

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' REPORT
AND SUPPLEMENTAL MATERIALS

May 12-14, 2021

**The final report can be found on the University of Wyoming Board of Trustees Website at <http://www.uwyo.edu/trustees/>
University of Wyoming Mission Statement (July 2017)**

We honor our heritage as the state's flagship and land-grant university by providing accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources.

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

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners.
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

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

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
May 12-14, 2021
Marian H. Rochelle Gateway Center
Laramie, Wyoming

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

WORK SESSIONS

Update: COVID-19 Update – Seidel [*verbal update*]

Information: Strategic Scenario Planning – Seidel/Alexander6

Consideration and Action: Enrollment Management Plan, Recruitment Marketing Plan, and Transfer Initiatives (FY23) – K Moore/N Courtney7

Consideration and Action: Financial Aid Strategy 2022-23 – Jewell/Hintz8

Discussion: Tuition recommendations, timeline, and public input – McKinley/Jewell

Consideration and Action: UW Campus Housing (Facilities Contracting Committee) – McKinley

Trustee Committees Reports

Academic and Student Affairs Committee; Michelle Sullivan (Chair)

- **Consideration and Action:** UW Master List of Degrees – Alexander9
- **Consideration and Action:** Proposed Name: Department of Civil and Architectural Engineering and Construction Management20
- **Consideration and Action:** Request for Authorization:
 - M.S. in Environment, Natural Resources, and Society (ENRS).....24
 - BAS Health Sciences Admin (Additional concentration)45
 - Plant Production & Protection, with Concentrations and Minors.....62

Biennium Budget Committee; John McKinley (Chair)

- **Discussion:** Budget timeline
- **Consideration and Action:** UW Campus Housing financing – Jewell

Facilities Contracting Committee; John McKinley (Chair)

- **Consideration and Action:**
 - Wyoming Hall 15th Street Utilities Change Order74
 - Lewis Street Corridor Amendment for Landscape Architect77
 - Corbett Construction Contract Change Order.....78
 - Ivinson Parking Garage Exterior79
 - UW Campus Housing Exterior81
 - UW Campus Housing Interior Design and Program83
 - UW Campus Housing Architect Amendment Expanded Site Scope.....85
 - UW Campus Housing Architect Amendment Extended Contract.....87
 - Southeast Regional Center Lease Extension with Laramie County Community College89
 - Carbon Power & Light Easement Request at the Livestock Center116

Fiscal and Legal Affairs Committee; Macey Moore (Chair)

- **Consideration and Action:**

- Annual internal audit plan (per Trustee Bylaws) – Moore/Salmans124

Honorary Degrees and Awards Committee; Michelle Sullivan (Chair) [if necessary]

Trustees Legislative Relations Committee; Kermit Brown (Chair)

- Legislative Session Update – Brown/Mai *[verbal report]*

Trustees Research and Economic Development Committee: David Fall (Chair)

Vice President and Dean Search Committee; Laura Schmid-Pizzato (Chair)

UW Regulation Review Committee (ad hoc committee); Kermit Brown (Chair)

- Consideration and Action: Modifications to UW Regulations – Evans

- UW Regulation 2-4 (Guidelines for Establishing Academic Professionals).....127

- UW Regulation 9-1 (University IP).....187

Business Meeting

Reports

ASUW

Staff Senate

Faculty Senate

Committee of the Whole

Regular Business

Liaison to Other Boards

[Note: Committees of the Board will provide reports during the regular work sessions and will not have a formal report to provide during the Business Meeting. Liaisons will provide a written report prior to the regular May 13, 2021, Business Meeting.]

Proposed Items for Action:

- I. Approval of Agreements, Contracts, and Procurements – Evans
- II. Contracts and Grants – Jewell/Synakowski227
- III. Personnel - Academic Report and Non-Academic Report – Alexander/Benham-Deal
- IV. Set the amount of the Deputy Treasurer’s and Treasurer’s bond and designate/set any other appropriate bonds (W.S. Sec. 21-17-203) – Theobald.....231
- V. Designate depositories for UW Funds – Jewell234
- VI. Real Estate
- VII. WWAMI Repayment

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

- Contracts and Procurement Report (per UW Regulation 7-2) – Evans238
- Capital Construction Report – McKinley/Mai246

- Foundation Monthly Giving Report – Blalock

New Business

Date of Next Meeting: June 16, 2021 (conference call)

Adjourn Meeting

AGENDA ITEM TITLE: Strategic Scenario Planning, Seidel/Alexander

SESSION TYPE:

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

Materials provided as supplemental.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

In response to significant budget headwinds and a need to evolve UW to a new vision, UW kicked off a strategic scenario planning process in late 2020. More than 100 UW faculty, staff, students, and others have worked together on various components of this scenario planning, including the Strategic Scenario Planning core team; the Strategic Portfolio Review team; the Digital Pillar, Inclusivity Pillar, Interdisciplinary Pillar, and Entrepreneurship Pillar teams; and the Blue Sky team. The Board will receive a summary of this work and plans for using this work in the next few months to start strategic planning for the next UW Strategic Plan 2022+.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

March 2021

WHY THIS ITEM IS BEFORE THE BOARD:

To review the Strategic Scenario Plan and provide guidance on how we will use this plan going into AY 2021-22.

ACTION REQUIRED AT THIS BOARD MEETING:

N/A

PROPOSED MOTION:

N/A

PRESIDENT'S RECOMMENDATION:

N/A

AGENDA ITEM TITLE: Enrollment Management Plan, Recruitment Marketing Plan, and Transfer Initiatives (FY23) – K Moore

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:

The Recruitment, Retention, Student Success and Marketing efforts of UW are critical to University success. This presentation will present data and evidence to support extending the “test-optional” requirement for admissions. Many institutions and educational systems, as well as states have eliminated the requirement for standardized tests for entry and UW must remain competitive in the marketplace for recruiting students.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Annual Topic

WHY THIS ITEM IS BEFORE THE BOARD:

In September of 2020 the Board approved a request to suspend standardized test requirements for purposes of admissions to the university for the 21/22 academic year (AY) as required by UW Reg 2-201. With lingering impacts of COVID 19, growing adoption of test-optional admission amongst our competitors and test availability not improving, the UW Administration is requesting consideration to extend its suspension of the standardized test requirement for the 22/23 AY.

ACTION REQUIRED AT THIS BOARD MEETING:

Action requested on the Enrollment Management Plan, Recruitment Marketing Plan, and Transfer Initiatives (FY23)

PROPOSED MOTION:

I move to suspend the requirement of a standardized test score for admission for the 2022/2023(AY) as required by UW Regulation 2-201.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Financial Aid Strategy 2022-23, Jewell

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

The Financial Aid Strategy approved in July 2019 was implemented for the 2020-21 and 2021-22 recruiting cycles. Identifying the effectiveness of this new strategy for fall of 2021 was not possible due to the Covid 19 pandemic in combination with the other financial aid resources made available through Federal stimulus. Without meaningful data to drive changes, the same strategy has been used for fall 2021 and while we believe this strategy has been positive for the residents of Wyoming we are still seeing declines from our non-resident populations. An analysis of the final enrollment and net revenue outcomes after the fall 2021 census will be done to determine if this strategy is successful or needs modifications.

In order to achieve the projected net revenue outcomes for the 2022 -23 recruiting and awarding cycle, the Administration recommends the following: 1) maintaining the current first year grids (*Please note if test scores are reinstated for admissions the grids will eliminate the test optional column*), 2) modify awarding of the Cowboy Need Grant to use a flat amount for the Expected Family Contribution (EFC) bands versus meeting a percentage of the student’s unmet need, which would allow for more meaningful conversations with families since the figure would not constantly be reduced as other aid is received (*an analysis of this need grant is being done internally and with the services of Ruffalo Noel Levitz (RNL)*), and 3) review current transfer award opportunities (specifically, WUE 150% Transfer Award and Cowboy \$4,000 Transfer Commitment) to determine if these amounts and the awarding criteria are financially sustainable for future years.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The current Financial Aid Strategy and status of awards was presented for review and discussion at the March 2021 Board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

Financial Aid Strategies require annual Board approval.

ACTION REQUIRED AT THIS BOARD MEETING:

The Board approves after careful review and discussion of the recommended Financial Aid Strategies presented for the 2022-23 year.

PROPOSED MOTION:

I move to authorize Administration to adopt and approve the recommendations for the 22-23 Financial Aid Strategy.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Master List of Degrees, Sullivan/Alexander

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

Attachments are provided with the narrative.

EXECUTIVE SUMMARY:

Per UW Regulation 2-119, at its annual meeting in May, the Board of Trustees shall approve the master list of Academic Programs offered by the University of Wyoming. The list may be amended by the Board at any meeting.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board reviews and approves the Master List of Degrees and Majors annually each May.

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve the Master List of Degrees and Majors annually in May. The Academic and Student Affairs committee will report to the Board on recommended action for approval the master list.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval the Master List of Degrees and Majors.

PROPOSED MOTION:

“I move that the 2021 Master List of Degrees and Majors be approved.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

UNIVERSITY OF WYOMING
MASTER LIST OF DEGREES AND MAJORS
as authorized by the Trustees
May 2021
Prepared by the Office of Academic Affairs

By way of explanation, the degree title is listed in ***bold italics*** (for example, ***Bachelor of Arts, Bachelor of Science in Chemical Engineering***). The list of majors for a specific degree in a specific college is listed below the degree title. Information in *italics* and parentheses () following a major is explanatory data, and not part of the official major name. Majors with brackets { } require the insertion of a secondary program of study.

New Degrees and Certificates have been highlighted in green. Programs in red are listed as Inactive Admission Status. Their status will be determined at a later date, once departments are merged and curriculum is changed. Degrees and Certificates to be deleted from previous Master Lists are highlighted in yellow and crossed out. The deletions are programs that were duplicated in other departments or that UW has ceased to offer over time; all eliminated programs have gone through the process as outlined in the University regulations for eliminating programs. As such, the Master List of Degrees and Majors has been corrected to reflect current offerings.

COLLEGE OF AGRICULTURE & NATURAL RESOURCES

Bachelor of Science

Agricultural Business
Agricultural Communications
~~Agroecology~~ (replaced with Plant Production and Protection)
Animal and Veterinary Science
Microbiology
Molecular Biology
Plant Production and Protection (Pending BOT approval May 21)
Rangeland Ecology and Watershed Management

Bachelor of Science in Family and Consumer Sciences

Master of Arts

Molecular Biology

Master of Science

Agricultural and Applied Economics
Animal and Veterinary Science
Entomology
Family and Consumer Sciences
Food Science and Human Nutrition (*interdisciplinary*)
Molecular Biology *
Plant Sciences
Rangeland Ecology and Watershed Management
Soil Science

Doctor of Philosophy

Animal and Veterinary Science
Entomology
Molecular Biology

* = Molecular Biology is listed under both the Master of Science and Master of Arts categories, but is only counted as one master's program.

COLLEGE OF AGRICULTURE & NATURAL RESOURCES (cont.)

Doctor of Philosophy (cont.)

Plant Sciences
Rangeland Ecology and Watershed Management
Soil Sciences

COLLEGE OF ARTS & SCIENCES

Bachelor of Arts

African American and Diaspora Studies
American Studies
Anthropology
Art
Art Education
Art History
Chemistry
Communication
Criminal Justice
English
French
Gender and Women's Studies
Geology and Earth Sciences
German
History
International Studies
Journalism
Mathematics
Music
Native American and Indigenous Studies
Philosophy
Physics
Political Science
Religious Studies
Sociology
Spanish
Statistics
Studio Arts
Theatre and Dance

Bachelor of Fine Arts

Art
Studio Art
Theatre and Dance

Visual Communications Design

Bachelor of Music

Jazz Performance
Music Education
Music Performance

Bachelor of Science

Astronomy/Astrophysics

Biology

@ = Bachelor of Fine Arts programs are previously counted under the Bachelor of Arts category in the College of Arts and Sciences.

COLLEGE OF ARTS & SCIENCES (cont.)

Bachelor of Science (cont.)

Botany
Chemistry *
Chemistry (ACS approved) #
Communication *
Environmental Geology/Geohydrology
Geography
Geology
Journalism *
Mathematics *
Physics *
Physiology
Political Science *
Psychology
Statistics *
Wildlife and Fisheries Biology and Management (*professional*)
Zoology

Master of Arts

American Studies (*interdisciplinary*)
Anthropology
Communication
English
History
International Studies (*interdisciplinary*)
Mathematics
Philosophy
Political Science
Psychology
Sociology
Spanish

Master of Arts in Teaching

History &
Mathematics &

Master of Fine Arts in Creative Writing

Master of Music

Master of Music Education

Master of Public Administration

Master of Science

Botany
Chemistry
Geology
Geophysics
Mathematics *
Physics

* = This major counted under a previously listed undergraduate Bachelor of Arts degree in the College of Arts & Sciences.

= This listing not counted as a separate major

& = This major counted under a previously listed degree in the College of Arts & Sciences.

COLLEGE OF ARTS & SCIENCES (cont.)

Master of Science (cont.)

Psychology *
Statistics
Zoology and Physiology

Master of Science in Teaching

Chemistry *
Mathematics *
Natural Science (*interdisciplinary*) *
Physics *

Doctor of Philosophy

Anthropology
Botany
Chemistry
Geology
Geophysics
Mathematics
Physics
Psychology
Statistics
Zoology and Physiology

* = This major counted under a previously listed degree in the College of Arts and Sciences.

COLLEGE OF BUSINESS

Bachelor of Science in Economics

Bachelor of Science in Business

Accounting
Business Administration
Business Administration (online)
Business Economics
Entrepreneurship
Finance
Management of Human Resources
Marketing
Professional Selling

Master of Business Administration

Business Administration
Business Administration – Executive #
Business Administration – Energy Management #
Business Administration – Finance #

Master of Science

Accounting
Economics
Finance

Doctor of Philosophy

Economics
Management and Marketing

= This listing not counted as a separate major

COLLEGE OF EDUCATION

Bachelor of Applied Science

Career and Technical Education (approved May 2020)

Bachelor of Arts

Elementary Education

Elementary Education with concurrent major in Special Education (K-12)

English Education with concurrent major in English

Mathematics Education with concurrent major in Mathematics

Modern Languages Education with concurrent majors in French or German or Spanish

Science Education with concurrent majors in Biology or Chemistry or Earth Science or Physics

Social Studies Education with concurrent majors in History or Political Science

Bachelor of Science

Agricultural Education with concurrent majors in Animal & Veterinary Science or Agricultural

Business or Agricultural Communication

Degree: Master of Arts

Major: Education

Areas of Concentration

*Curriculum & Instruction ^

*Educational Leadership ^

*Higher Education Administration ^

*Literacy Education

*Special Education ^

Degree: Master of Science

Major: Counseling

Areas of Concentration:

*Mental Health Counseling

*School Counseling

Major: Education

Areas of Concentration:

*Learning, Design and Technology

Degree: Doctor of Education

Major: Education

Areas of Concentration:

*Curriculum & Instruction

*Educational Leadership

*Higher Education Administration

*Learning Design & Technology

*Mathematics Education (This is a new EdD concentration that was fully approved last year)

Degree: Doctor of Philosophy

Major: Curriculum and Instruction

Areas of Concentration:

*Curriculum Studies

*Literacy Education

*Mathematics Education

*Science Education

Degree: Doctor of Philosophy

Major: Counselor Education and Supervision

= This is not a separate major and is considered a concentration within that major (ex. Bachelor of Arts in Secondary Education with a concentration in Biological Sciences)

* = This major counted under a previously listed degree in the College of Education

^ = This is not a separate major and is considered a concentration within that major (ex. Master of Arts with a concentration in Curriculum and Learning or a Doctor of Philosophy with a concentration in Curriculum Studies)

COLLEGE OF ENGINEERING AND APPLIED SCIENCE

Bachelor of Science in Architectural Engineering

Bachelor of Science in Chemical Engineering

Bachelor of Science in Civil Engineering

Bachelor of Science in Computer Engineering

Bachelor of Science in Computer Science

Bachelor of Science in Construction Management

Bachelor of Science in Electrical Engineering

Bachelor of Science in Energy Systems Engineering

Bachelor of Science in Mechanical Engineering

Bachelor of Science in Petroleum Engineering

Master of Science

Architectural Engineering

Atmospheric Science

Chemical Engineering

Civil Engineering

Computer Science

Electrical Engineering

Environmental Engineering

Mechanical Engineering

Petroleum Engineering

Doctor of Philosophy

Atmospheric Science

Chemical Engineering

Civil Engineering

Computer Science

Electrical Engineering

Mechanical Engineering

Petroleum Engineering

COLLEGE OF HEALTH SCIENCES

Bachelor of Science

Kinesiology and Health Promotion

Medical Laboratory Science

Physical Education Teaching

Speech, Language and Hearing Sciences

Bachelor of Science in Dental Hygiene

Bachelor of Science in Nursing

Bachelor of Social Work

Master of Science

Health Services Administration
Kinesiology and Health
Nursing
Speech-Language Pathology

Master of Social Work

Doctor of Nursing Practice

Doctor of Pharmacy

COLLEGE OF LAW

Juris Doctor

HAUB SCHOOL OF ENVIRONMENT & NATURAL RESOURCES

Bachelor of Science

Environment and Natural Resources/ {affiliated major}
Environmental Systems Science
Outdoor Recreation & Tourism Management

Master of Science

Environment, Natural Resources, and Society (ENRS) – (Pending BOT approval May 21)

SCHOOL OF ENERGY RESOURCES

Bachelor of Science

Energy Resource Management and Development
Energy Land and Water #
Professional Land Management #

= This listing not counted as a separate major

CROSS-COLLEGE INTERDISCIPLINARY GRADUATE DEGREES

Juris Doctor/Master of Arts in Environment and Natural Resources #

Juris Doctor/Master of Public Administration #

= This listing not counted as a separate major

ACADEMIC AFFAIRS

Bachelor of General Studies

Master of Arts

Geography/Water Resources #

Master of Science

Agricultural and Applied Economics/Water Resources #

Biomedical Sciences
Botany/Water Resources #
Civil Engineering/Water Resources #
Economics/Water Resources #
Geology/Water Resources #
Geospatial Information Science and Technology (GIS&T)
Natural Science (interdisciplinary)
Rangeland Ecology and Watershed Management/Water Resources #
Soil Science/Water Resources #
Zoology and Physiology/Water Resources #
Master of {affiliated degree}/Environment and Natural Resources #

= This listing not counted as a separate major

ACADEMIC AFFAIRS (cont.)

Doctor of Philosophy

Biomedical Sciences
Ecology
Hydrologic Science
Molecular and Cellular Life Sciences
Neuroscience

UW CASPER

Bachelor of Applied Science

Organizational Leadership
Health Services Administration – (Pending BOT approval May 21)

**Aggregate list of certificates offered at UW
May 2021**

Graduate Certificates

American Studies
Community College Leadership
Early Childhood Education Endorsement
Early Childhood Mental Health
Energy Business
English as a Second Language Endorsement and Certificate
Financial Planning
Geographic Information Systems (GIS)
K-12 Special Education
Literacy Certificate/Wyoming Reading Endorsement
Music Performance
Online Instruction Certificate
Certificate in Play Therapy
Principal Certificate
Reclamation and Restoration Ecology
Remote Sensing
School District Superintendent
School Principalship
School Social Work
~~Special Education Certificate~~—(COE is discontinuing the Special Education Certificate because a Master of Arts in education with a concentration in special education overlaps with the Special Education Certificate.)
Superintendent Certificate
Teachers of American Indian Children
Teaching Elementary School
Teaching Middle School Math
Teaching Middle School Science
Teaching Secondary Content
Unmanned Aerial Systems (drones)

Undergraduate Certificates

American Sign Language
Cadastral Surveying
Computer Science Education
Construction Management
Cybersecurity
Early Childhood Program Director
Geographic Information System (GIS)

Music Audio Technology Certificate
Music Entrepreneurship Certificate
Remote Sensing

AGENDA ITEM TITLE: Department name change to: Department of Civil and Architectural Engineering and Construction Management, Denzer, Barrett

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Department of Civil & Architectural Engineering is requesting a name change to Department of Civil and Architectural Engineering and Construction Management.

- The proposed name will accurately reflect the identity of the Department. The B.S. program in Construction Management was approved by Trustees in November 2018. It is now well-enrolled and partly-staffed with new faculty. All indicators point to success.
- For the B.S. program in Construction Management, we will seek “candidate status” for accreditation with the American Council for Construction Education (ACCE) in Fall 2020. This change will help satisfy ACCE requirement 2.1.2.1: "The educational unit is a distinct and identifiable entity within the educational institution."
- “Department of Civil and Architectural Engineering and Construction Management” is the typical naming convention for other departments with the same profile (University of Cincinnati; Milwaukee School of Engineering).

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

Text to be inserted. Please identify previous discussions of this topic and include the month/year of the Board meeting(s). None.

WHY THIS ITEM IS BEFORE THE BOARD:

“Existing Degree Program Change Request Title Change, Degree Designation, or CIP Change” process requires Board of Trustee approval for department name change.

ACTION REQUIRED AT THIS BOARD MEETING:

Respectfully request Board of Trustee approval for this department name change.

PROPOSED MOTION:

I move to authorize administration to change the name of the “Department of Civil & Architectural Engineering” to the “Department of Civil and Architectural Engineering and Construction Management.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

University of Wyoming

Existing Degree Program Change Request Title Change, Degree Designation, or CIP Change

Directions: Complete this form and proposal template to request a change to the title (name) of an existing degree program or to request a change to the Classification of Instructional Programs (CIP) code of an existing degree program. The degree program must already be on an institution's program inventory.

- A degree program title consists of the following two parts:
 1. degree designation, such as Bachelor of Science (BS), Master of Arts (MA), or Doctor of Philosophy (PhD); and,
 2. name of the discipline, such as History, Mechanical Engineering, or Zoology.

- The Classification of Instructional Programs (CIP) is the taxonomic coding scheme used for instructional programs in higher education. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions. The academic unit should consult with the Office of the Registrar and Office of Institutional Analysis prior to submitting the proposal to determine whether a change to the CIP code used to classify the program is recommended. For more information, visit [CIP Code Information](#)

Process:

1. Faculty of the unit develop a rationale for the change.
2. The dean of the academic unit approves the rationale and change and submits the proposal to the Provost.
3. The Provost routes the proposal to the Faculty Senate for consideration by the Graduate Council or Academic Planning Committee.
4. The Provost approves the rationale and change.
5. The Provost reports the proposal to the Academic and Student Affairs Committee of the Board of Trustees.
6. The Board's Academic and Student Affairs Committee will recommend the change to the full Board of Trustees for consideration and action.
7. The proposers hold an implementation meeting with the Registrar, Admissions, OIA, and Advising Managers, and other appropriate units to implement the change. Implementation meetings gather people from all of the units that will take part in ensuring a new or restructured academic program runs smoothly.

Guidance: Name and identity are closely related. A program "brand" as represented by the name has value and so careful planning for a name or designation change is a worthwhile investment. Programs with a long history and many alumni and past employees may find that these groups express strong attachment to the existing name. Thus, the rationale for the name change should be made with full consideration for the impact on the historic connections and with a view to the long-term future. New names should be designed to reflect the nature of the program for many years to come. Ideally, consultation with and support from the program's students in course and alumni should be evident in the proposal.

Existing Program Change

Page 2

Programs should also demonstrate that they have consulted with other departments and colleges on campus that may be impacted by the change. Additionally, they should demonstrate they have discussed the change with their Wyoming community college colleagues.

Program names that narrow the program scope or reflect short-term sub-areas or trends in research tools or methodology should be avoided. Proposals should be explicit about all the academic programs and structures that are included in a name change request. For example, list all departments, majors, degrees, certificates, centers, subject listings, minors or other academic elements that are included in the request.

Some common justifications for a change in major name or CIP code are that the new name more accurately reflects the curriculum than the old name; that the activities of the program faculty and the training they offer are more accurately reflected by the new name; and that the name of the discipline has changed and consequently the major should be renamed to reflect this change in the discipline.

Administrative Information

Complete all info in this box, and then complete the appropriate request on p. 3 or 4

1. Proposing Unit: Department of Civil & Architectural Engineering
2. Current Degree Program Title: We have 6 degree programs; no changes proposed.
3. Current Degree Program CIP Code: No changes proposed
4. Contact Person: *Provide contact information for the person who can answer specific questions about the degree program and change proposal.*

Name: Anthony Denzer

Title: Department Head

E-mail: tdenzer@uwyo.edu

Phone: 307-399-7376

Request Change in Name of Department

Current Name: **Department of Civil & Architectural Engineering**

Proposed Name: **Department of Civil and Architectural Engineering and Construction Management**

Implementation Date (MM/DD/YYYY): **07/01/2020**

Reason for Change:

- The proposed name will accurately reflect the identity of the Department. The B.S. program in Construction Management was approved by Trustees in November 2018. It is now well-enrolled and partly-staffed with new faculty. All indicators point to success.
- For the B.S. program in Construction Management, we will seek “candidate status” for accreditation with the American Council for Construction Education (ACCE) in Fall 2020. This change will help satisfy ACCE requirement 2.1.2.1: “The educational unit is a distinct and identifiable entity within the educational institution.”
- “Department of Civil and Architectural Engineering and Construction Management” is the typical naming convention for other departments with the same profile (University of Cincinnati; Milwaukee School of Engineering).
- There are no serious logistical issues.
- The faculty voted unanimously in favor of this change (5/5/20).
- Dean Wright has been consulted and is supportive.
- No curriculum changes are associated with this. There are no effects on students in the program.

**AGENDA ITEM TITLE: M.S. in Environment, Natural Resources, and Society (ENRS),
Koprowski, Ahern**

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Haub School completed a feasibility study and pro-forma budget for an M.S. in Environment, Natural Resources, and Society. The proposed program seeks to fill the need of employers who are seeking employees with an interdisciplinary experience and essential skills in leadership, teamwork, collaboration, critical thinking, problem solving, and communication. The program proposes to provide an interdisciplinary experience in social science, law and policy, environmental science, natural resource economics, natural resource management, and environmental problem solving.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

A noticed of degree intent was provided to the Board of Trustees at their November 2019 meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval. The Academic and Student Affairs committee will report to the Board on recommended action for approval of the new degree program.

ACTION REQUIRED AT THIS BOARD MEETING:

Request Board of Trustees approval of the M.S. in Environment, Natural Resources, and Society (ENRS) degree.

PROPOSED MOTION:

I move to authorize administration to offer through the Haub School the M.S. in Environment, Natural Resources, and Society (ENRS).

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

M.S. in Environment, Natural Resources, and Society (ENRS)

The Haub School submitted a feasibility study and pro-forma budget for an M.S. in Environment, Natural Resources, and Society to be reviewed by the Academic Planning Committee during fall semester 2020.

The proposed program seeks to fill the need of employers who are seeking employees with an interdisciplinary experience and essential skills in leadership, teamwork, collaboration, critical thinking, problem solving, and communication. The program proposes to provide an interdisciplinary experience in social science, law and policy, environmental science, natural resource economics, natural resource management, and environmental problem solving.

In a 2019 survey of Haub School alumni, 99 of 161 respondents supported establishing a standalone master's degree of the type proposed and 97 of 161 respondents supported a certificate or minor in natural resource collaboration. The interdisciplinary structure of ENRS will include opportunities for students to study in the areas of environmental science, environment studies, natural resource conservation, and outdoor recreation and tourism. The Gray Associate Demand Statistics scores for National, Laramie 360, Colorado, and Wyoming for these four disciplines indicate strong to moderate demand with scaled overall scores of 2-30.

The program estimates student demand to increase from eight students in the first year to 16 students per year after 4 years. Being a two-year program the total enrollment in the program is estimated to be about 30 students.

The cost of the program is estimated to be low. Several of the courses are one or two credit courses and will be taught by the current faculty and adjunct faculty in the Haub School. No new faculty are proposed to be hired and existing faculty can cover the additional courses being proposed. The proposed budget shows the increase in student tuition covering all costs for the program. In year four, the proposed budget shows a surplus of \$244,000.00.

If this proposal would have come to the Academic Planning Committee two years ago, the decision to approve the program would have been quite easy. The proposal was one that provided all the necessary information along with a solid rationale. There seems to be at least moderate demand for the program. With no new resources being requested the risk seems low for the University.

With the current budget reduction at the University of Wyoming, the Academic Planning Committee is hesitant to recommend a new program with limited enrollment when the university is currently identifying several low enrollment programs to be eliminated. The prospects for further budget cuts to come are also of concern. Having mentioned our concerns with the budget issues, the Academic Planning Committee did vote to approve the M.S. in Environment, Natural Resources, and Society. The vote was seven in favor of the proposal, zero negative votes, and three members of the committee absent. Our committee has not received any additional guidelines to evaluate new programs in light of the current budget situation and the program does meet our criteria for approval.

MASTER OF SCIENCE IN ENVIRONMENT, NATURAL RESOURCES, AND SOCIETY FEASIBILITY STUDY



Contacts:

Doug Wachob, Interim Dean

Robert Godby, Interim Associate Dean

Steve Smutko, Chair Graduate Program Committee



UNIVERSITY
OF WYOMING

Haub School of
Environment and
Natural Resources



Executive Summary

Degree Title

Environment, Natural Resources, and Society (ENRS)

Level of Degree

Master of Science

Delivery Mode

On campus

Estimated Startup Cost of Degree

Projected financial results for new program	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total expenses	\$55,000	\$90,000	\$90,000	\$90,000
Total new revenues generated by program	\$141,128	\$194,189	\$279,624	\$334,433
New program's total surplus or deficit	\$86,128	\$104,189	\$189,624	\$244,433
Operating margin (surplus or deficit / revenues)	0.61	0.54	0.68	0.73

Anticipated Launch Date

Spring 2021

We propose a phased launch with the following timeline:

- Spring and summer 2020 – seek degree approval, design new courses, develop admission policies
- Fall 2020 – review student applications for admission, course action review
- Spring 2021 – admit students to funded track 1 and 2 projects, design and develop certificates
- Fall 2021 – admit students to funded track 1 and 2 projects, certificates review and approval process, deliver new courses
- Fall 2022 – offer certificates, admit students to all three tracks including concentration track

Description

We propose that our ENRS degree will train graduate students at the interdisciplinary intersection of:

- Socio-ecological systems
- Environmental, natural resource, and social sciences (e.g. economics, ecology, policy, management)
- Collaboration, community-engaged practice, and interdisciplinary methodologies

Further, we propose ENRS will immerse students in applied, practical experience and develop strong skills in communication, teamwork, critical thinking, problem-solving, and collaboration. The key component of the ENRS degree is the opportunity for graduate students to weave a subset of disciplines and topics into relevant research and coursework, resulting in broad understanding while simultaneously developing areas of specialization.

Broadly defined, ENRS will train graduate students at the interdisciplinary intersections of natural resource management, social science, policy, environmental science, natural resource economics, collaboration and environmental problem solving. We propose ENRS will explicitly provide interdisciplinary content and essential skill development in environmental and natural resource fields that will prepare students for the workforce.

Feasibility Study for MS in Environment, Natural Resources, and Society

Curriculum Tracks

We propose to develop three ENRS tracks that students may apply to:

- Traditional thesis research track with individual, plan A thesis and program of study (faculty-grant supported)
- Team-based research track (3-5 students/project) each with individual thesis and program of study, coordinated around a group project (typically supported by faculty-grants), Plan A thesis or Plan B thesis project required.
- Concentration track focused on coursework and completion of certificates (self-supported), Plan B thesis project required.
- Future options may include distance delivery tracks including certificates for degree and non-degree seeking students

Skill, Knowledge, and Outcome Objectives

We propose that ENRS graduate students will:

- Develop an interdisciplinary and collaborative mindset
- Experience critical engagement with community stakeholders and decision-makers
- Excel in team-based collaborative environments
- Gain experience in relevant and emergent research methods and practices
- Develop the focused, expansive, and adaptable skillsets required to succeed and lead in a wide variety of ENRS careers
- Demonstrate excellent written, oral, and digital communication across a range of audiences and purposes, including expertise in public engagement
- Apply conceptual, critical, and creative thought to relevant environmental and natural resource issues
- Analyze and evaluate complex systems to contribute to inclusive, sound, and well-informed decisions

Required Core ENR Courses

ENRS will require a 32 (plan A) or 30 (plan B) credit program of study. Required courses (15 or 13 cr.) include:

- ENR 5XXX Introduction to Environment, Natural Resources, and Society (2 cr.)
- ENR 5000 Approaches to ENR Problem Solving (3 cr.)
- ENR 5900 Environmental Assessment (3 cr.), prerequisite ENR 5000
- ENR 5921 Collaborative Practicum (3 cr.)
- ENR 596X Plan A thesis research (4 cr.) or ENR 5961 Plan B project (2 cr.)

Elective Courses

Seventeen credits will be available for electives, which will be selected in consultation with the student, advisor, and committee. We propose to offer ten new topic and method elective courses in nontraditional format (1-2 cr. mini course, online, workshop, intensive, or hybrid delivery). The purpose of the variety of elective course offerings is to provide for the opportunity to achieve disciplinary specialization and essential skill development while accommodating student schedules that enable them to focus on their research.

Student Demand Statistics and Employment Projections

Analyses of Gray Associates data support the demand for a master's degree in ENRS. The interdisciplinary structure of ENRS will include opportunities for students to study in the areas of environmental science, environment studies, natural resource conservation, and outdoor recreation and tourism. The scores for these four disciplines indicate strong to moderate demand with scaled overall scores of 2-30. U.S. Bureau of Labor Statistics employment projections indicate robust job growth for environmental and social scientists by 2028 and modest

job growth for conservation scientists and natural science managers. The 2028 projection trends are all positive with relatively robust number of annual job openings.

No Additional Resources Requested

The Haub School has 22 faculty, having added several faculty positions in the last three years. We also have ten adjunct instructors who teach ENR courses on a regular basis. We will contract with additional adjunct instructors for specific courses as necessary. No additional faculty are requested. The Haub School has five staff positions to assist with administration and support. No additional staff are requested. Senior administration consists of a dean and associate dean. No additional senior administrators are required. Existing technology within UW and the Haub School will support the needs of ENRS. No additional expenditures for technology are requested. Existing library and digital resources will support the needs of ENRS. No additional expenditures for library or digital resources are requested. We will request university support in the form of graduate assistantships, scaled to enrollment. See Appendix 1 Budget Projection for details.

Summary

In summary, ENRS will immerse students in applied, practical experience and develop strong skills in communication, teamwork, critical thinking, problem-solving, and collaboration. ENRS will train graduate students at the interdisciplinary intersections of natural resource management, social science, policy, environmental science, natural resource economics, and environmental problem solving. The Haub School is well positioned to support and deliver this degree as our faculty possess a diverse suite of expertise in these disciplines and our staff and administrators stand ready to support its implementation.

The curriculum tracks and creatively scheduled courses will enable students to weave a subset of disciplines and topics into relevant research and coursework, resulting in broad understanding while simultaneously developing areas of specialization. Our learning objectives for ENRS align well with employer demand.

Student demand and employment projections indicate ENRS should be a popular degree. We are not requesting additional faculty, staff or administration lines to support the degree, and we are not requesting substantial financial investments on the part of the university. However, we are requesting additional graduate assistantships that would be scaled to enrollment.

ENRS will be an innovative degree that will advance UW's graduate offerings. The interdisciplinary and innovative structure of the degree will attract and explicitly provide interdisciplinary content and essential skill development in environmental and natural resource fields that will prepare graduate students for today's workforce.

Table of Contents

Executive Summary	1
<i>Degree Title</i>	<i>1</i>
<i>Level of Degree</i>	<i>1</i>
<i>Delivery Mode</i>	<i>1</i>
<i>Estimated Startup Cost of Degree</i>	<i>1</i>
<i>Anticipated Launch Date</i>	<i>1</i>
<i>Description</i>	<i>1</i>
<i>Curriculum Tracks.....</i>	<i>2</i>
<i>Skill, Knowledge, and Outcome Objectives.....</i>	<i>2</i>
<i>Required Core ENR Courses</i>	<i>2</i>
<i>Elective Courses.....</i>	<i>2</i>
<i>Student Demand Statistics and Employment Projections.....</i>	<i>2</i>
<i>No Additional Resources Requested.....</i>	<i>3</i>
<i>Summary</i>	<i>3</i>
Overview and Description of Degree, Purpose, Strategic Plan Overlay	5
<i>Description</i>	<i>5</i>
<i>Overall Objectives.....</i>	<i>5</i>
<i>Research Objectives.....</i>	<i>5</i>
<i>Pedagogical Objectives</i>	<i>5</i>
<i>Fit with Haub School Current Programs</i>	<i>5</i>
<i>Rationale and Need for ENRS.....</i>	<i>2</i>
<i>Strategic Plan Alignment.....</i>	<i>2</i>
Learning Outcomes.....	2
<i>Skill and Knowledge Learning Outcomes.....</i>	<i>2</i>
Curriculum Map and Program Structure	3
<i>Curriculum Tracks.....</i>	<i>3</i>
<i>Required and Elective Courses.....</i>	<i>3</i>
New Course Descriptions	5
<i>Topics in Environment, Natural Resources, and Society.....</i>	<i>5</i>
<i>Methods in Environment, Natural Resources, and Society.....</i>	<i>6</i>
<i>Coursework for Minors and Certificates.....</i>	<i>7</i>
Assessment Plan.....	7
<i>Phase I. Amend Learning Outcomes / Evaluate Objectives</i>	<i>7</i>
<i>Phase II. Direct Assessment of Student Learning.....</i>	<i>7</i>
Degree Program Evaluation	8
Substantive Change Determination	8
New Resources Required	9
<i>Faculty and Instructional Staffing</i>	<i>9</i>
<i>Program Administration and Staff Support.....</i>	<i>9</i>
<i>Technology</i>	<i>9</i>
<i>Library and Digital Resources.....</i>	<i>9</i>
<i>Marketing.....</i>	<i>9</i>
<i>Support.....</i>	<i>9</i>
Executive Summary of Demand Statistics	9
<i>Market Area and Primary Target Markets.....</i>	<i>9</i>
<i>Educational Market and Student Demand Statistics.....</i>	<i>9</i>
<i>Employment Trends and Projections.....</i>	<i>10</i>
Summary	11
Appendix 1: Budget Projection	12

For Review: Feasibility Study for Master of Science in Environment, Natural Resources, and Society Haub School of Environment and Natural Resources

Overview and Description of Degree, Purpose, Strategic Plan Overlay

Description

Broadly defined, we propose that our Environment, Natural Resources, and Society (ENRS) degree will train graduate students at the interdisciplinary intersection of:

- Socio-ecological systems
- Environmental, natural resource, and social sciences (economics, ecology, policy, management)
- Collaboration, community-engaged practice, and interdisciplinary methodologies

Overall Objectives

The dynamic and rapidly changing environmental and natural resource fields demand professionals to have an integrated understanding across a broad array of disciplines, with one or more areas of significant specialization. Our overall objective is to train and develop essential skills in our graduate students that will prepare them to become collaborative, interdisciplinary leaders in environmental and natural resource fields such as natural resource management, planning, and administration across sectors including nonprofit, for profit, government, and academic.

