

THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES' MINUTES

November 13-15, 2008

The Final Minutes can be found on the University of Wyoming Board of Trustees website at
<http://uwadmnweb.uwyo.edu/trustees/info.asp?p=161>

University of Wyoming Mission Statement (April 2002)

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities, dedicated to serving as a statewide resource for accessible and affordable higher education of the highest quality, rigorous scholarship, technology transfer, economic and community development, and responsible stewardship of our cultural, historical, and natural resources.

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

- Expose students to the frontiers of scholarship and creative activity, and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

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

The primary vehicles for identifying the specific actions and resource allocations needed to achieve this complex mission are the University's *Academic Plan*, *Support Services Plan*, and *Capital Facilities Plan*, each revised periodically.

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
November 13-15, 2008

WORK SESSIONS

Introductions (*This item was not on the original agenda*).....2
Annual Audited Financial Reports, Lowe/Jim Hearne- McGee, Hearne, & Paiz, LLP3
FY09 Budget Increase Authorization, Harris5
FY09 Block Grant Expenditures, Harris/Miller
 A. Clean Coal Project6
 B. NCAR Project6
Construction Issues, Harris
 A. CMAR for War Memorial Stadium Project.....7
 B. Site Location for Visual Arts Facility8
Affiliation Agreement Between Community Health Center of Central Wyoming and University
 of Wyoming, Allen10
Joint Breakfast Meeting with Energy Resources Council11
FY10 Tuition and Fees: Initial Discussion, Harris14
Employee Assistance Program for UW, Harris16
UW Endowment Update, Blalock/UW Foundation Board.....17
New UW Public Relations Plan, Miller/Jessica Lowell/Montica Willmschen.....19
Higher Learning Commission Reaccreditation Update, Abernethy21
Fall 2008 Enrollment Report and Hathaway Update, Axelson.....22
Outreach Update, Miller23

BUSINESS MEETING

Roll Call25
Approval of Board of Trustees Meeting Minutes
 July 16-17, 2008.....25
 September 11-13, 200825
Approval of Executive Session Meeting Minutes
 July 16-17, 2008.....25
 September 11-13, 200825
Reports
 ASUW.....25
 Staff Senate26
 Faculty Senate.....26
Public Testimony.....26

Committee of the Whole

REGULAR BUSINESS

1. Board Committee Reports:

- A. Academics and Research (Allen)
Trustee Palmerlee, Committee Chair27
- B. Fiscal and Legal Affairs (Harris)
Trustee Haynes, Committee Chair27
- C. Student Affairs/Athletics/Administration (Axelson)
Trustee Rochelle, Committee Chair.....27

CONSENT AGENDA

- 1. Approval of Contracts and Grants, Gern28
- 2. Personnel, Allen28
- 3. Annual Audited Financial Reports, Lowe28
- 4. FY09 Budget Increase Authorization, Harris28
- 5. FY09 Block Grant Expenditures, Harris/Miller
 - A. Clean Coal Project28
 - B. NCAR Project28
- 6. Construction Issues, Harris
 - A. CMAR for War Memorial Stadium Project.....28
 - B. Site Location for Visual Arts Facility28
- 7. Employee Assistance Program for UW, Harris28
- 8. Elimination of Educational Specialist Degrees, Abernethy.....28
- 9. ~~Amendments to Coaches' Supplemental Retirement Plans, Harris~~ *(This item was removed from the Consent Agenda after the Report was printed. Information was not available in time for the Board meeting.)*
- 9. UW/Casper College Joint Facility *(added during work session)*.....28
- 10. University Regulation 802 *(added by recommendation of Fiscal and Legal Affairs Committee)*28

New Business29

Date of Next Meeting: January 22-24, 200929

Rock Springs, Wyoming

Note: As of January 5, 2009, it was decided that this meeting will be held in Laramie, WY.

Adjournment29

**THE UNIVERSITY OF WYOMING
MINUTES OF THE BOARD OF TRUSTEES
November 13-15, 2008
Garden Ballroom 2 & 3, UW Conference Center**

The Board of Trustees of the University of Wyoming met in Laramie, Wyoming November 13 and 14, 2008. Following committee meetings the morning of November 13, the Board participated in a luncheon with the UW Staff Senate at the Hotel Conference Center.

A reception with Outstanding Student Scholars was held after the afternoon meeting adjourned at 4:00 p.m. November 13, 2008. President and Mrs. Buchanan hosted the trustees and invited faculty to a dinner in their home that evening.

The Board participated in a luncheon Friday, November 14, with Honors Program students at the newly renovated Honor's House.

There was no business conducted on Saturday, November 15.

