
			0	0	0
TOTAL PROBABLE COSTS			\$2,305,480	\$1,512,555	\$792,925