Research Objectives

We propose that our graduate research experience will stimulate:

- Applied, team-based, interdisciplinary research on pressing state and regional environmental issues
- Interdisciplinary research publication
- Positive impact to Wyoming communities and constituencies
- Research collaboration among UW faculty

Pedagogical Objectives

We propose to structure our educational experiences to provide:

- Continuous, high-quality faculty-to-student and peer-to-peer learning
- Place-based, field-based, and/or community-based learning opportunities
- Program flexibility and learning opportunities to fulfil a diverse set of student learning needs, contexts, and residency situations
- Opportunities for UW faculty across campus to collaborate on interdisciplinary graduate instruction

Fit with Haub School Current Programs

ENRS is built on the interdisciplinary model of our existing Haub School undergraduate and graduate degrees. We currently offer a dual Juris Doctorate (JD)/Master of Arts (MA) in Environment and Natural Resources (ENR) that requires concurrent matriculation in the College of Law's JD degree. We also offer a concurrent graduate major in ENR that may be added to a master's degree in another program. Both of these programs are strongly interdisciplinary and require two core courses with elective courses from across campus to fit the student's program of study. ENRS will follow this coursework model. These two existing programs provide an interdisciplinary extension to the JD and other master's degrees, while ENRS will provide a stand-alone Master of Science degree from the Haub School without required matriculation in another program. This will enable our faculty to direct student research and coursework to achieve more individualized training and skill development

for our students and produce more interdisciplinary research than is currently possible in the existing dual/concurrent graduate structure.

Rationale and Need for ENRS

National research and our own student, alumni, and employer surveys clearly show that employers in environmental fields seek to hire employees with interdisciplinary experience and essential skills in leadership, communication, teamwork, critical thinking, problem-solving, and collaboration. Inquiries to the Haub School from prospective students indicate significant interest in this type of program. Our recent Haub School alumni survey included questions about characteristics of a graduate degree our alumni would like to see us offer. Responses indicated applied experiences with an interdisciplinary focus were very attractive. We also conducted individual interviews with leaders of government, non-profit, and academic programs. Their top recommendations were to provide students with essential skills in communication, applying knowledge in the real-world, and how to operate outside of academia. All of these recommendations are central components of the ENRS degree.

We currently have strong and numerous partnerships with Wyoming and regional communities and stakeholders that provide the foundation for developing research projects and educational experiences that arise directly from the needs of our partner communities in Wyoming and beyond. Our partners and constituencies are increasingly requesting our faculty to conduct applied research around pressing environmental and natural resources issues. ENRS students would significantly increase our capacity to conduct applied research in partnership with communities and stakeholders.

Strategic Plan Alignment

ENRS will contribute to all three academic goals in UW's Breaking Through Strategic Plan. Goal 1 – Driving Excellence: ENRS, as an interdisciplinary degree, will focus on collaboration among UW programs and also train students in collaborative practice, an area of excellence already well-established in the Haub School. Goal 2 – Inspiring Students: ENRS will provide high-impact learning experience through student engagement in real-world enterprises. Goal 3 – Impacting Communities: A central premise of ENRS is to engage with communities and develop solutions to environment and natural resource issues. ENRS will also directly support Haub School Strategic Goal 1 – Educate future leaders through interdisciplinary teaching and research, and Strategic Goal 3 – Engage with Wyoming communities.

Learning Outcomes

Skill and Knowledge Learning Outcomes

We developed the ENRS learning objectives based on interaction with environment and natural resource employers and leaders. For example, we conducted a Wyoming employer survey in 2016 where 66 respondents ranked skills they sought in employees. Their top ten skills fell into the 'essential skill' categories of communication, teamwork, critical thinking, problem solving, and similar skills. Only beyond the top ten did the employers lists include knowledge or technical skills. Consistently, employers are seeking employees with the following characteristics that we propose ENRS graduates will possess:

- Develop an interdisciplinary and collaborative mindset
- Experience critical engagement with community stakeholders and decision-makers
- Excel in team-based collaborative environments
- Gain experience in relevant and emergent research methods and practices
- Develop the focused, expansive, and adaptable skillsets required to succeed and lead in a wide variety of ENRS careers
- Demonstrate excellent written, oral, and digital communication across a range of audiences and purposes, including developing expertise in public engagement
- Apply conceptual, critical, and creative thought to relevant environmental and natural resource issues
- Analyze and evaluate complex systems that contribute to inclusive, sound, and well-informed decisions

Curriculum Map and Program Structure

Curriculum Tracks

We propose three ENRS tracks that students may apply to:

- Individual research track with individual Plan A thesis and program of study
- Team-based research track coordinated around a group project, 3-5 students per project each with individual thesis (Plan A or B) and program of study
 - Students in traditional and team-based tracks would typically be supported by faculty grants
- Concentration track focused on coursework, plan B thesis project, and completing one of three certificates
 - Concentration track students would typically be self-supported
 - The Haub School currently offers a Collaborative Practice minor
 - Environmental Management and ENR Policy Certificates will be proposed for later approval
- Future tracks may include distance delivery tracks

Table 1: Curriculum Tracks – students may apply to one of three different tracks

Track	Individual Research	Team Research	Concentration
Target student population	Traditional academic, NGO, and agency careers	Variety of ENR professional careers	Env. mgmt., policy, or collaborative practice careers
Thesis options	Individual plan A thesis	Individual Plan A or B thesis - common project	Plan B thesis
Cohort mode	Individual research and program of study	Team coordinated around interdisciplinary project with individual program of study	Individual program of study
Funding model	Faculty grant funded	Faculty grant funded or self-pay	Self-pay
Residency	On campus	On campus	Low or hybrid residency
Thesis credits	Plan A 4 cr.	Plan A 4 cr., Plan B 2 cr.	Plan B 2 cr.
Required courses	ENR 5000, 5900, 5XXX, 5921 - 11 cr.		
Elective courses	Electives Total – 17 cr. from topics, methods, minor/certificates		
Elective minor or concentration	Optional Collaborative Practice Minor – 12 cr. (existing) or Optional ENR Policy Certificate – 12 cr. (future) or Optional Environmental Management Certificate - 12 cr. (future)		
Total credits	32 cr.	Plan A 32cr., Plan B 30cr.	30 cr.

Required and Elective Courses

ENRS will require a 30 or 32 credit program of study. Students will be required to take 13 or 15 core ENR courses. We propose revisions to existing courses to include greater emphasis on theories of environment, natural resources, collaborative practice, transdisciplinarity and environmental leadership.

Seventeen credits will be available for electives, which will be selected in consultation with the student, advisor, and committee. Optionally, 12 credits of the elective requirement could be fulfilled with either the Collaborative Practice Minor, future ENR Policy Certificate, or future Environmental Management Certificate. As with many graduate degrees, students will be able to include topic and methods elective courses from a wide variety of UW departments in their programs of study. We will offer ten new elective courses in nontraditional format (1-2 cr.

mini course, online, workshop, intensive, hybrid delivery, etc.); examples are described below. These will be creatively scheduled in short blocks (days to weeklong), during summer, J-term, weekends, or evenings. The purpose is to achieve disciplinary specialization and essential skill development while accommodating student schedules to allow focus on their research. Some courses will be offered in alternate years.

Table 2: Course List *denotes existing course, **denotes new course

Required Courses	Credits
ENR 5XXX Introduction to ENRS**	2
ENR 5000 Approaches to ENR Problem Solving*	3
ENR 5900 Environmental Assessment*	3
ENR 5921 Collaborative Practicum*	3
ENR 596X Plan A Thesis **	4
ENR 5961 Plan B Project*	2
Required Credits	13 or 15
Elective Courses – students will select 17 credits from this list	
Topics in Environment, Natural Resources, and Society	
ENR 5890 Critical Social Theories of ENRS**	1-2
ENR 5870 NEPA for Environmental Managers**	1-2
ENR 5870 Environmental Justice**	1-2
ENR 5890 Private Lands Conservation**	1-2
ENR 5870 Communicating Across Environments**	1-2
ENR 5890 Systems Thinking**	1
ENR 5270 Writing and Reviewing Science*	3
ENR 5750 ENR Law and Policy*	3
ENR 5450 Negotiation*	3
ENR 5600 Campus Sustainability*	3
ENR 5310 Environmental Anthropology*	3
ENR 5030 Ecology of Knowledge*	3
ORTM 5890 Recreation Management and Planning*	1-2
Topic courses from outside Haub School	Varies
Methods in Environment, Natural Resources, and Society	
ENR 5890 Mixed Research Methods for ENRS**	1-2
ENR 5890 Decision Analysis for ENR Mgmt. and Policy**	1-2
ENR 5890 Applied Economic Frameworks for ENRS**	1-2
ENR 5890 Field Methods in ENRS**	1-2
ENR 5890 Data Visualization and Communication*	1-2
ENR 5525 Environmental Data Analysis*	3
ENR 5050 Techniques in Environmental Data Management*	3
ENR 5550 Negotiation Analysis*	3
ENR 5920 Collaborative Practice Methods*	3
Method courses from outside Haub School	Varies
Elective Credits	17
Total Credits	30 or 32

New Course Descriptions

We are proposing to develop the following courses (1 or 2 credits) in a nontraditional format to allow for schedule flexibility that will provide graduate students with greater time to work in field and in communities on their research. We are proposing courses in the following major categories: Topics in Environment, Natural Resources and Society; Methods in Environment, Natural Resources and Society; and coursework for minors or certificates. We propose that the following classes initially be offered under ENR 5890 Special Topics or ENR 5870 Graduate Seminar. Following initial offering, we intend to submit courses that will be consistently offered to the Course Action Review Committee for inclusion in the course catalog.

Topics in Environment, Natural Resources, and Society

Introduction to Environment, Natural Resources, and Society

Instructor: Corrie Knapp and other Haub School faculty

Description: A week-long intensive prior to start of fall semester would combine guest speakers, field trips, and key historical and cultural bodies of literature that inform our practice of environmental management. The goal would be both to introduce students to the Wyoming context and its environmental management issues, but also to give students a common grounding in literature relevant to the field. In addition to the initial week-long section of the course, the students would attend a seminar style paper discussion group that would run through the semester.

Credits: 2

Delivery Mode: Fall semester, field and on-campus

Critical Social Theories of Environment, Natural Resources, and Society

Instructor: Rachael Budowle

Description: It is critical that environmental and natural resource professionals consider, question, and reflect on the assumptions and frameworks they bring into conservation, management, and research contexts. This class will be a primer on a number of relevant theoretical lenses that address power relations, social structure, and natural resources.

Credits: 1-2

Delivery Mode: Fall or spring semester, on-campus

National Environmental Policy Act for Environmental Managers

Instructor: Temple Stoellinger

Description: This class will help students understand both the theory and practice of NEPA across federal agencies and in different contexts. We will also explore current issues that are influencing how NEPA is practiced and applied.

Credits: 1-2

Delivery Mode: Fall semester, spring semester, J-term, or May-term; on-campus/online hybrid

Environmental Justice

Instructor: Matt Henry

This class examines a wide range of cultural and artistic representations to understand how cultural beliefs, thought systems, and even the imagination shape environmental values and decision-making. This class explores cultural, political, economic, and social factors contributing to the uneven distribution of environmental harms along the lines of race, class, gender, and ethnicity. The class also considers how communities are organizing, planning, and expressing their visions for a “just transition.”

Credits: 1-2

Delivery Mode: Fall or spring semester, on-campus

Private Lands Conservation

Instructor: Drew Bennett

Description: This course introduces students to foundational concepts and emerging tools in private lands conservation including legal concepts of property, conservation easements, and governmental incentive programs. The course has an emphasis on conservation finance and applied perspectives on how conservation projects are structured

and implemented. Students will apply course concepts to real world examples to understand the strength and weaknesses of conservation approaches.

Credits: 1-2

Delivery Mode: Fall semester, spring semester, J-term, or May-term; on-campus/online hybrid

Communicating Across Environments

Instructor: Rick Fisher, Maggie Bourque, and Emilene Ostlind

Description: Workshop-style writing seminar that covers both theory and practice of interdisciplinary, collaborative, and eco-composition practices and products. This workshop would be scheduled at crucial moments for graduate students, aiming to inform and norm their writing and communication practices in service of their thesis projects. Focal points may include developing narrative strategies for a range of communication media (podcast, video, magazine articles, etc.) to draw readers in and share complex information to diverse audiences.

Credits: 1-2

Delivery Mode: J-term, May-term, or summer; on-campus

Systems Thinking

Instructor: Corrie Knapp

Description: This class will introduce students to systems thinking and approaches for using systems diagrams and logic in their own final projects.

Credits: 1

Delivery Mode: J-term or May term, online or on-campus/online hybrid

Methods in Environment, Natural Resources, and Society

Mixed Research Methods in ENRS

Instructor: Abby Sisneros-Kidd, Rachael Budowle, and Corrie Knapp

Description: This course will examine data collection and analysis methods used in social science and ethnographic research. The focus will be on mixed method designs for integration of quantitative and qualitative data at appropriate stages of the research process.

Credits: 1-2

Delivery Mode: May term or August before fall semester classes start, field or on-campus

Decision Analysis for Environment and Natural Resources Management and Policy

Instructor: Steve Smutko

Description: This course helps students understand how to provide structure to complex decision problems. Students will learn how to evaluate courses of action amid uncertainty using multi-attribute utility analysis to make trade-offs among conflicting objectives.

Credits: 1-2

Delivery Mode: Anytime, on-campus or on-line

Applied Economic Frameworks for ENRS

Instructor: Rob Godby

Description: The course would provide a basic overview of economic frameworks of analysis and the use of economic methods to develop economic, environmental, and natural resource policy. Will also include a description of natural resource policy frameworks.

Credits: 1-2

Delivery Mode: Fall or spring semester, on-campus

Field Methods in ENRS

Instructor: Abby Sisneros-Kidd and Rachael Budowle

Description: This course will examine data collection techniques used in social science, recreation ecology, and ethnographic research. Methods to be explored include survey and interview techniques, environmental rapid assessment techniques (e.g. campsite and trail use), GPS-based tracking, and more.

Credits: 1-2

Delivery Mode: May term or August before fall semester start, field or on-campus

Coursework for Minors and Certificates

We are also proposing that courses within the existing Collaborative Practice Minor (12 cr.), which has been approved by Graduate Council and AVP for Graduate Studies, be utilized by graduate students that choose to add a minor in Collaborative Practice. All courses below are existing and 3 credits each. Departments teaching specific electives have agreed to allow minor students to enroll.

Required Courses

- ENR 5450 Negotiation
- ENR 5920 Principles and Methods in Collaborative Practice
- ENR 5921 Collaborative Practicum
- POLS 5080 Organizational Development
- POLS 5540 Public Policy Perspectives
- ENR 5550 Negotiation Analysis

Elective Courses – 1 required

Process Competency Electives

- COJO 5620 Intergroup Communication
- COJO 5250 Seminar in Org. Communication
- COJO 5230 Media, Science, and Society
- POLS 5685 Program Eval and Policy Analysis

Context Specific Electives

- LAW 6660 Environmental Law
- LAW 6800 Public Lands Law
- LAW 6860 Water Rights and Policy
- REWM 5250 Water Resources Seminar
- ENR 5000 Approaches to Env. Problem Solving

We will propose two new certificates for approval at a later date: an ENR Policy Certificate and an Environmental Management Certificate. We intend to design the certificates to serve both on campus and distance students as well as non-degree seeking professionals who are not matriculated into ENRS.

Assessment Plan

Phase I. Amend Learning Outcomes / Evaluate Objectives

Working with the instructional faculty for ENR core and elective courses, the Haub School Associate Dean will lead a process of amending the existing learning outcomes (as needed) and evaluating 2-3 learning objectives to be met in each ENR core and elective course.

Phase II. Direct Assessment of Student Learning

At three stages of their Haub School academic experience, students will submit statements documenting their learning in relationship to the student learning outcomes.

Narrative Justification (Pre)

As the ENR major and minor are interdisciplinary and provide students with opportunities to choose elective courses from extensive menus, every graduate student will be required to submit a “Narrative Justification” document stating his/her rationale for choosing to pursue ENRS, as well as justifying his/her selection of elective coursework. The Narrative Justification is due by finals week of the student’s first semester in the Haub School (discussions during advising at mid-semester are crucial).

Statement of Learning - Core Courses (Mid)

Students will submit a two-page Statement of Learning describing the conceptual and content-based understandings they have formed after two semesters of ENRS-related coursework. This statement is meant to act

as a formative assessment after students have completed some core courses, providing an opportunity to clarify or amend his/her narrative justification in relationship to the ENRS learning outcomes and core courses. The Statement of Learning prompt will be generated by faculty and based upon the Phase I outcomes and objectives.

Integrative Perspective (Post)

As a required component of an exit interview, students submit (online) a statement of Integrative Perspective, reflecting on their learning as a whole throughout their graduate work. The Integrative Perspective will focus on the application of learning across disciplines and will be informed by the Phase I outcomes and objectives.

Direct Assessment of Thesis Projects

A core group of Haub School faculty appointed by our Graduate Program Committee will develop rubrics for assessing thesis quality on metrics related to applicable ENRS learning outcomes such as writing quality, originality, and interdisciplinary perspective. Thesis assessment will be conducted every three to five years.

Surveys

Advising staff or faculty will conduct in-person exit surveys of all graduating students at the end of their final semester. Alumni surveys will be conducted every three years by advising staff. Employer surveys will be conducted by advising staff responsible for professional and applied experience on an ad-hoc basis.

Evaluation of Assessment by Graduate Program Committee

A core group of Haub School staff/faculty (instructors in the graduate programs, faculty advisors, and academic advisors) appointed by our Graduate Program Committee will develop rubrics for assessing the students' statements of learning, measured against each ENRS learning outcome. This group will compile outcomes from Phase I and II direct assessments and report to the Graduate Program Committee at three- to five-year intervals.

Degree Program Evaluation

On five-year intervals, the Graduate Program Committee will review and consider assessment information gathered from all phases of assessment outlined in the assessment section above, including student statements, thesis assessments, surveys, teaching evaluations, and other direct assessment of student work. The committee shall produce a summary report with recommendations for adjustments or revisions of the ENRS degree to the Haub School Associate Dean, Dean and faculty.

Substantive Change Determination

ENRS as proposed will not require substantive change as defined by Higher Learning Commission (HLC) for the following reasons:

- There is not a significant departure from normal offerings as ENRS is modeled after similar graduate and undergraduate interdisciplinary offerings by Haub School.
- Only approximately 30 percent (10-15 credits) of new coursework is being considered.
- Most courses will be offered on-campus with less than 30 percent being considered for distance delivery.
- We do not anticipate a significant financial investment since no additional positions nor non-personnel costs are requested. See Appendix 1 Budget Projection for details.
- Dr. Anne Alexander, HLC Accreditation Liaison Officer confirmed that ENRS will not be a substantive change to UW's offering.

New Resources Required

Faculty and Instructional Staffing

The Haub School has 22 faculty, having added several faculty positions in the last three years. We also have ten adjunct instructors who teach courses on a regular basis. We will contract with other adjunct instructors for specific courses as necessary. No additional faculty are requested.

Program Administration and Staff Support

The Haub School has five staff positions to assist with administration and support. No additional staff are required. Senior administration consists of a dean and associate dean. No additional senior administration is requested.

Technology

Existing technology within UW and the Haub School will support the needs of ENRS. No additional expenditures for technology are requested.

Library and Digital Resources

Existing library and digital resources will support the needs of ENRS. No additional expenditures for library or digital resources are requested.

Marketing

The Haub School is already in the practice of preparing student recruiting materials (e.g. web, social media, print materials, events, UW admissions). Recently, we have provided funding to and worked with UW Communications to promote our degrees as a part of overall UW recruiting. We intend to continue both our in-house recruiting efforts and to work with UW Communications to specifically recruit students to ENRS. We continuously receive inquiries from prospective students about ENRS just through word of mouth. We regularly receive inquiries about the ENR concurrent major. We believe even a modest recruiting campaign will bring in a significant number of applications once ENRS is approved. See Appendix 1 Budget Projection for details.

Support

No additional support is expected to be required for this degree. We will request university support in the form of graduate assistantships, scaled to enrollment. See Appendix 1 Budget Projection for details.

Executive Summary of Demand Statistics

Market Area and Primary Target Markets

We anticipate that ENRS will attract graduate students primarily with environmental and natural resource interests in the Rocky Mountain West. However, based on the demographics of currently enrolled students in our concurrent ENR major and JD/MA in ENR, ENRS will likely draw student applicants regionally, nationally, and internationally.

Educational Market and Student Demand Statistics

Our analyses of Gray Associates data support the demand for a master's degree in ENRS (Table 3). In our 2019 survey of Haub School alumni, 99 of 161 respondents supported a standalone master's degree of the type proposed here and 97 of 161 respondents supported a certificate or minor in natural resource collaboration. The interdisciplinary structure of ENRS will include opportunities for students to study in the areas of environmental science, environment studies, natural resource conservation, and outdoor recreation and tourism. The national, Laramie 360, Colorado, and Wyoming scores for these four disciplines indicate strong to moderate demand with scaled overall scores of 2-30.

Table 3: Gray Associates Demand Statistics

	CIP Code	National	Scaled Overall Score		
			Laramie 360	Colorado	Wyoming
Environmental Science, Environmental Collaboration	3.0104	30	15	16	22
Environmental Studies	3.0103	11	18	12	24
Natural Resources Conservation, General	3.0101	2	14	20	8
Parks, Recreation, and Leisure Studies	31.0101	17	16	17	13

<https://graydata.grayassociates.com>

Employment Trends and Projections

The U.S. Bureau of Labor Statistics employment projections for 2028 indicate robust job growth for environmental and social scientists and modest job growth for conservation scientists and natural science managers (Table 4). The 2028 projection trends are all positive with relatively robust number of annual job openings.

Table 4: U.S. Bureau of Labor Statistics – Employment Projections

Occupation	# Jobs 2018	# Jobs 2028	# Increase	% Increase	Avg Annual Openings	Average Salary
Environmental scientists	122,700	131,900	9,200	7.5%	14,700	\$75,580
Social scientists	314,000	350,100	35,700	11.4%	31,200	\$78,650
Conservation scientists	23,800	24,700	900	3.7%	2,600	\$61,310
Natural sciences managers	63,500	67,200	3,700	5.9%	6,100	\$123,860

<https://www.bls.gov/emp/tables/occupational-projections-and-characteristics.htm>

Admissions Process

To apply to ENRS, we propose all applicants submit an application portfolio that includes:

- One- to two-page statement of purpose that
 - Describes why they wish to attend ENRS, their motivation and background for applying, and what about ENRS is attractive to their career aspirations.
 - Identifies the track they are applying for: individual research track, team-based research track, or concentration track
 - Outlines their plan for study: Plan A or B individual or group project
 - Names faculty they want to work with and why
 - If applying to a team track, states why they feel well-suited to a particular team project
- Three letters of reference
 - Letters should specifically address aspects of suitability for ENRS or applicant experience
- Transcripts and a current CV
- Responses to two essay questions to be defined by faculty
- GRE scores (no minimum scores will be published)

- Alternatively, a statement of professional experience for applicants who have been out of school for a period of time and/or for whom GRE would be a perceived barrier
- Interviews may be used once a final list of preferred applicants is defined but we do not recommend interviewing all applicants. Interviews could also be used to identify the best applicants for specific team projects.

Summary

In summary, ENRS will immerse students in applied, practical experience and help them to develop strong skills in communication, teamwork, critical thinking, problem-solving, and collaboration. ENRS will train graduate students at the interdisciplinary intersections of natural resource management, social science, policy, environmental science, natural resource economics, and environmental problem solving. The Haub School is well positioned to support and deliver this degree as our faculty possess a diverse suite of expertise in these disciplines.

The three curriculum tracks and creatively scheduled courses will enable students to weave a subset of disciplines and topics into relevant research and coursework, resulting in broad understanding while simultaneously developing areas of specialization. Our learning objectives for ENRS align well with employer demand.

Student demand and employment projections indicate ENRS should be a popular degree. We are not requesting additional faculty lines to support the degree and no other substantial financial investments on the part of the university, other than additional graduate assistantships that would be scaled to enrollment.

ENRS will be an innovative degree that will advance UW's graduate offerings. The interdisciplinary and innovative structure of the degree will attract and explicitly provide interdisciplinary content and essential skill development in environmental and natural resource fields that will prepare graduate students for today's workforce.

Appendix 1: Budget Projection

Haub School ENRS Budget Projection	Fiscal Year				
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Revenue					
Cummulative Total NEW Laramie campus headcount enrollment	8	18	24	30	<i>Cumulative enrollment; Note that this is a two year program, so total enrollment never exceeds 30</i>
NEW Resident enrollment (# of new students entering the program)	4	5	7	8	
NEW Non Resident Enrollment (# of new students entering the program)	4	5	7	8	
NEW Resident distance enrollment (ONLY use this field if the Program is a distance program)	0	0	0	0	<i>On campus degree</i>
NEW Non Resident distance enrollment (ONLY use this field if the Program is a distance program)	0	0	0	0	<i>On campus degree</i>
Resident (credit hours delivered outside of NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Resident (credit hours delivered in NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Resident Distance (credit hours delivered in NEW Program through distance courses)	0	0	0	0	<i>An on-campus MS, distance courses may included</i>
Non Resident (credit hours delivered outside of NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Non Resident (credit hours delivered in NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Non-Resident Distance (credit hours delivered in NEW Program through distance courses)	0	0	0	0	<i>On-campus degree but courses can be taken online</i>
Total Resident credit hours generated**	120	150	210	240	
Total Non Resident credit hours generated**	120	150	210	240	
Per Credit Tuition*					
Resident (Posted Tuition Rate)	\$271	\$282	\$293	\$305	
Nonresident (Posted Tuition Rate)	\$811	\$843	\$877	\$912	
Prior Year's Non Resident Discount Rate (updated annually by the Board)	0%	0%	0%	0%	<i>No standard discount for grad students</i>
Estimated Actual Non Resident Per Credit Tuition	\$811	\$843	\$877	\$912	
Total Resident Tuition generated outside of NEW Program	\$16,260	\$21,138	\$30,777	\$36,581	
Total Resident Tuition in NEW Program	\$16,260	\$21,138	\$30,777	\$36,581	
Total Non Resident Tuition outside of NEW Program	\$48,660	\$63,258	\$92,104	\$109,472	
Total Non Resident Tuition in NEW Program	\$48,660	\$63,258	\$92,104	\$109,472	
Total Distance Tuition in NEW Program					
Total Tuition from NEW Enrollment	\$131,733	\$170,761	\$247,809	\$294,234	
Fees					
Program Per Credit Hour	\$0	\$0	\$0	\$0	
Program Fee Revenue	\$0	\$0	\$0	\$0	
Advising Fee Per Credit Hour	\$0.00	\$0.00	\$0.00	\$0.00	<i>No advising fee for grad students</i>
Advising Fee Revenue	\$0	\$0	\$0	\$0	
Mandatory Fee (Per Full Time Student)	\$705.47	\$705.47	\$705.47	\$705.47	
Mandatory Fee Revenue	\$5,644	\$12,698	\$16,931	\$21,164	
Distance Fee	\$0	\$0	\$0	\$0	<i>This degree is on-campus</i>
Total New Revenue Generated Within New Program	\$70,564	\$97,094	\$139,812	\$167,216	
Total New Revenue Generated Outside of the Program	\$70,564	\$97,094	\$139,812	\$167,216	
Total Distance Revenue Generated					
Total Distance Revenue Remaining with College	\$0	\$0	\$0	\$0	<i>This degree is on-campus</i>
Total Distance Revenue Remaining with Provost	\$0	\$0	\$0	\$0	<i>This degree is on-campus</i>
Total New Revenue Generated	\$141,128	\$194,189	\$279,624	\$334,433	
New Program Expense Assumptions					
Compensation and benefits					
Faculty	\$0	\$0	\$0	\$0	<i>No new faculty</i>
Other administrative staff	\$0	\$0	\$0	\$0	
Graduate Assistants	\$25,000	\$50,000	\$50,000	\$50,000	
Supplies	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Marketing	\$10,000	\$20,000	\$20,000	\$20,000	
Software	\$0	\$0	\$0	\$0	
Community College articulation	\$0	\$0	\$0	\$0	
New course development	\$20,000	\$20,000	\$20,000	\$20,000	<i>Based on est. of \$5000/new course supplemental pay</i>
Capital expense	\$0	\$0	\$0	\$0	
Other (specify)	\$0	\$0	\$0	\$0	
Projected Financial Results for New Program					
Total Expenses	\$55,000	\$90,000	\$90,000	\$90,000	
Total New Revenues Generated by NEW Program	\$141,128	\$194,189	\$279,624	\$334,433	
New Program's Total Surplus or Deficit	\$86,128	\$104,189	\$189,624	\$244,433	
Operating margin (surplus or deficit / revenues)	0.61	0.54	0.68	0.73	
* UW's Board of Trustees' current working policy is to raise tuition by 4% each year					

Haub School ENRS Budget Projection	Fiscal Year				
	FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Revenue					
Cummulative Total NEW Laramie campus headcount enrollment	8	18	24	30	<i>Cumulative enrollment; Note that this is a two year program, so total enrollment never exceeds 30</i>
NEW Resident enrollment (# of new students entering the program)	4	5	7	8	
NEW Non Resident Enrollment (# of new students entering the program)	4	5	7	8	
NEW Resident distance enrollment (ONLY use this field if the program is a distance program)	0	0	0	0	<i>On campus degree</i>
NEW Non Resident distance enrollment (ONLY use this field if the program is a distance program)	0	0	0	0	<i>On campus degree</i>
Resident (credit hours delivered outside of NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Resident (credit hours delivered in NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Resident Distance (credit hours delivered in NEW Program through distance courses)	0	0	0	0	<i>An on-campus MS, distance courses may included</i>
Non Resident (credit hours delivered outside of NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Non Resident (credit hours delivered in NEW Program)	60	75	105	120	<i>MS credits are split 50/50 in & out of new program</i>
Non-Resident Distance (credit hours delivered in NEW Program through distance courses)	0	0	0	0	<i>On-campus degree but courses can be taken online</i>
Total Resident credit hours generated**	120	150	210	240	
Total Non Resident credit hours generated**	120	150	210	240	
Per Credit Tuition*					
Resident (Posted Tuition Rate)	\$271	\$282	\$293	\$305	
Nonresident (Posted Tuition Rate)	\$811	\$843	\$877	\$912	
Prior Year's Non Resident Discount Rate (updated annually by the Board)	0%	0%	0%	0%	<i>No standard discount for grad students</i>
Estimated Actual Non Resident Per Credit Tuition	\$811	\$843	\$877	\$912	
Total Resident Tuition generated outside of NEW Program	\$16,260	\$21,138	\$30,777	\$36,581	
Total Resident Tuition in NEW Program	\$16,260	\$21,138	\$30,777	\$36,581	
Total Non Resident Tuition outside of NEW Program	\$48,660	\$63,258	\$92,104	\$109,472	
Total Non Resident Tuition in NEW Program	\$48,660	\$63,258	\$92,104	\$109,472	
Total Distance Tuition in NEW Program					
Total Tuition from NEW Enrollment	\$131,733	\$170,761	\$247,809	\$294,234	

	FY 21-22	FY 22-23	FY 23-24	FY 24-25	
Fees					
Program Per Credit Hour	\$0	\$0	\$0	\$0	
Program Fee Revenue	\$0	\$0	\$0	\$0	
Advising Fee Per Credit Hour	\$0.00	\$0.00	\$0.00	\$0.00	No advising fee for grad students
Advising Fee Revenue	\$0	\$0	\$0	\$0	
Mandatory Fee (Per Full Time Student)	\$705.47	\$705.47	\$705.47	\$705.47	
Mandatory Fee Revenue	\$5,644	\$12,698	\$16,931	\$21,164	
Distance Fee	\$0	\$0	\$0	\$0	This degree is on-campus
Total New Revenue Generated Within New Program	\$70,564	\$97,094	\$139,812	\$167,216	
Total New Revenue Generated Outside of the Program	\$70,564	\$97,094	\$139,812	\$167,216	
Total Distance Revenue Generated					
Total Distance Revenue Remaining with College	\$0	\$0	\$0	\$0	This degree is on-campus
Total Distance Revenue Remaining with Provost	\$0	\$0	\$0	\$0	This degree is on-campus
Total New Revenue Generated	\$141,128	\$194,189	\$279,624	\$334,433	
New Program Expense Assumptions					
Compensation and benefits					
Faculty	\$0	\$0	\$0	\$0	No new faculty
Other administrative staff	\$0	\$0	\$0	\$0	
Graduate Assistants	\$25,000	\$50,000	\$50,000	\$50,000	
Supplies	\$0	\$0	\$0	\$0	
Travel	\$0	\$0	\$0	\$0	
Marketing	\$10,000	\$20,000	\$20,000	\$20,000	
Software	\$0	\$0	\$0	\$0	
Community College articulation	\$0	\$0	\$0	\$0	
New course development	\$20,000	\$20,000	\$20,000	\$20,000	Based on est. of \$5000/new course supplemental pay
Capital expense	\$0	\$0	\$0	\$0	
Other (specify)	\$0	\$0	\$0	\$0	
Projected Financial Results for New Program					
Total Expenses	\$55,000	\$90,000	\$90,000	\$90,000	
Total New Revenues Generated by NEW Program	\$141,128	\$194,189	\$279,624	\$334,433	
New Program's Total Surplus or Deficit	\$86,128	\$104,189	\$189,624	\$244,433	
Operating margin (surplus or deficit / revenues)	0.61	0.54	0.68	0.73	

* UW's Board of Trustees' current working policy is to raise tuition by 4% each year

AGENDA ITEM TITLE: Bachelor's in Applied Science (BAS) new concentration option in Health Services Administration, Pickett, Barrett

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Bachelor's in Applied Science (BAS) is an already existing degree program at UW. This proposal is to add a new concentration option in Health Services Administration. For over a decade, the University of Wyoming has had the BAS with a concentration in Organizational Leadership. That program has grown significantly and is now one of UW's largest online degree programs with more than 100 majors. The core idea behind the BAS degree is to help persons who already have an associate's degree build on that and advance further in their chosen field. The proposed program is designed to build on an associate's degree in a healthcare field by, first, incorporating a suite of five courses drawn from the School of Pharmacy's Master of Science in Health Services Administration. Those courses, amounting to 14 credit hours, will go through the course change process so they can be cross-listed at the 4000/5000 levels. Second, the core components of the BAS in Organizational Leadership are retained so that students become better prepared to assume supervisory and other leadership roles in an organization. By having the program as a BAS, community college coursework in a more applied setting can still be accepted for credit.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

In May of 2020, the UW Board of Trustees voted to move the administrative home of the BAS to UW-Casper. The Trustees approved a Notice of Intent for this degree in November 2020.

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval. The Academic and Student Affairs committee will report to the Board on recommended action for approval of the new degree program.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of the Bachelor's in Applied Science (BAS) degree to add a new concentration option in Health Services Administration.

PROPOSED MOTION:

"I move the approval of a new concentration option in Health Services Administration for the Bachelor's in Applied Science (BAS) degree."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

Feasibility Study for the Bachelor's in Applied Science with a Concentration in Health Services Administration

Executive Summary

Degree or Certificate Title: Concentration in Health Services Administration

Level of Degree or Certificate: Bachelor's

Delivery Mode(s): Online

Estimated Startup Cost of Degree: \$5,000 (for marketing and recruitment)

Anticipated Launch Date: Fall 2021

The Bachelor's in Applied Science (BAS) is an already existing degree program at UW. This proposal is to add a new concentration option in addition to the current one in Organizational Leadership. For over a decade, the University of Wyoming has had the BAS with a concentration in Organizational Leadership. That program has grown significantly and is now one of UW's largest online degree programs with more than 100 majors. Given that the program is only open to students who already have an associate's degree (since it is designed to stack on top of applied two-year degrees), and thus only has juniors and seniors in it, the student numbers are especially strong. The core idea behind the BAS degree is to help persons who already have an associate's degree build on that and advance further in their chosen field. In May of 2020, the UW Board of Trustees voted to move the administrative home of the BAS to UW-Casper. In exploring additional possible areas of concentration for the BAS, the dean of UW-Casper met with the dean of the College of Health Sciences and formed a small working group with the dean of the School of Pharmacy and the director of the Master's in Science in Health Services Administration. That group, also drawing on the expertise of the then Interim Director of the BAS, developed a draft curriculum and gathered data as to likely student and employment demand. With that as background, UW-Casper, in collaboration with the School of Pharmacy and the College of Health Sciences, presents the following proposal that outlines the design, curriculum, delivery, and rationale for a BAS with a concentration in Health Services Administration.

The proposed program is designed to build on an associate's degree in a healthcare field by, first, incorporating a suite of five courses drawn from the School of Pharmacy's Master of Science in Health Services Administration. Those courses, amounting to 14 credit hours, will go through the course change process so they can be cross-listed at the 4000/5000 levels. Second, the core components of the BAS in Organizational Leadership are retained so that students become better prepared to assume supervisory and other leadership roles in an organization. By having the

program as a BAS, community college coursework in a more applied setting can still be accepted for credit.

According to the Bureau of Labor Statistics (BLS), “Employment of medical and health services managers is projected to grow 32 percent from 2019 to 2029, much faster than the average for all occupations.” Pay in the field is also significant, with the BLS reporting median pay as \$100,980 per year (2019 data). Bachelor’s degrees are the typical entry-level education in the field.

Overview and Description of Degree or Certificate, Purpose, Strategic Plan Overlay

The proposed concentration in Health Services Administration retains the majority of the current Bachelors of Applied Science, but adds in 14 credit hours (five courses) focused on Health Services Administration. The proposed concentration is designed for persons working in the healthcare field who want to pursue a bachelor's degree to advance their career potential, yet do not want to do so in a clinical area, such as nursing or medical laboratory sciences. The proposed concentration coursework is drawn from UW's existing Master's in Science in Health Service Administration program. That program has a course on the history of the United States health care system, in addition to 4 different 'tracks.' The introductory course from each track, as well as the course on the history of the health care system, would go through the course action process in order to be cross-listed at the 4000 and 5000 levels. It thus would give students a grounding in the history of the US healthcare system, a course in leadership in health service settings, along with a survey of economic/healthcare outcomes, healthcare quality, and regulatory/compliance issues.