THE UNIVERSITY OF WYOMING
MINUTES OF THE BOARD OF TRUSTEES
November 13-15, 2008
Garden Ballroom 2 & 3, UW Conference Center

The Board held Executive Session from 1:00 to 2:25 p.m.

Trustee President Chuck Brown called the Public Session to order at 2:30 p.m.

AGENDA ITEM TITLE: Introductions (*This item was not on the original agenda.*)

CHECK THE APPROPRIATE BOX(ES):

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

MINUTES OF THE MEETING

Provost and Vice President for Academic Affairs Myron Allen introduced Professor Theresa Bogard, of the Music Department. She was recently awarded Professor of the Year for Wyoming by the Council for Advancement in Support of Teaching. Professor Bogard is also a nationally recognized pianist. She commented that she considers herself one of the luckiest people in the world each day because she is able to pursue her passions of both teaching and playing the piano.

Vice President for Governmental, Community and Legal Affairs Rick Miller introduced Don Richards who was recently added to the staff of Government, Community and Legal as Deputy Director for Government Relations. Mr. Richards joined UW from his position as the Energy Policy Advisory for Senator John Barrasso and has many years of experience in government and legislative affairs. Mr. Richards stated that he has two passions, politics and Wyoming, and is happy to engage in both at the University of Wyoming.

AGENDA ITEM TITLE:

Annual Audited Financial Reports, Lowe, Jim Hearne- McGee, Hearne & Paiz, LLP

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Committee of the Whole (Consent Agenda)

MINUTES OF THE MEETING

Associate Vice President for Finance Janet Lowe introduced Jim Hearne, lead partner in the firm McGee, Hearne & Paiz, who led a discussion regarding the University's annual audited financial statements and reports. The five bound reports were distributed to the Board for their review. Mr. Hearne walked them through the reports, giving an overview of each.

The reports include Wyoming Public Media (formerly Wyoming Public Radio), Intercollegiate Athletics Audit, The Bond Funds, Financial Report and the Compliance Report.

The Wyoming Public Media report offers a synopsis of what has been happening to that entity in the past year and is an audit of its financial statements as required by National Public Radio.

The Intercollegiate Athletics audit is based on agreed upon procedures conforming to the guidelines of the National Association. These procedures were applied to the records of the Athletics Department, and of the 25 procedures, there were no findings or anything of concern. This report was issued in letter form along with a schedule of cash receipts and disbursements of the Athletics Department.

The Bond Funds report is a required audit of the financial statements of the bond funds as of June 30, 2008 and 2007, and the changes in their net assets and their cash flows for those years. The auditors issued an unqualified clean opinion on financial statements using generally

accepted accounting procedures. Mr. Hearne said the revenue pledged against the bonds was a very high percentage and that they were well secured at approximately 497%.

The Compliance Report is required by the US Office of Management and Budget (OMB). This report oversees the federal funds awarded to the University. This is money actually expended, not the grants awarded to the University. This report includes a list of all federal grants and awards and the expenditures from them which is called the Schedule of Federal Awards. Also included in the report is a Summary of Findings and Questioned Costs. Another item in the Compliance Report is a Schedule of Prior Audit Findings which reports on the status of any previous findings from prior audits. As a result of this report a data collection form will be submitted to the clearing house within 30 days. The clearing house has a record of all of the awards received by the University of Wyoming.

The final and main report presented is the Financial Report. This is required by the Comptroller General of the United States who requires an audit of all colleges and universities. This report is a great summary of the activities of UW for the previous year.

Mr. Hearne then entertained questions from the Board.

Trustee Warren Lauer, as a member of the audit committee, reported that they found the work done by management and staff and the auditors to be excellent. To have four unqualified reports, which means there were no findings, is a great accomplishment. He thanked the committee and assured the Board that any non-compliance items will be taken care of.

Trustee Dave Bostrom, as Treasurer of the Board of Trustees, also commented on the audit, and complimented the staff on a job well done. He recommended everyone get a copy of the report because it does provide for an excellent management discussion.

Trustee Lauer then moved that the audit reports as presented be accepted and put on the Board of Trustees' Consent Agenda.

AGENDA ITEM TITLE: FY09 Budget Increase Authorization, Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Committee of the Whole (Consent Agenda)

MINUTES OF THE MEETING

PART I – Section I Budget Authority Increases

Vice President for Administration Phill Harris explained to the Board the request for the 2009-2010 Biennium, Section I Budget Authority Increase in the amount of \$2.158 million. This is to accommodate the carryover of earmarked UW Income Fund revenue that is generated by course fees, computer fees and summer school activities. The additional budget authorization results from the carryover of summer session budget authority and a reconciliation of revenue and expenditures at the close of each biennium for earmarked revenue accounts within the Section I Operating Budget. With the Trustees' approval, unexpended funds from the prior biennium are then added to the UW Income Fund budget authorization for the ensuing biennium.