The combination of the five proposed health service administration courses with the core elements of the current Organizational Leadership option is a powerful one. Students in the new concentration will take multiple courses on leadership, the creation and use of information in organizations, and communication. They will emerge from the program better equipped to pursue roles with greater responsibilities in the health services field.

The BAS in Health Services Administration concentration develops in its student population qualities necessary for success in a rapidly changing healthcare environment. Students learn the basic principles in the field and understand the importance of looking at all sides of an issue. Employers are looking for entry level employees that have a broad understanding of the health services area that can be applied across different fields as well as integrate the information across the fields. Students in this program also will be prepared to successfully transfer to graduate programs in pursuit of related degrees. This includes UW's MS in Health Services Administration; graduates from the program will be well aware of that option and will have two courses within it completed already.

The proposed Bachelors of Applied Science with a concentration in Health Services Administration aligns closely with the University's mission. Healthcare services are an important part of Wyoming's economy, especially in the Casper community. By helping to train the next generation of health service administrators, the program fits UW's land-grant mission to promote economic and community development. The program will be online and largely asynchronous, and thus is readily accessible to people across the state (and beyond). The core health service administration courses are based on rigorous scholarship and the application of knowledge, which are also parts of the University's mission.

The new concentration also fits well with the UW-Casper mission and strategic plan. UW-Casper is focused on growth, especially in areas that will promote the economic diversification and development of Wyoming. Also, while the BAS is entirely online, over the next couple of years

UWC will be working to create in-person course options within the BAS for those in central Wyoming who want to be able to take a course or two each semester with peers pursuing the same degree. Given that Casper has the largest medical sector of any community in the state, this concentration in particular is a good fit for UWC.

The addition of this program supports part of the strategic plan of the School of Pharmacy, which has identified the following that relate to this program:

1) Attract, develop, and retain the best students - this applies to the School of Pharmacy, medical laboratory program, and the MS Health Services Administration programs. By participating in the BAS program, we can identify UW students who would be a good match to apply for either the graduate program or the pharmacy school dependent on the coursework they have completed in their undergraduate curriculum

2) Work with Community Colleges to identify and co-develop educational programs to meet the needs of the state. In working on the new BAS concentration it helps the School meet this goal as well.

Learning Outcomes

The learning objectives for this certificate program identify four broad areas of core competency including:

- Healthcare Quality
- Healthcare Leadership
- Biopharmaceutical regulations
- Health Economics.

Students will gain a basic understanding of each of the core areas and demonstrate an understanding of the guiding principles. In addition, the integration of the four areas through an overall Evolution course helps students problem-solve today's issues facing healthcare based on examples that have been presented in the classroom. Each graduate will be able to discuss the core principles of the four areas listed and fully understand how to integrate specific competencies among and between these areas. As students' progress in their coursework, they are provided real world situations that they can then apply today.

Curriculum Map and Program Structure

Below please find a degree check-list. There are a few points worth noting. First, BAS degrees, since they are designed to "stack" on applied associates degrees which do not have the full complement of general education and hence do not satisfy the Wyoming Common Core, have to build more USP coursework into the upper division level than other programs. Second, some elements of the Organizational Leadership concentration were retained for the proposed Health Services Administration one. The Organizational Leadership track is designed to prepare students for supervisory roles in whatever field they are in (e.g., fire science, government, etc.). Since the proposed concentration is designed to do the same in health-care settings, the proposed

curriculum also kept requirements pertaining to, for instance, how organizations create and use information, improved communication skills, problem solving and analysis, and courses directly from the Organizational Leadership track.

BACHELOR OF APPLIED SCIENCE CHECK-LIST (2020-2021)

Health Services Administration Concentration

CAREER/AAS SPECIALTY component: 40-60 credits

Degree received _____ Awarding institution _____

No. major hours (min. 40) _____ Work experience _____

PROFESSIONAL CONCENTRATION component: 41 credits

1. Discovering and Utilizing Ideas and Information (3 credits)

AGRI 3000 Discovering/Utilizing Ideas and Information

(Required Course)

Grade: _____ Completion date: _____

2. Communicating in Writing and Speaking (2 courses, 6 credits)

COJO 3010 Business and Professional Communication

Grade: _____ Completion date: _____

COJO 3190 Cross-Cultural Communication

Grade: _____ Completion date: _____

ENGL 4010 Technical Writing in the Professions

Grade: _____ Completion date: _____

AGRI 4600 Developing Organization Leadership (Required) Grade: _____ Completion date: _____

3. Analysis and Problem Solving (1-2 courses, 3-6 credits)

AGRI 4990 Organizational Problem Solving in

the Social Sciences

Grade: _____ Completion date: _____

PHCY 4441 Intro to Health Leadership (3 credits, required) Grade: _____ Completion date: _____

4. Organizational Leadership (4 courses from one Option, 12 credits)

Option A:

AGEC 4660 Community & Economic Develop. Grade:_____ Completion date:_____

AGEC 3750 Natural Resource Economics Grade:_____ Completion date:_____

AGEC 4720 Water Resource Economics Grade:_____ Completion date:_____

CHST 4650 Women, Gender & Migration Grade:_____ Completion date:_____

FCSC 4117 Community Leadership: Working with
Services & Systems (Required course) Grade:_____ Completion date:_____

FCSC 4985 Seminar: Dev. In Community Leadership Grade:_____ Completion date: _____

POLS 4420 Seminar in Public Administration Grade:_____ Completion date:_____

POLS 4465 Survey of the Non-Profit Sector Grade:_____ Completion date:_____

POLS 4685 Program Evaluation and Policy Analysis Grade:_____ Completion date:_____

POLS 4710 American Political Issues Grade:_____ Completion date:_____

Option B: This area of emphasis guides students through an examination of how managers create value by understanding and developing employee and customer relationships. We ***strongly suggest*** that students complete ACCT 1010 and ECON 1010, both of which are available from, and articulated with, the community colleges throughout Wyoming before taking these courses. The area of emphasis consists of the following additional courses:

MGT 3110 Business Ethics Grade:_____ Completion date:_____

MGT 3210 Management & Organizations Grade:_____ Completion date:_____

MKT 3210 Introduction to Marketing Grade:_____ Completion date:_____

MGT 4410 Human Resource Management Grade:_____ Completion date:_____

NOTE: Students with this option may not take more than 30 hours (total) in business and must obtain a "C" or better in each of the courses listed above in order to advance to the next course.

5. Contemporary Society (2 courses, 6 credits)

A & S 3105 From Gilgamesh to the Bomb Grade:_____ Completion date:_____

COJO 3160 Theory of Language and Society Grade:_____ Completion date:_____

CRMJ 3200 Ethics and Administration of Justice Grade:_____ Completion date:_____

CRMJ 3500 Drugs and the Criminal Justice System Grade:_____ Completion date:_____

CRMJ/CHST 4860 Social Inequality, Crime, Criminal

Justice and the Law

Grade: _____ Completion date: _____

ENR 4890 Special Topics

Grade: _____ Completion date: _____

HIST 4340 History of American Women

Grade: _____ Completion date: _____

HIST 4490 Modern America, 1960-present

Grade: _____ Completion date: _____

HIST 4545 Multicultural West

Grade: _____ Completion date: _____

6. Career Focus (11 credits) (Required)

PHCY 4050 Evolution of American Health (2 credits)

Grade: _____ Completion date: _____

PHCY 4141 Health Econ and Outcomes (3 credits)

Grade: _____ Completion date: _____

PHCY 4241 Biopharmaceutical Reg. Com (3 credits)

Grade: _____ Completion date: _____

PHCY 4341 Intro to Healthcare Quality (3 credits)

Grade: _____ Completion date: _____

UNIVERSITY STUDIES requirements:

32 credits

First Year Seminar (3) _____ Q: Basic Math (3) _____

COM1::Communication (3) _____ COM2: Communication 2* (3) _____

COM3: Communication 3* (3) _____ V: US/WY Constitution: (3) _____

PN: Science: (3) _____ PN: Science (3) _____

HC: Human Culture (3) _____ HC: Human Culture (3) _____

* = May be embedded in approved 2015 USP courses in the above categories or courses in the major.

ELECTIVE component:

22-30 credits

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____

UPPER DIVISION requirement (3000 level or above): 42 hours (30 of which must be earned from UW)

(3)_____	(3)_____	(3)_____	(3)_____
(3)_____	(3)_____	(3)_____	(3)_____
(3)_____	(3)_____	(3)_____	(3)_____
(3)_____	(3)_____	(3)_____	(3)_____

Students in the BAS must earn a "C" or better in all courses from the checklist, and must retake the course(s) where a D or an F are earned.

A minimum of 120 hours is required for completion of the BAS degree.

10/07/2020

Course Descriptions:

The following five courses, amounting to 14 credit hours, are all required in the proposed new concentration. There are 5000-level equivalents already at UW. All of these courses will be delivered on-line, mostly in an asynchronous format, although individual instructors may choose to build in limited synchronous dimensions, as is the case in the current MS in Health Services Administration degree.

PHCY 4050, Evolution of the American Healthcare System (2 credit hours)

Course Description: This course explores the predictable response to a crisis in health care that has led to a paradigm change in the way health services are delivered. The professionalization of health care over the past century, and the development of the modern hospital over the past half century. The implications of computerized health information, and the trend toward empowerment of patients through the democratization of health services.

PHCY 4141, Introduction to Health Economics and Outcomes (3 credit hours)

Course Description: This course considers the role of the range of outcomes used by clinicians and health care systems in assessing treatment modalities. The framework for conducting and assessing outcomes research will be emphasized.

PHCY 4241, Biopharmaceutical Regulation (3 credit hours)

Course Description: This course considers the role of regulatory agencies that prescribe conduct in the healthcare industries and professions, focusing on the Food and Drug Administration. The functioning of other agencies, such as the federal Drug Enforcement Administration, state boards of pharmacy and state departments of health are also considered.

PHCY 4341, Introduction to Healthcare Quality (3 credit hours)

Course Description: This course will provide an overview of healthcare quality and performance measurement. It will also provide a review of quality improvement strategies used in various healthcare settings.

PHCY 4441, Introduction to Health Institution Leadership (3 credit hours)

Course Description: Introduction to Health Institution Leadership is designed to provide development of the health institution leader through analysis of theory and application to practice by extensive use of case studies and models. Organizational, team and individual dimensions of leadership are examined. Leadership for optimization of human and other resources as well as effective use of data analytics are explored.

Assessment Plan:

The opportunity to develop a sound foundation in both current and emerging healthcare trends is an important aspect of this certificate program. Assessing student knowledge through examination, discussion boards, and papers provides faculty the opportunity to tailor information back to the students. The underlying theme of lifelong learning skills necessary to stay current with emerging healthcare trends will also be assessed. Students are assessed not only on the knowledge from books and lectures but also in keeping up with current events in health care.

The assessment process for the overall BAS degree program is currently in revision. UW-Casper is hiring a new BAS director and one charge to that person will be to work closely with the University's assessment coordinator to improve assessment for the degree. Still, a charge to the director will be to build an assessment piece into the final, writing intensive course (AGRI 4600), monitor job placement rates, and otherwise build a comprehensive process for evaluating learning in the program.

Degree Program Evaluation

Evaluation of the BAS concentration in health services administration will be completed in multiple stages. The evaluation process will include both a formative and summative process. Initial formative surveys and evaluations will be created for those students who are in the initial years of the program. This allows us to gain insights into the curriculum and specific learning objectives for each course. As students matriculate, we will include summative evaluations regarding the entire program and include a survey of alumni every few years. In addition, employers will be asked to provide their feedback as to the preparedness of the students.

New Resources Required

Given that the coursework and instructional capacity already exist at UW, the additional resources required are minimal.

Faculty and instructional staffing: no new faculty positions will be needed to support the new concentration. The courses that faculty already teach for the MS in Health Services will be taught on their regular schedule. Faculty will receive an additional stipend, per course, since they will have more students and have to handle the logistics of a portion of the class being undergraduates and the rest being graduate students. Most of the faculty who teach in the graduate program are part-time faculty. One potential staffing issue is if the new concentration gains enough students, it will create pressure on UWC to add to its academic advising capacity. It would likely take more than 40 students in the concentration to create this issue, however, although the exact number depends on enrollment in the currently existing Organizational Leadership track in the BAS.

Program administration and staff support: the BAS, as noted above, is administered by UW-Casper. The BAS Director will continue to run the program. The approval of this program will simply add an area of concentration to the BAS degree portfolio.

Technology: no additional technology resources are foreseen.

Library and digital resources: no additional library or digital resources are foreseen.

Marketing: UW-Casper and the School of Pharmacy will collaborate in the marketing of this program. If this proposal is approved, UWC will seek a small grant (less than \$10,000) from the Central Wyoming Board of Cooperative Educational Services (BOCES) to pay for an initial run of marketing. Given the geographical boundaries of the Central Wyoming BOCES, however, such marketing will need to be focused on Natrona County. Still, Casper College has one of the two largest health services enrollments among the state's community colleges, and Casper itself has the largest healthcare sector of the state, so it is an important market for the program. UWC will redirect current marketing dollars to target markets beyond Natrona County. In addition, the new BAS director will be given the charge to work with the state's other community college to promote awareness of the new concentration.

Substantive Change Determination:

A Notice of Intent (NOI) for the new concentration has been submitted to the Higher Learning Commission. They have reviewed it and concluded this new concentration does not constitute a Substantive Change.

Executive Summary of Demand Statistics

Since the program is fully online and is designed for those already employed, the market area is literally nationwide. That said, the primary target market is Wyoming. The Casper area will be an initial focus, given the size of the medical community there. This will particularly be the case if the BOCES grant comes through, although that will also free up resources to better market across the state.

Gray Associates data (see Appendix B for the full report) shows strong student demand. For the 'online Laramie 360' analysis, their data shows student demand at a 19, which is a high score. The overall score in the market area is a 16. What is holding back the overall score is a competitive intensity score of -10. The University of Denver and the University of Northern Colorado have face-to-face programs. Over the last three years that Gray Associates has data for (16-17-18), those two programs graduated on average 177 students a year, combined. Given the focus on Wyoming, as far as program promotion, the 'online Wyoming' analysis may be more appropriate. In that slicing of the data, student demand drops to a 12 but the competitive intensity also decreases, so the overall score rises to an 18. The 'online Casper 60' analysis has the same scores as the overall state data. Western Governor's University started a similar program in recent years. In 2017 they had 23 graduates. In 2018 (the most recent year that data is available), the program had 170 graduates. The same year Colorado State University graduated 195 students from their bachelor's of healthcare administration program. While we do not anticipate similar growth or demand (in part due to competitors like CSU and WGU), we do expect more than adequate demand and program growth.

According to the Bureau of Labor Statistics (BLS), the 2019 median pay for healthcare administrators is approximately \$101,000 per year. The typical entry-level education is a bachelor's degree, in line with what is proposed here. Job growth over the next 10 years is forecast to be 32%, which the BLS characterizes as "much faster than average" across all fields.

Health Services/Allied Health/Health Sciences 2017-2018	19	27	42			
Health Services/Allied Health/Health Sciences 2016-2017	15	10	18			
Health Services/Allied Health/Health Sciences 2015-2016	15	1	6			
Health Services/Allied Health/Health Sciences 2014-2015	15		10			
Health Services/Allied Health/Health Sciences 2013-2014	13		5			
Veterinary/Animal 2017-2018				22	3	
Veterinary/Animal 2016-2017				11	7	
Veterinary/Animal 2015-2016				10	7	
Veterinary/Animal 2014-2015				15	3	
Veterinary/Animal 2013-2024				11	3	
Clinical/Medical 2017-2018	16					
Clinical/Medical 2016-2017	18					
Clinical/Medical 2015-2016	10					
Clinical/Medical 2014-2015	10					
Clinical/Medical 2013-2014	15					
Nursing/Registered Nurse 2017-2018	44	70	58	12	26	31
Nursing/Registered Nurse 2016-2017	35	78	54		22	38
Nursing/Registered Nurse 2015-2016	41	72	55		25	13
Nursing/Registered Nurse 2014-2015	47	78	54		24	32
Nursing/Registered Nurse 2013-2014	48	87	47		20	25
Nursing Education 2017-2018						
Nursing Education 2016-2017						
Nursing Education 2015-2016						6
Nursing Education 2014-2015						3
Nursing Education 2013-2014						3
Nursing Administration , Nursing Research, and Clinical Nursing 2017-2018						4
Nursing Administration , Nursing Research, and Clinical Nursing 2016-2017						1
Nursing Administration , Nursing Research, and Clinical Nursing 2015-2016						
Nursing Administration , Nursing Research, and Clinical Nursing 2014-2015						
Nursing Administration , Nursing Research, and Clinical Nursing 2013-2014						
Physical Therapy Technician/Assistant 2017-2018		19				
Physical Therapy Technician/Assistant 2016-2017		18				
Physical Therapy Technician/Assistant 2015-2016		21				
Physical Therapy Technician/Assistant 2014-2015		19				
Physical Therapy Technician/Assistant 2013-2014		20				
Pre-Occupational Therapy Studies 2017-2018	8					
Pre-Occupational Therapy Studies 2016-2017	3					
Pre-Occupational Therapy Studies 2015-2016	4					
Pre-Occupational Therapy Studies 2014-2015	9					
Pre-Occupational Therapy Studies 2013-2014	9					
Pre-Physical Therapy Studies 2017-2018	3					2
Pre-Physical Therapy Studies 2016-2017	2					
Pre-Physical Therapy Studies 2015-2016	2					2
Pre-Physical Therapy Studies 2014-2015	1					3
Pre-Physical Therapy Studies 2013-2014	1					3
Emergency Medical Technology/Technician (EMT Paramedic) 2017-2018	5	4				
Emergency Medical Technology/Technician (EMT Paramedic) 2016-2017	3	3				
Emergency Medical Technology/Technician (EMT Paramedic) 2015-2016	7	5				
Emergency Medical Technology/Technician (EMT Paramedic) 2014-2015	5	2				
Emergency Medical Technology/Technician (EMT Paramedic) 2013-2014	5	2				
Pharmacy Technician/Assistant 2017-2018	1					
Pharmacy Technician/Assistant 2016-2017	5					
Pharmacy Technician/Assistant 2015-2016	5					
Pharmacy Technician/Assistant 2014-2015	11					
Pharmacy Technician/Assistant 2013-2014	1					
Pre-Pharmacy Studies 2017-2018	1				2	1
Pre-Pharmacy Studies 2016-2017	2				2	1
Pre-Pharmacy Studies 2015-2016	2	2			1	1
Pre-Pharmacy Studies 2014-2015	1					1
Pre-Pharmacy Studies 2013-2014	4				4	3
Physical Education Teaching and Coaching 2017-2018	2			1		
Physical Education Teaching and Coaching 2016-2017	1	1				
Physical Education Teaching and Coaching 2015-2016	3					
Physical Education Teaching and Coaching 2014-2015	6	3				
Physical Education Teaching and Coaching 2013-2014	6			1		
Health and Physical Education/Fitness 2017-2018						5
Health and Physical Education/Fitness 2016-2017		3	1			5
Health and Physical Education/Fitness 2015-2016						1
Health and Physical Education/Fitness 2014-2015				1		2
Health and Physical Education/Fitness 2013-2014				1		5
Medical Radiologic Technology/Science 2017-2018						9
Medical Radiologic Technology/Science 2016-2017						11

Medical Radiologic Technology/Science 2014-2015

Medical Radiologic Technology/Science 2013-2014

Radiologic Technology/Science 2017-2018

20

29

Radiologic Technology/Science 2016-2017

21

15

Radiologic Technology/Science 2015-2016

13

14

Radiologic Technology/Science 2014-2015

13

13

Radiologic Technology/Science 2013-2014

16

12

Respiratory Care Therapy/Therapist 2017-2018

11

Respiratory Care Therapy/Therapist 2016-2017

11

Respiratory Care Therapy/Therapist 2015-2016

7

Respiratory Care Therapy/Therapist 2014-2015

5

Respiratory Care Therapy/Therapist 2013-2014

9

UW Board of Trustees Report and Supplemental Materials - Public Session

May 12-14, 2021

CIP Number & Title	CIP Description	Online-Laramie 360-Bachelor					Online-Wyoming-Bachelor					Online-Casper 60-Bachelor					Online-Laramie 360-Certificate					Online-Wyoming-Certificate					Online-Casper 60-Certificate					
		Demand	Intensity	Employment	Degree Fit	Overall	Demand	Intensity	Employment	Degree Fit	Overall	Demand	Intensity	Employment	Degree Fit	Overall	Demand	Intensity	Employment	Degree Fit	Overall	Demand	Intensity	Employment	Degree Fit	Overall	Demand	Intensity	Employment	Degree Fit	Overall	
51.000 Health Services/Allied Health (part of Health/Health Services, General division of CIP Codes)	<p>preparatory, undifferentiated, or general program in health services occupations that prepares individuals for either entry into specialized training programs or for a variety of concentrations in the allied health area. Includes instruction in the basic sciences, research and clinical procedures, and aspects of the subject matter related to various health occupations</p>	11	-2	2	2	13	2	5	2	2	11	4	4	2	2	12	-4	4	2	2	4	-4	4	2	2	4	-6	5	2	2	3	
51.0701 Health/Health Care Administration/Management (part of Health and Medical Administrative Services division of CIP Codes)	<p>A program that prepares individuals to develop, plan, and manage health care facilities and across health care systems. Includes instruction in planning, business management, financial management, public relations, human resources management, health care systems operations and management, health care resources allocation and policy making, health law and regulations, and applications to specific types of health care services</p>	19	-10	5	2	16	12	0	4	2	18	12	0	4	2	18	-2	2	5	2	7	4	3	4	2	13	2	4	4	2	12	
51.0702 Hospital and Health Care Facilities Administration/Management (part of Health and Medical Administrative Services division of CIP Codes)	<p>A program that prepares individuals to apply managerial principles to the administration of hospitals, clinics, nursing homes, and other health care facilities. Includes instruction in facilities planning, building and operations management, financial management and insurance, fund-raising and marketing, public relations, human resources management and labor relations, health care facilities operations, principles of health care delivery, and applicable law and regulations.</p>	2	-5	4	4	5	-6	5	4	4	7	-6	5	5	4	8	-2	4	4	4	10	-4	4	4	4	4	8	-6	5	5	4	8
51.2211 Health Services Administration (part of public health division of CIP Codes 51.22)	<p>A program that prepares individuals to apply managerial principles to the administration of hospitals, clinics, nursing homes, and other health care facilities. Includes instruction in facilities planning, building and operations management, business management, financial management and insurance, fund-raising and marketing, public relations human resources management and labor relations, health care facilities operations, principles of health care delivery, and applicable law and regulations</p>	2	-5	4	4	5	-6	1	-2	2	-5	-6	1	2	2	-1	-2	4	-1	2	3	-4	4	-2	2	0	-6	5	2	2	3	

Quick Summary of what the numbers are indicating:

BAS - Health Service Administration Budget Projection

	Fiscal Year			
	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Revenue				
Cummulative Total NEW UW-C headcount enrollment	15	25	35	50
NEW Resident enrollment (# of new students entering the program each year)	13	22	31	45
NEW Non Resident Enrollment (# of new students entering the program each year)	2	3	4	5
<i>Resident (credit hours delivered outside of NEW Program)</i>	299	506	713	1,035
Resident (credit hours delivered in NEW Program)	104	154	217	315
<i>Non Resident (credit hours delivered outside of NEW Program)</i>	46	69	92	115
Non Resident (credit hours delivered in NEW Program)	16	21	28	35
Total Resident credit hours generated**	403	660	930	1,350
Total Non Resident credit hours generated**	62	90	120	150
Per Credit Tuition*				
Resident (Posted Tuition Rate)	\$145	\$151	\$157	\$163
Nonresident (Posted Tuition Rate)	\$603	\$627	\$652	\$678
Estimated Actual Non Resident Per Credit Tuition	\$603	\$627	\$652	\$678
<i>Total Resident Tuition generated outside of NEW Program</i>	\$43,355	\$76,305	\$111,821	\$168,814
Total Resident Tuition in NEW Program	\$15,080	\$23,223	\$34,033	\$51,378
<i>Total Non Resident Tuition outside of NEW Program</i>	\$27,738	#####	#####	#####
Total Non Resident Tuition in NEW Program	\$9,648	#####	#####	#####
Total Tuition from NEW Enrollment	\$95,821	\$155,969	\$224,118	\$321,936
	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total New Revenue Generated Within New Program	\$24,728	\$36,393	\$52,294	\$75,118
Total New Revenue Generated Outside of the Program	\$71,093	\$119,576	\$171,824	\$246,818
Total New Revenue Generated	\$95,821	\$155,969	\$224,118	\$321,936
New Program Expense Assumptions				
Compensation and benefits				
Faculty	\$5,000	\$5,000	\$5,000	\$5,000
Other administrative staff	\$3,585	\$3,585	\$3,585	\$3,585
Graduate Assistants	\$0	\$0	\$0	\$0
Supplies	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Marketing	\$4,000	\$10,000	\$10,000	\$10,000
Software	\$0	\$0	\$0	\$0
Community College articulation	\$0	\$0	\$0	\$0
New course development	\$7,500	\$7,500	\$7,500	\$7,500
Capital expense	\$0	\$0	\$0	\$0

Cumulative enrollment

70/30

70/30

five staff but no new staff

this is to cover the % of director salary*
this program wouldn't pay for it all though

1st yr: website & POP 2nd thru 4th outside advertising

\$1.5K for each course that will be upgraded

Projected Financial Results for New Program

	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Total Expenses	\$20,085	\$26,085	\$26,085	\$26,085
Total New Revenues Generated by NEW Program	\$95,821	\$155,969	\$224,118	\$321,936
New Program's Total Surplus or Deficit	\$75,736	\$129,884	\$198,034	\$295,851
Operating margin (surplus or deficit / revenues)	0.79	0.83	0.88	0.92

* UW's Board of Trustees' current working policy is to raise tuition by 4% each year

footnote: on old students

spreadsheet to brent to what we are going to make

AGENDA ITEM TITLE: Name change Bachelor of Science (BS) Plant Production and Protection (from Agroecology), Kniss, Barrett

SESSION TYPE:

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

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Department of Ecosystem Science & Management is our partner in the Agroecology degree program. For reasons more fully explained in an attached justification document, we are requesting that the new degree program be managed solely within the Department of Plant Sciences. We have discussed the changes with the ESM department, and they are overwhelmingly supportive of the change, including the separation from their department. This change request has not been made lightly – it has been in discussion for at least 10 years, and was a topic of discussion of two separate faculty curriculum retreats held by the Department faculty. These discussions intensified over the last several years. The Agroecology degree was adopted at UW over 25 years ago. As Wezel & Soldat (2007) note, the word agroecology “can be interpreted as a scientific discipline, as a movement, or as a practice.” When our agroecology degree was launched, it was a relatively obscure term, and so defining it simply as the scientific discipline combining ecology and agriculture made sense. Recently, however, public use of the term has evolved to much more commonly refer to a movement or a practice; and in some cases even a revolution.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None

WHY THIS ITEM IS BEFORE THE BOARD:

University of Wyoming Regulation 2-119 requires that the Board approve all new degree programs, and lays out the process for that approval. The Academic and Student Affairs committee will report to the Board on recommended action for approval of the new degree program.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration for approval of the degree title change to Bachelor of Science (BS) Plant Production and Protection and approval and sole management of degree by the Department of Plant Sciences.

PROPOSED MOTION:

“I move to authorize administration to change the degree title to Bachelor of Science (BS) Plant Production and Protection and approve sole management of the degree by the Department of Plant Sciences.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.



During a meeting on August 28, 2019, the Plant Sciences faculty voted unanimously to petition the College of Agriculture and Natural Resources and the Department of Ecosystem Science and Management to move the Agroecology B.S. degree solely within the Department of Plant Sciences. The reasons for this request are provided below.

Proposal: To move responsibility and direction of the Agroecology B.S. degree solely to the Department of Plant Sciences, instead of the current joint-degree partnership with the Department of Ecosystem Science and Management (ESM).

Justification:

The Agroecology B.S. degree was initiated 25 years ago as the primary undergraduate degree from the Department of Plant, Soil, and Insect Sciences (PSIS). Not long after the new degree program was launched, that department was split into two departments: Plant Sciences (disciplines of crop science, weed science, and plant pathology) and Ecosystem Science & Management¹ (disciplines of rangeland science, soil science, hydrology, and entomology). Following the departmental split, the Agroecology degree program became inter-departmental by necessity, since it was jointly managed by faculty in the two new departments.

From the outset, Agroecology (AECL) curriculum was developed as a hybrid between Agronomy and Ecology; it was an attempt to fill the need for what is now more commonly known as sustainable agriculture. The current curriculum encompasses the whole of the system of plant production and protection, including production strategies and pest management. Because the curriculum was primarily rooted in agronomic and horticultural production systems, over time a majority of the student advising and mentoring and most of the AECL courses have been handled by Plant Sciences faculty. Shifts in the disciplinary focus among new faculty in both departments has resulted in fewer ESM faculty directly contributing to the aspects of plant production and protection that are relevant to the Plant Sciences vision of what our undergraduate curriculum should become. This is not a critique or criticism of either department – in contrast, this is exactly what academic departments must do to stay relevant. This shift in priorities is the natural evolution of the disciplinary focus in both departments.

Times have changed, plant production has changed, and the Agroecology B.S. curriculum must adapt to these changes. Over the past several years, Plant Sciences faculty have discussed changes needed in our curriculum to better serve current and future students. Some of these changes have been implemented simply by changing course content or adding elective courses.

¹ Ecosystem Science and Management is the current name of the department, but at the time of the split this department was named Renewable Resources.

However, feedback from former and potential students, employers, and advising staff has also necessitated an evaluation of our curriculum as a whole.

Based on these curriculum discussions, the Plant Sciences faculty has decided that to successfully move into the future, substantial changes in the focus and requirements of our degree are necessary, including a change to the B.S. degree program. We feel a revised curriculum focused on plant production and protection in the unique Wyoming environment can be best implemented by being nimble and flexible in our ability to adapt to a changing agricultural environment. Having full control of our own B.S. curriculum will improve our ability to meet this goal.

In addition to increased flexibility and adaptability of the program, students and professional advising staff will no longer be uncertain regarding who to direct questions about the program, since it will reside solely within the Plant Sciences department. The degree program will still include fundamental coursework taught by the ESM department (particularly in entomology and soil science), just as we require fundamental courses taught by other departments (Agricultural Economics, Chemistry, Statistics, etc.). We feel this change will retain the many benefits our students receive from ESM faculty expertise, but allow the Plant Sciences department to move forward in a way that best serves the interests of our students.

Respectfully submitted on behalf of the faculty of the Department of Plant Sciences
by:

Karen Panter, Ph.D.
Associate Head

Andrew Kniss, Ph.D.
Head

Proposed B.S. in Plant Production and Protection

		USP	Credit hours	
Core (required of ALL degree recipients)				
AECL 1000	Introduction to Agroecology	PN	4	
LIFE 1010	General Biology	PN	4	
CHEM 1000	Introductory Chemistry	PN	4	
MATH 1400	College Algebra	Q	3	
AGEC 1020	Principles of Microeconomics	H	3	18
<i>(choose one from ANSC 1010, ENTO 1000, ENTO 1001)</i>				
ANSC 1010	Introduction to Animal Science		4	
ENTO 1001*	Insect Biology	PN	4	4
<i>*ENTO 1000 required, but ENTO 1001 preferred if available</i>				
SOIL 2010	Introduction to Soil Science		4	
LIFE 2023	Biology of Plants and Fungi		4	
CHEM 2300	Organic Chemistry		3	11
<i>(choose one from STAT 2050, LIFE 2100)</i>				
STAT 2050	Fundamentals of Statistics	Q	4	
LIFE 2100	Intro to Research and Analysis	Q	4	4
AECL 3030	Ecology of Plant Protection		3	
LIFE 3050	Genetics		4	7
<i>(choose one from PLNT 3000, SOIL 4140, or SOIL 4160)</i>				
PLNT 3000	Irrigated Agriculture		3	
SOIL 4140	Soil Microbiology		4	
SOIL 4160	Soil Fertility and Fertilizers		3	3
AECL 4990	Agroecology Seminar	COM3	3	3
Practical Experience (must take 6 credit hours from the following):				6
AECL 4920	Research Apprenticeship		1-2	(max 4)
AECL 4930	Agroecology Internship		1-3	(max 6)
AECL 4960	Agroecology Field Studies		2	(max 2)
AGRI 4520	Field Practicum: Extension Work		1-4	(max 4)
PLNT 4820*	Plant Sciences Seminar		1	(max 3)
PLNT 4900	Undergraduate Teaching Practicum		1-2	(max 4)
<i>*CARF for PLNT 4820 in progress, currently offered as PLNT 4790</i>				
Plant Science Electives:				15
<i>(Select 15 credit hours from AECL or PLNT, at least 12 of which are upper division)</i>				
Supporting Electives:				9
<i>(Select 9 upper-division credit hours from the following)</i>				
AGEC, ANSC, BIOL, BOT, ENR, ENTO, FDSC, MICR, MOLB, REWM, SOIL, GIST				
Additional University Studies:				15
		FY	3	
		V	3	
		C1	3	
		C2	3	
		H	3	
Free Electives:				25
TOTAL CREDIT HOUR REQUIREMENT FOR DEGREE:				120

Horticulture Minor					20
AECL	1000	Introduction to Agroecology	4	choose 1	8
LIFE	1010	General Biology	4	(required)	
PLNT	2025	Horticultural Science	3	required	Choose 12 hours
PLNT	2026	Horticultural Science Lab	1	required	
PLNT	3000	Irrigated Agriculture	3	elective	
PLNT	3300	Hort Plant Propagation	3	elective	
PLNT	4120	Organic Food Production	3	elective	
PLNT	4180	Greenhouse Crop Production	4	elective	
PLNT	4200	Greenhouse Design & Management	3	elective	
PLNT	4050	Plant Biotechnology	3	elective	
PLNT	4070	Weed Science & Technology	4	elective	
PLNT	3220	Plant Pathology	3	elective	
PLNT	4470	Seed Science & Technology	3	elective	
PLNT	4520	Plant Breeding	3	elective	

Agronomy Minor					19
AECL	1000	Introduction to Agroecology	4	required	11
SOIL	2010	Introduction to Soil Science	4	required	
PLNT	3030	Ecology of Plant Protection	3	required	
PLNT	2200	Field Crop Production	3	elective	Choose 8 hours
PLNT	3220	Plant Pathology	3	elective	
PLNT	4070	Weed Science & Technology	4	elective	
PLNT	4700	Forage Crop Science	3	elective	
SOIL	4160	Soil Fertility	3	elective	
PLNT	4220	Crop Yield Physiology	3	elective	
PLNT	3000	Irrigated Agriculture	3	elective	
PLNT	4020	Sustainable Agriculture	3	elective	
PLNT	4120	Organic Food Production	3	elective	
PLNT	4470	Seed Science & Technology	3	elective	
PLNT	4520	Plant Breeding	3	elective	

Agroecology Minor					20
AECL	1000	Introduction to Agroecology	4	required	11 credits
LIFE	2023	Biology of Plants & Fungi	4	choose 2	
SOIL	2010	Introduction to Soil Science	4	courses	
AECL	3030	Ecology of Plant Protection	3	(required)	
AECL	4400	Invasive Plant Ecology	3	elective	Choose 9 hours
LIFE	3400	General Ecology	3	elective	
PLNT	4020	Sustainable Agriculture	3	elective	
SOIL	4140	Soil Microbiology	4	elective	
BOT	3100	Plants and Civilization	3	elective	
ENTO	4300	Insect Ecology	3	elective	
SOIL	4540	Microbial Diversity and Ecology	4	elective	
PLNT	3220	Plant Pathology	3	elective	
PLNT	4070	Weed Science & Technology	4	elective	

Plant Protection Minor					18
AECL	1000	Introduction to Agroecology	4	required	18 credits
AECL	3030	Ecology of Plant Protection	3	required	
ENTO	1000/1	Insect Biology	3/4	required	
PLNT	3220	Plant Pathology	3	required	
PLNT	4070	Weed Science & Technology	4	choose 1	
PLNT	4400	Invasive Plant Ecology	4	(required)	

Horticulture Concentration					21
PLNT	2025	Horticultural Science	3	required	15 credits
PLNT	3220	Plant Pathology	3	required	
PLNT	3300	Hort Plant Propagation	3	required	
PLNT	4470	Seed Science & Technology	3	required	
PLNT	4180	Greenhouse Crop Production	4	(choose 1)	
PLNT	4200	Greenhouse Design & Management	3	required	
PLNT	2026	Horticultural Science Lab	1	elective	at least 6 credits
PLNT	3000	Irrigated Agriculture	3	elective	
PLNT	4050	Plant Biotechnology	3	elective	
PLNT	4070	Weed Science & Technology	4	elective	
PLNT	4120	Organic Food Production	3	elective	
PLNT	4520	Plant Breeding	3	elective	

Agronomy Concentration					24
PLNT	3220	Plant Pathology	3	required	16 credits
PLNT	4070	Weed Science & Technology	4	required	
PLNT	4700	Forage Crop Science	3	required	
SOIL	4160	Soil Fertility	3	required	
PLNT	2200	Field Crop Production	3	(choose 1)	
PLNT	4220	Crop Yield Physiology	3	required	
PLNT	3000	Irrigated Agriculture	3	elective	at least 8 credits
PLNT	3300	Hort Plant Propagation	3	elective	
PLNT	4000	Plant Disease Control	3	elective	
PLNT	4020	Sustainable Agriculture	3	elective	
PLNT	4050	Plant Biotechnology	3	elective	
PLNT	4120	Organic Food Production	3	elective	
PLNT	4180	Greenhouse Crop Production	4	elective	
PLNT	4470	Seed Science & Technology	3	elective	
PLNT	4520	Plant Breeding	3	elective	
SOIL	4100	Soil Physics	3	elective	
SOIL	4105	Soil Physics Laboratory	2	elective	
SOIL	4120	Genesis, Morphology & Classification	4	elective	
SOIL	4140	Soil Microbiology	4	elective	
AECL	4130	Remote Sensing	3	elective	
AGEC	4050	Agribusiness Marketing	3	elective	
AGEC	4060	Agribusiness Management	3	elective	

Agroecology & Evolution Concentration					21
AECL	4400	Invasive Plant Ecology	3	required	ts

LIFE	3400	General Ecology	3	required	13 credit
PLNT	4020	Sustainable Agriculture	3	required	
SOIL	4140	Soil Microbiology	4	required	
LIFE	3500	Evolutionary Biology	3	elective	at least 8 credits
BOT	3100	Plants and Civilization	3	elective	
BOT	3600	Plant Diversity and Systematics	4	elective	
BOT	4700	Vegetation Ecology	4	elective	
ENTO	4300	Insect Ecology	3	elective	
SOIL	4540	Microbial Diversity and Ecology	4	elective	
PLNT	3220	Plant Pathology	3	elective	
PLNT	4070	Weed Science & Technology	4	elective	
PLNT	4520	Plant Breeding	3	elective	

Integrated Pest Management Concentration					25
PLNT	3220	Plant Pathology	3	required	16 credits
PLNT	4000	Plant Disease Control	3	required	
PLNT	4070	Weed Science & Technology	4	required	
PLNT	4400	Invasive Plant Ecology	3	required	
REWM	4300	Grass Taxonomy	3	choose at least 1 (required)	
BOT	3600	Plant Diversity and Systematics	4		
BOT	4680	Taxonomy of Vascular Plants	3		
ENTO	4684	Classification of Insects	4		
AECL	4130	Remote Sensing	3	elective	at least 9 credits
ENTO	4300	Insect Ecology	3	elective	
ENTO	4884	Insect Behavior	3	elective	
PLNT	4020	Sustainable Agriculture	3	elective	
PLNT	4050	Plant Biotechnology	3	elective	
PLNT	4120	Organic Food Production	3	elective	
PLNT	4470	Seed Science & Technology	3	elective	
REWM	4000	Poisonous Plants & Plant Toxins	3	elective	

University of Wyoming

Existing Degree Program Change Request Title Change, Degree Designation, or CIP Change

Directions: Complete this form and proposal template to request a change to the title (name) of an existing degree program or to request a change to the Classification of Instructional Programs (CIP) code of an existing degree program. The degree program must already be on an institution's program inventory.

A degree program title consists of the following two parts:

1. degree designation, such as Bachelor of Science (BS), Master of Arts (MA), or Doctor of Philosophy (PhD); and,
2. name of the discipline, such as History, Mechanical Engineering, or Zoology.

The Classification of Instructional Programs (CIP) is the taxonomic coding scheme used for instructional programs in higher education. Its purpose is to facilitate the organization, collection, and reporting of fields of study and program completions. The academic unit should consult with the Office of the Registrar and Office of Institutional Analysis prior to submitting the proposal to determine whether a change to the CIP code used to classify the program is recommended.

Resources:

[CIP Code Information](#)

Process:

1. Faculty of the unit develop a rationale for the change.
2. The dean of the academic unit approves the rationale and change and submits the proposal to the Provost.
3. The Provost routes the proposal to the Faculty Senate for consideration by the Graduate Council or Academic Planning Committee.
4. The Provost approves the rationale and change.
5. The Provost reports the proposal to the Academic and Student Affairs Committee of the Board of Trustees.
6. The proposers hold an implementation meeting with the Registrar, Admissions, OIA, and Advising Managers, and other appropriate units to implement the change. Implementation meetings gather people from all of the units that will take part in ensuring a new or restructured academic program runs smoothly.

Administrative Information

1. Proposing Unit: Department of Plant Sciences, College of Agriculture & Natural Resources
2. Current Degree Program Title: Bachelor of Science degree with a major in Agroecology
3. Current Degree Program CIP Code: 01.11) Plant Sciences
4. Contact Person: *Provide contact information for the person who can answer specific questions about the degree program and change proposal.*

Name: Andrew R. Kniss

Title: Head, Plant Sciences

E-mail: akniss@uwyo.edu

Phone: 307-766-3104

Guidance: Name and identity are closely related. A program “brand” as represented by the name has value and so careful planning for a name or designation change is a worthwhile investment. Programs with a long history and many alumni and past employees may find that these groups express strong attachment to the existing name. Thus, the rationale for the name change should be made with full consideration for the impact on the historic connections and with a view to the long-term future. New names should be designed to reflect the nature of the program for many years to come. Ideally, consultation with and support from the program’s students in course and alumni should be evident in the proposal.

Programs should also demonstrate that they have consulted with other departments and colleges on campus that may be impacted by the change.

Program names that narrow the program scope or reflect short term sub-areas or trends in research tools or methodology should be avoided. Proposals should be explicit about all the academic programs and structures that are included in a name change request. For example, list all departments, majors, degrees, certificates, centers, subject listings, minors or other academic elements that are included in the request.

Some common justifications for a change in major name or CIP code are that the new name more accurately reflects the curriculum than the old name, that the activities of the program faculty and the training they offer are more accurately reflected by the new name, and that the name of the discipline has changed and consequently the major should be renamed to reflect this change in the discipline.

Request for Change in Degree Program Designation (e.g., Bachelor of Science (BS), Master of Arts (MA), or Doctor of Philosophy (PhD))

Current Degree Program Designation: **Bachelor of Science (BS)**

Proposed Degree Program Designation: ***no change requested***

Request Change in Name of Discipline (e.g., History, Mechanical Engineering, or Zoology)

Current Name: Agroecology

Proposed Name:

Plant Production and Protection

Concentration options:

Agronomy

Horticulture

Agroecology and Evolution

Integrated Pest Management

Minors:

Agronomy

Horticulture

Agroecology

Plant Protection

Implementation Date (MM/DD/YYYY): 08/01/2022

Reason for Change:

- Background: An overview explanation of why the change(s) is being requested; how will it improve the degree program and benefit students and faculty?
- Proposed changes: List each proposed change and the specific rationale for that change.
- Logistics: When is the changed proposed to be effective. How will current students in the program be handled? (note: Generally changes are effective for the subsequent fall semester. Current students are assumed to be required to complete the requirements in place when they entered the program unless otherwise agreed upon by the student and program.) Document that you have consulted with alumni and current students when appropriate. Document that you have consulted with other departments and colleges that may be impacted by the change.
- Comparison of current and proposed curriculum, if applicable

Reason for change of degree name and addition of concentrations:

The Department of Ecosystem Science & Management is our partner in the Agroecology degree program. For reasons more fully explained in an attached justification document, we are requesting that the new degree program be managed solely within the Department of Plant

Existing Program Change

Page 4

Sciences. We have discussed the changes with the ESM department, and they are overwhelmingly supportive of the change, including the separation from their department.

This change request has not been made lightly – it has been in discussion for at least 10 years, and was a topic of discussion of two separate faculty curriculum retreats held by the Department faculty. These discussions intensified over the last several years. The Agroecology degree was adopted at UW over 25 years ago. As Wezel & Soldat (2007) note, the word *agroecology* “can be interpreted as a scientific discipline, as a movement, or as a practice.” When our *agroecology* degree was launched, it was a relatively obscure term, and so defining it simply as the scientific discipline combining ecology and agriculture made sense. Recently, however, public use of the term has evolved to much more commonly refer to a movement or a practice; and in some cases even a revolution.

Our curriculum continues to focus on the ecology of agricultural plant production, and we do not include some of the aspects that many people now associate with *agroecology*, such as social and political aspects of food distribution, social justice, and food distribution systems. While these topics are certainly worthy of study within a Bachelors degree program, they fall well beyond the scope of our curriculum. Therefore, the degree name has become a regular source of confusion for our graduates and potential employers, and makes it difficult for us to communicate and market our program to potential students who would be interested in the curriculum we currently provide.

We have also heard from employers that students with our Agroecology degree have been screened out of potential jobs by HR offices who are unfamiliar with the term. We believe our Bachelors degree program prepares students extremely well for jobs in agronomy, horticulture, and crop protection – so this change is requested to ensure we are able to recruit top students and to ensure they can market themselves for the diverse employment opportunities they are interested in upon graduation. The degree name we are requesting is a **Bachelor of Science degree in Plant Production and Protection**. We feel this name is both descriptive of what our curriculum provides to students and will also help potential employers quickly realize the skill set graduates possess.

Along with this name change, we are requesting four optional concentrations that may be added to the transcript. These concentrations will allow students to declare an area of specialization within the broad Plant Production and Protection degree program. These four concentrations are:

- Agronomy
- Horticulture
- Integrated Pest Management
- Agroecology & Evolution

Minors in all four areas will also be offered to non-majors who complete a targeted subset of courses. This model of concentrations and minors will allow our agronomy- or horticulture-interested students to concentrate in those areas, and add that information to their transcript and resume and allow themselves to market themselves better to potential employers. Retaining *Agroecology* as a concentration and minor will also allow us to continue effectively recruiting students interested in sustainable agriculture who might not otherwise consider the University of Wyoming. Although many students are confused by the term, there is a subset of students who enroll in our program *because* of that name, and this allows those students to continue to find us.

Associated coursework changes:

Some of the most noteworthy coursework changes include removing General Ecology (LIFE 3400) and Public Speaking (COJO 2010) as requirements. The former, as we have discovered during student exit interviews, is not taught with relevance to crop production, and our coursework already covers all relevant ecological principles within our own Plant Sciences courses. General Ecology will continue to be a required course for student who declare the Agroecology & Evolution concentration. University Studies program changes require students to take a speaking-relevant course – so we felt there was no need for us to specify a single course within our degree program. This allows students the flexibility to choose whichever communications courses suit their interests in completion of their USP coursework.

We are adding Genetics (LIFE 3050) as a required course. We feel that genetics is a fundamental component of a credible degree in Plant Production and Protection, as genetics is a core concept in crop production, plant improvement, and pest management. We are increasing our ‘practical’ experience requirement from 4 credit hours to 6 credit hours while also increasing the course offerings to meet this additional requirement. Our current required internship program has been a major success, and we feel strongly that students benefit substantially from hands-on and real-world experiences.

Request Change in CIP Code

Current Code: **01.11) Plant Sciences**

Proposed Code: ***no change requested***

Implementation Date (MM/DD/YYYY):

Reason for Change:

- Background: An overview explanation of why the change(s) is being requested; how will it improve the degree program and benefit students and faculty?
- Proposed changes: List each program you are requesting the CIP code change for and the specific rationale for that change.
- Logistics: When is the changed proposed to be effective. How will current students in the program be handled? (note: Generally changes are effective for the subsequent fall semester. Current students are assumed to be required to complete the requirements in place when they entered the program unless otherwise agreed upon by the student and program.)

AGENDA ITEM TITLE: Wyoming Hall 15th Street Utilities Change Order, Mai

SESSION TYPE:

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

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

To facilitate streamlined closures and traffic control in 15th Street Haselden has been asked to coordinate the utility relocation work North of Lewis Street in tandem with the Wyoming Hall demolition work South of Lewis in 15th Street. Haselden Wyoming Constructors has coordinated with UW Administration and the City of Laramie to relocate utilities to allow for demolition of Wyoming Hall and vacation of street sections in the Lewis St. corridor per the proposed change order for \$1,425,572.

The 2014 MOU Amendment 1 between the University of Wyoming and City of Laramie defines the scope and cost responsibility for this work. The amount of the change order is the total construction cost. The City has a \$20,149.24 cost obligation and UW funds the balance of \$1,405,422.76, with funding to come from the Lewis Street Master Plan Project Utilities Allowance.

The total all-in budget for Wyoming Hall Demolition and Utilities project is currently \$17,541,851.00.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- March 2021 – Board authorized Administration to execute the 2014 MOU Amendment 1 between the University of Wyoming and City of Laramie.
- February 2021 – Board authorized Administration to execute a contract change order in the amount of \$493,830.00.
- August, 2020 – Board authorized Administration to execute a contract amendment establishing the guaranteed maximum price.
- May, 2020 – Board authorized Administration to enter into contract with Haselden Wyoming Constructors for Construction Manager at-Risk services.
- March, 2020 – Board authorized the Construction Manager at-Risk delivery method for the project.
- December, 2019 – Board authorized Administration to execute a contract with ST+B Engineers for Level 3 Planning for the Wyoming Hall Demolition project.
- September, 2019 - Board authorized demolition of Wyoming Hall for the purpose of new student housing.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW regulation 6-9 Board approval is required to approve change orders over \$50,000.

ACTION REQUIRED AT THIS BOARD MEETING:

Board of Trustee approval or disapproval to execute the change order with Haselden Wyoming Constructors of Laramie, WY for \$1,425,572 for the Lewis Street North utility relocation scope of work for the Wyoming Hall Demolition and Utilities project.

PROPOSED MOTION:

“I move to authorize administration to execute the change order with Haselden Wyoming Constructors of Laramie, WY for \$1,425,572 for the Lewis Street North utility relocation scope of work for the Wyoming Hall Demolition and Utilities project to be funded from the Lewis Street Master Plan Project Utilities Allowance.”


PRESIDENT’S RECOMMENDATION:


President recommends approval.

Planning and Construction, City Coordination Items

Legend: **Revised 4/21/2021 Scope Reduced**

New domestic water line and or valve by UW: 

New sanitary sewer line and or manhole by UW: 

Haselden Change Order, May 2021: 



Service Building

Wyoming Hall

AGENDA ITEM TITLE: Lewis Street Corridor Amendment for Landscape Architect, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

Administration has identified the need for a tree succession plan to ensure the long-term sustainability of the campus landscape. An electronic inventory and map of approximately 3,000 trees documenting the location, age, species and health of each tree will be created. The tree succession plan will include recommendations on developing a more diverse variety of trees to protect against the chance of disease impacting large areas of campus. A schedule for the removal and replacement of trees and an annual budget needed to execute the plan will be proposed.

Norris Design, the landscape architect working on the Lewis Street Corridor, in the amount of \$62,400. This would incorporate the tree succession plan for the Lewis Street corridor and the remainder of main campus into Norris Design’s scope of work.

The additional services are proposed to be funded from the remaining balance of \$75,000 from the Campus Master Plan project.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

November 2019 – Board authorized Administration to enter into an agreement for landscape architecture and civil engineering services for Phase 1 of the Lewis St. Master Plan.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, consultant agreements for capital construction projects shall be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the proposed amendment #1 and funding for implementation of a tree succession plan.

PROPOSED MOTION:

“I move to authorize administration to execute an amendment in the amount of \$62,400 to the agreement with Norris Design to perform a tree succession plan to be funded from the remaining balance in the Campus Master Plan budget”.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Corbett Construction Contract Change Order, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

Shepard Construction of Rawlins, Wyoming has finalized pricing for the electrical/fire alarm system upgrade for the Corbett Locker Room Renovation project.

The change order amount is \$245,846.00. The project was bid as a Design-Bid-Build contract to bring the locker rooms up to current standards, improve mechanical systems, address acoustical issues, and ensure ADA compliance and a major maintenance portion to include an electrical /fire alarm system allowance. The construction documents and pricing for this scope of work have been finalized. The additional cost comes from an upgrade to high voltage gear, addressing electrical code issues in the basement and a new fire alarm system for the entire building.

Total project budget for the Corbett renovations is \$4.15 M. If approved, this additional work, will be funded by an additional \$245,846 from Major Maintenance for a new total project budget of \$4,395,846.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- November 2020 - Board approved Administration to execute the Agreement between the Owner and Contractor, between the University of Wyoming and Shepard Construction of Wyoming in the amount of \$3,276,750.00.
- May 2019 - Board approved Design-Bid-Build construction delivery method for the Corbett Pool Locker Room Renovations.
- November 2018 - Board approved hiring design consultant firm.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to UW regulation 6-9 Board approval is required to approve change orders over \$50,000.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the contract change order with Shepard Construction of Rawlins, Wyoming in the amount of \$245,846.

PROPOSED MOTION:

“I move to authorize Administration to execute the contract change order with Shepard Construction of Rawlins, Wyoming in the amount of \$245,846 for the electrical and fire alarm upgrades scope of work for the Corbett project.”

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Iverson Parking Garage Exterior Design, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

University Regulation 6-9 requires an Exterior Design Advisory Committee (EDAC) to be developed for capital construction projects. The committee is chaired by a Trustee and is charged with ensuring the design of the facility is consistent with the architectural context of the University and that the project conforms to the Campus Master Plan and Historic Preservation Plan. Once the process is complete, the EDAC makes a recommendation to the Board’s Facilities Contracting Committee, who upon approval, makes a recommendation to the full Board for approval.

The Parking Garage Exterior Design Advisory Committee met in 2020 and meet on April 6th to provide a recommendation for the Exterior of the Iverson Parking Garage to the Facilities Contracting Committee. On May 12th the Facilities Contracting Committee will review the changes that were requested at the Facilities Contracting Committee April 8th meeting. The attachments will be received May 7th and will show the proposed Exterior of the Iverson Parking Garage.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- January, 2021 – Board approved the interior design.
- July, 2020 – Board approved an increase in the construction budget in the amount of \$2,500,000.00.
- May, 2020 – Board approved selection of a CMAR.
- March, 2020 – Board authorized Administration to execute a Level 3 design services contract with By Architectural Means, in association with Anderson Mason Dale Architects for the Iverson Parking Garage project.
- December, 2019 – Board authorized Administration to execute a pre-design services contract with By Architectural Means in association with Anderson Mason Dale Architects for the Iverson Parking Garage project.
- September, 2019 - Board authorized the construction of a multi-story parking garage on the Iverson parking lot site.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, the exterior design of all new or renovated facilities require Board of Trustee approval prior to proceeding with subsequent design phases.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the Iverson Parking Garage exterior design as recommended by the project’s Exterior Design Advisory Committee and Facilities Contracting Committee and authorize Administration to proceed with the design and construction documents.

PROPOSED MOTION:

“I move to approve the exterior design of the Ivinson Parking Garage as recommended by the Exterior Design Advisory Committee and the Facilities Contracting Committee and authorize Administration to proceed with the design amendments and construction documents”.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Student Housing Exterior Design, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

University Regulation 6-9 requires an Exterior Design Advisory Committee (EDAC) to be developed for capital construction projects. The committee is chaired by a Trustee and is charged with ensuring the design of the facility is consistent with the architectural context of the University and that the project conforms to the Campus Master Plan and Historic Preservation Plan. Once the process is complete, the EDAC makes a recommendation to the Board’s Facilities Contracting Committee who upon approval makes a recommendation to the full Board for approval. Phase 1 of the Student Housing and Dining project will consist of the construction of 1,000 beds of freshman housing, an 850-seat dining facility, associated landscaping and civil infrastructure improvements.

The Student Housing Exterior Design Advisory Committee has met several times to discuss the exterior design of the Phase 1 of the Student Housing and Dining project. On May 12th, the Facilities Contracting Committee will review the changes that were requested at the final Exterior Design Advisory Committee meeting on April 1st as well as the changes that the Facilities Contracting Committee requested at their April 8th meeting. The attachments will be received May 7th and will show the proposed exterior design as approved by the Student Housing Exterior Design Advisory Committee.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- October, 2020 – Board approved the site for the new housing facilities.
- May, 2020 – Board approved negotiating an agreement with JE Dunn for construction management services.
- March, 2020 – Board authorized Administration to execute an agreement for Level 3 architectural and engineering services for Phase 1 of the Student Housing and Dining project.
- January, 2020 – Board authorized Administration to make an expenditure from the Housing Reserve account for programming design services for the Student Housing and Dining project.
- September, 2019 - Board authorized construction of an appropriate number of buildings in the northeast corner of campus immediately west of 15th Street.
- July, 2019 – Board authorized Administration to negotiate and contract with the consulting firms; Plan One, alm2s and Mackey Mitchell Architects, as the design consultant for the Student Housing and Dining project.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, the exterior design of all new or renovated facilities require Board of Trustee approval prior to proceeding with subsequent design phases.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the Student Housing exterior design as recommended by the project's Exterior Design Advisory Committee and Facilities Contracting Committee and authorize Administration to proceed with the design and construction documents.

PROPOSED MOTION:

"I move to approve the exterior design of the Student Housing project as recommended by the Exterior Design Advisory Committee and the Facilities Contracting Committee and authorize Administration to proceed with the design and construction documents".

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Housing Interior Design and Program, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

University Regulation 6-9, III., F., requires Administration to provide an interior design and program report for all capital construction projects. The report must be submitted to the Board's Facilities Contracting Committee prior to proceeding with the Design Development phase of the project. Once approved, no changes to the interior design can be made except upon prior approval of the Board. Phase 1 of the Student Housing and Dining project will consist of the construction of 1,000 beds of freshman housing, an 850-seat dining facility, associated landscaping and civil infrastructure improvements.

The Facilities Contracting Committee has provided recommendations to the architect regarding the interior of the new Student Housing and Dining project. On May 12th, the Facilities Contracting Committee will review the changes that were requested at the Facilities Contracting Committee April 8th meeting. The attachments will be received May 7th and will show the proposed interior design and program recommendations.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- October, 2020 – Board approved the site for the new housing facilities.
- May, 2020 – Board approved negotiating an agreement with JE Dunn for construction management services.
- March, 2020 – Board authorized Administration to execute an agreement for Level 3 architectural and engineering services for Phase 1 of the Student Housing and Dining project.
- January, 2020 – Board authorized Administration to make an expenditure from the Housing Reserve account for programming design services for the Student Housing and Dining project.
- November, 2019 – Board approved a Board Resolution addressing reimbursement of capital expenditures for the housing-related projects.
- September, 2019 - Board authorized construction of an appropriate number of buildings in the northeast corner of campus immediately west of 15th street.
- July, 2019 – Board authorized Administration to negotiate and contract with the consulting firms; Plan One, alm2s and Mackey Mitchell Architects, as the design consultant for the Student Housing and Dining project.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, the interior design and programming of all new or renovated facilities require Board of Trustee approval prior to proceeding with subsequent design phases.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the interior design and program and authorization for Administration to proceed with the design and construction documents.

PROPOSED MOTION:

“I move to approve the interior design and program for the Student Housing project as recommended by the Facilities Contracting Committee and authorize Administration to proceed with the design and construction documents”.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Housing Architect Amendment Expanded Site Scope, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

In March of 2020, the Board authorized Administration to execute an agreement for Level 3 design and construction services for Phase 1 of the Student Housing and Dining project. Phase 1 will consist of the construction of 1,000 beds of freshman housing, an 850-seat dining facility, associated landscaping and civil infrastructure improvements. Prior to beginning the Exterior Design Advisory Committee process for the site and landscape design, Administration proposes an amendment to the architectural agreement to include additional site scope. The additional scope includes the Union Lawn directly east of the Wyoming Union, the round-about proposed at 15th Street and Willett Drive and the relocation of the Union transit stop to the intersection of 15th Street and Willett Drive. This additional scope results in an increase in the amendment with alm2s of \$119,420. This increase is proposed to come from the Housing Reserve account. This would be a reimbursable amount from the bond issuance for student housing.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- September, 2020 - Board approval to execute an agreement with JE Dunn for Level 3 construction management services.
- March, 2020 – Board authorized Administration to negotiate an agreement for Level 3 architectural and engineering services for Phase 1 of the Student Housing and Dining project.
- January, 2020 – Board authorized Administration to make an expenditure from the Housing Reserve account for programming design services for the Student Housing and Dining project.
- November, 2019 – Board approved a Board Resolution addressing reimbursement of capital expenditures for the housing-related projects.
- September, 2019 - Board authorized construction of an appropriate number of buildings in the northeast corner of campus immediately west of 15th street.
- July, 2019 – Board authorized Administration to negotiate and contract with the consulting firms; Plan One, alm2s and Mackey Mitchell Architects, as the design consultant for the Student Housing and Dining project.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, consultant agreements for capital construction projects shall be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the proposed amendment to the architect agreement.

PROPOSED MOTION:

“I move to approve an amendment in the amount of \$119,420.00 to the agreement with alm2s for the expanded site scope related to the Student Housing project”.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Housing Architect Amendment Extended Contract, Mai

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

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

EXECUTIVE SUMMARY:

In March of 2020, the Board authorized Administration to execute an agreement for Level 3 design and construction services for Phase 1 of the Student Housing and Dining project. Phase 1 will consist of the construction of 1,000 beds of freshman housing, an 850-seat dining facility, associated landscaping and civil infrastructure improvements. The original schedule at the time of the execution of the agreement proposed a 12-month design and 24-month construction schedule beginning in April of 2020. The proposed amendment with alm2s addresses the costs incurred by changes to the schedule and expanded scope as well as studying additional sites beyond those identified in the original scope of work. The additional amount of the amendment is \$89,650 which will come from the Housing Reserve account. This would be a reimbursable amount from the bond issuance for student housing.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

- September, 2020 - Board approval to execute an agreement with JE Dunn for Level 3 construction management services.
- March, 2020 – Board authorized Administration to negotiate an agreement for Level 3 architectural and engineering services for Phase 1 of the Student Housing and Dining project.
- January, 2020 – Board authorized Administration to make an expenditure from the Housing Reserve account for programming design services for the Student Housing and Dining project.
- November, 2019 – Board approved a Board Resolution addressing reimbursement of capital expenditures for the housing-related projects.
- September, 2019 - Board authorized construction of an appropriate number of buildings in the northeast corner of campus immediately west of 15th street.
- July, 2019 – Board authorized Administration to negotiate and contract with the consulting firms; Plan One, alm2s and Mackey Mitchell Architects, as the design consultant for the Student Housing and Dining project.

WHY THIS ITEM IS BEFORE THE BOARD:

Pursuant to University Regulation 6-9, consultant agreements for capital construction projects shall be approved by the Board.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the proposed amendment to the architect agreement.

PROPOSED MOTION:

“I move to approve an amendment in the amount of \$89,650.00 to the agreement with alm2s for the expanded scope related to the Student Housing project”.

PRESIDENT’S RECOMMENDATION:

The President recommends approval.

AGENDA ITEM TITLE: Southeast Regional Center Lease Extension with Laramie County Community College, Mai

SESSION TYPE:

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

[Committee of the Whole – Item for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

This agenda item is to request approval for an amendment to extend an existing lease agreement between Laramie County Community College (LCCC) and the University of Wyoming for the Southeast Regional Center in Cheyenne, Wyoming. The current lease term ends June 30, 2021, and the University departments occupying the space and LCCC have expressed a desire to extend the existing agreement for another three (3) year term.

The Clay Pathfinder Building serves as LCCC’s Student Services Center on LCCC’s campus and the University leases a total of 10,238 square feet in the Clay Pathfinder Building (see attached map). University departments in the space include: Admissions/Distance Education, UW Extension, and Student Educational Opportunity. The three (3) year extension is proposed for renewal under the same terms and conditions as the prior lease extension, including the rent payment remaining the same.

The annual rent payment from the University reimburses the community colleges’ operations & maintenance (O&M) costs on a per square foot basis for the University’s occupied space. The current and proposed annual lease rent with LCCC is \$89,935.70 or \$8.79 per square foot, including custodial services. The University and LCCC can review and revise the rent payments annually, including changes in square footage or operating costs. The University has the ability to terminate the lease upon 90 days’ advance written notice.

At the direction of the Facilities Contracting Committee, the administration has finalized the lease amendment for signature. The attached lease amendment has been signed by LCCC and is ready for the University’s signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for “Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000”.

ACTION REQUIRED AT THIS BOARD MEETING:

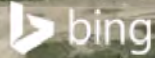
Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.

PROPOSED MOTION:

"I move to authorize Administration to execute Amendment No. 2 to the Lease Agreement with Laramie County Community College as presented to the Board."

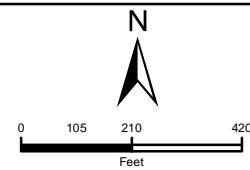
PRESIDENT'S RECOMMENDATION:

The President recommends approval.



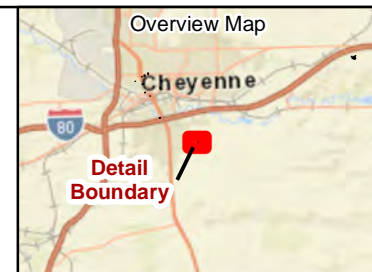
LCCC Clay Pathfinder Building Lease
Southeast Regional Center
Cheyenne, Wyoming

Disclaimer: This map is provided as a visual aid only and its accuracy is not guaranteed.
Any duplication of this document is not permitted without prior written consent.



Date: 2/17/2021

Prepared by:
Real Estate Operations



**AMENDMENT NO. 2
TO THE LEASE AGREEMENT
BETWEEN
LARAMIE COUNTY COMMUNITY COLLEGE
AND
UNIVERSITY OF WYOMING**

THIS AMENDMENT NO. 2 to the Lease Agreement dated December 6, 2016 between Laramie County Community College, whose address is 1400 East College Drive, Cheyenne, Wyoming 82007, hereinafter referred to as LESSOR, and the University of Wyoming, whose address is Dept. 4308, 1000 E. University Ave., Laramie, Wyoming 82071, hereinafter referred to as LESSEE, is effective the 1st day of July 2021.

WHEREAS, the Lease Agreement dated December 6, 2016 ("Lease") expired on June 30, 2018 and Amendment No. 1 will expire on June 30, 2021; and

WHEREAS, both LESSOR and LESSEE wish to continue their partnership for the purposes of providing and enhancing education programs for Wyoming students; and

WHEREAS, both LESSOR and LESSEE desire to extend said Lease on the following terms and conditions as provided below;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree the following terms and conditions shall be revised in the Lease as follows:

2. LEASE TERM. The term of this Lease shall be extended for a period of 36 months commencing on the 1st day of July, 2021, and terminating on the 30th day of June, 2024. Unless sooner terminated as provided herein and provided Lessee is not in default at the expiration of the term of this Lease, Lessee shall have the right to renew and extend this Lease as agreed to and signed between the parties.
3. LEASE PAYMENT.
 - A. Rent. During the term of this Lease, LESSEE shall pay to LESSOR as rent the annual sum of \$78,320.70, or approximately \$7.65 per square foot per annum, for the lease of 10,238 square feet, as shown and calculated on Exhibit C attached hereto and made a part hereof.
 - B. Operations Costs. In addition to rent, LESSEE shall pay to LESSOR the annual operations costs for custodial and phone services as calculated and shown on Exhibit C.
 - C. Schedule of Payments. The payment of rent and operations costs shall be due July 1, 2021, and each anniversary thereafter. Payment of rent shall be paid within forty-five

(45) days following receipt of an invoice by LESSEE from LESSOR in the amount as shown on Exhibit C.


- D. Payment Review. The payment may be reviewed annually by both Parties and any changes in definition of the square footage, rent, operating costs, or rent calculation will be agreed to by both Parties and reflected in revised Exhibits and signed by both parties.

INCORPORATION OF AMENDMENT INTO ORIGINAL LEASE

The signing of this Amendment shall incorporate this Amendment into the Lease. All other terms and conditions of the original lease remain in effect. It is further intended that in the event of any inconsistency between the Lease, its attachments, and this Amendment, that the terms of this Amendment be constructed as final and binding.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have set their hands the day and year set out below.

LESSOR
Laramie County Community College:


Joe Schaffer [CA] 19/04/2021 09:13 MDT

Joe Schaffer, Ph.D
President

Apr 19, 2021

DATE

LESSEE
University of Wyoming:

Neil Theobald
Senior Vice President for Finance and Administration

Exhibit C
Lease Payment

4/8/2021

Annual Rent and Operations Costs

Rent Payment:

Rent

UW Exclusive Use Space Total Sq. Ft.	10,238
Rent Cost Per Sq. Ft. (per annum FY21)	<u>\$7.65</u>
Annual Rent	<u>\$78,320.70</u>

Operations Costs

UW Net Assignable Space Total Sq. Ft.	9,292
Custodial Cost Per Sq. Ft. (per annum FY21)	\$1.25
Custodial Cost	\$11,615.00
Phone Service	<u>\$704.00</u>
Operations Costs	<u>\$12,319.00</u>

Annual Lease Payment Due \$90,639.70

**AMENDMENT NO. 1
TO THE LEASE AGREEMENT
BETWEEN
LARAMIE COUNTY COMMUNITY COLLEGE
AND
UNIVERSITY OF WYOMING**

THIS AMENDMENT NO. 1 to the Lease Agreement dated December 6, 2016 between Laramie County Community College, whose address is 1400 East College Drive, Cheyenne, Wyoming 82007, hereinafter referred to as LESSOR, and the University of Wyoming, whose address is Dept. 4308, 1000 E. University Ave., Laramie, Wyoming 82071, hereinafter referred to as LESSEE, is effective the 1st day of July 2018.

WHEREAS, the Lease Agreement dated December 6, 2016 ("Lease") will expire on June 30, 2018; and

WHEREAS, both LESSOR and LESSEE wish to continue their partnership for the purposes of providing and enhancing education programs for Wyoming students; and

WHEREAS, both LESSOR and LESSEE desire to extend said Lease on the following terms and conditions as provided below;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree the following terms and conditions shall be revised in the Lease as follows:

2. LEASE TERM. The term of this Lease shall be extended for a period of 36 months commencing on the 1st day of July, 2018, and terminating on the 30th day of June, 2021. Unless sooner terminated as provided herein and provided Lessee is not in default at the expiration of the term of this Lease, Lessee shall have the right to renew and extend this Lease as agreed to and signed between the parties.
3. LEASE PAYMENT.
 - A. Rent. During the term of this Lease, LESSEE shall pay to LESSOR as rent the annual sum of \$78,320.70, or approximately \$7.65 per square foot per annum, for the lease of 10,238 square feet, as shown and calculated on Exhibit C attached hereto and made a part hereof.
 - B. Operations Costs. In addition to rent, LESSEE shall pay to LESSOR the annual operations costs for custodial and phone services as calculated and shown on Exhibit C.
 - C. Schedule of Payments. The payment of rent and operations costs shall be due July 1, 2018, and each anniversary thereafter. Payment of rent shall be paid within forty-five

(45) days following receipt of an invoice by LESSEE from LESSOR in the amount as shown on Exhibit C.

- D. Payment Review. The payment may be reviewed annually by both Parties and any changes in definition of the square footage, rent, operating costs, or rent calculation will be agreed to by both Parties and reflected in revised Exhibits and signed by both parties.

INCORPORATION OF AMENDMENT INTO ORIGINAL LEASE

The signing of this Amendment shall incorporate this Amendment into the Lease. All other terms and conditions of the original lease remain in effect. It is further intended that in the event of any inconsistency between the Lease, its attachments, and this Amendment, that the terms of this Amendment be constructed as final and binding.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have set their hands the day and year set out below.

LESSOR
Laramie County Community College:



Joe Schaffer, Ph.D
President

May 29, 2018

DATE

LESSEE
University of Wyoming:



William Mai
Vice President for Administration
Deputy Treasurer, Board of Trustees

6/15/18

DATE

Exhibit C
Lease Payment

5/22/2018

Annual Rent and Operations Costs

Rent Payment:

Rent

UW Exclusive Use Space Total Sq. Ft.	10,238
Rent Cost Per Sq. Ft. (per annum FY19)	<u>\$7.65</u>
Annual Rent	\$78,320.70

Operations Costs

UW Net Assignable Space Total Sq. Ft.	9,292
Custodial Cost Per Sq. Ft. (per annum FY19)	\$1.25
Custodial Cost	\$11,615.00
Phone Service	<u>\$704.00</u>
Operations Costs	\$12,319.00

Annual Lease Payment Due \$90,639.70

LEASE AGREEMENT
BETWEEN
LARAMIE COUNTY COMMUNITY COLLEGE
AND
UNIVERSITY OF WYOMING

THIS LEASE AGREEMENT is made and entered into this 6th day of December 2016, by and between Laramie County Community College, whose address is 1400 East College Drive, Cheyenne, Wyoming 82007, hereinafter referred to as LESSOR, and the University of Wyoming, whose address is Dept. 4308, 1000 E. University Ave., Laramie, Wyoming 82071, hereinafter referred to as LESSEE.

WHEREAS, LESSOR is the owner of the premises described below, and both LESSOR and LESSEE wish to continue strengthening their partnership for the purposes of providing and enhancing education programs for Wyoming students; and

WHEREAS, LESSOR and the LESSEE desire to enter into a lease agreement ("Lease") that shall provide space, including both exclusive and common space, to the University of Wyoming in the Pathfinder Building; and

WHEREAS, LESSOR and LESSEE agree to define their responsibilities and obligations related to the Lease as provided below;

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **LEASED PREMISES.** LESSOR leases to the LESSEE the space in the Clay Pathfinder Building on the Laramie County Community College campus, Cheyenne, Wyoming, for the exclusive use of LESSEE, more particularly described on the attached Exhibit "A" and as shown on Exhibit "B" attached hereto and by this reference made a part hereof. Herein after referred to collectively as the "Premises", including the use of the building common areas.
2. **LEASE TERM.** The term of this Lease shall be for a period of 18 months and 6 days commencing on the 14th day of December, 2016, and terminating on the 30th day of June, 2018. Unless sooner terminated as provided herein and provided Lessee is not in default at the expiration of the term of this Lease, Lessee shall have the right to renew and extend this Lease for multiple years as agreed to and signed between the parties.
3. **LEASE PAYMENT.**
 - A. **Rent.** During the term of this Lease, LESSEE shall pay to LESSOR as rent the annual sum of \$78,320.70, or approximately \$7.65 per square foot per annum, for the lease of 10,238 square feet, as shown and calculated on Exhibit C attached hereto and made a part hereof.