PART II – Section II Budget Authority Increase

In addition, Vice President Harris outlined a one-time request for FY 2009 budget authority increase for ASUW, pursuant to ASUW Senate Bill #2215 that was passed on September 16, 2008. The ASUW Senate voted unanimously to take an amount not to exceed \$7,500 from interest generated on the ASUW Special Projects Endowment, to support various expenses related to the 2008 ASUW International Student Government Cultural Exchange. The Exchange is a cooperative effort between the University of Wyoming, Shanghai University and Shanghai Normal University, to encourage interaction and learning between student leaders during the 2008-2009 school year. This request increases the 2009-2010 Biennium – Section II Operating budget for the ASUW program and University Funds by \$7,500. Vice President Harris answered several questions of clarification from the Board. It was noted that both of these Budget authority requests are on the Consent Agenda.

AGENDA ITEM TITLE: FY09 Block Grant Expenditures, Harris/Miller

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Committee of the Whole (Consent Agenda)

MINUTES OF THE MEETING

Vice President for Administration Phill Harris, and Vice President for Governmental, Community and Legal Affairs Rick Miller submitted requests for authorization to expend unbudgeted funds from the second year of the biennium into the current fiscal year for matching funds for the Clean Coal Project and start-up funding for Architect and Engineering services on the NCAR Supercomputing Center. Vice President Miller explained that AML funds for the Clean Coal project cannot be used to match federal funds and since some of the funding for the project is federal, an alternative source must be found. The easiest way for this is for the Wyoming Legislature to approve the funds; however, that will not happen until March of 2009. Meanwhile, time is of the essence and researchers are waiting now for the funding. Therefore, the request is to use the second year biennium money now and replace it later when approved by the state legislature.

The same situation exists with the NCAR Supercomputing project. Before the National Science Foundation (NSF) gives its final approval for the project, they need to see a budget and have architectural drawings. Funds are needed immediately and according to Vice President Miller the risks of delay far outweigh the risk of the legislature not approving the funding next year.

Trustee Ann Rochelle asked if there might be other similar situations in the future, and that if we fix these two, could there be more next year? Vice President Miller said that no, these were unique circumstances.

It was noted that his request is on the Consent Agenda.

AGENDA ITEM TITLE: Construction Issues, Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Committee of the Whole (Consent Agenda)

MINUTES OF THE MEETING

A. CMAR for War Memorial Stadium Project

Vice President for Administration Phill Harris updated the Board on the status of the War Memorial Stadium Project which includes improvements to both the upper and lower east stand. The improvements involve a club/suite addition and main concourse improvements which will bring about improvements for ADA compliance and other Code compliances. He reminded the Board that this project is part of the overall athletic strategic plan and is at the stage now where it is important to bring in the Construction Manager at Risk (CMAR) to complete the project before fall of 2010, thus disrupting only one football season.

After undergoing the selection process of the request-for-qualifications (RFQ), four firms were interviewed and three were priority ranked. Sampson Construction of Cheyenne, Wyoming ranked first, Haselden Wyoming Construction of Casper second, and M. A. Mortensen Construction out of Denver was ranked third. Vice President Harris recommended Sampson Construction be awarded the CMAR with a basic proposal of \$45,120 for preconstruction services, \$1,485,120 for the construction services and 584 calendar days for construction completion.

There was discussion regarding the particular expertise that qualified the chosen company and Roger Baalman, Director of Facilities Planning, stated that Sampson had more experience with pre-cast concrete and had been the contractor for the stadium suites at the University of Nebraska.

The question was asked whether losing seats from the renovation would jeopardize UW's Division I status. Mr. Baalman said that the stadium size requirement of the NCAA had been eliminated and now they are required to fill a certain amount of seats. President Buchanan clarified that amount as an average attendance of 15,000 per game. The University has the option of counting actual attendance or ticket sales, since sometimes bad weather prevents large attendance at the games. UW has opted to count ticket sales and therefore has no problem meeting that minimum.

Other discussion included the mention that the improved facilities would enhance ticket sales and attendance, and that over half of the funding for the project is from private donations.

B. Site Location for Fine Arts Facility

Vice President for Administration Phill Harris gave background information for the new Fine Arts Facility. The Level I planning report was completed in September, 2008. The next step is to identify a site which needs to be determined before an architect is hired and a design proposed. Three possible sites were studied with the final location recommended immediately east of the Centennial Complex.

There was discussion regarding how the plan fits into the east campus development plan, the distance from the main campus for art students, and if the facility could be attached to the existing Art Museum.