- B. Operations Costs. In addition to rent, LESSEE shall pay to LESSOR the annual operations costs for custodial and phone services as calculated and shown on Exhibit C.
 - C. Schedule of Payments. The first payment of rent and operations costs shall be paid to LESSOR within forty-five (45) days of the commencement date of this Lease in the amount as shown on Exhibit C. The second payment of rent and operations costs shall be due July 1, 2017 and paid within forty-five (45) days following receipt of an invoice by LESSEE from LESSOR in the amount as shown on Exhibit C.
 - D. Payment Review. The payment may be reviewed annually by both Parties and any changes in definition of the square footage, rent, operating costs, or calculation will be agreed to by both Parties and reflected in a revised Exhibits and as signed by both parties.
4. PURPOSE AND USE. The LESSEE shall use the Premises for education, teaching, and research purposes in support of strengthening the partnership between the LESSOR and LESSEE by providing enhanced cooperative education programs. So long as LESSEE is not in default of the terms of this agreement, LESSOR agrees it shall not adversely impact LESSEE's use of the Premises.
5. PARKING. LESSEE staff and clients shall be allowed to utilize parking spaces on the Premises and on the Laramie County Community College Campus, on the same terms as LESSOR staff and clients.
6. CONDITION OF THE PREMISES. The parties acknowledge that Lessee has investigated and inspected the condition of the Premises and accepts the Premises or any portion thereof in its current "AS IS" condition without any representation or warranty of the Lessor except as expressly set forth in this Agreement. The LESSEE further agrees that it will not encumber or obstruct the said sidewalk in front of or adjacent to said building or the dock area or allow the same to be obstructed and that no goods, material or machinery or other article shall be stored on said sidewalk or in said hallways or on the said dock areas of the premises leased, or left there for a longer period than shall be absolutely necessary to transport them to or from the premises of the LESSEE.
7. UTILITIES, CARE, MAINTENANCE, AND OPERATIONS COSTS.
- A. Utilities. LESSOR shall be responsible for the cost of utility charges, including electric, gas, water, and sewer costs, used by LESSEE on the Premises during the term of this Lease.
 - B. Care of the Premises. LESSEE shall at all times maintain and keep the Premises in good order and repair, and in a clean and sanitary condition, reasonable wear and tear excepted.
 - C. Maintenance and Repairs. LESSOR, at LESSOR's sole cost and expense, shall be responsible for major repairs and replacement of building systems and routine

maintenance and repairs to the Premises, unless such repairs are caused by the negligence or conduct of LESSEE. Routine maintenance and repair keep a building or facility, including its equipment and building systems, in a safe, good working order and is completed on regular intervals so that it may be used at its original or designed capacity for its originally intended purposes.

- D. Operations and Custodial Services. Responsibilities for operations, custodial, IT, and phone services provided by LESSOR on the Premises are outlined in Exhibit D, attached hereto and made a part hereof. Annual costs for custodial and phone services to LESSEE are calculated and shown on Exhibit C.
- E. LESSOR's Right of Entry. LESSOR reserves the right to enter said Premises in response to "work order" requests, repairs, or maintenance requested by LESSEE, with such work to be done during normal business hours or after hours in the presence of the LESSEE, as needed, unless an emergency exists. Moreover, LESSOR's security personnel may enter the area as deemed necessary.
- F. It is expressly understood and agreed by and between the parties to this agreement that the LESSOR shall not be liable for: Any damage or injury caused by water which may be sustained by the LESSEE or other persons; or any other damage or injury resulting from the carelessness, negligence or improper conduct on the part of any other LESSEE or its agents or employees; or by reason of the breakage, leakage or obstruction of the water sprinkler or soil pipes, electric conduits or wiring or other leakage or breakage in or about said building, unless due to the LESSOR's negligence or neglect.
- 8. ALTERATIONS. The LESSEE may, with the prior written consent of the LESSOR make alterations to the Premises at its own expense, provided such alterations do not impair the structure in which the Premises is situated.
- 9. SIGNAGE. LESSEE shall be permitted to use and locate appropriate signage on the Premises as approved by LESSOR and ordered through the LESSOR at the expense of the LESSEE.
- 10. INSURANCE. The LESSEE shall carry at least the following minimum amounts of insurance. It shall be maintained in full force and effect during the life of this lease agreement and shall protect the LESSOR, and its employees, agents, or representatives from damages to property arising in any form from the negligence or wrongful acts or omissions of its agents, employees, or representatives in the performance of any obligation covered by this agreement.

LESSEE shall maintain liability insurance for injuries, including those resulting in death, in an amount no less than Two Hundred Fifty Thousand Dollars (\$250,000) for any one person, and in an amount no less than Five Hundred Thousand Dollars (\$500,000) for any accident or occurrence. Lessee shall be responsible for insurance to cover its own property, and Lessor shall be responsible for insurance on its building and property.

The LESSEE shall furnish to the LESSOR a certificate of insurance listing LESSOR as an additional insured showing that the insurance described above is in full force and effect prior to the commencement of this lease agreement. Should the LESSOR receive notice of cancellation of said insurance it shall notify the LESSEE to cease operations immediately and not to start again until the LESSOR receive new copies evidencing that insurance described in this Section 10 is in full force and effect. If the LESSOR determines that a full copy of the insurance policy is required because of a dispute or claim, then upon such request from LESSOR to LESSEE, LESSEE shall furnish the copy of the insurance policy.

11. COMPLIANCE. The LESSEE agrees to comply with all policies and procedures established by and for LESSOR so long as such are not in conflict with policies and procedures of LESSEE'S Board of Trustees and when applicable to the LESSEE. LESSEE shall conduct its operations on the property in compliance with, and shall not permit the property to be in violation of, any applicable local, state, or federal environmental laws.
12. DEFAULT. If LESSOR or LESSEE shall fail or neglect to observe, keep or perform any of the covenants, terms or conditions herein contained on its part to be observed, and such default shall continue for a period of a minimum of thirty (30) days after written notice from the other Party setting forth the nature of default, then and in such event the non-defaulting Party shall have the right at its option upon written notice to the defaulting Party to terminate this Lease, insist upon strict performance of the terms and conditions of this Lease, or exercise any remedy provided by law. In the case of any such default cannot with due diligence be corrected within such thirty (30) day period but can be wholly corrected within a period of time not materially detrimental to the rights of the other Party, it shall not constitute default if corrective action is instituted by the defaulting Party and diligently pursued until the failure shall be corrected.
13. ASSIGNMENT AND SUBLETTING. LESSEE shall not assign or transfer this Lease, or sublease in whole or any part of the Premises without the prior written consent of the LESSOR.
14. TERMINATION.
 - A. The LESSOR may terminate this lease without incurring any liability for damages by giving the LESSEE ninety (90) days written notice. The LESSEE may terminate this lease without incurring any liability for rent by giving the LESSOR ninety (90) days written notice.
 - B. Funding. It is understood and agreed by the parties hereto that LESSEE is a partially federally and state funded entity and in the event said federal or state funds are not approved or appropriated in whole or in part, or if LESSEE is unable to justify expenditures under this Lease by reason of decreased enrollment, in such events, so long as LESSEE is not in default of the term of this Lease, LESSEE may terminate this agreement. In order to exercise this right of termination described herein, LESSEE must notify LESSOR in writing of the intention to terminate this Lease at least ninety (90) days before vacating said Premises.

- C. Upon termination or expiration of the Lease, LESSEE shall surrender the same at the termination of this agreement in as good conditions as received, except for reasonable use and wear. In the event of termination, so long as LESSEE is not in default of any terms or conditions of this Lease, any prepaid rent shall be prorated to the date of termination and returned to LESSEE within forty-five (45) days after the date of termination.
- D. At the termination of this lease, and with the prior written consent of the LESSOR, the LESSEE may remove any alterations which it has made pursuant to Section 8, provided such removal can be and is done without damaging the Premises or the structure in which it is situated. Any alterations left after termination shall become the property of LESSOR without cost to the LESSOR.

15. DAMAGE OR DESTRUCTION OF THE PREMISES. If at any time during the term of this Lease, LESSOR's improvements or any portion thereof are partially or totally destroyed or damaged, LESSOR shall have the option either to terminate this Lease or to repair such damage at LESSOR's expense. In the event LESSOR shall elect to repair or rebuild the improvements, this Lease shall continue to be in full force and effect. . If, at any time during the term of this Lease, the Building or any portion thereof is destroyed or damaged, Lessor shall determine the time necessary to repair or rebuild the building and inform Lessee of the estimated repair time. Such notice of the estimated repair time shall be provided to Lessee in writing within 10 days of the loss and the following shall apply:

- A. If the Building is totally or substantially destroyed by fire or other casualty, or if the repairs to the Leased Premises are estimated to take more than ninety (90) days, either party may terminate the Lease immediately by written notice to the other party. In the case of such termination, the Rent shall be abated for the unexpired portion of the Lease, effective as of the date of destruction.
- B. If the Building is partially damaged by fire or other casualty, and rebuilding or repairs can reasonably be expected to be completed within ninety (90) days this Lease shall not terminate and Lessor shall, at its sole risk and expense, proceed with reasonable diligence to rebuild or repair the building or other improvements to substantially the same condition in which they existed prior to the damage.
- C. If the Building is to be rebuilt or repaired and is non-tenantable in whole or in part following the damage, and the damage or destruction was not caused or contributed to by act or negligence of Lessee, its agents, or employees, the Rent payable under this Lease shall be abated in whole or pro-rated based on the tenantable portion during the period for which the Leased Premises or any portion thereof are non-tenantable. In the event that Lessor fails to complete the necessary repairs or rebuilding within ninety (90) days from the date of the destruction, Lessee may, at its option, terminate this Lease by delivering written notice of termination to Lessor, whereupon this Lease shall terminate immediately.

16. **FORCE MAJEURE.** Neither party shall be liable for failure to perform under this Lease if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays. This provision shall not be effective unless the failure to perform is beyond the control and without the fault or negligence of the non-performing party.
17. **NON-ENFORCEMENT AND WAIVER.** Failure of either party to require performance of any of the terms, conditions or provisions of this agreement shall in no way affect any subsequent right, provided by law or in equity, to enforce this agreement or any part of this agreement, nor shall the waiver of any breach of this agreement or any term, condition or provision of this agreement be deemed a waiver of any succeeding breach.
18. **INVALID, VOID, OR UNENFORCEABLE PROVISIONS.** If any term, provision, covenant, or restriction of this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the terms, provisions, covenants, and restrictions of this agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.
19. **ENTIRETY OF LEASE.** This Lease and its exhibits constitute the entire agreement between LESSOR and LESSEE with respect to the Lease of the Premises, and this Lease can only be amended or changed by mutual written agreement signed by both LESSOR and LESSEE. All exhibits to this Lease are a part of this Lease and are incorporated into by reference.
20. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of LESSOR and LESSEE and their respective heirs, executors, administrators, successors and assigns.
21. **NOTICE.** All notices, elections and consents required under this Agreement shall be deemed made and delivered when deposited in the United States mail as Certified Mail, postage prepaid, to the business office of Lessor or Lessee, as indicated below.

LESSOR:
Laramie County Community College
c/o Purchasing Manager
1400 East College Drive
Cheyenne, WY 82007

LESSEE:
University of Wyoming
Real Estate Operations
Dept. 4308
1000 E. University Ave.
Laramie, WY 82071

22. **INDEMNITY.** Neither party shall indemnify, defend or hold harmless the other for any cause of action, or claim or demand arising out of this Lease. Each party shall be responsible for their own negligent actions or omissions.


23. SOVEREIGN IMMUNITY. Neither party waives its sovereign or its governmental immunity by entering into this Agreement and each fully retains all immunities and defenses provided by law with regard to any action based on this Agreement.
24. GOVERNMENTAL CLAIMS. Any actions or claims against LESSEE under this Agreement must be in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.
25. INTERPRETATION. The Parties hereto agree that (i) the laws of Wyoming shall govern this Agreement, (ii) any questions arising hereunder shall be construed according to such laws, and (iii) this Agreement has been negotiated and executed in the State of Wyoming and is enforceable in the courts of Wyoming.
26. EQUAL EMPLOYMENT OPPORTUNITY. Both parties shall fully adhere to all applicable local, state and federal law, including equal employment opportunity and including but not limited to compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the American with Disabilities Act of 1990. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, gender, color, religion, national origin, disability, age, veteran status, sexual orientation, genetic information, political belief, or other status protected by state and federal statutes or University Regulations.

Contractors are notified that they may be subject to the provisions of 41 CFR Section 60-300.5(a); 41 CFR Section 60-741.5(a); 41 CFR Section 60-1.4(a) and (c); 41 CFR Section 60-1.7(a); 48 CFR Section 52.222-54(d); and 29 CFR Part 471, Appendix A to Subpart A with respect to affirmative action and posting requirements. **This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have set their hands the day and year set out below.

LESSOR

Laramie County Community College:

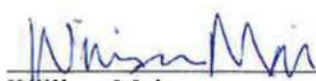


Joe Schaffner, Ph.D.
President

12/7/14
DATE

LESSEE

University of Wyoming:



William Mai
Vice President for Administration
Deputy Treasurer, Board of Trustees

12/5/16
DATE

EXHIBIT A

Exclusive Use Space

UW Outreach, Extension and SEO Room Assignments - LCCC Pathfinder Building

Entity	Sq. Ft.	Cost per Sq. Ft.	Total Cost Each
Outreach	4,938	\$ 7.65	\$ 37,775.70
TRiO	442	7.65	\$ 3,381.30
Extension	4,332	\$ 7.65	\$ 33,139.80
Shared	526	\$ 7.65	\$ 4,023.90
	10,238		\$ 78,320.70

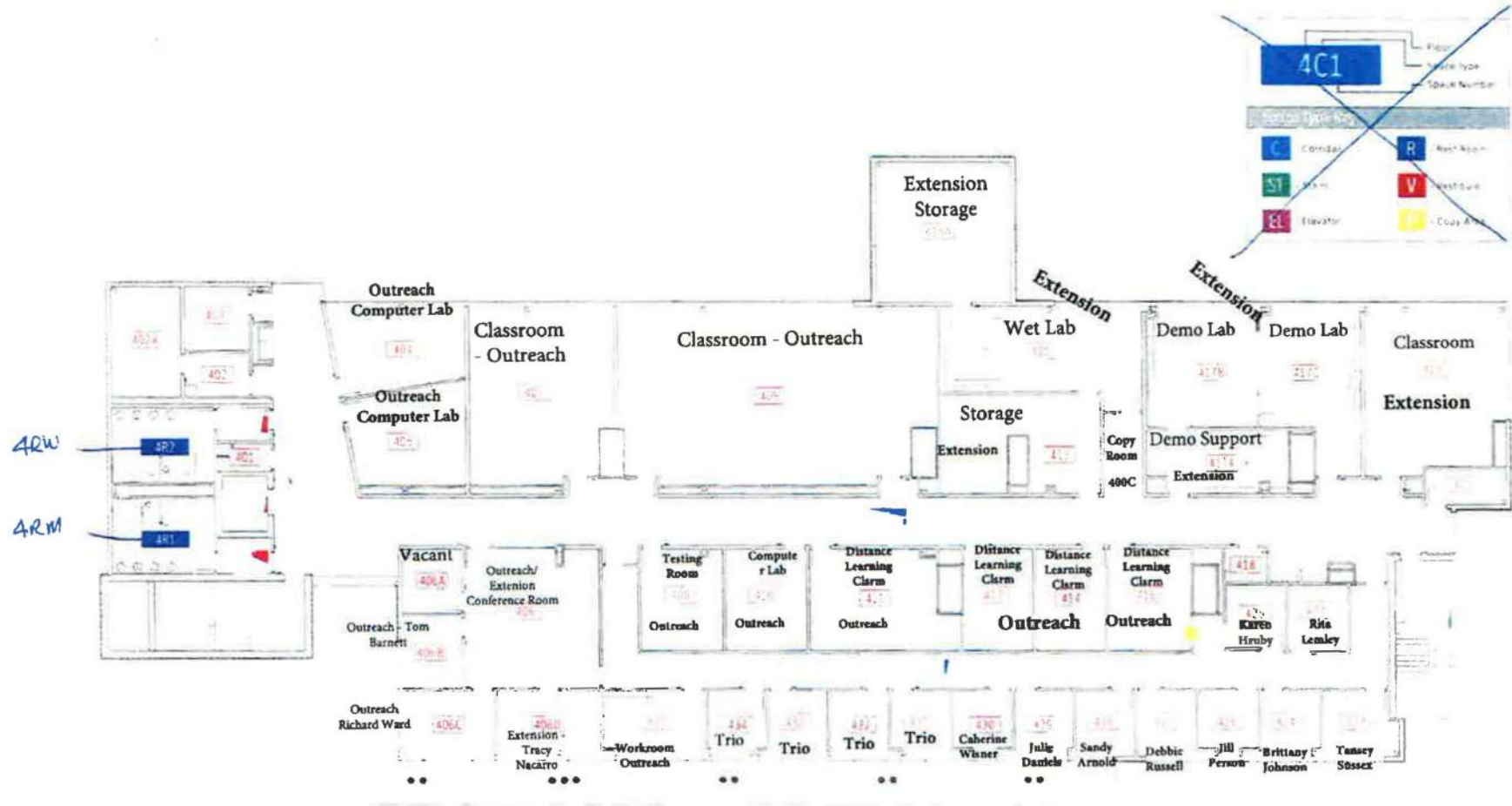
Room #	Room Description	Organization	Person Assigned	Outreach	Extension	Outreach/ Extension	SEO
400C	Copy Room	Outreach/Extension				0	
404	Computer Classroom	Outreach		306			
405	Computer Classroom	Outreach		306			
406	Reception	Outreach/Extension				526	
406A	Office - Delivery Assistant	Outreach		107			
406B	Office - Office Associate	Outreach	Tom Barnett	121			
406C	Office Academic	Outreach	Richard Ward	169			
406D	Office	Extension	Tracy Nacarro		196		
407	General Classroom	Outreach		696			
408	Testing Room	Outreach		235			
409	Lecture Classroom	Outreach		1,550			
410	Computer Lab	Outreach		234			
411	A/V Classroom	Outreach		388			
412	Audio Classroom	Outreach		199			
413	Storage	Extension			407		
414	Audio Classroom	Outreach		198			
415	Wet Lab	Extension			519		

EXHIBIT A

Exclusive Use Space

Room #	Room Description	Organization	Person Assigned	Outreach	Extension	Outreach/ Extension	SEO	
415A	Storage	Extension			539			
416	A/V Classroom	Outreach		240				
417A	Demo Support	Extension			239			
417C	Demo Lab	Extension			786			
419	Classroom	Extension			641			
422	Office	Extension	Tansey Sussex		134			
423	Office	Extension	Rita Lemley		110			
424	Office	Extension	Brittany Johnson		111			
425	Office	Extension	Karen Hruby		111			
426	Office	Extension	Jill Person		103			
427	Office	Extension	Debbie Russell		113			
428	Office	Extension	Sandy Arnold		111			
429	Office	Extension	Julie Daniels		111			
430	Office	Extension	Catherine Wissner		101			
431	SEO						112	
432	SEO						111	
433	SEO						112	
434	Workroom/File Room						107	
435	Workroom	Outreach		189				
				4,938	4,332	526	442	10,238

Exhibit B
 Floor Plan



These documents are intended to illustrate design ideas and should only be used as a general guideline. All locations shown are approximate. All final decisions are to be determined during construction. To be used for reference only. Detailing and information contained on these pages shall not be reproduced, copied, or utilized except for the specific project for which they were created, without written authorization from Tagma Design, LLC. © 2018 by Tagma Design, LLC

Laramie County Community College
 Pathfinder Room and Space Number Plan

Pathfinder Fourth Floor

DATE: 09/16/16

**Exhibit C
 Lease Payment**

11/30/2016

Annual Rent and Operations Costs

First payment:

Rent

UW Exclusive Use Space Total Sq. Ft.	10,238
Rent Cost Per Sq. Ft. (per annum)	\$7.65
Partial Year Occupancy (December 14 - June 30)	<u>55%</u>
FY2017 Rent	<u>\$42,700.87</u>

Operations Costs

UW Net Assignable Space Total Sq. Ft.	9,292
Custodial Cost Per Sq. Ft. (per annum)	\$1.25
Custodial Cost	\$11,615.00
Phone Service	\$704.00
Partial Year Occupancy (December 14 - June 30)	55%
FY17 Operations Costs	\$6,716.39

FY2017 Total Lease Payment Due \$49,417.26

Second payment:

Rent

UW Exclusive Use Space Total Sq. Ft.	10,238
Rent Cost Per Sq. Ft. (per annum)	<u>\$7.65</u>
FY2018 Rent	<u>\$78,320.70</u>

Operations Costs

UW Net Assignable Space Total Sq. Ft.	9,292
Custodial Cost Per Sq. Ft. (per annum)	\$1.25
Custodial Cost	\$11,615.00
Phone Service	<u>\$704.00</u>
FY 2018 Operations Costs	<u>\$12,319.00</u>

FY2018 Total Lease Payment Due \$90,639.70

Exhibit D

Operations, Custodial, IT, and Phone Services

SEE EXHIBIT D SPREADSHEETS FOR DETAILED SUPPLEMENTAL INFORMATION

Operations & Custodial Services

- LCCC will not be providing printers or copiers for UW use.
- The room number signs for offices, classrooms, and labs provided
 - Signage can be made specific to the function or occupant of the space
 - Other signage can be purchased through Plant Operations
- Keys
 - Key request forms will be processed through the Facilities & Events office
 - Keys checked out at Plant Operations administrative office
 - If keys are lost or not returned when an employee ceases employment a charge of \$80 per key will be billed to the responsible organization
- Furniture & Equipment
 - No furniture moving services are provided
 - Furniture repair, kitchen equipment repairs through warranty, contact is the LCCC Procurement and Contracting office.
- Mail
 - LCCC Mailing & Receiving will have a postage code for UW use. UW mail without postage will be processed through the LCCC mailroom and costs for postage charged to UW. Mail with postage will be processed through the LCCC Mailing & Receiving area. A mail drop for outgoing mail will be established in the building.
- Custodial Services
 - Custodial Services provided as included services for 3,947 sq. ft. of public areas
 - This includes restroom, corridors and vestibules
- Cleaning services provided for 9,292 sq. ft. for a fee of \$1.25 per ft.
 - Vacuuming and trash removal
 - Periodically mops polished concrete floor with disinfectant and hot water
 - Periodically perform deep cleaning tasks
 - Window cleaning as time and resources allow
- No cleaning services provided for the following:
 - Storage areas
 - Kitchen equipment to include stoves, sinks, counters and refrigerators
 - Desks, shelving and cabinets
 - Computers or technical equipment

Exhibit D

Operations, Custodial, IT, and Phone Services

- A suitable trash receptacle and regularly scheduled pick-up service sufficient to handle reasonable needs in order to prevent the unsightly accumulation of trash and other debris will be provided.

IT and Phone Services

- Maintained and repaired by LCCC ITS
 - Interactive 70" wall monitors, A/V podiums and touch panels in PF 404, 405, 407, 409, 411, 412 and 414
 - Interactive 70" wall monitor, A/V podium computer, keyboard, mouse and touch panel in PF 419
 - Data connection and phone lines will be maintained and repaired
 - Digital office and emergency phones
- Maintained and repaired by UW OTS, Outreach Technology Services
 - Student computers in PF computer labs 404, 405 and 410
 - Desk computer in all office
 - Printers, fax machines
 - Distance Learning Audio and Video equipment in PF 411, 412, 414 and 416
- Annual Phone Service Fees paid by UW (\$44 per digital office phone)
 - Outreach \$88 per year
 - Extension \$484 per year
 - TRiO \$132 per year
- One Time Costs
 - SEO/TRiO phones \$1,293
 - Extension phones \$4,741
 - Outreach has phones they will bring from the AB offices
 - UW is responsible for the cost of additional office phones requested
 - Extension Kitchen Equipment \$5,584
 - Extension ITS Equipment for PF 419 \$760

EXHIBIT D

UW Outreach, Extension and SEO Custodial Fees - LCCC Pathfinder Building

Org	Sq. Ft.	Total	Per Year			
Outreach	4,938	\$1.25	\$6,172.50			
TRiO	442	\$1.25	\$552.50			
Extension	3,386	\$1.25	\$4,232.50			
Shared	526	\$1.25	\$657.50			
	9,292		\$11,615.00			\$ 11,615.00

Room #	Room Description	Organization	Person Assigned	Outreach	Extension	Outreach/ Extension	SEO
404	Computer Classroom	Outreach		306			
405	Computer Classroom	Outreach		306			
406	Reception	Outreach/Extension				526	
406A	Office - Delivery Assistant	Outreach		107			
406B	Office - Office Associate	Outreach	Tom Barnett	121			
406C	Office Academic Coordinator	Outreach	Richard Ward	169			
406D	Office	Extension	Tracy Nacarro		196		
407	General Classroom	Outreach		696			
408	Testing Room	Outreach		235			
409	Lecture Classroom	Outreach		1,550			
410	Computer Lab	Outreach		234			
411	A/V Classroom	Outreach		388			
412	Audio Classroom	Outreach		199			
414	Audio Classroom	Outreach		198			
415	Wet Lab	Extension			519		
416	A/V Classroom	Outreach		240			
417A	Demo Support	Extension			239		
417C	Demo Lab	Extension			786		
419	Classroom	Extension			641		
422	Office	Extension	Tansey Sussex		134		

Exhibit D**Operations, Custodial, IT, and Phone Services**

UW Outreach, Extension and SEO Phone Costs - LCCC Pathfinder Building

Room #	Room Description	Organization	Person	Phone #	Extension Phone Cost	Extension Annual Fee	TRiO Phone Cost	TRiO Annual Fee	Outreach Phone Cost	Outreach Annual Fee
400C	Copy	Shared	None	3076334223						
406	Outreach & Extension	Shared	Meeting Room							
406A	Delivery Assistant	Outreach								
406B	Office Associate	Outreach	Tom Barnett	307-632-8949						\$ 44
406C	Academic Coordinator	Outreach	Richard Ward	307-772-7377						\$ 44
406D	Extension Support Office	Extension	Tracy Nacarro	307-633-4383	\$ 431	\$ 44				
406D	Extension Support Office	Extension	Kristi Nagy	307-633-4385	\$ 431	\$ 44				
422	Extension Staff	Extension	Tansey Sussex	307-633-4499	\$ 431	\$ 44				
423	Extension Staff	Extension	TBD	307-633-4387	\$ 431	\$ 44				
424	Extension Staff	Extension	Brittany Johnson	307-633-4488	\$ 431	\$ 44				
425	Extension Staff	Extension	Rita Lemley	307-633-4687	\$ 431	\$ 44				
426	Extension Manager	Extension	Sandi Arnold	307-633-4493	\$ 431	\$ 44				
427	Horticulturalist Office	Extension	Debbie Russell	307-633-4495	\$ 431	\$ 44				
428	Extension Staff	Extension	Jill Person	307-633-4494	\$ 431	\$ 44				
429	Extension Staff	Extension	Julie Daniels	307-633-4384	\$ 431	\$ 44				
430	Extension Staff	Extension	Wissner	307-633-4386	\$ 431	\$ 44				
431	SEO		TBD				\$ 431	\$ 44		
432	SEO		TBD				\$ 431	\$ 44		
433	SEO		TBD				\$ 431	\$ 44		
434	SEO		TBD				\$ -	\$ -		
435	Workroom	Outreach	None	307-633-4498						
					\$ 4,741	\$ 484	\$ 1,293	\$ 132	\$ -	\$ 88
					UW Total Annual Fee					\$ 704

One-time and Annual Costs Per UW Organization

Annual Cost	Annual Cost	One-time Cost
UW		
Lease Fees for 10,238 sq. ft.	78,320.70	
Custodial Fees for 9,292 sq. ft.	11,615.00	
	89,935.70	
Outreach		
Annual Phone Service	88.00	
	88.00	
TRiO		
Annual Phone Service	132.00	
One Time Phone Equipment Cost		1,293.00
	132.00	1,293.00
Extension		
Annual Phone Service	484.00	
One Time Kitchen Equipment		5,584.00
One Time ITS Equipment for PF 419		760.00
One Time Phone Equipment Cost		4,741.00
	484.00	11,085.00
Total Annual	90,639.70	12,378.00 Total One-time Cost

AGENDA ITEM TITLE: Carbon Power & Light Easement Request at the Livestock Center, Mai

SESSION TYPE:

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

[Committee of the Whole – Item for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

This agenda item is to request approval for an overhead and underground electric line easement from Carbon Power & Light across the University’s Livestock Center west of Laramie.

The easement request includes both a section of new power line and a rebuild to upgrade the existing power line east of the Hanson Arena to a double circuit that loops together two Carbon Power & Light substations (see attached map). The proposed route follows the existing power line, existing roads and section lines. Laramie R&E Center staff expects minimal impact to their operations from the proposed route.

The University has evaluated comparable land and easement values in the area to arrive at a value and easement fee of \$11,750 for this type and size of easement. Carbon Power & Light is a member owned cooperative and stated they do not typically pay for easements from members. Members with meters are owners of the cooperative, including the University which has 17 accounts. Margins are returned to members in the form of capital credits and the University received \$11,134.62 in capital credits in 2019 and \$10,918.69 in 2020. Since the amount of capital credits is at the approximate value of the easement and the University benefits from the upgraded electrical service, it is proposed not to charge Carbon Power & Light the easement fee.

This project benefits the University by providing additional electrical capacity and redundancy for the Laramie R&E Center facilities.

At the direction of the Facilities Contracting Committee, the administration has finalized the electric line easement agreement, including survey documents. The easement agreement has been signed by Carbon Power & Light and is ready for the University’s signature.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

Per UW Regulation 7-2, the Board of Trustees reserves authority to approve and/or sign contracts for “Other matters involving real property, including but not limited to the lease of real property; easements; water rights and development; oil, gas and mineral leases; and federal or state government leases, permits, or licenses for longer than one year or more than \$50,000”.

ACTION REQUIRED AT THIS BOARD MEETING:

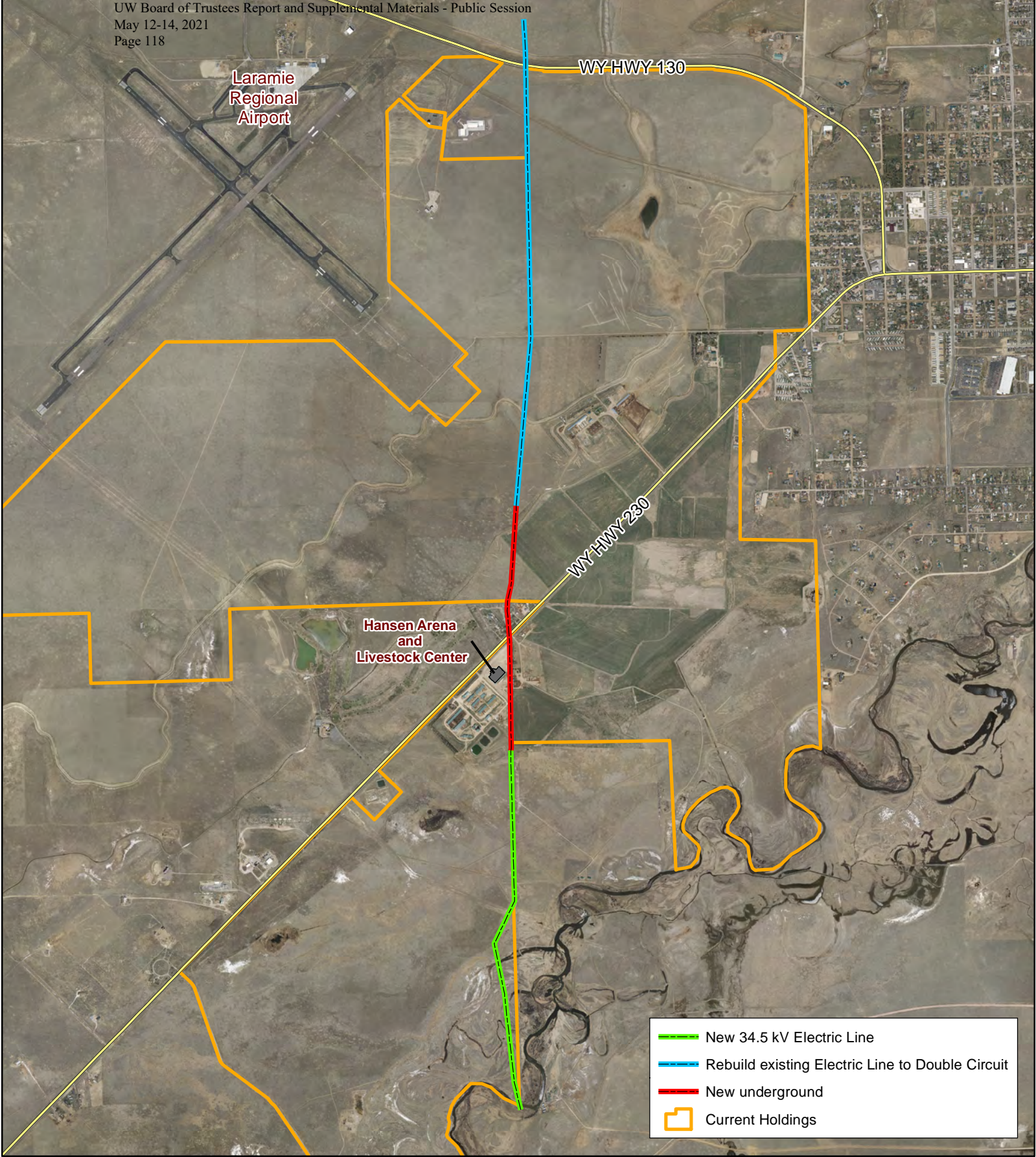
Board approval or disapproval of the recommendation of the Board's Facilities Contracting Committee.





PROPOSED MOTION:

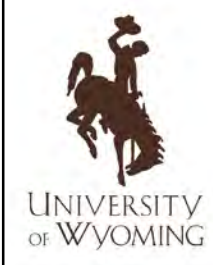
"I move to authorize the administration to execute the electric line easement to Carbon Power & Light on University land for the electric line as presented to the Board."

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

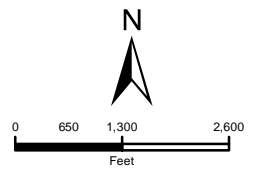


-  New 34.5 kV Electric Line
-  Rebuild existing Electric Line to Double Circuit
-  New underground
-  Current Holdings



**Carbon Power & Light
Easement Request
34.5 kV Loop Project
at UW Livestock Center**

Disclaimer: This map is provided as a visual aid only and its accuracy is not guaranteed. Any duplication of this document is not permitted without prior written consent.



Date: 12/17/2020

Prepared by:
Real Estate Operations



Electric Line Easement

For value received, the Trustees of the University of Wyoming (“Grantor”) hereby grants to Carbon Power & Light, Inc., a Wyoming nonprofit corporation (“Grantee”), an overhead electric line easement to construct, operate, maintain, repair, replace and remove electric power transmission and distribution lines, wires, fibers, cables and other conductors and conduits thereof, including any and all appurtenances necessary and incidental thereto, on, over or under the surface of the real property of Grantor more particularly described as follows:

A strip easement located in Sections 11 and 12, Township 15 North, Range 74 West of the 6th P.M., Albany County Wyoming:

A strip of land 30’ wide for an overhead power line (plus such area as necessary to properly anchor structures on said right-of-way easement) in the NE1/4NE1/4 of Section 11 and the NW1/4NW1/4 of Section 12, T15N, R74W, more particularly described as UW Horse Boarding Facility. Commencing at the NE corner of Section 11, thence S01°38’06”W for a distance of 1,054.3 feet more or less to the point of beginning at the existing power pole #17323; thence N85°57’12”E for a distance of 245.9 feet more or less to the point of ending at the transformer pole.

Easements located in Sections 1, 2, 12, and 14, Township 15 North, Range 74 West of the 6th P.M., and in Sections 35 and 36, Township 16 North, Range 74 West of the 6th P.M., all in Albany County, Wyoming, more particularly described and shown on Exhibits A-B attached hereto and by this reference made a part hereof.

This easement includes the right of reasonable access and Grantee shall use existing roads where practicable to the easement location for all activities in connection with the purposes for which this easement is granted and shall repair any damage caused thereby.

Grantee shall not enclose or fence said easement without the express written consent of Grantor. Grantee is given the right to cut and trim trees and shrubbery to the extent necessary to keep them clear of said electric line or system, and to cut down from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling.

Grantee may assign or transfer rights under this easement to Grantee’s principal, affiliates or subsidiaries of its principal upon reasonable notice to Grantor. Grantee shall not assign nor transfer any of these rights to any third party.

Grantor reserves the right to use and occupy the described premise and easement following the completion of construction, subject to the provisions that the Grantor will not knowingly interfere with Grantee’s use of or access to the easement area or the overhead electric line and related improvements installed thereon by Grantee.

Grantee agrees that during the period of construction, or any subsequent altering, removing or replacing, it will reclaim and restore the surface within the easement or on adjacent lands damaged due to construction and maintenance activities of the Grantee. The Easement shall be maintained at no cost to Grantor.

Grantee shall indemnify Grantor for all damages caused to Grantor as a result of Grantee’s negligent exercise of the rights and privileges granted herein.

Grantor does not waive its sovereign immunity or its governmental immunity by entering into this Easement and fully retains all immunities and defenses provided by law with regard to any action based on this Easement. Actions or claims against Grantor under this Agreement must be made in accordance with and are controlled by the Wyoming Governmental Claims Act, W.S. 1-39-101 et seq. (1977) as amended.

LEGAL DESCRIPTION

TWO STRIPS OF LAND LOCATED IN THE E1/2E1/2 OF SECTION 14, THE E1/2E1/2 OF SECTION 11, AND THE W1/2NW1/4 OF SECTION 12, TOWNSHIP 15 NORTH, RANGE 74 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ALBANY COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

STRIP "A"

A STRIP OF LAND 30.00 FEET WIDE, BEING 15.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. BEGINNING AT A POINT ON THE SOUTH LINE OF A PARCEL OF LAND AS DESCRIBED IN BOOK 432, PAGE 967 OF THE ALBANY COUNTY CLERK FROM WHICH THE SOUTH QUARTER CORNER OF SECTION 14 BEARS S67°31'26"W, 2818.64 FEET; THENCE N14°10'57"W, 471.11 FEET; THENCE N06°36'50"W, 2635.24 FEET; THENCE N23°15'05"E, 706.37 FEET; THENCE N18°06'26"E, 399.56 FEET; THENCE N00°11'42"E, 2537.96 FEET TO THE POINT OF TERMINUS, FROM WHICH THE SOUTHWEST CORNER OF SECTION 11 BEARS S64°50'25"W, 5769.28 FEET.

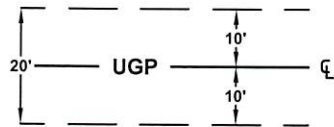
STRIP "B"

A STRIP OF LAND 20.00 FEET WIDE, BEING 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. BEGINNING AT THE POINT OF TERMINUS OF SAID STRIP "A" FROM WHICH THE SOUTHWEST CORNER OF SECTION 11 BEARS S64°50'25"W, 5769.28 FEET; THENCE N44°19'22"E, 42.07 FEET; THENCE N00°03'46"W, 430.41 FEET; THENCE N03°41'59"W, 432.93 FEET; THENCE N05°29'20"E, 357.52 FEET; THENCE N00°14'21"E, 427.60 FEET; THENCE N00°27'48"E, 426.64 FEET; THENCE N01°56'57"W, 30.95 FEET, MORE OR LESS, TO A POINT ON THE SOUTH RIGHT OF WAY OF WYOMING STATE HIGHWAY 230, FROM WHICH THE NORTHWEST CORNER OF SECTION 11 BEARS N82°20'50", 5286.94 FEET.