President Tom Buchanan stated there had been much discussion about this facility coming before an east campus plan is in place, but by necessity the visual arts center will have to come before the final east campus strategic plan. He also reiterated that presently there are no plans to expand either the Art Museum or the American Heritage Center.

Chris Boswell, Chief of Staff for Governor Freudenthal, asked if students had been apprised of the planning for the facility. Vice President Harris stated that the ASUW, faculty, Physical Plant, and Info Tech had all been involved in the planning process. Provost and Vice President Myron Allen added that it was one of the longest Level I processes he had experienced, precisely

because of all the involvement and intense interest by students, faculty and staff who have worked very hard on the process.

Trustee Jim Neiman then asked that this item be removed from the Consent Agenda and taken under consideration as a separate item.

AGENDA ITEM TITLE:

Affiliation Agreement Between Community Health Center of Central Wyoming and University of Wyoming, Allen

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Provost and Vice President of Academic Affairs Myron Allen introduced Beverly Sullivan, Interim Dean of the College of Health, and Dr. Jerry Saunders, Director of Medical Education and Public Health. Provost and Vice President Allen gave some background on the new agreement between Community Health Center of Central Wyoming (CHCCW) and the University of Wyoming. Dr. Jerry Saunders distributed a handout summarizing the agreement and its benefits. Dr. Saunders stated that if this agreement meets the approval of the United States Health Resources and Services Administration (HRSA), the Board will be asked to authorize the execution of the agreement.

The meeting was adjourned at 3:30 p.m. for the Board members to attend a reception with outstanding student scholars in Salons C & D in the UW Conference Center.

**THE UNIVERSITY OF WYOMING
MINUTES OF THE BOARD OF TRUSTEES
November 13-15, 2008**

AGENDA ITEM TITLE:

Friday, November 14, 2009

Joint Meeting and Working Breakfast with Energy Resources Council and the UW Board of Trustees.

Salons A & B, UW Conference Center

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Working Breakfast with Energy Resources Council

MINUTES OF THE MEETING

Energy Resource Council Members Present:

Representative Tom Lockhart (Council Vice Chairman)
Senator Charles Townsend
Paul Lang – President Western Operations, Arch Coal Inc.
Rob Wallace – Manager, Government Relations, G.E. Energy
Ingrid Burke – Ex officio, Director, RIENR

Energy Resource Council Members Absent:

Ron Harper – CEO & General Manager, Basin Electric Power Coop, (Council Chairman)
Bobby Shackouls – Chairman, Burlington Resources Inc. (retired)
Tom Stroock – CEO, Alpha Development Corp; former US Ambassador
Keith Rattie – Chairman, President & CEO, Questar Corporation

UW Trustees Present:

Chuck Brown – UW Trustee President
Jim Neiman – UW Trustee Vice President
Warren Lauer – UW Trustee Secretary
Dave Bostrom – UW Trustee Treasurer
Dick Davis – UW Trustee
Betty Fear – UW Trustee
David Parmerlee – UW Trustee
Ann Rochelle – UW Trustee
Tom Spicer – UW Trustee
Tom Buchanan – Ex Officio
Kelsey Day Ex Officio

UW Trustees Absent:

Taylor Haynes – UW Trustee
Howard Willson – UW Trustee
James Trosper – UW Trustee
Governor Dave Freudenthal – Ex Officio
Jim McBride – Ex Officio

Welcome

Myron Allen, Provost and Vice President of Academic Affairs, welcomed the University Of Wyoming Board of Trustees and the School of Energy Resources Energy Resource Council.

Energy Curriculum Proposals

Provost Allen introduced Dean Robert Ettema of Engineering and Applied Sciences, who gave a presentation of the proposed Energy Systems Engineering degree program

Provost Allen also introduced Director Mark Northam, School of Energy Resources, who introduced and welcomed Associate Director of Energy Outreach, Mary Byrnes. Mr. Northam gave a presentation on the proposed Energy Resource Science degree program.

Trustee Dave Bostrom asked if there was room for an international component with such a rigorous discipline in the programs. Ettema stated there were many options, and they were looking for international locations for possible three week courses.

Mr. Northam stated that there was a possibility to work with MIT to develop an energy curriculum for K-16 in public schools, preparing students for what they need for employment in an energy related field. Mr. Northam's assessment of these two degree programs is that they are not competitive, but diverse and complement each other. He would like to do some fine tuning, bring it back to the Board of Trustees for approval for this academic year.

Representative Tom Lockhart addressed the Board by expressing his appreciation to meet annually with them to accomplish tandem goals. He also expressed his gratitude for the Clean Coal Task Force's work, realizing the importance the impact they can have on the University of Wyoming, the state, and the nation.