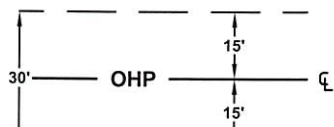


CERTIFICATE OF SURVEYOR

THIS IS TO CERTIFY THAT THE ABOVE PLAT WAS PREPARED FROM FIELD NOTES OF ACTUAL SURVEYS MADE BY ME OR UNDER MY SUPERVISION AND THAT THE SAME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

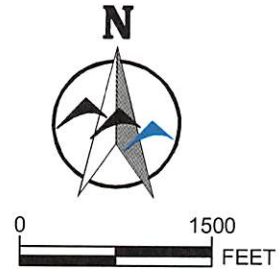
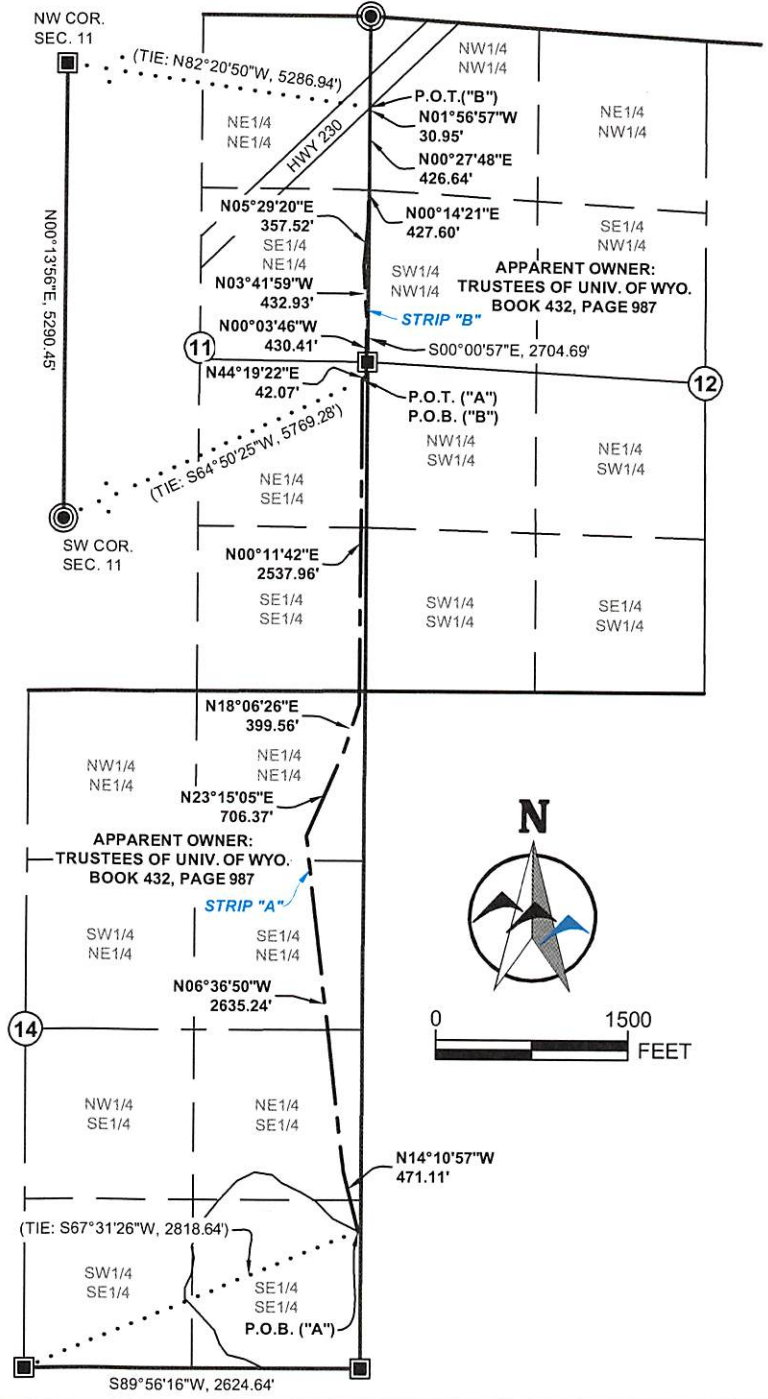


UNDERGROUND POWER R.O.W. DETAIL
N.T.S.



OVERHEAD POWER R.O.W. DETAIL
N.T.S.

- RECOVERED STONE
- RECOVERED ALUMINUM CAP
- EASEMENT CENTERLINE
- PROPERTY LINE
- SIXTEENTH LINE
- QUARTER LINE
- SECTION LINE



APPARENT OWNERSHIP

UNIVERSITY OF WYOMING

EASEMENT TYPE	TOTAL LENGTH (FEET)	TOTAL LENGTH (RODS)	TOTAL AREA (ACRES)
STRIP "A" (OVERHEAD)	6750.24'	409.11	3.10 AC
STRIP "B" (UNDERGROUND)	2148.12'	130.19	1.48 AC
TOTAL	8898.36'	539.29	4.58 AC

DSGN BY: JH
 DRAN BY: SDG
 CHCK BY: PAH
 DATE: 04/2021

EXHIBIT
A

POWERLINE EASEMENT
 E1/2E1/2 SECTION 14, E1/2E1/2 SECTION 11,
 W1/2NW1/4 SECTION 12
 T.15N., R.74W. 6TH P.M.,
 ALBANY COUNTY, WYOMING

PREPARED FOR:
 CARBON POWER AND LIGHT, INC.
 100 E. WILLOW AVE
 SARATOGA, WY 82331

PREPARED BY:

 611 SKYLINE ROAD
 LARAMIE, WY 82070
 (307) 742-0031
 www.wwcengineering.com

LEGAL DESCRIPTION

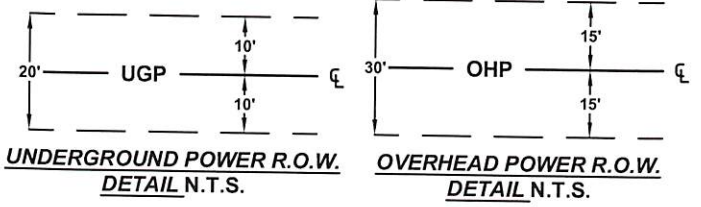
TWO STRIPS OF LAND LOCATED IN THE W1/2W1/2 SECTION 1, E1/2E1/2 SECTION 2, TOWNSHIP 15 NORTH, RANGE 74 WEST, AND IN E1/2E1/2 SECTION 35, W1/2W1/2 SECTION 36, TOWNSHIP 16 NORTH, RANGE 74 WEST OF THE SIXTH PRINCIPAL MERIDIAN, ALBANY COUNTY, WYOMING, BEING MORE PARTICULARLY DESCRIBED BY CENTERLINE AS FOLLOWS:

STRIP "A"

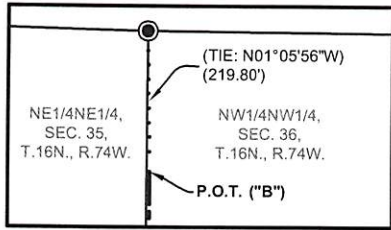
A STRIP OF LAND 20.00 FEET WIDE, BEING 10.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. BEGINNING AT A POINT ON THE SOUTH LINE OF SAID SECTION 2, FROM WHICH THE SOUTHEAST CORNER OF SECTION SAID 2 BEARS N89°55'01"E, 13.59 FEET; THENCE N05°58'29"E, 638.44 FEET; THENCE N08°51'10"E, 312.27 FEET; THENCE N09°25'56"E, 344.57 FEET; THENCE N04°13'51"E, 521.87 FEET TO A POINT FROM WHICH THE SOUTHWEST CORNER SAID SECTION 2 BEARS S71°33'59"W, 5728.73 FEET.

STRIP "B"

A STRIP OF LAND 30.00 FEET WIDE, BEING 15.00 FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE. BEGINNING AT THE POINT OF TERMINUS OF SAID STRIP "A", FROM WHICH THE SOUTHWEST CORNER OF SAID SECTION 2 BEARS S71°33'59"E, 5728.73 FEET; THENCE N06°19'31"E, 3160.49 FEET; THENCE N00°09'11"E, 5074.91 FEET TO A POINT FROM WHICH THE NORTHWEST CORNER OF SAID SECTION 36 BEARS N01°05'56"W, 219.80 FEET.



- RECOVERED STONE
- RECOVERED BRASS CAP
- RECOVERED ALUMINUM CAP
- EASEMENT CENTERLINE
- - - SIXTEENTH LINE
- - - QUARTER LINE
- SECTION LINE
- TOWNSHIP/RANGE LINE

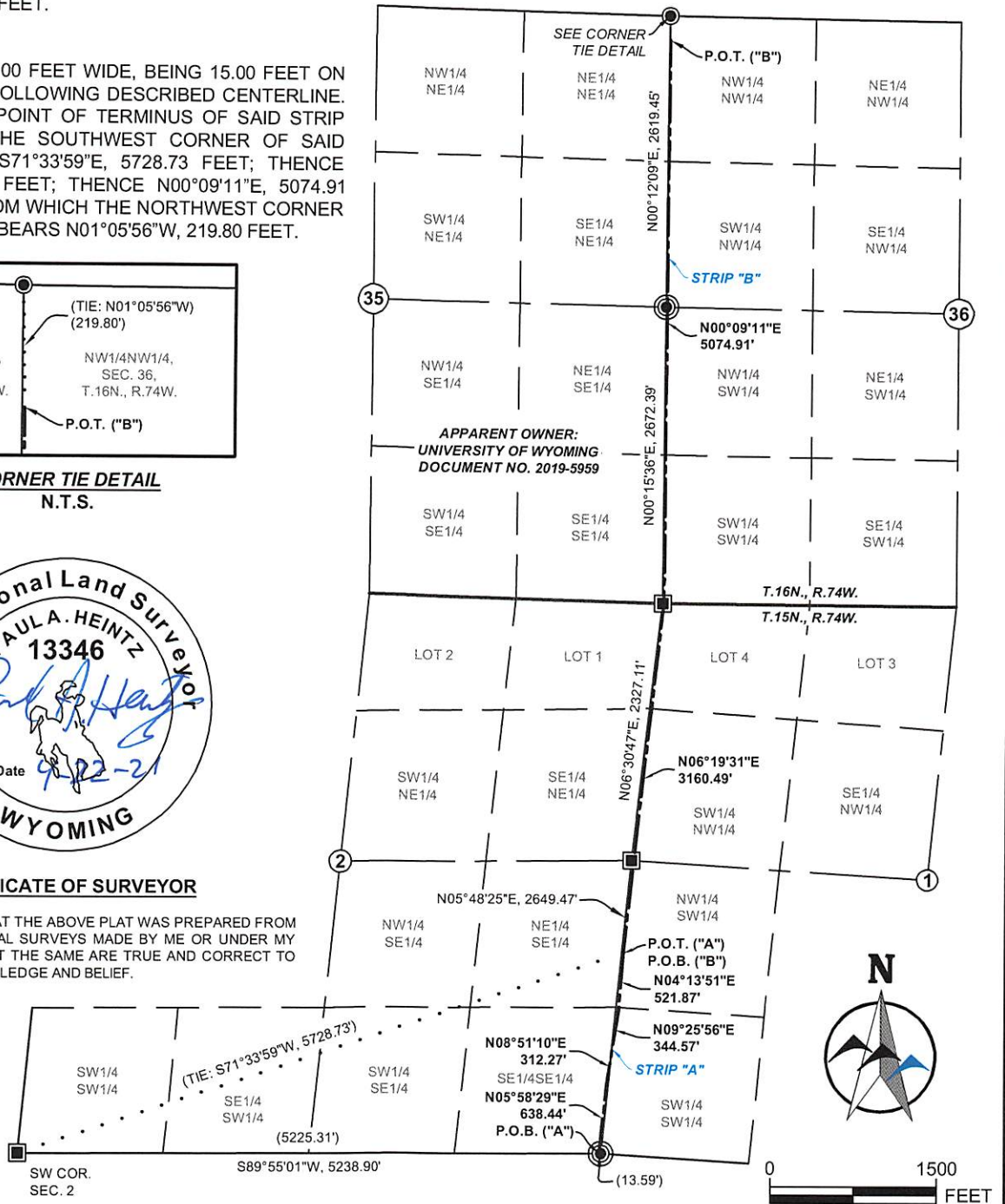


CORNER TIE DETAIL
N.T.S.



CERTIFICATE OF SURVEYOR

THIS IS TO CERTIFY THAT THE ABOVE PLAT WAS PREPARED FROM FIELD NOTES OF ACTUAL SURVEYS MADE BY ME OR UNDER MY SUPERVISION AND THAT THE SAME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.



APPARENT OWNERSHIP

UNIVERSITY OF WYOMING

EASEMENT TYPE	TOTAL LENGTH (FEET)	TOTAL LENGTH (RODS)	TOTAL AREA (ACRES)
STRIP "A" (UNDERGROUND)	1817.15'	110.13	0.83 AC
STRIP "B" (OVERHEAD)	8235.40'	499.12	5.67 AC
TOTAL	10052.55'	609.25	6.51 AC

DSGN BY: JH
 DRAN BY: SDG
 CHCK BY: PAH
 DATE: 04/2021

POWERLINE EASEMENT
 W1/2W1/2 SECTION 1, E1/2E1/2 SECTION 2
 T.15N., R.74W.
 E1/2E1/2 SECTION 35, W1/2W1/2 SECTION 36
 T.16N., R.74 W.,
 6TH P.M., ALBANY COUNTY, WYOMING

PREPARED FOR:
 CARBON POWER AND LIGHT, INC.
 100 E. WILLOW AVE
 SARATOGA, WY 82331

PREPARED BY:

 611 SKYLINE ROAD
 LARAMIE, WY 82070
 (307) 742-0031
 www.wwcengineering.com

AGENDA ITEM TITLE: Annual Internal Audit Plan , Danika Salmans

SESSION TYPE:

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

Attachments are provided with the narrative..

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Internal Audit Plan for 2021-2022 contains recommended audits compiled by interviewing key personnel as well as performing a campus-wide risk assessment survey. The areas on the plan were identified by leaders as critical to the function of the University and/or had the potential to pose a risk due to the nature of their business. Additional input from Trustees can impact this schedule.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

N/A

WHY THIS ITEM IS BEFORE THE BOARD:

Annually, the board reviews and approves the internal audit plan for the coming year. This plan establishes the schedule of audits. However, modifications based on need, requests, and/or input from leadership can impact this schedule.

ACTION REQUIRED AT THIS BOARD MEETING:

Internal Audit is seeking approval of the attached plan for the 2021-2022 plan year.

PROPOSED MOTION:

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

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

2021-2022 Internal Audit Plan

Background:

The annual Internal Audit Plan is reviewed and approved by the Fiscal, and Legal Affairs Committee (FLAC) of the Board of Trustees.

Section 2010 – Planning – 2010.A1 of the International Standards issued by the International Professional Practices Framework (IPPF) states: The internal audit activity's plan of engagements must be based on a documented risk assessment, undertaken at least annually. The input of senior management and the board must be considered in this process.

This standard:

- Makes the best use of limited resources
- Improves ability to impact the organization
- Generates buy-in from management
- Assists with maintaining value

Methodology:

The methodology used in preparing this plan consisted of the following steps.

1. The 2021 Annual Risk Assessment was performed and results were reviewed. Input from senior management and the board was included in the assessment. Auditable elements were assessed and added to the Internal Audit Plan.
2. Risks to the Audit Universe were assessed and added to the Internal Audit Plan. The Audit Universe included the following major areas with associated units:
 - a. Office of the President
 - b. Academic Affairs
 - c. Administration
 - d. Student Affairs
 - e. Information Technology
 - f. Research & Economic Development
 - g. General counsel
 - h. Intercollegiate Athletics
3. Annual audit mandates were added to the Internal Audit Plan.
 - a. Follow-up activity required by the Institute of Internal Auditors (IIA) Standards
 - b. Rules-Compliance audits required/advised by the National Collegiate Athletic Association (NCAA)
 - c. Other audits deemed necessary to audit annually due to risk to the University (UW)
4. Input from members of the President's Cabinet and other UW Leaders was considered and auditable areas were added to the Internal Audit Plan.

Internal Audit Resources and Plan:

Audit Resources

The Office of Internal Audit is staffed with two (2) Full Time Equivalent (FTE) auditors; therefore, man-hour calculations start at 4,160 hours (52 weeks x 80 hours = 4,160 hours). To determine auditable hours (hours allocated to execute audits) the following hours are subtracted from the 4,160 hours:

Hour Type	Description	Hours	(%)
GROSS HOURS	Total Hours Available (2 FTE)	4,160	
Administration	Hours assigned to FLAC, policy management, research/development, web-site update, Audit Charter refresh	464	11%
Training	Hours assigned to one ACUA training conference, and one IDEA training conference, UW required training, and required continuing education credits for certificates	224	5%
Holiday	Hours UW is closed	288	7%
Annual Leave	Vacation accrual	320	8%
Sick	Sick leave accrual	160	4%
AUDITABLE HOURS	Total hour available to audit	2,704	65%

Internal Audit Plan 2021-2022

The Internal Audit auditable hours are allocated below.

Area	Reason	Hours	% of Auditable hours
Alumni (Annual) FY 21	Annual	120	4%
NCAA (Annual)	Annual	160	6%
4-H Foundation (Annual) FY21	Annual	120	4%
Main Cashier (Annual)	Annual	80	3%
NCAA Football Ticket Verification (Annual)	Annual	80	3%
P-Card Initiative and Continuous Monitoring Progress (Annual)	Annual	160	6%
Risk Assessment Survey (Annual)	Planning	120	4%
Risk Assessment: Results and Reporting (Annual)	Planning	80	3%
Audit Schedule Development (Annual)	Planning	80	3%
Capital Construction Projects	Risk Assessment	200	7%
HR/Payroll Review - scope to be defined	Risk Assessment	200	7%
Cash Advance Process Review	Risk Assessment	200	7%
Student Course/Program Fees	Risk Assessment	160	6%
Student Health Services	Risk Assessment	164	6%
Alternative (see list below)	Risk Assessment	200	7%
Fraud, Waste, and Abuse (FWA) Investigations	As needed	240	9%
Consultation - Special Projects (COVID)	As needed	260	10%
Follow-Up Reports / Unfinished audits from previous year	Required	80	3%
Total Hours		2,704	
Alternatives:			
Operations	Risk Assessment	200	
State Vet Lab	Risk Assessment	160	
Crypto Currency/internal controls - College of Business	Risk Assessment	160	
Student Media	Risk Assessment	120	
OSP Invoicing	Risk Assessment	160	
Student Travel	Risk Assessment	120	

AGENDA ITEM TITLE: Approval of modifications to UW Regulation 2-4 (Guidelines for Establishing Academic Professionals), Brown/Evans

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures Manual***.

Section 1: Governance and Structure

Section 2: Academic Affairs

Section 3: Athletics

Section 4: Diversity and Equal Opportunity

Section 5: Employment and Ethics

Section 6: Facilities

Section 7: Finance and Business

Section 8: Information Technology

Section 9: Research and Economic Development

Section 10: Safety and Security

Section 11: Student Affairs

Section 12: University Relations

The new structure will involve three levels of policies:

1. Governing Regulations (Level A)
2. Standard Administrative Policies and Procedures (Level B)
3. Department/Unit Administrative Policies and Procedures (Level C)

The Section 2 Academic Personnel Regulations (2-1 through 2-16) include such matters as:

1. Describing academic designations, ranks and terms of appointment applicable to members of the faculty and other academic personnel, and general provisions regarding academic personnel;

2. Outlining University policies on academic freedom, faculty workload, sabbatical and professional development leave, and post-tenure review;
3. Defining University-level standards and outlining procedures for reappointment, tenure and promotion, post-tenure review, and compensation;
4. Establishing procedures for the resolution of academic personnel disputes and for the dismissal of academic personnel; and
5. Providing definitions of academic administrative structures and positions and describing terms of appointments and general provisions regarding academic administrators.

In preparation for the revision to UW Regulation 2-4, Vice Provost Benham Deal charged a working group of senior academic professionals and non-tenure track faculty on extended term appointments to review the current regulation and propose changes to the regulation. This working group was led by Dr. David Bagley, Faculty Fellow in Academic Affairs and Professor in Chemical Engineering. The working group members included:

Christine Boggs, Senior Lecturer, Distance Education
Kaija Calkins, Associate Librarian/Asst. Dean, University Libraries
Janet Dewey, Associate Research Scientist, Geology and Geophysics
Rick Fisher, Senior Lecturer, English
Jeff Hamerlinck, Senior Research Scientist/Director, WyGIS
April Heaney, Senior Lecturer/Director, LeARN Programs
Rudi Michalak, Senior Lecturer, Physics and Astronomy, and Faculty Senate Chair
Brian Sebade, Associate Extension Educator, Agriculture and Natural Resources
Meg Van Baalen-Wood, Senior Lecturer, Ellbogen Center for Teaching and Learning

The Office of Academic Affairs (AA) reviewed their proposed changes with members from the Faculty Senate Executive Committee (FSEC). The final revisions outlined below reflect the general consensus of AA and FSEC.

Revisions

On July 1, 2019, revised UW Regulations 2-1 and 2-7 became effective and UW Regulations 2-400 (Regulations of the American Heritage Center) and 2-409 (Regulations of the University Libraries) were sunset. These regulatory changes redefined the nature of non-tenure track faculty, the type of appointments they may have, and the timelines for completing specific reviews associated with the new appointments. Academic professionals who were in the probationary period for an extended term appointment have been converted to the new non-tenure track faculty and fixed-term rolling contract structure, which is described in [UW Regulation 2-1](#) and in the Standard Administrative Policy and Procedures document: [Implementing and Evaluating Fixed-term with Rolling Contracts](#). Consequently, UW Regulation 2-4 now only applies to those individuals who are currently in an extended term appointment. This regulation will be sunset once all current extended term appointments have expired.

Recommended changes to the regulation generally fall into one of the following categories:

1. **Title Change/Inclusion of all Extended Term Faculty.** The regulation has been renamed appropriately to refer specifically to Extended-Term faculty, including Librarians and Archivists. (Note: Curators have not been added to this regulation since there are none currently on an extended term appointment.)
2. **Contradictions and Redundancies Removed:** Information that is now contradictory with other, newer regulations; information unnecessary due to changes in other, newer

regulations; and redundancies with other regulations and/or with information in this regulation have been removed. However, information about professional development leave has been retained for clarity and to address elements that are unique to faculty on extended term appointments.

3. **Designations and Ranks:** Descriptions of ranks for each of the categories have been included, and in some cases expanded from information that appears in UW Regulation 2-1.
4. **Removal of Information about the Probationary Period.** Procedures for reviewing Extension Educators, Lecturers and Research Scientists on extended term tracks during the probationary period have been removed. These are not needed since all of these individuals have been converted to the new fixed-term rolling contract structure.
5. **Promotion Information.** Key details about promotion that are applicable to all extended-term faculty are provided, including the ability to be promoted while in their current extended term, separately from consideration for a fixed-term rolling contract appointment.
6. **Converting to Fixed-Term Rolling Contract Appointment.** A brief section was added to address the process for conversion of extended-term appointments to fixed-term rolling contract appointments.
7. **Elimination of UW 2-4 Appendices.** Information from the appendices have been incorporated into the body of the regulation and/or will be included in college level administrative policies, procedures or bylaws.
8. **Removal of Information on Post-Doctoral Associates.** Post-Doctoral Associates do not hold extended term appointments, so this regulation does not apply. Information about Post-Doctoral Associates will be available in a guidance document from the Office of Academic Affairs.

Additionally, proposed changes to UW Regulation 2-16 (Sabbatical and Professional Development Leave) have been added to align with UW Regulation 2-4.

Per the routing process for UW Regulations, the proposed modifications were provided to the President's Cabinet, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor. The Trustees Regulation Committee will discuss this item at the May 2021 Board of Trustees meeting and recommend full Board action, if appropriate.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

PROPOSED MOTION: [Trustee Brown to provide motion.]

“I move to authorize modifications to UW Regulation 2-4 and UW Regulation 2-16, as presented to the Board”

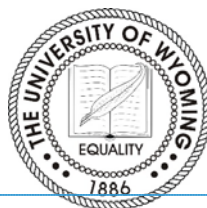
PRESIDENT'S RECOMMENDATION:

Draft 2-18-21

UNIVERSITY OF WYOMING REGULATIONS

Subject: Guidelines for ~~Establishing Academic Professionals~~Extended-Term Faculty

Number: UW Regulation 2-4



Commented [TBB1]: Title modified to encompass all non-tenure track faculty, including Librarians and Archivists who are on extended term appointments. Once all extended terms have been completed (and faculty have been moved to fixed term rolling contract appointments), this regulation will be sunset.

I. GENERAL INFORMATION

An Extended-Term Appointment is a six-year fixed term appointment for non-tenure track faculty (UW Regulation 2-1 Section II). Faculty who currently have Extended-Term appointments will transition to Fixed-Term Appointments at the completion of their current extended terms upon successful review for reappointment. Once they transition to Fixed-Term Appointments, they will be governed directly by the regulations, policies and procedures for Fixed-Term Appointed faculty. Until then, however, these faculty will be governed by this regulation and associated policies and procedures.

There are ~~four academic professional categories:~~ five classifications of non-tenure-track faculty who may currently have Extended-Term appointments:

1. Extension Educators;
2. Lecturers;
3. Research Scientists, and Postdoctoral Associates;
4. Archivists
5. Librarians

Commented [TBB2]: Note: Although the non-tenure track faculty designation of "Curator" was added to UW 2-1 (Board action on 10/14/20), it has not been added to this regulation. This regulation would not apply since there are no Curators holding an extended term appointment, nor will any Curators be hired with an extended term appointment while this regulation is in effect.

~~II. ACADEMIC PROFESSIONALS, ARCHIVISTS AND LIBRARIANS~~

~~A. Academic Professionals: Definition and Description~~

Prior to July 1, 2019, Academic Professionals ~~comprised~~designated a category of University academic personnel, distinct from classified and professional staff ~~and faculty~~, dedicated to the academic mission of the University. Academic Professionals ~~possess~~possessed specialized qualifications and job descriptions that ~~enable~~enabled them to fulfill assigned academic duties, maintain peer relationships within the academic community, and enjoy the rights to academic freedom accorded to faculty, ~~as described in UW Regulation 2-1.~~ The central role of this category of employees ~~is~~was to support specific aspects of the teaching, research, extension, and service missions of the University. Academic Professionals historically could have temporary, Extended-Term-track, or Extended-Term appointments and were classified as Extension Educators, Lecturers or Research Scientists. As of July 1, 2019, the designation of Academic Professional no longer applies to

Commented [TBB3]: Upon completion of the review process, this list and any reference/description of these categories of non-tenure track faculty will be alphabetized.

Draft 2-18-21

temporary appointments. Additionally, no new academic personnel shall be hired with the designation of Academic Professional

Archivists and Librarians are specialized classifications of non-tenure-track faculty who had either temporary, extended term track, or extended term appointments. Previously, these appointments were governed by UW Regulation 2-400 and UW Regulation 2-409, respectively, until July 1, 2019 when both regulations were sunset..

All academic personnel who were within the probationary period of their Extended-Term-track appointments as of July 1, 2019 have been converted to a Fixed-Term Track with credit from their completed probationary period applied to a new review schedule. They retained their title and rank.

~~This section contains the core conditions and terms of employment common to all categories of Academic Professionals. Other sections for Extension Educators, Lecturers, Research Scientists, and Postdoctoral Associates outline those conditions and terms of employment that apply specifically to the respective categories.~~

~~Extension Educators, Lecturers, As of July 1, 2019 the designation of Academic Professional no longer applies to temporary appointments. Additionally, no new academic personnel shall be hired with the designation of Academic Professional. Furthermore, Academic Professionals who were within the probationary period of their Extended-Term-track appointments have been converted to a fixed term review schedule with credit for their completed probationary period applied (UW Regulation 2-1 Section IV.B) The Academic Professional designation was removed, with these individuals retaining their title and rank.~~

Academic Professionals, Archivists and Librarians -who had Extended-Term appointments as of July 1, 2019 or who received Extended-Term appointments during Academic Year 2019-2020, shall serve the remainder of their current extended term and then undergo review for transition to a Fixed-Term in accordance with UW Regulation 2-1 Section IV.D and UW Regulation 2-7-Section IV.C.5.

The purpose of extended-term-track appointments is to foster continued professional growth, accomplishment, and commitment to the University's mission, in cases where such an appointment or its renewal is consistent both with the Academic Professional's demonstrated performance and with the University's programmatic needs and priorities

~~**II. Academic Professionals on extended-term-track appointments generally start their appointments with a probationary period, during which they undergo annual reviews for reappointment. After completing the probationary period, extended-term-track Academic Professionals may be appointed to extended terms. The review for the transition from**~~

Draft 2-18-21

~~probationary appointment to extended term appointment occurs in the last year of the probationary period.~~

~~Extended terms are six years in length for all categories, with the review for renewal of an extended term occurring in the fifth year. If a review for extended term renewal is successful, the next six year extended term shall begin at the end of the sixth year of the current extended term.~~

~~Stable fiscal support, normally in the form of salary and benefit funding from Section I of the University's budget, is a necessary but not sufficient condition for an extended term-track appointment.~~

~~Temporary appointments are normally for periods of no longer than a year at a time, ending no later than the end of the current fiscal year, although the appointments may be renewable. Temporary appointments carry no rights to extended term-track appointment.~~

A. ~~Classification, Authorization, Recruitment and C.~~ GENERAL EMPLOYMENT PROVISIONS

~~1. Classification and Authorization of Positions~~

~~A. Filling an Academic Professional position requires a request and authorization by the 1. Job Descriptions~~

~~—The Dean or Director or, if none is appropriate, the Provost and Vice President for Academic Affairs, as well as approval by all appropriate college deans. When the appointment is to be made in a department of an academic college or the Haub School of Environment and Natural Resources, the appropriate dean is the dean of the college or school. The request must describe (1) whether the position is to be temporary or extended term-track, (2) the proposed starting rank and salary, (3) the length of the probationary period if the position is on the extended term track, (4) the source of funding for the position if it is temporary, and (5) the duties and responsibilities associated with the position.~~

~~2. Recruitment~~

~~University policies related to equal employment opportunity and affirmative action shall apply to Academic Professional searches and appointments. Searches may be national, regional, or local in scope, depending upon the nature of the position.~~

~~3. General Employment Provisions~~

Draft 2-18-21

Ranks

~~Within the categories of Extension Educator, Lecturer, and Research Scientist, there are three ranks, denoted by the labels Assistant, Associate, and Senior. Associated with each rank are expected levels of professional accomplishment, typical educational attainment, and contributions to the mission of the University. The appendices describe these levels in more detail.~~

~~Any initial appointment should be at a rank that is consistent with the criteria for that rank.~~

~~There are no ranks in the category of Postdoctoral Associate.~~

Appointment Process

~~The appointing authority for Academic Professionals is the dean or director or, if none is appropriate, the Vice President for Academic Affairs. Appointments require approval by the Vice President for Academic Affairs and authorization by the Board of Trustees. Each newly appointed Academic Professional should receive a letter of initial appointment from the appointing authority or the appropriate supervisor, normally a department head. This letter should specify the conditions of employment, including the rank, salary, benefits, and status as an extended-term-track or temporary employee.~~

Job Descriptions

~~The appointing authority has the responsibility to ensure that each **Academic Professional** Extended-Term faculty member has a job description. The job description ~~must be~~ specified as part of the initial position authorization, but it shall be reviewed annually. Job descriptions will include a description of duties and the proportion of effort allocated to each major duty. Faculty shall acknowledge receipt of the annual job description. ~~The appendices describe the duties appropriate for Extension Educators, Lecturers, and Research Scientists.~~~~

~~_____ Job descriptions are subject to revision at any time during the appointment period, to meet the needs and priorities of the University. All changes in job descriptions for extended-term-track Academic Professionals Extended-Term faculty members must be reported to the Provost and Vice President for Academic Affairs.~~

~~d.B.~~ **2. Annual Performance Reviews**

~~_____ Each **Academic Professional, whether on temporary, probationary, or extended-term appointment, should** Extended-Term faculty member shall~~

Draft 2-18-21

undergo ~~periodic~~annual performance reviews, during the remainder of their current extended term. In addition, a comprehensive performance review shall be conducted during the next to the last year of the Extended Term to determine if the faculty member will be reappointed to a new fixed-term.

~~Each such review should include a review of the job description.~~

~~Performance reviews of temporary academic professionals should be annual and should be completed before reappointment is offered. Performance reviews of probationary, extended term track Academic Professionals shall occur on a schedule consistent with the reappointment reviews prescribed in Section II.C.1.a. Performance reviews of Academic Professionals on extended-term appointments shall occur at least biennially.~~

~~_____~~ The purposes of performance review are (1) to evaluate the employee's effectiveness in fulfilling responsibilities in the job description, (2) to document professional growth and development, and (3) to establish goals for the future. The format of the review should be consistent with the scope of the ~~Academic Professional's~~Extended-Term faculty member's responsibilities and in accordance with UW regulations and Standard Administrative Policies and Procedures. ~~Performance reviews~~ should include appropriate peer and supervisory input as well as input from such constituencies as students, faculty, administrators, and members of the community, as appropriate. The review should address the duties outlined in the job descriptions, proportion of effort allocated to these duties, and performance relative to standards.

~~_____~~ A copy of the performance appraisal shall be maintained in the employee's personnel file. ~~Academic Professionals~~Extended-Term faculty must review their performance evaluations; they have the right to make written comments, which become part of the performance review record.

~~J. Types of Academic Professional Appointments~~

~~11. Extended Term Track Appointments~~

~~Extended term track appointments include extended term appointments as well as probationary appointments that may lead to extended term appointments. They may be full time or part time depending upon the University's programmatic needs and resources.~~

~~13. Probationary Period~~

Draft 2-18-21

~~An Academic Professional hired on an extended term track appointment must successfully complete a probationary period, normally six years in length, before receiving an extended term appointment. In exceptional cases, with the approval of appropriate peers (as defined in the appendices), the appointing authority, and the Vice President for Academic Affairs, Academic Professionals may begin their employment with extended term appointments.~~

~~Credit that is to be applied toward the probationary period must be specified in writing at the time of initial appointment and approved by the Vice President for Academic Affairs. Abbreviated probationary periods should be rare, a necessary but not sufficient condition for their approval being a convincing record of accomplishment directly related to the elements of the job description. In no case shall credit toward the probationary period exceed three years.~~

~~The purpose of the probationary period is to allow the Academic Professional to exhibit mastery of major areas of the job duties and to demonstrate convincing promise for continuing professional growth and development, accomplishment, and commitment to the mission of the University.~~

~~Academic Professionals on probationary appointments must undergo annual reviews for reappointment with two exceptions. In cases in which all levels of review agree in the second or fourth year review, an Academic Professional may skip the reappointment reviews in the third and fifth years of the probationary period. Reappointment reviews should involve detailed, documented assessments of the Academic Professional's performance in all elements of the job description. Reappointment is contingent both on meritorious performance and on the continued consistency of the position with the University's programmatic needs and priorities.~~

~~If the annual probationary review results in a decision not to reappoint, the Academic Professional shall receive notification of this decision from the Vice President for Academic Affairs. For probationary Academic Professionals on academic year appointments, notification shall be sent (a) at least three months before the end of the terminal academic year if the employee is in the first year of service, (b) at least six months before the end of the terminal academic year if the employee is in the second year of service, and (c) at least 12 months before the end of the terminal academic year if the employee has two or more full years of service. Probationary Academic Professionals on fiscal year appointments are entitled to continued employment for a specified period after notification of nonreappointment is sent. This period shall be (a) three months if the~~

Draft 2-18-21

~~employee is in the first year of service, (2) six months if the employee is in the second year of service, and (3) 12 months if the employee has two or more full years of service.~~

~~An Academic Professional who is not granted reappointment shall not be retained. In such cases, the individual shall have the right to resign before the end of his or her employment, with the record reflecting only that the employee resigned.~~

~~Within the contract period (the academic or fiscal year, as appropriate), probationary appointments are terminable only for cause, as defined in UW Regulation 2 1(V), or for reasons of *bona fide* financial exigencies or program elimination. Officers of the University shall not employ this provision in a manner that interferes with academic freedom.~~

~~Promotion Ladders~~

~~Promotion in rank must follow a thorough performance review, the general features of which include review by peers, faculty and administrators at the department, college or the Haub School of Environment and Natural Resources, and university level. Details of promotion review procedures appear in the appendices.~~

~~The appraisals developed during performance reviews should constitute a significant element of deliberations regarding promotion. They should also constitute a significant element in decisions regarding reappointment, extended term, and extended term renewals, although the needs and priorities of the University may also enter these deliberations. The appointing authority shall notify any candidate who receives a negative recommendation for reappointment, promotion, or extended term appointment or renewal and shall discuss the rationale for the recommendation with the candidate.~~

~~Although it may be administratively convenient to conduct promotion reviews at the same time as reviews for extended term or extended term renewal, these types of review need not be simultaneous. A level of accomplishment commensurate with a rank higher than Assistant is normally a necessary condition for an extended term appointment. However, in extraordinary cases a promotion to the Associate rank can occur earlier. The attainment of Associate rank is no guarantee of probationary reappointment, extended term appointment, or extended term renewal.~~

Commented [TBB4]: This information has been moved to the end of the document. This information is relevant since some faculty on ET may go up for Promotion before the end of their extended term.