The meeting was adjourned at approximately 8:40 a.m.

Note: Minutes of the joint meeting were taken by Sarah Schulmeyer, Staff Support for the Energy Resources Council.

AGENDA ITEM TITLE: FY10 Tuition and Fees: Initial Discussion, Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

The Fiscal and Legal Committee, and Vice President for Administration Phill Harris presented initial proposals for 2009-10 tuition and fees to the Board of Trustees for its consideration.

Chairman of the Fiscal and Legal Committee, Trustee Ann Rochelle, led the presentation with an overview of the proposed student fees for next year. She stated that current student fees are \$400.63 per semester for a full-time student. The contemplated increase is \$34.93 per full-time student per semester. Of that increase, \$10 is designated for ASUW. She called upon ASUW President Kelsey Day to update the Board on the status of that request. Ms. Day stated that there was no fee increase last year because they were running a surplus, but many new programs and their associated expenses necessitated the increase for this year. It was voted on by ASUW and passed. She said overall, students supported the increase.

Vice President Harris addressed the increase in part-time students and how to assess part-time student fees. Many of them are not engaged in the activities covered by the fees. The committee discussed how then to assess the fees in a fair way. Other fees proposed to increase were for Student Health. Vice President Harris clarified that the mandatory fees are for self-sustaining units that do not receive Section I funds and therefore the fees must be raised as that unit's expenses increase.

Trustee Rochelle went on to discuss tuition increases. She stated that the Fiscal and Legal committee is proposing a 5% increase across the board except for resident undergraduate student tuition which would stay the same. She pointed out that with the new Higher Education Act,

starting in 2011, they will be publishing tuition of colleges and those with a spike in costs could be flagged for review. If tuition stays the same for now, but something happens in the future that requires an increase, it may come to the attention of the Higher Education Act. It would be best then, to have a regular modest increase to keep up with inflation and increased costs of attendance.

Typically, the tuition will be approved at the January meeting with the fees discussed in March. Everything must be approved by the March meeting in order to assemble financial aid packages and print brochures, etc.

AGENDA ITEM TITLE:

Employee Assistance Program for UW, Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Committee of the Whole (Consent Agenda)

MINUTES OF THE MEETING

Vice President for Administration Phill Harris informed the Board that one of the action items in UW's Support Services Plan II was the need to explore the development of an Employee Assistance Program (EAP). To that end a group of faculty and staff has spent the last year looking at this. Their efforts explored programs as small as hotline referral to full blown programs that include wellness and comprehensive mental health, financial and substance abuse counseling. They explored in-house programs and out-sourced programs and their associated costs. Vice President Harris proposed to the Board that they adopt this plan as an employee benefit program and authorize UW to solicit proposals to provide mental health substance abuse counseling. He estimated this would cost around \$70,000 per year.

There was some discussion regarding whether this would be funded in full by the University and what would be coordinated through the health insurance provider. The general consensus of the Board was that the benefits accrued from the program in employee wellness and productivity would outweigh the costs.

Vice President Harris said after this initial program is in place and implemented, after a year or so we can evaluate its effectiveness and then discuss any elements that need to be added.

It was noted that this item is on the Consent Agenda.

AGENDA ITEM TITLE: UW Endowment Update, Blalock/UW Foundation Board

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

With the recent fluctuations in the financial markets, an update on the current status of UW's endowments was presented by Ben Blalock, Vice President for Institutional Advancement; Dick Taggart, Chair of the UW Foundation's Investment Committee; Eric Riedlin, Vice President of Monticello and Associates (UW Foundation's investment advisor); and Mary Ann Garman, UW Foundation Chief Financial Officer.

Vice President for Institutional Advancement, Ben Blalock spoke briefly about some of the issues facing the University of Wyoming in this time of market instability. He said one issue is liquidity concerns. Many universities have been forced to sell off assets at low prices in order to fund programs. UW does not have a liquidity problem at this time. Another issue is financing of capital projects. Some institutions are actually shutting down projects. UW does not face that problem with all current projects funded with rock solid investments. In addition UW does not face any budget shortfalls at this time. One issue UW does have is some endowments that are underwater, such as a gift of \$100,000 now being worth less than the original amount. He said the Foundation will be communicating with the deans, development officers and other campus entities concerned about endowment values. At that time the Foundation will identify the funds below water and provide assistance if needed.

Vice President Blalock introduced Dick Taggart, head of the investment committee. Mr. Taggart gave an update on the investment committee activities. Based on what he has learned, we are in a great place compared to other universities. He went over the issues facing UW and what is

being done with the funds to take advantage of the current environment. He then turned it over to Eric Riedlin.