24. Compensation

Draft 2-18-21

~~C.~~ **3. Compensation**

~~Salaries for **extended-term-track Academic Professionals** Extended-Term faculty should be consistent with the salaries of professional peers, market conditions, and available resources. Rules governing eligibility for benefits are the same as those that apply to professional staff. **Academic Professionals** Extended-Term faculty who have academic-year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.~~

~~The Board of Trustees has the authority to establish salary adjustment guidelines. The Provost and Vice President for Academic Affairs will consider recommendations from the appointing authorities before implementing salary adjustments consistent with the University's Salary Distribution Policy.~~

~~d.D.~~ **4. Appeals and Disputes**

~~An **extended-term-track Academic Professional** An Extended-Term faculty member seeking to resolve disputes regarding conditions of employment, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. ~~The paragraph below governs the resolution of disagreements regarding reappointment, promotion, extended term appointments and renewals, and professional development leaves. UW Regulation 4-2 governs complaints involving discrimination and harassment.~~ The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 2-2. UW Regulation 4-2 governs complaints involving discrimination and harassment.~~

~~A candidate who has received from the Vice President for Academic Affairs a negative decision for reappointment, promotion, or extended term appointment or renewal has the right to appeal the decision to the President of the University. The President may appoint a committee of Academic Professionals to make recommendations on the case. The President shall inform the candidate, in writing, of the President's decision.~~

~~Any termination of an **extended-term-track Academic Professional** Extended-Term faculty member for cause must follow the procedures established in UW Regulation 2-6 for dismissal of faculty. ~~In these procedures, elements that apply to nontenured faculty shall apply to probationary Academic Professionals, and elements that apply to tenured faculty shall apply to extended-term Academic Professionals. The procedures set forth in UW Regulation 2-6 do not apply to dismissals of probationary Academic Professionals or on temporary appointment academic personnel.~~~~

~~e.E.~~ **5. Professional Development Leave**

Commented [TBB5]: This section is deleted. Procedures for promotion are addressed later in this regulation. Procedures for review align with the RTP procedures outlined in UW 2-7, including the process for candidates to provide response(s) to the different levels of review (including at the President level). It should be noted that the University RTP committee membership (N=17) includes 2 non-tenure track faculty on extended term appointments.

Commented [TBB6]: Although a new regulation (UW 2-16) addresses professional development leave, this original section from UW 2-4 is retained in this regulation for clarity and so that we capture elements from the conditions for professional development leave that are unique to extended term and that are included here but not included in UW-16.

Draft 2-18-21

~~Academic Professionals who have extended term appointments~~ Extended-Term faculty members are eligible for professional development leave, provided they have completed at least six years of service to the University before beginning the leave. No right to professional development leave accrues through lapse of time. Instead, the granting of professional development leave is contingent upon a sound plan for activities that will enhance professional expertise, impart special skills related to the job description, or otherwise contribute substantially to the University's long-range interests. It is also contingent upon institutional needs and resources, as documented in a specific plan for the replacement of the employee's duties during the leave.

Professional development leaves may be up to one year in duration. Unlike sabbatical leaves for tenured faculty, professional development leaves for ~~Academic Professionals~~ Extended-Term faculty may be appropriate vehicles for the pursuit of advanced degrees.

Terms governing compensation for professional development leave shall parallel those governing sabbatical leave for tenured faculty. Final approval of professional development leave shall be upon the recommendation of the Provost and Vice President for Academic Affairs ~~and authorization by the Board of Trustees to the President.~~

No professional development leave may be taken during a grace period following the denial of ~~reappointment, extended conversion to a fixed-term, or extended term renewal~~ appointment, even if such a leave was approved earlier.

~~An Academic Professional~~ An Extended-Term faculty member who fails to return to the University immediately following professional development leave shall be obligated to repay the amount of compensation received from the University during the period of the leave. The minimum duration of the return shall be one academic year for academic-year employees and one calendar year for fiscal-year employees.

~~f.F.~~ 6. **Governance**

Each category of ~~Academic Professionals may have representation in either the Faculty Senate or Staff Council. Academic Professional categories~~ Extended-Term faculty now represented in either Faculty Senate ~~or Staff Council~~ will continue such representation.

III. TYPES OF EXTENDED-TERM APPOINTMENTS

A. Extension Educators ~~simple majority of a category that wishes to change its representation from one governance structure to the other may seek a transfer by petitioning~~

Commented [TBB7]: This statement from the original UW2-4 is inconsistent with UW 2-16, which states, "Professional development leave shall ordinarily not be available for the purpose of seeking an advanced degree." At the time UW 2-16 was written, this statement was inserted for consistency with language about sabbatical leave for tenure stream faculty.

In reflection, and after reviewing this regulation, AA recommends retaining the ability for non-tenure track faculty to use professional development leaves to pursue advanced degrees.

Rationale: For our tenure stream faculty, the advanced degree is required at the point of hire. Many of our non-tenure track positions only require a Masters degree. By allowing a leave to serve this purpose, the university would be supporting our employees in further developing their skills and helping this advance through their career ladder.

What other universities do: Universities vary in their position on leaves being used for the purpose of pursuing advanced degrees. For example, Colorado State U, U of Utah, New Mexico State U allow sabbaticals to be used for this purpose. In contrast, U of New Mexico, UNLV, and U of Montana do not allow it for sabbatical leaves.

In cases where it is allowed, many universities have the caveat that this type of leave is only approved providing instruction can be covered at no additional expense to the university.

If approved, we will need to revise UW 2-16 so that it is consistent.

Commented [TBB8]: Modified to make consistent with UW 2-16. .

Commented [TBB9]: This is unique to ET. UW 2-16 addresses a similar concept but specific to the fixed-term appointment rolling forward.

Draft 2-18-21

~~the receiving governance body for approval of the shift. The governing body will make a recommendation to the President.~~

~~**4. Temporary Appointments**~~

~~Temporary Academic Professional appointments may be full-time or part-time. The following regulations apply to temporary Extension Educators, Lecturers, and Research Scientists. Regulations governing Postdoctoral Associates appear in section VI.~~

~~**1. Reappointment and Termination**~~

~~At the end of the term of temporary employment, temporary Academic Professionals may be reappointed to a subsequent temporary appointment. Appointment or reappointment as a temporary Academic Professional confers no right to an extended-term are non-tenure track or extended-term appointment, nor does it preclude subsequent consideration for an extended-term track appointment.~~

~~If a temporary Academic Professional is not reappointed at the end of the appointment period, his or her employment will cease at the end of the appointment period.~~

~~Either the temporary Academic Professional or the appointing authority may initiate termination of employment before the end of a period of temporary appointment. Such termination requires written notice of the intention to terminate employment and the date of termination. Where feasible, employees and appointing authorities alike should strive to give at least two weeks' advance notice before the termination. The appointing authority shall forward notice of intent to terminate, with appropriate forms, to the Vice President of Academic Affairs.~~

~~**Promotion**~~

~~Since temporary Academic Professionals hold appointments for at most one year at a time, there is no formal promotion review procedure. Instead, if a promotion is appropriate according to the expectations for the category of Academic Professional, the appointing authority may propose one at the time that the appointment is renewed.~~

~~**Compensation**~~

~~Temporary Academic Professional salaries should be consistent with the salaries of professional peers, market conditions, and available resources.~~

Draft 2-18-21

~~Rules governing eligibility for benefits are the same as those that currently apply to professional staff. Temporary Academic Professionals who have academic year appointments are not eligible for paid vacation leave, although their salaries may be paid in 12 monthly installments.~~

~~The appointing authority may recommend salary increases for temporary Academic Professionals. Any such increase requires approval by the Vice President for Academic Affairs.~~

Appeals and Disputes

~~A temporary Academic Professional seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. faculty as defined in UW Regulation 2-1-Section III.C.4-2 governs complaints involving discrimination and harassment. The procedures for resolving disputes and disciplinary matters are those prescribed in UW Regulation 2-2.~~

III. EXTENSION EDUCATORS

B. Definition and Description

As members of the University of Wyoming Extension, Extension Educators are part of the University's educational outreach system. In keeping with the University's status as a land-grant institution, Extension Educators form an essential link between the people of Wyoming and the teaching, research, and service missions of the University. The primary function of these employees is to provide non-credit education to an off-campus clientele. Extension Educators provide Wyoming youth, adults, and communities with life-long learning opportunities, especially through the application of research-supported information and leadership skills.

An Extension Educator's responsibilities include:

~~1. a)~~ Identifying the needs of people in communities to which he or she is assigned,

~~1)~~

~~3. b)~~ Developing, implementing, and managing educational and research programs to meet these needs,

~~2)~~

Draft 2-18-21

~~5.3) e)~~ Evaluating and documenting changes that occur in response to these programs.

To meet these responsibilities, the Extension Educator must exhibit high levels of professional, scientific, educational, and community-relations skills.

~~C. Extended Term Track Appointments~~

~~1. Portfolios~~

~~A portfolio, developed by the Extension Educator and summarizing his or her performance and contributions, forms the documentary basis for each periodic review during the probationary period and for each review for extended term, extended term renewal, or promotion. The portfolio should contain at least the following information as it becomes available.~~

- ~~a. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~b. A summary of all previous reappointment, extended term, and promotion decisions.~~
- ~~c. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~
- ~~d. Documentation of recommendations at all levels when the recommendations become available, including the supervisor's recommendation, where applicable; recommendations of regional peers (see Section B.2.a); recommendations of the college level committee; and the dean's recommendation.~~
- ~~e. The candidate's complete curriculum vitae.~~
- ~~f. Documentation of the candidate's professional accomplishments.~~
- ~~g. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting~~

Commented [TBB10]: Information listed here should go in a College of Agriculture and Natural Resource' administrative policies and procedure document, as well as in instructions for the candidate/reviewer on AA's web page.

Draft 2-18-21

~~and handling these letters should follow the prescriptions given in UW Regulation 2.7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

~~2. Reviews During the Probationary Period~~

~~1. Regional Peers~~

~~The initial step in the reappointment review is the Extension Educator's submission of the portfolio to the immediate supervisor. The supervisor shall then make the portfolio available for review by a set of regional peers consisting of all extended term track Extension Educators in the peer region. The Dean of Agriculture and Natural Resources is responsible for defining a set of peer regions for the state. In the case of an Extension Educator assigned to a particular academic department, it may be appropriate for the peer region to consist of faculty members and academic professionals in the department. Each regional peer shall review the portfolio and submit a written recommendation to the supervisor, who shall include the recommendations in the portfolio for subsequent levels of review.~~

~~Supervisor~~

~~The immediate supervisor shall then review the portfolio and add a written recommendation, along with an evaluation form. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of regional peers and the immediate supervisor. The candidate may also add a letter of response. The immediate supervisor shall then forward the portfolio, including all recommendations and responses, to the Director of Extension. The Director of Extension shall then submit the case to the Extension Educator Term and Promotion Committee, described in Paragraph 6 below, for review. In the case of a first year probationary review, no review by the Extension Educator Term and Promotion Committee is necessary, and the Director of Extension may forward the case directly to the Dean of Agriculture and Natural Resources.~~

~~Term and Promotion Committee~~

~~Duties of the Extension Educator Term and Promotion Committee are as follows:~~

- ~~1) Elect a chairperson from among its members.~~

Draft 2-18-21

~~2) Meet and review the portfolios of all Extension Educators who are candidates for probationary reappointment, extended term appointments or renewals, and promotions.~~

~~3) Make written recommendations for all of these candidates to the Dean of Agriculture and Natural Resources.~~

~~Each member of the Term and Promotion Committee shall submit a written recommendation for each case. Each recommendation must contain reasons for the recommendation. The chairperson shall forward all recommendations and portfolios to the Dean of Agriculture and Natural Resources.~~

~~**Dean of Agriculture and Natural Resources**~~

~~The Dean of Agriculture and Natural Resources shall consult with the Director of Extension to formulate a written recommendation for each case. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of the Term and Promotion Committee and the Dean. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

~~e. **Academic Affairs.** The Vice President for Academic Affairs may seek comments on any case from the University Tenure and Promotion Committee, augmented by extended term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~**3. Reviews for Extended Term Renewal or for Promotion.**~~

~~Reviews for extended term renewal or for promotion of Extension Educators shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for the review. The structure of the portfolio should be as prescribed in 1. Ranks~~

~~**III.B.1.**~~

Draft 2-18-21

~~4.~~ Ranks

There are three ranks for Extension Educators: Assistant Extension Educator, Associate Extension Educator, and Senior Extension Educator. ~~Normally, an extended term track Extension Educator should have at least 4 years of experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank alone is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

~~a.~~ a. Assistant Extension Educator

~~_____~~ The qualifications for Assistant Extension Educator include a Master's degree or equivalent experience in a field related to agriculture, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. ~~_____~~ The qualifications also include convincing evidence of both the expertise and the personal skills needed to contribute effectively to the University's extension mission. ~~In some cases the Director of Extension may recommend the hiring of an Assistant Extension Educator who has not completed a Master's degree, provided the position announcement does not require it. In this case the appointment shall be temporary, not on the extended term track. The Director of Extension may nominate the employee to begin a probationary extended term track appointment upon completion of a Master's degree. Such nominations are subject to the approval of the Dean of Agriculture and Natural Resources and the Vice President for Academic Affairs.~~

~~b.~~ b. Associate Extension Educator

~~_____~~ In addition to having the qualifications and skills of Assistant University Extension Educator, the Associate Extension Educator normally shall have at least 4 years of Extension experience. The function of this rank is to plan, develop, and evaluate comprehensive, broad-scope Extension educational programs requiring expertise in at least two subject-matter areas within one or more of the Extension Program Areas. Qualifications required of an Associate Extension Educator include:

~~i.~~ i. ~~1)~~ Demonstrated expertise within at least two Extension subject matter areas.

~~ii.~~ ii. _____

~~1)~~ 1) _____

Draft 2-18-21

~~4)2) 2)~~ Demonstrated capabilities and performance characteristics of an Associate Extension Educator, including effective participation in and familiarity with those processes and activities related to the position description. Specific examples ~~include performance~~ are identified in: the UW Extension SAPP College of Agriculture and Natural Resources' Administrative Policies and Procedures.

- ~~a) Assessing a broad range of clientele needs, including interdisciplinary problems that involve the area and initiative teams~~
- ~~b) Planning, developing, implementing and evaluating multidisciplinary or interdisciplinary educational programs that utilize and present results from research in the subject matter areas~~
- ~~c) Developing program budgets~~
- ~~d) Providing leadership within the organization~~
- ~~e) Serving as a member of a civil rights review team~~
- ~~f) Providing training for other Extension Educators~~
- ~~g) Providing leadership for and effecting cooperation with Advisory systems~~
- ~~h) Designing and conducting applied research or demographic studies; analyzing results, and drawing conclusions.~~
- ~~i) Seeking and utilizing external funding to support the extension program~~
- ~~j) Creating or designing curricula~~
- ~~k) Marketing educational efforts through a variety of oral and written methods~~

e.c. Senior Extension Educator

~~1) 1)~~ In addition to having the qualifications and skills required of Associate Extension Educators, the Senior Extension Educator must

Draft 2-18-21

have demonstrated superior leadership capabilities and must be recognized by peers and others as an outstanding educator. -To qualify for this rank, individuals must exhibit the following abilities.

- a) a) To take leadership in identifying and evaluating critical extension needs of communities.
 - b) b) To provide direction, planning, and priority setting in the development of programs that meet these needs.
- 2) 2) To demonstrate specialized expertise needed to provide educational programs on an area, region, or statewide basis. Evidence of these abilities can include the following elements:
- a) a) Professional recognition, such as regional or national awards, letters of recognition, commendation from colleagues and peers.
 - b) b) Publications in refereed or professional journals or other widely disseminated venues.
 - c) c) Leadership in the resolution of complex problems, such as the development of interdisciplinary programs and projects requiring long-range educational planning.
 - d) d) Experience in planning, conducting, interpreting, and disseminating applied research, demonstration trials, field and home demonstrations, or community studies.
 - e) e) Acknowledged administrative and leadership experience.
 - f) f) Leadership in training Extension Educators and other professionals.
 - g) g) Securing funding as a principal investigator of grant proposals designed to meet unique community needs.

5. 2. Job Descriptions

Job descriptions for Extension Educators may include teaching, research, service, extension, and administration. These job descriptions are subject to annual review and possible revision by the employee and the direct supervisor and are subject to consultation with and approval by the Dean of Agriculture and Natural Resources.

6. Term and Promotion Committee

~~The Extension Educator Term and Promotion Committee shall have at least one Extension Educator from each peer region and at least one Extension Educator from the Laramie campus. The Dean of Agriculture and Natural Resources is responsible for determining the precise size of the committee. Membership on this committee shall be determined by elections by peers within their respective~~

Commented [TBB11]: Again, this material should be included in college level policies and procedures, including college bylaws that address the composition of college committees.

Draft 2-18-21

~~peer region or Laramie campus peer groups, with all Extension Educators who hold extended term appointments being eligible to serve. All extended term track Extension Educators, whether on probationary or extended term appointments, shall be eligible to vote in these elections.~~

~~If there are not enough extended term Extension Educators to fill the required categories, then the Dean of Agriculture and Natural Resources shall identify a broader set of Extension Educators from whom candidates may be selected.~~

~~The assigned term of service for members of the Extension Educator Term and Promotion Committee is three years, with members being ineligible for reelection at the end of their assigned terms. Elections are staggered: every third year, one or more members are elected as needed; two members are elected all other years. A committee member undergoing review for reappointment, extended term, or promotion may not serve on the committee during the year of the review. In this case, eligible voters within the appropriate peer region or Laramie campus group shall determine a one-year, temporary replacement from eligible employees within the peer region or Laramie campus group in an election. If a member of the committee leaves for any other reason before his or her assigned term ends, eligible voters within the same peer region or Laramie campus group shall elect a replacement from eligible employees within the peer region or Laramie campus group. The assigned term of the replacement is the remainder of the term held by the departing committee member.~~

~~The Director of Extension or a designee shall be responsible for conducting the elections and convening the Extension Educator Term and Promotion Committee. This person may attend the committee's meetings, with the sole purpose of ensuring that the committee adheres to proper procedures.~~

7. Governance

~~Extension Educators shall have representation on the Faculty Senate, to be determined by the regulations governing that body.~~

IV. LECTURERS

A. Definition and Description

B. Lecturers are Academic Professionals

Lecturers are non-tenure track academic personnel who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their

Draft 2-18-21

teaching responsibilities, lecturers must demonstrate continuing professional development.

~~B. Extended Term Track Appointments~~

~~Extended term track Lecturers include Lecturers who are on probationary appointments as well as those who are on extended term appointments.~~

~~1. Portfolios~~

~~A portfolio, developed by the Lecturer and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended term renewal, or promotion. The portfolio should contain at least the following information:~~

- ~~a. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~b. A summary of all previous reappointment, extended term, and promotion decisions.~~
- ~~c. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~
- ~~d. Documentation of recommendations at all levels, including the recommendations of department faculty and other extended term track Lecturers in the department, the recommendations of any appropriate department head, tenure and promotion committee, and dean.~~
- ~~e. The candidate's complete curriculum vitae.~~
- ~~f. A summary of the candidate's accomplishments, including a list of courses taught and a syllabus for each. In addition, the portfolio should include detailed information, such as tests, assignments, and other materials related to the assessment of student learning, for a representative suite of recently taught courses.~~
- ~~g. Assessments of the candidate's teaching, including a self-assessment, assessments by faculty and extended term track lecturers, an assessment by the department head or other appropriate supervisor, and student~~

Draft 2-18-21

~~evaluations. Student evaluations must include anonymous evaluations collected in the classroom, but they may also include letters solicited from students familiar with the candidate's teaching.~~

~~h. Wherever appropriate to the job description, documentation concerning the candidate's service activities, student advising, and supervisory and administrative performance.~~

~~i. Documentation of professional development activities.~~

~~j. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2.7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

2. Reviews During the Probationary Period

1. Peers

~~The following review procedures apply to extended term track Lecturers who are in the probationary period. Based on the record in the portfolio and his or her experience, the faculty and extended term track Academic Professionals in the department shall review the portfolio and submit recommendations to the department head.~~

Department Head

~~The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.~~

College Tenure and Promotion Committee

~~The dean of the college may seek recommendations from the college tenure and promotion committee, augmented by a set of extended term Academic Professionals.~~

Draft 2-18-21

College Dean

~~The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

Academic Affairs

~~The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by extended term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~3. Reviews for Extended Term Renewal or for Promotion:~~

~~Reviews for extended term renewal or for promotion of Lecturers shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in IV.B.1.~~

~~4. Ranks~~

1. Ranks

~~There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer. Normally, an extended term track Lecturer should have at least 4 years of teaching experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

Draft 2-18-21

~~a~~. Assistant Lecturer

Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.

~~b~~. Associate Lecturer

The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.

- 1) Contributions to the design, development, and oversight of curriculum in specific courses.
- 2) Significant involvement in the coordination of curricula in different courses.
- 3) Demonstrated breadth and versatility of teaching in a range of courses.
- 4) Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.

~~c~~. Senior Lecturer

In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

- 1) Demonstrated proficiency in the management of specific courses.
- 2) Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.
- 3) Participation in the solicitation or administration of external funding to support teaching initiatives.
- 4) Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other ~~academic professionals~~, faculty members, or other instructional staff.

Draft 2-18-21

- 5) 5) Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.

~~5.~~ 2. Job Descriptions

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. ~~Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.~~ The workload associated with professional development must be consistent with UW Regulation 2-9.

To allow adequate time for professional development, the job description for a full-time Lecturer ~~should~~shall require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching, as per UW Regulation 2-9.

~~6.~~ Governance

~~Extended term track Lecturers shall have representation in the Faculty Senate, to be determined by regulations governing that body.~~

~~V.~~ RESEARCH SCIENTISTS

~~A.~~ Definition and Description

C. Research Scientists

Research Scientists are non-tenure track academic ~~professionals~~personnel whose primary responsibilities are to conduct and support research. ~~UW Regulation 2-7 describes the activities that fall into this set of responsibilities for faculty; the same definition of research applies to Academic Professionals.~~

Draft 2-18-21

~~A Research Scientist typically works under the direction of a faculty supervisor.~~

~~B. Extended Term Track Appointments~~

~~Extended term track Research Scientists include Research Scientists who are on probationary appointments as well as those who are on extended term appointments.~~

~~1. Portfolios~~

~~A portfolio, developed by the Research Scientist and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended term renewal, or promotion. The portfolio should contain at least the following information:~~

- ~~a. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~b. A summary of all previous reappointment decisions.~~
- ~~c. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~
- ~~d. Documentation of recommendations at all levels, including the supervisor's recommendation, recommendations of faculty and other extended term track Research Scientists in the department, and recommendations of any appropriate department head, tenure and promotion committee, and dean.~~
- ~~e. The candidate's complete curriculum vitae.~~
- ~~f. A brief narrative summary of the candidate's accomplishments, including refereed and nonrefereed publications, original contributions to knowledge, patents, grants and grant proposals, contributions to the support of research, and other forms of professional recognition.~~
- ~~g. Wherever appropriate to the job description, documentation concerning the candidate's teaching effectiveness, service activities, student advising (including advising of graduate students and Postdoctoral Associates), supervisory performance, and any other elements of the job description.~~

Draft 2-18-21

~~h. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2.7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

~~2. Reviews During the Probationary Period~~

~~1. Faculty Supervisor and Peers~~

~~Based on the record in the portfolio and his or her experience, the faculty supervisor shall make the initial recommendation for reappointment or dismissal. The faculty and extended term track Research Scientists in the department shall review the portfolio and submit recommendations to the department head.~~

~~Department Head~~

~~The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.~~

~~College Tenure and Promotion Committee~~

~~The dean may seek recommendations from the college tenure and promotion committee, augmented by a set of extended term Academic Professionals.~~

~~College Dean~~

~~The dean of the college or the Haub School of Environment and Natural Resources shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

Draft 2-18-21

~~Academic Affairs~~

~~The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by a set of extended term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~3. Reviews for Extended Term Renewal or for Promotion.~~

~~Reviews for extended term renewal or for promotion of Research Scientists shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in V.B.1.~~

~~4. Ranks~~

~~1. Ranks~~

~~There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist. Normally, an extended term track Research Scientist should have at least 4 years of research experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

~~a. Assistant Research Scientist.~~

~~a. _____ In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with convincing promise for significant contributions to the University's mission in research and scholarship.~~

~~b. Associate Research Scientist.~~

Draft 2-18-21

b. _____ The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.

- 1) Demonstrated development of expertise at the state of the art, consistent with the job description.
- 2) Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.
- 3) Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

c.- Senior Research Scientist

_____ The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.

- 1) Demonstrated proficiency in the management of a research laboratory or related facility.
- 2) Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.
- 3) Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.
- 4) Significant contributions to national or international scientific meetings.
- 5) Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.

Draft 2-18-21

~~5.~~ **2. Job Descriptions**

The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, extension. As a general guideline, if the teaching element of the job description exceeds an average of eight credits per academic year, another category of ~~Academic Professional~~academic personnel may be more appropriate.

~~6.~~ **Governance**

~~Extended term track Research Scientists shall have representation in the Faculty Senate, to be determined by regulations governing that body.~~

~~VI.~~ **POSTDOCTORAL ASSOCIATES**

~~A.~~ **Definition and Description**

~~Postdoctoral Associates are temporary Academic Professionals dedicated to the pursuit of greater professional expertise after the attainment of the doctoral degree. This category recognizes that doctoral recipients in some disciplines may require intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral Associates are not eligible for extended term appointments.~~

~~It is characteristic of Postdoctoral Associates to work with a small set of faculty mentors who are responsible for directing the employee's research and training. The temporary nature of internships, the precariousness of grant funding, and the desire of many Postdoctoral Associates to acquire permanent employment early in their careers call for a specific set of governing regulations for this category of employee.~~

~~Postdoctoral Associates are employees at will.~~

~~B.~~ **Appointment Provisions**

~~1.~~ **Appointment Process**

~~The head of the unit sponsoring the Postdoctoral Associate will forward recommendations to the appropriate dean, who will forward his or her recommendation to the Vice President of Academic Affairs for approval. The proposed term of employment normally shall be no longer than one year, although renewal of the appointment is possible.~~

Commented [TBB12]: Post Docs are not on extended terms. A new guidance document is being prepared by AA and will be posted on the AA website.

Draft 2-18-21

~~The head of the sponsoring unit shall specify the terms of appointment in writing to the candidate (salary, starting date, ending date, duties, and other pertinent conditions of appointment), subject to approval by the appropriate college dean. The employee shall receive a letter stating these terms no later than 10 days before the start of employment.~~

~~2. Job Descriptions~~

~~The faculty mentor is responsible for specifying the job responsibilities of a Postdoctoral Associate. These job responsibilities should not require more than 25 percent of effort (six semester credit hours per year) dedicated to classroom teaching. If a greater teaching effort is anticipated, the appointment should be as a temporary faculty member or as another category of academic professional.~~

~~3. Compensation~~

~~Salaries for Postdoctoral Associates should be generally consistent with those for postdoctoral employees in the discipline at large. Salary increases require approval of the appropriate dean and the Vice President for Academic Affairs.~~

~~With the exception of annual vacation leave, fringe benefits for Postdoctoral Associates shall be in accordance with University personnel policies and shall be described in the letter of appointment. In lieu of accruing annual leave, Postdoctoral Associates are allowed short term leave with pay, not to exceed 22 working days per calendar year.~~

~~4. Appeals and Disputes~~

~~A Postdoctoral Associate seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 4-2 governs the resolution of civil rights disputes.~~

Draft 2-18-21

D. Archivists

Archivists are non-tenure track academic personnel appointed in the American Heritage Center (AHC). Appointment as an Archivist requires a master's degree in library science and/or information science from a program accredited by the American Library Association (ALA); or a master's degree in history, American studies, or related field.

1. Ranks

There are three ranks of Faculty in the AHC: Assistant Archivist, Associate Archivist, and Archivist.

a. Assistant Archivist

The assistant archivist rank is the beginning level of archives administration and special collections curatorship and generally requires little or no professional experience. It requires performance according to expectations of assigned archives administration, special collections curatorship, scholarly activity, service, and all the other obligations of an AHC Faculty member.

b. Associate Archivist

The associate archivist rank designates a Faculty member who reliably and consistently performs the expectations of their archival position and demonstrates commitment to continued excellence. This rank carries the expectation of continuing professional development or experience (though additional degrees are not required). Six full years of experience as an Assistant Archivist at the University, or its equivalent, is normally required for appointment or advancement to this rank.

c. Archivist

The archivist rank is reserved for individuals who have made distinctive contributions. Promotion to this level is contingent on the scope, depth, and level of national or international recognition of the candidate's contributions to archives administration and special collections curatorship, teaching, service, or scholarly or creative work. Associate Archivists seeking promotion to archivist normally undergo professional growth commensurate in significance with that required to earn the Associate Archivist appointment but demonstrating a substantially greater level of professional and scholarly accomplishment

Draft 2-18-21

2. Job Descriptions

Elements of the job description that are appropriate for AHC Faculty include professional practice, research and service. Job descriptions may vary among employees. Development of and changes in job descriptions are the responsibility of the department head but will include consultation with the incumbent and approval by the Director.

As a part of their job responsibilities, archivists are expected to demonstrate continuing professional development.

E. Librarians

Librarians are non-tenure track academic personnel appointed in the University of Wyoming Libraries. Appointment as a Librarian requires that an individual have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA) or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank.

1. Ranks

There are three ranks of Librarians: Assistant Librarian, Associate Librarian, and Librarian

a. Assistant Librarian

Assistant librarians will hold a master's degree in library and/or information science from an ALA-accredited institution or equivalent. They will demonstrate a significant promise to contribute to the University's teaching and research missions through librarianship.

b. Associate Librarian

Associate librarians will hold a master's degree in library and/or information science from an ALA-accredited institution or equivalent. In addition, they will demonstrate continued development over time in the following areas:

- 1) Practice of Librarianship – Demonstrated record of ongoing successful practice of librarianship. Demonstrated expertise and experience in job responsibilities.
- 2) Service to the Profession – Participation and leadership in international, national, regional and state library-related professional organizations. Active participation in groups that serve higher education. Participation

Draft 2-18-21

- in University and library faculty governance and committees, task forces, councils or boards.
- 3) Scholarship – Continued development in their cumulative record of contributions to the scholarly record. Scholarship may include research grants, publications in librarianship and other areas, scholarly presentations, and scholarly exhibits.

c. Librarian

Librarians will hold a master’s degree in library and/or information science from an ALA-accredited institution or equivalent. In addition, they will meet the criteria for Associate Librarian as well as a sustained and expanding record in the following areas:

- 1) Practice of Librarianship – Demonstrated wisdom, disciplinary and institutional knowledge, and expertise developed through ongoing successful practice of librarianship. A record of increasing responsibility or expertise related to job responsibilities.
- 2) Service to the Profession – Leadership roles in library and university committees, professional organizations, and initiatives backed by consortia and other partnerships. Leadership on committees in regional, national or international organizations related to libraries, information access, education, disciplinary fields, or information technology. Conference or program planning at a regional, national, or international level.
- 3) Scholarship –Invitations to submit book chapters, articles, edit books, or present at national or international conferences. Presentations selected through competitive process for national or international conferences. Consistent record of publications, including peer-reviewed articles.

2. Job Descriptions

Elements of the job description that are appropriate for AHCLibrary Faculty include Each Library Faculty member will have a job description that includes a description of duties, proportion of time allocation, and standards expected of the Faculty member. The three key elements of job descriptions for Librarians are:

- a. a.—Librarianship, the multifaceted discipline that encompasses both the public (access services, reference) and technical (acquisitions,

Draft 2-18-21

- cataloging, collection development, systems) sides of information management.
- b. Research, Scholarly Activities and Creative Activities, and
- c. Professional Service and University-Related Activities.

IV. PROMOTION OF EXTENDED-TERM FACULTY

Extended-Term faculty remain eligible for promotion through the ranks. Promotion reviews will be conducted in accordance with tenure and promotion procedures described in University Regulations and Standard Administrative Policies and Procedures and will be consistent with academic unit/college processes, including any requirements for external reviews.

Promotion reviews for Extended-Term faculty may be conducted at any time that the faculty member's level of accomplishment is commensurate with the next higher rank. Promotion to the highest level normally requires an additional period of growth that results in a greater level of accomplishment. The attainment of a higher rank while an Extended-Term faculty member does not guarantee the results of any future evaluations. Upon satisfying the criteria for promotion as set forth in UW University Regulations, Standard Administrative Policies and Procedures and college/unit guidance documents, the individual candidate is responsible for initiating the promotion review process. The appointing authority shall notify any candidate who receives a negative recommendation for promotion and shall discuss the rationale for the recommendation with the candidate. Failure to receive promotion does not affect the faculty member's Extended Term.

Only those Extended-Term faculty recommended by the President of the University and approved by the Board of Trustees will receive promotion.

V. CONVERSION OF EXTENDED-TERMS TO FIXED-TERM ROLLING CONTRACTS

A. Academic personnel with Extended-Term appointments shall retain their appointment and designation for the duration of their current Extended Term.

B. _____

During the next-to-last year of their current Extended-Term (e.g., year 5 of a six-year Extended Term), the faculty member shall undergo a Fixed-Term Rolling Contract review as described in Standard Administrative Policies and Procedures. -If the outcome of the review is a positive recommendation, faculty members at the Assistant or Associate ranks will be ~~moved~~reappointed to a 3-year rolling contract and faculty members at the highest rank will be ~~moved~~reappointed to either a 3-year or ~~to a~~ 5-year rolling contract once the final year of their current extended term is complete. "

Draft 2-18-21

C.: If the outcome of the ~~Fixed-Term Rolling Contract~~ review is negative, the contract will not be renewed and the faculty member's last year at the University of Wyoming will be the following year (i.e., the last year of the six-year Extended Term)."

Effective Date: July 1, 2018

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

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

University Regulation 408, adopted 7/17/2008 Board of Trustees meeting
Revisions adopted 3/23/2012 Board of Trustees meeting
Revisions adopted 11/15/2013 Board of Trustees meeting
Revisions adopted 11/18/2016 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 5-408, now UW Regulation 2-4

Draft 2-18-21

APPENDIX A TO UW REGULATION 2-4 EXTENSION EDUCATORS

Commented [TBB13]: Material from appendices is either rolled into the revised regulation or will be included in college level administrative policies and procedures or in guidance documents from the Office of Academic Affairs.