Mr. Riedlin stated that after being in this business for 26 years, it has never been harder or more complicated and the challenges are great. However, he believes strongly that the asset allocation structure is how you survive market turmoil. He began working with the Foundation in 1999, and at that time he worked to diversify the Foundation's assets. Mr. Riedlin believes that because of UW's asset allocation, we can take advantage of the current situation and weather the worst of what may happen.

Discussion by the Board followed regarding economic issues and how the Foundation can meet the challenges presented by the current recession.

AGENDA ITEM TITLE:

New UW Public Relations Plan, Miller/Jessica Lowell/Montica Willmschen

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Vice President for Governmental, Community and Legal Affairs, Rick Miller, updated the Board on the progress of the restructuring project that began last June, by asking Jessica Lowell, Director of Institutional Communications, and Montica Willmschen, Director of Institutional Marketing, to present an overview of the changes and the current direction of the division.

Ms. Lowell presented a power point of the organizational chart which showed a separation between Communications and Marketing. Within the Communications division there is a break between internal communication (within the University) and the external communications (public, such as with legislators). Institutional communications involves the flow of information. A new internal communication recently launched is the weekly newsletter, which publicizes events taking place within the campus community.

External communications involves relationships with newspapers. In the past they have been focused mainly on Wyoming media. Now they plan to branch out to Denver and east and west coast media. Also, a part of external communication is understanding who our community is and how we engage with them. The Poke Pride program with the flags all over the community is one such example, and the UW License plates is another. Ms. Lowell explained that the difference between *communications* and *marketing* is that *communications* is more immediate while *marketing* is more long range, similar to weather and climate.

Ms. Willmschen explained some of the principles of marketing, giving as an example the development of the Nike brand image. A brand image can be defined as the overall personality of an organization, reflecting its values. Along with this is the need to have a consistent theme which is developed over a long period of time.

Methods used to create the voice of an organization include strategic planning, publications, the web site, and advertising. The strategic plan will encompass every department and entity on campus. The marketing division will help streamline these entities' publications so they are consistent within the organization. This also remains true for websites and advertising. It is possible to maintain some individuality and still retain a consistent core message.

Ms. Willmschen went on to outline the goals of the marketing division, which are to streamline all the marketing efforts and develop an institutional marketing plan. She also said there will be a new Public Relations website launched next week.

The meeting was adjourned for the Trustees to attend a luncheon at the new Honor's House.

AGENDA ITEM TITLE:

Higher Learning Commission Reaccreditation Update, Abernethy

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Associate Provost for Academic Affairs Rollin Abernethy briefed the Board on the current state of the Higher Learning Commission Reaccreditation self-study. He distributed a handout with a timeline they are committed to maintaining. Associate Provost Abernethy stated that the committee is meeting today and pulling together the substantial amount of data collected. He said sometime in March the Board of Trustees will be given the opportunity to provide feedback about the process and content thus far.

AGENDA ITEM TITLE:

Fall 2008 Enrollment Report and Hathaway Update, Axelson

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Vice President for Student Affairs Sara Axelson updated the Board on Fall 2008 Enrollment and the Hathaway Scholarship. She stated that this was the largest freshman class in the University's history with the Wyoming resident students increasing by 4.2% over the previous fall. This is especially significant because Wyoming's high school population continues to decline. The number of out-of-state students increased by 2.5%, with the bulk of those students coming from Colorado. Vice President Axelson stated that the University is expanding its outreach efforts to South Dakota and Montana. We are working with Wyoming Geographic Information Systems (WyGIS) to help in marketing in other areas of the country because it is desirable to have a geographically diverse student population. Another goal of Student Affairs is to attract more international students, with recruiting trips to several countries planned for next year.

Vice President Axelson was pleased to announce that the freshmen from Wyoming retention rate was 92% with an overall student retention of 74%.

Some new electronic innovations helping to streamline college application include a universal application which is used by many institutions and enables prospective students to use one application when applying to multiple colleges. Also electronic transcript transfers have become more numerous.

Vice President Axelson called attention to new marketing brochures and ads with a new look they will be testing on prospective freshmen. She said it was time for a change.

AGENDA ITEM TITLE: Outreach Update, Miller

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Vice President for Governmental, Community and Legal Affairs, Rick Miller, briefed the Board on the status of a capitol facilities project at Casper College in Casper. He said a joint facility between Casper College and UW has been in the strategic plan for a number of years, but recently a bond issue was approved by Casper voters to fund the Casper College share of the facility. Vice President Miller stated that now it is UW's responsibility to fund its share for the joint facility as provided in previous partnership discussions.

Vice President Miller then introduced and welcomed Bill Hambrick, President of Casper College Board of Trustees, and Joanna Anderson, Vice President for Student Services at Casper College. Casper College Trustee President Hambrick gave a brief summary of the process to date, culminating in the successful outcome of the bond issue which was approved for \$35 million. He said now they will sit down and revisit some of their priorities to determine next steps. Casper College Trustee President Hambrick distributed a handout outlining the major details of the project which includes a gateway building, a center for training and development, and space for new majors especially in the health and medical areas.

Casper College Vice President for Student Services Joanna Anderson stated that she recognizes the value of the partnership with UW and is very excited about the next project which will encompass a Student Union and outreach center of 120,000 square feet. Half of this would be for UW offices and classrooms. There would be food service and student health services on the Casper College side.

Casper College Trustee President Hambrick added that the third part of the plan included a music building. He concluded by thanking the University for the thirty year relationship between the two entities.

Trustee Ann Rochelle asked if there was a planning committee at UW for this project.

Vice President Miller stated we are now within 18 months of sitting down with architects and engineers to plan the actual building. He said it is time to go beyond planning to the next step of having a more structured relationship. In the discussions between Casper College and UW he added that they always talked about the funding coming from private donations with state matches to pay for the University's share. Vice President Miller stated that Ben Blalock, Vice President for Institutional Advancement, will be visiting Casper College soon to discuss more about raising funds. The cost of the project is estimated around \$32 million.

There was discussion about the implication for other community colleges. UW President Tom Buchanan stated it was his hope that other community colleges will line up to have a similar discussion with the University regarding programs, facilities, and coursework.

Associate Provost for Academic Affairs and Dean of the Outreach School, Maggi Murdock expressed her gratification that this joint project was finally happening. She stated that President Buchanan is the first president of UW to meet with all the community college administrations. Associate Provost Murdock then provided a look back at the progress of Casper College and UW since the partnership began in 1976.

Trustee Ann Rochelle made a motion that President Buchanan and Associate Provost Murdock proceed with the University of Wyoming portion of the planning for this project by forming a planning committee and that Vice President Blalock form a committee to work with Casper College on the financing end of the project. Trustee Bostrom seconded the motion.

It was noted that this item will be put on the Consent Agenda for approval.

Friday, November 14, 2008

Business Meeting, Hilton Garden Inn

The meeting was called to order at 2:15 p.m.

Roll Call

Board of Trustees Secretary Warren Lauer took the roll. Trustees present were: Dave Bostrom, Chuck Brown, Dick Davis, Betty Fear, Warren Lauer, Jim Neiman, Dave Palmerlee, Ann Rochelle, and Tom Spicer. Ex-Officio members present were UW President Tom Buchanan, ASUW President Kelsey Day, and State Superintendent of Public Instruction Dr. Jim McBride.

Trustees absent were Taylor Haynes, James Trospen, and Howard Willson. Ex Officio Governor Dave Freudenthal and Chris Boswell, Chief of Staff for Governor Freudenthal, were also absent.

Approval of Board of Trustees Meeting Minutes

Trustee Davis moved to approve all Board of Trustees' meeting minutes as presented including:

Public Session Meeting Minutes

July 16-17, 2008

September 11-13, 2008

Executive Session Meeting Minutes

July 16-17, 2008

September 11-13, 2008

Trustee Rochelle seconded the motion which passed unanimously.

Reports

ASUW

Kelsey Day, President of ASUW, reported that the main focus and success lately for ASUW was the passage of the student fees as mentioned earlier in the meeting. Another project is the student radio station which is progressing and waiting for approval from the Federal Communications Commission. A pride in traditions task force has been created to address homecoming issues and ideas. Safe Ride is approaching 150,000 riders since the inception in 2000 and boasts many student volunteer hours, many of those from ASUW. A committee to work on the University Regulations was created and is coordinating with John Nutter, Assistant

to the Vice President of Student Affairs. Some of the regulations are very old and could be combined with others. She also updated the Board on upcoming events.

Staff Senate

Staff Senate President Jauque Schuman reported that in an effort to stay updated on current activities and issues, Staff Senate is represented on various committees which include ASUW, Faculty Senate, Long Range Development Plan, Sustainability, AAP Wellness Program, and various search committees. They are continuing efforts to revise policies and procedures, fund raising and the upcoming staff recognition day celebration. They have identified several employee issues that will be addressed in the near future. One issue will be increasing the conversion of unused sick leave to health insurance premiums upon retirement. Another is the increase in the amount of vacation earned yearly based on longevity. An area of concern is the employee evaluation process which he hopes will be addressed by department heads soon. Staff Senate is also currently conducting Thanksgiving and Christmas drives for needy employees.

Faculty Senate

Larry Hubbell, Chair of Faculty Senate, reported that the Faculty Senate had met twice since the last report and has worked on three University Regulations. University Regulation 802 dealing with academic dishonesty was recently passed by Faculty Senate, but was taken off the Consent Agenda at the last Trustees' meeting for further work. They have also worked on several aspects of University Regulation 803 regarding tenure and promotion. Faculty Senate has also made a change in letters toward credit, which are sometimes used when hiring people from other universities. The Faculty Senate worked on clarifying University Regulations regarding voting rights and who may vote in tenure and promotion situations, stating that the current University Regulations are rather vague on that issue. University Regulation 808 should be going before Faculty Senate next week and before the Board at a later date. This will be Dr. Hubbell's last meeting. Dr. Hubbell stated that he will be going on sabbatical next semester, but has enjoyed his time as Faculty Senate Chair.

Public Testimony

There was no public testimony.

Committee of the Whole- (Regular Business)

1. Board Committee Reports:

A. Academics and Research

Trustee Dave Palmerlee, Academics and Research Committee Chair, reported that the committee met and discussed honorary degrees. The committee went through the submissions and separated them into two groups for review and background checks. Trustee Palmerlee said the committee hoped to have recommendations to present to the Board at the January meeting.

B. Fiscal and Legal Affairs

Trustee Warren Lauer reported in the absence of Fiscal and Legal Affairs Chairman, Taylor Haynes. He said most of their time was spent on the external audit as reported earlier in the meeting. In addition, the committee looked at a revised University Regulation 802 which addresses student academic dishonesty. A great deal of effort was put forth on this regulation which has been distributed to all Trustees. Trustee Lauer stated that he feels that University Regulation 802 has very good balance, process of review, and ultimately an appeals process that may reach the President of the University. The committee voted unanimously to recommend and approve this regulation. To that end, Trustee Lauer moved that University Regulation 802 be added to the Consent Agenda. Trustee Bostrom seconded the motion.

C. Student Affairs/Athletics/Administration

Trustee Ann Rochelle, Student Affairs/Athletics/Administration Committee Chair, reported that there was a meeting of one of the subcommittees of this committee. Those in attendance were Chuck Brown, Pat Rile, Marianne Martin, Ann Rochelle (by phone), and President Tom Buchanan. This was a follow-up to the student activities meeting held in September. She stated that the status of the committee is that the Governor is in support of President Buchanan's position which is that the Foundation follows the facility planning procedures that other campus entities do. This is regarding the financing of a new foundation building which will probably be located on 22nd Street and Grand Avenue. Site visits are planned to various foundation buildings in Iowa, Wisconsin and Minnesota. A group has already visited Nevada.

Trustee Rochelle stated that Vice President for Administration Phill Harris gave the committee an update on the East Campus Plan which is involving members of the community including LCCC, faculty staff and students. A visioning process is going forward where they are talking about various issues which include transportation, transporting students, housing if the apartments are removed, tailgate space, what to do about 15th Street, and utilities. The final plan will be released in the fall of next year, but Vice President Harris will continue to update the committee.

Trustee President Chuck Brown informed the Board that Trustee Neiman asked that item 6-B be returned to the Consent Agenda. Trustee Tom Spicer then moved that the Consent Agenda be approved. Trustee Dick Davis seconded the motion which passed unanimously.

Committee of the Whole

CONSENT AGENDA

1. Approval of Contracts and Grants, Gern
2. Personnel, Allen
3. Annual Audited Financial Reports, Lowe
4. FY09 Budget Increase Authorization, Harris
5. FY09 Block Grant Expenditures, Harris/Miller
 - A. Clean Coal Project
 - B. NCAR Project
6. Construction Issues, Harris
 - A. CMAR for War Memorial Stadium Project
 - B. Site Location for Visual Arts Facility (*This item was removed from the Consent Agenda per conversations in the Work Session; added back before the start of the Business Meeting.*)
7. Employee Assistance Program for UW, Harris
8. Elimination of Educational Specialist Degrees, Abernethy
9. ~~Amendments to Coaches' Supplemental Retirement Plans, Harris~~ (*This item was removed from the Consent Agenda after the Report was printed. Information was not available in time for the Board meeting*)
9. UW/Casper College Joint Facility (*added during Work Session*)
10. University Regulation 802 (*added by recommendation of Fiscal and Legal Affairs Committee*)

New Business

There was no New Business.

Date of Next Meeting

January 22-24, 2009

Rock Springs

Note: As of January 5, 2009, it was decided that this meeting will be held in Laramie, WY.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Shannon Sanchez
Deputy Secretary, Board of Trustees

Cheryl Drake
President's Staff Assistant