~~I. DEFINITION AND DESCRIPTION~~

~~II. EXTENDED TERM TRACK APPOINTMENTS~~

- ~~A. Portfolios~~
- ~~B. Reviews During the Probationary Period~~
- ~~C. Reviews for Extended Term Renewal or for Promotion~~
- ~~D. Ranks~~
- ~~E. Job Descriptions~~
- ~~F. Term and Promotion Committee~~
- ~~G. Administrative Review Committee~~
- ~~H. Governance~~

~~VII. DEFINITION AND DESCRIPTION~~

~~As members of the University of Wyoming Extension, Extension Educators are part of the University's educational outreach system. In keeping with the University's status as a land-grant institution, Extension Educators form an essential link between the people of Wyoming and the teaching, research, and service missions of the University. The primary function of these employees is to provide non-credit education to an off-campus clientele. Extension Educators provide Wyoming youth, adults, and communities with life-long learning opportunities, especially through the application of research-supported information and leadership skills.~~

~~An Extension Educator's responsibilities include~~

- ~~6. identifying the needs of people in communities to which he or she is assigned,~~
- ~~7. developing, implementing, and managing educational and research programs to meet these needs,~~
- ~~8. evaluating and documenting changes that occur in response to these programs.~~

~~To meet these responsibilities, the Extension Educator must exhibit high levels of professional, scientific, educational, and community relations skills.~~

~~VIII. EXTENDED TERM TRACK APPOINTMENTS~~

~~C. Portfolios~~

~~A portfolio developed by the Extension Educator and summarizing his or her performance and contributions, forms the documentary basis for each periodic review during the probationary period and for each review for extended term, extended term renewal, or~~

Draft 2-18-21

~~promotion. The portfolio should contain at least the following information as it becomes available:~~

- ~~1. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~2. A summary of all previous reappointment, extended term, and promotion decisions.~~
- ~~3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~
- ~~4. Documentation of recommendations at all levels when the recommendations become available, including the supervisor's recommendation, where applicable; recommendations of regional peers (see Section B); recommendations of the college-level committee; and the dean's recommendation.~~
- ~~5. The candidate's complete curriculum vitae.~~
- ~~6. Documentation of the candidate's professional accomplishments.~~
- ~~7. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2-7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

D. Reviews During the Probationary Period

Regional Peers. ~~The initial step in the reappointment review is the Extension Educator's submission of the portfolio to the immediate supervisor. The supervisor shall then make the portfolio available for review by a set of regional peers consisting of all extended-term-track Extension Educators in the peer region. The Dean of Agriculture and Natural Resources is responsible for defining a set of peer regions for the state. In the case of an Extension Educator assigned to a particular academic department, it may be appropriate for the peer region to consist of faculty members and academic professionals in the department. Each regional peer shall review the portfolio and submit a written recommendation to the supervisor, who shall include the recommendations in the portfolio for subsequent levels of review.~~

Supervisor. ~~The immediate supervisor shall then review the portfolio and add a written recommendation, along with an evaluation form. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of regional peers and the immediate supervisor. The candidate may also add a letter of response. The immediate supervisor shall then forward the portfolio, including all recommendations and responses, to the Director of Extension. The Director of Extension~~

Draft 2-18-21

~~shall then submit the case to the Extension Educator Term and Promotion Committee, described in Paragraph F below, for review. In the case of a first-year probationary review, no review by the Extension Educator Term and Promotion Committee is necessary, and the Director of Extension may forward the case directly to the Dean of Agriculture and Natural Resources.~~

~~**Term and Promotion Committee.** Duties of the Extension Educator Term and Promotion Committee are as follows:~~

- ~~• Elect a chairperson from among its members.~~
- ~~• Meet and review the portfolios of all Extension Educators who are candidates for probationary reappointment, extended-term appointments or renewals, and promotions.~~
- ~~• Make written recommendations for all of these candidates to the Dean of Agriculture and Natural Resources.~~

~~Each member of the Term and Promotion Committee shall submit a written recommendation for each case. Each recommendation must contain reasons for the recommendation. The chairperson shall forward all recommendations and portfolios to the Dean of Agriculture and Natural Resources.~~

~~**Dean of Agriculture and Natural Resources.** The Dean of Agriculture and Natural Resources shall consult with the Director of Extension to formulate a written recommendation for each case. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations of the Term and Promotion Committee and the Dean. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

~~**Academic Affairs.** The Vice President for Academic Affairs may seek comments on any case from the University Tenure and Promotion Committee, augmented by extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~**E. Reviews for Extended-Term Renewal or for Promotion.**~~

~~Reviews for extended-term renewal or for promotion of Extension Educators shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for the review. The structure of the portfolio should be as prescribed in H.A.~~

Draft 2-18-21

F. Ranks

~~There are three ranks for Extension Educators: Assistant Extension Educator, Associate Extension Educator, and Senior Extension Educator. Normally, an extended term track Extension Educator should have at least 4 years of experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank alone is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

~~**Assistant Extension Educator.** The qualifications for Assistant Extension Educator include a Master's degree or equivalent experience in a field related to agriculture, youth development, community and economic development, family and consumer sciences or others as deemed appropriate by the Director of Extension. The qualifications also include convincing evidence of both the expertise and the personal skills needed to contribute effectively to the University's extension mission. In some cases the Director of Extension may recommend the hiring of an Assistant Extension Educator who has not completed a Master's degree, provided the position announcement does not require it. In this case the appointment shall be temporary, not on the extended term track. The Director of Extension may nominate the employee to begin a probationary extended term track appointment upon completion of a Master's degree. Such nominations are subject to the approval of the Dean of Agriculture and Natural Resources and the Vice President for Academic Affairs.~~

~~**Associate Extension Educator.** In addition to having the qualifications and skills of Assistant University Extension Educator, the Associate Extension Educator normally shall have at least 4 years of Extension experience. The function of this rank is to plan, develop, and evaluate comprehensive, broad-scope Extension educational programs requiring expertise in at least two subject matter areas within one or more of the Extension Program Areas. Qualifications required of an Associate Extension Educator include:~~

- ~~• Demonstrated expertise within at least two Extension subject matter areas.~~
- ~~• Demonstrated capabilities and performance characteristics of an Associate Extension Educator, including effective participation in and familiarity with those processes and activities related to the position description. Specific examples include performance in:~~
 - ~~1. Assessing a broad range of clientele needs, including interdisciplinary problems that involve the area and initiative teams~~
 - ~~2. Planning, developing, implementing and evaluating multidisciplinary or interdisciplinary educational programs that utilize and present results from research in the subject matter areas~~
 - ~~3. Developing program budgets~~
 - ~~4. Providing leadership within the organization~~

Draft 2-18-21

- ~~5. Serving as a member of a civil rights review team~~
- ~~6. Providing training for other Extension Educators~~
- ~~7. Providing leadership for and effecting cooperation with Advisory systems~~
- ~~8. Designing and conducting applied research or demographic studies, analyzing results, and drawing conclusions.~~
- ~~9. Seeking and utilizing external funding to support the extension program~~
- ~~10. Creating or designing curricula~~
- ~~11. Marketing educational efforts through a variety of oral and written methods~~

~~**Senior Extension Educator.** In addition to having the qualifications and skills required of Associate Extension Educators, the Senior Extension Educator must have demonstrated superior leadership capabilities and must be recognized by peers and others as an outstanding educator. To qualify for this rank, individuals must exhibit the following abilities:~~

- ~~3) To take leadership in identifying and evaluating critical extension needs of communities.~~
- ~~4) To provide direction, planning, and priority setting in the development of programs that meet these needs.~~

~~To demonstrate specialized expertise needed to provide educational programs on an area, region, or statewide basis. Evidence of these abilities can include the following elements:~~

- ~~h) Professional recognition, such as regional or national awards, letters of recognition, commendation from colleagues and peers.~~
- ~~i) Publications in refereed or professional journals or other widely disseminated venues.~~
- ~~j) Leadership in the resolution of complex problems, such as the development of interdisciplinary programs and projects requiring long range educational planning.~~
- ~~k) Experience in planning, conducting, interpreting, and disseminating applied research, demonstration trials, field and home demonstrations, or community studies.~~
- ~~l) Acknowledged administrative and leadership experience.~~
- ~~m) Leadership in training Extension Educators and other professionals.~~
- ~~n) Securing funding as a principal investigator of grant proposals designed to meet unique community needs.~~

G. Job Descriptions

~~Job descriptions for Extension Educators may include teaching, research, service, extension, and administration. These job descriptions are subject to annual review and possible revision by the employee and the direct supervisor and are subject to consultation with and approval by the Dean of Agriculture and Natural Resources.~~

H. Term and Promotion Committee

Draft 2-18-21

~~The Extension Educator Term and Promotion Committee shall have at least one Extension Educator from each peer region and at least one Extension Educator from the Laramie campus. The Dean of Agriculture and Natural Resources is responsible for determining the precise size of the committee. Membership on this committee shall be determined by elections by peers within their respective, peer region or Laramie campus peer groups, with all Extension Educators who hold extended term appointments being eligible to serve. All extended term track Extension Educators, whether on probationary or extended term appointments, shall be eligible to vote in these elections.~~

~~If there are not enough extended term Extension Educators to fill the required categories, then the Dean of Agriculture and Natural Resources shall identify a broader set of Extension Educators from whom candidates may be selected.~~

~~The assigned term of service for members of the Extension Educator Term and Promotion Committee is three years, with members being ineligible for re-election at the end of their assigned terms. Elections are staggered: every third year, one or more members are elected as needed; two members are elected all other years. A committee member undergoing review for reappointment, extended term, or promotion may not serve on the committee during the year of the review. In this case, eligible voters within the appropriate peer region or Laramie campus group shall determine a one year, temporary replacement from eligible employees within the peer region or Laramie campus group in an election. If a member of the committee leaves for any other reason before his or her assigned term ends, eligible voters within the same peer region or Laramie campus group shall elect a replacement from eligible employees within the peer region or Laramie campus group. The assigned term of the replacement is the remainder of the term held by the departing committee member.~~

~~The Director of Extension or a designee shall be responsible for conducting the elections and convening the Extension Educator Term and Promotion Committee. This person may attend the committee's meetings, with the sole purpose of ensuring that the committee adheres to proper procedures.~~

I. Governance

~~Extension Educators shall have representation on the Faculty Senate, to be determined by the regulations governing that body.~~

Draft 2-18-21

Source:

~~Revisions adopted 3/23/2012 Board of Trustees meeting~~

~~Renumbered 7/1/2018; previously Appendix A to UW Regulation 5-408, now Appendix A to UW Regulation 2-4~~

Draft 2-18-21

**ACADEMIC PROFESSIONALS: LECTURERS
APPENDIX B TO
UW REGULATION 2-4**

~~I. DEFINITION AND DESCRIPTION~~

~~II. EXTENDED TERM APPOINTMENTS~~

- ~~A. Portfolios~~
- ~~B. Reviews During the Probationary Period~~
- ~~C. Reviews for Extended Term Renewal or for Promotion~~
- ~~D. Ranks~~
- ~~E. Job Descriptions~~
- ~~F. Governance~~

**APPENDIX B TO UW REGULATION 2-4
LECTURERS**

~~IX. — I. DEFINITION AND DESCRIPTION~~

~~Lecturers are Academic Professionals who are engaged primarily in fulfilling the teaching mission of the University. As a necessary part of their teaching responsibilities, lecturers must demonstrate continuing professional development.~~

~~X. — II. EXTENDED TERM TRACK APPOINTMENTS~~

~~Extended term track Lecturers include Lecturers who are on probationary appointments as well as those who are on extended term appointments.~~

~~J. — A. Portfolios~~

~~A portfolio, developed by the Lecturer and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended term renewal, or promotion. The portfolio should contain at least the following information:~~

- ~~1. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~2. A summary of all previous reappointment, extended term, and promotion decisions.~~
- ~~3. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~

Draft 2-18-21

4. ~~Documentation of recommendations at all levels, including the recommendations of department faculty and other extended-term-track Lecturers in the department, the recommendations of any appropriate department head, tenure and promotion committee, and dean.~~
5. ~~The candidate's complete curriculum vitae.~~
6. ~~A summary of the candidate's accomplishments, including a list of courses taught and a syllabus for each. In addition, the portfolio should include detailed information, such as tests, assignments, and other materials related to the assessment of student learning, for a representative suite of recently taught courses.~~
7. ~~Assessments of the candidate's teaching, including a self-assessment, assessments by faculty and extended-term-track lecturers, an assessment by the department head or other appropriate supervisor, and student evaluations. Student evaluations must include anonymous evaluations collected in the classroom, but they may also include letters solicited from students familiar with the candidate's teaching.~~
8. ~~Wherever appropriate to the job description, documentation concerning the candidate's service activities, student advising, and supervisory and administrative performance.~~
9. ~~Documentation of professional development activities.~~
10. ~~Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended-term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2-7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

~~K. B. Reviews During the Probationary Period~~

~~**Peers.** The following review procedures apply to extended-term-track Lecturers who are in the probationary period. Based on the record in the portfolio and his or her experience, the faculty and extended-term-track Academic Professionals in the department shall review the portfolio and submit recommendations to the department head.~~

~~**Department Head.** The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.~~

~~**College Tenure and Promotion Committee.** The dean of the college may seek recommendations from the college tenure and promotion committee, augmented by a set of extended-term Academic Professionals.~~

Draft 2-18-21

~~**College Dean.** The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

~~**Academic Affairs.** The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by extended term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~**L. C. Reviews for Extended Term Renewal or for Promotion.**~~

~~Reviews for extended term renewal or for promotion of Lecturers shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in H.A.~~

~~**M. D. Ranks**~~

~~There are three ranks for Lecturers: Assistant Lecturer, Associate Lecturer, and Senior Lecturer. Normally, an extended term track Lecturer should have at least 4 years of teaching experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

~~**Assistant Lecturer.** Normally, the qualifications for Assistant Lecturer include a Master's degree or equivalent, together with convincing promise for significant contributions to the University's teaching mission. The candidate should also exhibit a commitment to ongoing professional development in the discipline.~~

~~**Associate Lecturer.** The Associate Lecturer will normally have at least a Master's degree or its equivalent. Associate Lecturers must also have a record of demonstrated, significant contributions to teaching, not only through superior performance in the classroom but also through the broader support of the University's teaching mission. Such activities may include but are not limited to the following.~~

- ~~2.—Contributions to the design, development, and oversight of curriculum in specific courses.~~

Draft 2-18-21

- ~~3. Significant involvement in the coordination of curricula in different courses.~~
- ~~4. Demonstrated breadth and versatility of teaching in a range of courses.~~
- ~~5. Involvement in professional development activities that reflect substantial awareness of the evolution of knowledge and curriculum in the discipline.~~

Senior Lecturer. In addition to the qualifications for an Associate Lecturer, Senior Lecturers must also have a sustained record of excellence and versatility in the classroom as well as leadership in the design, development, and oversight of curriculum in the discipline. The following list contains some possible elements of such a record; the list is not exhaustive.

- ~~1) Demonstrated proficiency in the management of specific courses.~~
- ~~2) Documented participation in national or international discourse on evolving knowledge in the field, curricular developments, and teaching techniques.~~
- ~~3) Participation in the solicitation or administration of external funding to support teaching initiatives.~~
- ~~4) Sustained effectiveness in the mentorship of other teachers, including graduate assistants, other academic professionals, faculty members, or other instructional staff.~~
- ~~5) Substantive involvement in interdisciplinary teaching efforts or other forms of collaboration or articulation, especially those involving other university departments, community colleges, or high schools.~~

N. E. Job Descriptions

Elements of the job description that are appropriate for Lecturers include teaching, service, advising, professional development, and, in some cases, administration. Teaching includes such activities as classroom instruction, laboratory supervision, and online or off-campus instruction.

Currency of knowledge being essential to effective teaching, every Lecturer must participate in a program of professional development, the components of which he or she must define in collaboration with the appropriate department head or supervisor. Each department that hires Lecturers has the responsibility to develop written standards by which to gauge individual professional development programs. These standards must be available to candidates for Lecturer positions at the time of hiring. Normally, professional development should account for no less than 1/8 (the equivalent of 3 credits per year) and no more than 1/4 (the equivalent of 6 credits per year) of the job description.

To allow adequate time for professional development, the job description for a full-time Lecturer should require no more than 21 credits (7/8 of the work responsibility) in classroom instruction or its equivalent in other forms of teaching.

O. F. Governance

Draft 2-18-21

~~Extended term track Lecturers shall have representation in the Faculty Senate, to be determined by regulations governing that body.~~

Source:

~~Renumbered 7/1/2018: previously Appendix B to UW Regulation 5-408, now Appendix B to UW Regulation 2-4~~

Draft 2-18-21

~~ACADEMIC PROFESSIONALS: RESEARCH SCIENTISTS
APPENDIX C TO
UW REGULATION 2-4~~

~~I. DEFINITION AND DESCRIPTION~~

~~H. EXTENDED TERM TRACK APPOINTMENTS~~

- ~~A. Portfolios~~
- ~~B. Reviews During the Probationary Period~~
- ~~C. Reviews for Extended Term Renewal or for Promotion~~
- ~~D. Ranks~~
- ~~E. Job Descriptions~~
- ~~F. Governance~~

~~APPENDIX C TO UW REGULATION 2-4
RESEARCH SCIENTISTS~~

~~I. DEFINITION AND DESCRIPTION~~

~~Research Scientists are academic professionals whose primary responsibilities are to conduct and support research. UW Regulation 2-7 describes the activities that fall into this set of responsibilities for faculty; the same definition of research applies to Academic Professionals.~~

~~A Research Scientist typically works under the direction of a faculty supervisor.~~

~~H. EXTENDED TERM TRACK APPOINTMENTS~~

~~Extended term track Research Scientists include Research Scientists who are on probationary appointments as well as those who are on extended term appointments.~~

~~A. Portfolios~~ _____

~~A portfolio, developed by the Research Scientist and summarizing the employee's performance and contributions, shall form the documentary basis for each periodic review during the probationary period and for any review for extended term, extended term renewal, or promotion. The portfolio should contain at least the following information:~~

- ~~i. Information concerning the initial appointment, including the letter of offer for the position.~~
- ~~j. A summary of all previous reappointment decisions.~~
- ~~k. The candidate's job description. For probationary reviews, the portfolio should contain all job descriptions covering the probationary period to date. For extended-~~

Draft 2-18-21

~~term renewal, it should contain all job descriptions covering the current extended term. For promotions, it should contain all job descriptions since the previous promotion.~~

- ~~l. Documentation of recommendations at all levels, including the supervisor's recommendation, recommendations of faculty and other extended term track Research Scientists in the department, and recommendations of any appropriate department head, tenure and promotion committee, and dean.~~
- ~~m. The candidate's complete curriculum vitae.~~
- ~~n. A brief narrative summary of the candidate's accomplishments, including refereed and nonrefereed publications, original contributions to knowledge, patents, grants and grant proposals, contributions to the support of research, and other forms of professional recognition.~~
- ~~o. Wherever appropriate to the job description, documentation concerning the candidate's teaching effectiveness, service activities, student advising (including advising of graduate students and Postdoctoral Associates), supervisory performance, and any other elements of the job description.~~
- ~~p. Where deemed relevant and appropriate by the appointing authority, internal and external letters of reference. Such letters may be appropriate in cases involving extended term or promotion decisions, even if letters were not required in previous reviews. The procedures used for soliciting and handling these letters should follow the prescriptions given in UW Regulation 2-7 for faculty tenure and promotion cases. These letters may appear in a separate envelope to preserve confidentiality, but they must be available in their original forms to people at all levels of review.~~

B. Reviews During the Probationary Period

Faculty Supervisor and Peers. ~~Based on the record in the portfolio and his or her experience, the faculty supervisor shall make the initial recommendation for reappointment or dismissal. The faculty and extended term track Research Scientists in the department shall review the portfolio and submit recommendations to the department head.~~

Department Head. ~~The department head shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including all written recommendations. The candidate may also add a letter of response. The department head shall then forward the portfolio and all recommendations to the appropriate appointing authority. In many cases, the appropriate appointing authority will be the dean of the college.~~

College Tenure and Promotion Committee. ~~The dean may seek recommendations from the college tenure and promotion committee, augmented by a set of extended term Academic Professionals.~~

College Dean. ~~The dean of the college shall formulate a written recommendation. The candidate shall sign the evaluation form to indicate having reviewed the portfolio, including~~

Draft 2-18-21

~~all written recommendations. The candidate may also add a letter of response. The Dean shall then forward the portfolio, including the complete record of recommendations and responses, to the Vice President for Academic Affairs.~~

~~**Academic Affairs.** The Vice President for Academic Affairs may seek comments from the University Tenure and Promotion Committee, augmented by a set of extended-term Academic Professionals. The Vice President for Academic Affairs shall formulate a recommendation for each case to the President and Board of Trustees. In any case where the recommendation of the Vice President for Academic Affairs is negative, the candidate shall have the right to review the recommendation and any comments from the University Tenure and Promotion Committee. The candidate's signature shall confirm that the review has occurred. In such cases, the candidate shall also have the right to add a letter of response.~~

~~**C. Reviews for Extended-Term Renewal or for Promotion.**~~

~~Reviews for extended-term renewal or for promotion of Research Scientists shall follow the process prescribed for reviews during the probationary period, with the portfolio forming the documentary basis for each review. The structure of the portfolio should be as prescribed in H.A~~

~~**D. Ranks**~~

~~There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, and Senior Research Scientist. Normally, an extended-term track Research Scientist should have at least 4 years of research experience in rank at the University of Wyoming before being eligible to seek promotion to the next rank. However, time in rank is not sufficient to merit promotion. In many cases the mandatory review in the last year of the probationary period is an appropriate time to consider a review for promotion.~~

~~**Assistant Research Scientist.** In general, the qualifications for Assistant Research Scientist include a Master's degree or equivalent experience in an appropriate field, together with convincing promise for significant contributions to the University's mission in research and scholarship.~~

~~**Associate Research Scientist.** The Associate Research Scientist will normally have at least a Master's degree or its equivalent. Associate Research Scientists must also have a record of demonstrated, significant contributions to research and scholarship, either through wide dissemination of results or through a convincing record of substantial support to the research enterprise. The following list contains examples of such support; the list is not exhaustive.~~

- ~~4) Demonstrated development of expertise at the state of the art, consistent with the job description.~~
- ~~5) Significant contributions to the preparation of successful grant proposals and refereed scholarly manuscripts, where relevant.~~

Draft 2-18-21

- ~~6) Evidence of effective mentorship, teaching, laboratory instruction, or supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.~~

~~**Senior Research Scientist.** The Senior Research Scientist will normally have a Ph.D. or an equivalent terminal degree, although Associate Research Scientists who have a Master's degree may be eligible for this rank if they have comparable accomplishments in research and scholarship. Senior Research Scientists must also have a sustained record of scholarly initiative and recognized contributions to their fields. The following list contains some possible elements of such a record; the list is not exhaustive.~~

- ~~6) Demonstrated proficiency in the management of a research laboratory or related facility.~~
- ~~7) Distinctive contributions to nationally or internationally recognized scholarship or evidence of nationally or internationally recognized expertise.~~
- ~~8) Demonstrated ability to write or participate significantly in the writing of successful grant proposals and refereed manuscripts.~~
- ~~9) Significant contributions to national or international scientific meetings.~~
- ~~10) Sustained, demonstrable effectiveness in mentorship, teaching, laboratory instruction, and supervision of undergraduates, graduate students, or employees whose work is essential to the research enterprise.~~

~~E. Job Descriptions~~

~~The elements of the job description that are appropriate for Research Scientists are teaching, research, service, administration, and, in some cases, extension. As a general guideline, if the teaching element of the job description exceeds an average of eight credits per academic year, another category of Academic Professional may be more appropriate.~~

~~F. Governance~~

~~Extended term track Research Scientists shall have representation in the Faculty Senate, to be determined by regulations governing that body.~~

Draft 2-18-21

Source:

~~Revisions adopted 3/23/2012 Board of Trustees meeting~~

~~Renumbered 7/1/2018: previously Appendix C to UW Regulation 5-408, now Appendix C to UW Regulation 2-4~~

Draft 2-18-21

~~ACADEMIC PROFESSIONALS: POSTDOCTORAL ASSOCIATES
APPENDIX D TO
UW REGULATION 2-4~~

~~I. DEFINITION AND DESCRIPTION~~

~~II. APPOINTMENT PROVISIONS~~

- ~~A. Appointment Process~~
- ~~B. Job Descriptions~~
- ~~C. Compensation~~
- ~~D. Appeals and Disputes~~

~~APPENDIX D TO UW REGULATION 2-4
POSTDOCTORAL ASSOCIATES~~

~~I. DEFINITION AND DESCRIPTION~~

~~Postdoctoral Associates are temporary Academic Professionals dedicated to the pursuit of greater professional expertise after the attainment of the doctoral degree. This category recognizes that doctoral recipients in some disciplines may require intensive advanced work in a particular discipline before seeking permanent employment. Postdoctoral Associates are not eligible for extended term appointments.~~

~~It is characteristic of Postdoctoral Associates to work with a small set of faculty mentors who are responsible for directing the employee's research and training. The temporary nature of internships, the precariousness of grant funding, and the desire of many Postdoctoral Associates to acquire permanent employment early in their careers call for a specific set of governing regulations for this category of employee.~~

~~Postdoctoral Associates are employees at will.~~

~~II. APPOINTMENT PROVISIONS~~

~~A. Appointment Process~~

~~The head of the unit sponsoring the Postdoctoral Associate will forward recommendations to the appropriate dean, who will forward his or her recommendation to the Vice President of Academic Affairs for approval. The proposed term of employment normally shall be no longer than one year, although renewal of the appointment is possible.~~

~~The head of the sponsoring unit shall specify the terms of appointment in writing to the candidate (salary, starting date, ending date, duties, and other pertinent conditions of~~

Draft 2-18-21

~~appointment), subject to approval by the appropriate college dean. The employee shall receive a letter stating these terms no later than 10 days before the start of employment.~~

~~B. Job Descriptions~~

~~The faculty mentor is responsible for specifying the job responsibilities of a Postdoctoral Associate. These job responsibilities should not require more than 25 percent of effort (six semester credit hours per year) dedicated to classroom teaching. If a greater teaching effort is anticipated, the appointment should be as a temporary faculty member or as another category of academic professional.~~

~~C. Compensation~~

~~Salaries for Postdoctoral Associates should be generally consistent with those for postdoctoral employees in the discipline at large. Salary increases require approval of the appropriate dean and the Vice President for Academic Affairs.~~

~~With the exception of annual vacation leave, fringe benefits for Postdoctoral Associates shall be in accordance with University personnel policies and shall be described in the letter of appointment. In lieu of accruing annual leave, Postdoctoral Associates are allowed short-term leave with pay, not to exceed 22 working days per calendar year.~~

~~D. Appeals and Disputes~~

~~A Postdoctoral Associate seeking to resolve disputes regarding conditions of employment, salaries, working conditions, assignments, and other concerns must do so initially through dialogue with his or her immediate supervisor. UW Regulation 4.2 governs the resolution of civil rights disputes.~~

Draft 2-18-21

Source:

~~Renumbered 7/1/2018: previously Appendix D to UW Regulation 5-408, now Appendix D to UW Regulation 2-4~~

UNIVERSITY OF WYOMING REGULATIONS

Subject: Sabbatical and Professional Development Leave

Number: UW Regulation 2-16



I. PURPOSE

The purpose of sabbatical and professional development leave is to enhance the professional effectiveness of the faculty and to enrich the academic climate of the University.

II. POLICY

Tenured faculty members may apply for a sabbatical leave and academic personnel on extended term or fixed-term appointments may apply for professional development leave. The Office of Academic Affairs is responsible for assuring the University has standard procedures for the application and review of such leaves.

A. Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the University faculty to allow for full time study, research, creative activity, or other academic activities designed to enhance their scholarly and teaching competence and capabilities, and thereby enable them to make greater contributions to their disciplines, their students, and the University of Wyoming. Sabbatical leave time may be used for enhancement of teaching, research, writing, and/or study at a place of the recipient's choosing. University personnel holding faculty rank whose duties are primarily administrative in nature shall also be eligible for sabbatical leave. University Officers, in their capacity as University Officers, are not generally eligible for University sabbatical leaves.

A minimum of six (6) years of academic service at the University must precede each period of sabbatical leave although no right accrues automatically through lapse of time. Tenure-track faculty must have tenure before being eligible to apply for a sabbatical. The granting of such leave is, in each case, within the discretion of the President upon the recommendation of the Provost and Vice President for Academic Affairs. Sabbatical leaves shall ordinarily not be available for the purpose of seeking an advanced degree.

Individuals normally initiate their request for sabbatical leave during the fall semester preceding the academic year for which the leave is requested. The request,

which shall contain a well-conceived, clearly defined purpose and work plan for which the leave is requested and the anticipated outcomes of the leave, shall be forwarded to the President of the University through the appropriate administrative and/or academic officers, with a recommendation from each attached.

B. Professional Development Leave

Academic personnel on extended-term or fixed-term appointments who have completed a minimum of six (6) years of academic service at the University shall be eligible for professional development leave, although no right accrues automatically through lapse of time. Individuals transitioned from extended term positions shall be able to count years of eligibility towards the six year time frame. The purpose of professional development leave will be to enhance performance, to engage in research or creative activities, to conduct special studies, or in some other way to undertake planned activities related in a substantial manner to the individual's role at the University. Professional development leaves ~~shall ordinarily not be available for the purpose of seeking an advanced degree, may be appropriate vehicles for the pursuit of advanced degrees.~~

Commented [TBB1]: This modification is proposed so that UW 2-16 and UW 2-4 align.

In order to be eligible for professional development leave, academic personnel in fixed-term appointments must have at least one year left in the term following the proposed leave. The fixed-term appointment may automatically roll forward during the professional development leave. Academic Personnel are not eligible for professional development leave unless their fixed-term appointment has been rolled forward.

Unless specified in this section, conditions associated with professional development leave shall be consistent with those described for sabbatical leave.

III. SALARY RATE

Sabbatical and professional development leaves will normally be granted for either a full or half contract year. Leave for a full contract year shall be compensated at a rate equal to sixty (60) percent of the faculty member's annual salary; Leave for a half contract year shall be compensated at the annual rate for the limited period. Benefits remain the same while on sabbatical or professional development leave, except for retirement and social security, which are pro-rated according to the reduction in salary. No faculty member shall receive supplemental salary from the University during the specific semesters constituting the leave period.

While on a full contract year leave -- whether an academic or fiscal year -- outside compensation in the form of grants, contracts and other forms of funding may be accepted. However, in the event that a faculty member receives more than 40 percent of his/her salary from outside sources, the University will reduce its compensation so that salary monies

received from University and external sources will total no more than 100 percent of base salary during the period of leave.

If allowances for travel and other expenses directly related to the leave are included in the outside grant or contract, the amount of these allowances may be disregarded in computing the contribution to be made by the University.

A faculty member who fails to return to the University for at least one academic year immediately following his or her leave shall owe to the University an amount equal to his or her net salary applicable to the term of the leave. For this purpose, net salary is defined as gross salary minus tax withholdings and pre-tax deductions for UW's basic health, life, and retirement benefits. Any exception to this condition requires prior approval of the Provost and Vice President of Academic Affairs, in consultation with the University President.

IV. REPORT

The Provost shall submit an annual report detailing the sabbatical and professional development leaves approved for the preceding academic year.

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

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

UW Regulation 2-16 adopted 9/12/2019 Board of Trustees meeting
Revisions adopted 8/12/2020 Board of Trustees meeting

AGENDA ITEM TITLE: Approval of modifications to UW Regulation 9-1 (University Intellectual Property), Brown/Evans

SESSION TYPE:

- Work Session
 Education Session
 Information Item
 Other:

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

At the September 2016 Board of Trustees meeting, the Board approved review by UW Administration of UW’s current regulatory structure, to include the following:

- 1) Phasing out presidential directives;
- 2) Defining regulation versus policy/procedure;
- 3) Creating a new “look” and format for the regulations; and
- 4) Updating the substance of the regulations, policies, and procedures as needed, including determining whether there are any substantive gaps.

At the January 2017 Board of Trustees meeting, the University proposed 12 sections for the new ***Governing Regulations and Standard Administrative Policies and Procedures website.***

Section 1: Governance and Structure

Section 2: Academic Affairs

Section 3: Athletics

Section 4: Diversity and Equal Opportunity

Section 5: Employment and Ethics

Section 6: Facilities

Section 7: Finance and Business

Section 8: Information Technology

Section 9: Research and Economic Development

Section 10: Safety and Security

Section 11: Student Affairs

Section 12: University Relations

The new structure will involve three levels of policies:

- 1) Governing Regulations (Level A)
- 2) Standard Administrative Policies and Procedures (Level B)
- 3) Department/Unit Administrative Policies and Procedures (Level C)

Attached is the following Section 9 Research regulation (with a summary of the proposed modifications):

- **UW Regulation 9-1 (University Intellectual Property):** Modifications to account for the changing landscape of intellectual property and to provide clarity to all University

employees regarding ownership over patentable and copyrightable creations, academic course materials, and scholarship.

To facilitate review of this Regulation, Interim President Neil Theobald charged a Working Group to develop recommendations with respect to University intellectual property. The Working Group's recommendations were incorporated into the final version, except for the section on distribution, which was modified to include a tiered structure. Importantly, this structure still captures the Working Group's recommendation to retain the 60% distribution to the creator, which is an important tool for recruitment of high-level academic talent to the institution.

Per the routing process for UW Regulations, the proposed modifications to the regulations were provided to the President's Cabinet, Deans and Directors, Faculty Senate, Staff Senate, ASUW, and the Internal Auditor.

The Trustees Regulation Committee will discuss this item at the May 2021 Board of Trustees meeting and recommend full Board action, if appropriate.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

None.

WHY THIS ITEM IS BEFORE THE BOARD:

UW Regulation 1-101 requires that the Board approve modifications to UW Regulations.

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval, modification, or disapproval of the recommended modifications to the Regulations.

PROPOSED MOTION: [Trustee Brown to provide motion.]

"I move to authorize modifications to UW Regulation 9-1, as presented to the Board"

PRESIDENT'S RECOMMENDATION:

UW Regulation 9-1 (Patents and Copyrights) Report to Acting President Theobald

June 1, 2020

I. The Charge

Acting President Theobald charged Vice President and General Counsel, Tara Evans to review recent efforts to revise UW Regulation 9-1 (Patents and Copyrights), to develop recommendations with respect to University intellectual property, and to present a report by June 1, 2020.

II. Working Group Formation and Meetings

President Theobald and Vice President Evans formed a Working Group consisting of faculty members, department heads, deans and administrators to provide input. The Working Group members were:

Faculty Members: Rudi Michalak, Faculty Senate Chair-Elect, David Bagley, Faculty Fellow, Academic Affairs; Cynthia Weinig, Professor, Botany

Department Heads: Scott Turpen, Department Head, Music; Denny Coon, Department Head, Petroleum Engineering

Deans: Kem Krueger: Dean, School of Pharmacy

Administrators: Tara Evans: Vice President/General Counsel (Chair); Jim Ahern: Associate Vice Provost For Graduate Education; Jerry Fife, Interim Senior Director, Sponsored Programs; Victoria Bryant, Director, Wyoming Technology Transfer and Research Products Center

The Working Group met May 8, 2020, May 15, 2020, May 22, 2020 and May 29, 2020 with electronic communications during the intervening times. At the initial meeting an historical account of the regulation review and revision process to date was presented and the group identified key challenges to consider. The remainder of this report examines areas of agreement identified by the group as well as provides recommendations from the group upon which complete agreement may not have been achieved. When agreement was not reached, majority and minority recommendations are both presented.

III. Areas of Agreement with Respect to University Intellectual Property

The group agreed that:

1. The University of Wyoming must update UW Regulation 9-1 to account for the changing landscape of intellectual property and to provide clarity to all University employees regarding ownership over patentable and copyrightable creations.
2. The extent of University resource use by the creator is an appropriate criterion for assigning ownership and protecting the institution's interests in inventions (identified as "patentable Intellectual Property" in the draft update to UW Regulation 9-1).
3. In most instances, the rights of ownership in academic course materials should rest with their creators, the faculty.

4. The University should maintain a perpetual license to use academic course materials for any of the university's teaching and educational purposes as well as for administrative purposes such as accreditation.
5. The rights of ownership in scholarship (identified as “works of authorship” in the draft update to UW Regulation 9-1) should remain with their creators.
6. The distribution of income from patents as it exists in the current regulation is appropriate and should not be modified.

IV. Charge 1: Protection of Inventions (Patentable Intellectual Property)

Background. The current regulation assigns the University ownership of all patentable inventions developed by faculty and other employees, except those developed on an individual's personal time and without any use of institutional facilities or employees. While the regulation is appropriate, existing terms can lead to confusion and do not address situations where the creator may be utilizing institutional resources while on their personal time. The majority opinion of the working group, therefore, is that UW Regulation 9-1 should be clarified to better delineate where University ownership over patentable intellectual property will result.

Majority Recommendation. Clarify existing policy that establishes University ownership of patentable intellectual property that is created with the “use of University Resources” by defining University Resources. Add further specification that inventions created “within the scope of the employee’s duties” are also University owned.

The majority of the group agreed that:

1. Existing regulations that establish institutional ownership over patentable intellectual property created with the use of “University Resources” are appropriate, but lack clarity.
2. To provide clarity to employees and address many circumstances not currently contemplated by the existing regulation, the working group recommends defining the key term “University Resources.” The working group further recommends the following terminology as an appropriate definition for the term:
Facilities, equipment, funds, or funds under the control of or administered by the University but not to include: office space, library facilities, ordinary access to computers and networks, or salary.
3. Establishing ownership over patentable intellectual property created “within the scope of the employee’s duties,” removes the ambiguity associated with the term “Personal Time” and facilitates the protection of inventions created with University support.

Minority Opinion. Do not establish University ownership over patentable intellectual property that is created “within the scope of the employee’s duties.”

The minority opinion does not support establishing University ownership over patentable intellectual property created “within the scope of the employee’s duties.” Rather, the minority posits that the inclusion of the phrase “use of University Resources” adequately addresses situations where employees have created patentable intellectual property in which the University has made a contribution that

warrants ownership. Specifically, the University has not taken a role in the employee's training or development of expertise and therefore has not contributed to the intellectual underpinnings of the work, as is potentially implied by the phrase of "within the scope of the employee's duties." The minority also indicated that institutional ownership based on "within the scope of the employee's duties" is unnecessary, because employees are readily aware of work that is performed within or outside of their scope of duties.

V. Charge 2: Ownership of Academic Course Materials

Background. The current regulation states that videotaped courses of instruction or other audio-visual productions are the sole property of the University but otherwise does not adequately address the ownership of academic course materials developed by faculty while employed by the institution. As a result, many academic course materials are currently included in works-for-hire policies, and are owned by the institution. The working group unanimously agreed that UW Regulation 9-1 should be modified to establish faculty as the owners of academic course materials they have created and to provide the University with a perpetual license to utilize them for limited educational purposes of the institution.

Unanimous Recommendation. *Modify policy to provide ownership of academic course materials to their creators, and reserve a perpetual license for the institution to utilize such materials for teaching, education and accreditation.*

The working group agreed that:

1. Creator faculty members should be the owners of their academic course materials, including those developed while employed by the institution. Providing this ownership will incentivize academic innovation and further the academic mission of the institution.
2. By updating the policy to provide the institution with a perpetual license to utilize these academic course materials, the institution shall be able to meet its educational, teaching, and accreditation needs without unduly burdening the faculty's rights in their materials.
3. To provide clarity to employees and address many circumstances not contemplated by the current regulations, the working group recommends the inclusion of the following policy statement:
The University makes no claim to copyright ownership for noncommissioned academic course materials initiated and completed by academic personnel. However, for those created within the scope of employment, the University will claim a perpetual, nonexclusive, worldwide, royalty-free license to use the Academic Course Materials for any of the University's teaching and educational purposes as well as for administrative purposes for accreditation.

Additional Thoughts.

1. The working group discussed the implications of placing a time limitation on the license provided to the institution, however, ultimately decided doing so would be impractical.
2. The working group also noted that much of the academic course material becomes outdated within a relatively short period of time. As a result, perpetual licensure effectively lasts until the institution has determined the material has become outdated.

3. The working group noted that the institution's use of licensed academic course materials will require additional steps to ensure that faculty are utilizing electronic delivery/recording methods related to these materials.
4. Internal policies should be developed to work with departing faculty to review academic course materials, especially those pertaining to foundational courses where content does not change substantially with time. In particular, the working group recommends that unit heads have the responsibility for ensuring that academic course materials are retained for future use.

VI. Charge 3: Ownership of Scholarship (Works of Authorship)

Background. The current regulation assigns ownership of copyrightable materials to their creators, however, does not adequately define or provide examples of works that are covered by the policy. Additionally, the regulation does not make a policy distinction between works created by academic personnel (i.e. faculty) versus non-academic personnel (staff). As a result, there is general confusion as to the applicability of the policy. The working group agreed that UW Regulation 9-1 should be updated to provide clarity related to these concerns.

Unanimous Recommendation. **Clarify existing policy that academic personnel shall be the owners of Works of Authorship they have created. Additionally, the regulation should clarify that the University shall own Works of Authorship created by non-academic personnel and within the scope of their employment. Finally, a non-exhaustive list of examples of "Works of Authorship" should be included in the regulation to provide clarity to all employees.**

The working group agreed that:

1. Scholarship, or "Works of Authorship" should remain the property of the academic personnel who created them. Similar to Academic Course Materials, providing this ownership will incentivize academic innovation and further the academic mission of the institution.
2. Works of Authorship created by non-academic personnel within the scope of their employment should be owned by the institution. This concept reinforces policies on works-for-hire and protects the institution's investment in resources devoted to the works created by non-academic employees.
3. By defining Works of Authorship and providing examples, the regulation will provide clarity to employees and better delineate policy nuances related to copyrightable works.

VII. Charge 4: Distribution of Income from Patents

Background. The current University regulation provides that distribution of net income or royalties received by the University related to patents shall be distributed sixty percent (60%) to the inventor/author and forty percent (40%) to the University. The existing regulation further prescribes that half of the University's share shall be provided to the originating department or college while the other half shall be paid into a research and development fund.

Unanimous Recommendation. **Maintain the current distribution of income from patents; 60% to the inventor/author and 40% to the University.**

The working group agreed that:

1. The current regulation on the distribution of income from patents reflects a modern approach when compared nationally, and is clear and concise.
2. While other institutions have implemented a tiered approach based on the amount of net proceeds earned by the patent, the committee believes such a policy would over complicate the process and may not truly incentivize efforts from the creator.
3. While the distribution to the inventor (60%) may be slightly high when compared nationally, the rate serves as an important tool for the recruitment of high level academic talent to the institution.

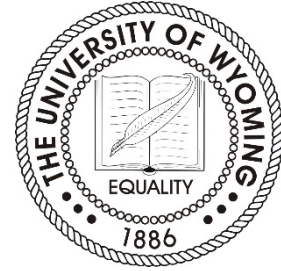
VIII. Additional Recommendation

Through the working group's review of several other institution's regulations, the group identified the effectiveness of including a strong institutional policy statement through the inclusion of a preamble to the intellectual property regulations. In particular, the group identified the University of Illinois' General Rules Concerning University Organization and Procedure Article III Section 1 as a well written example and recommends institutional leadership consider the inclusion of similar verbiage into the updated University of Wyoming Regulation 9-1.

UNIVERSITY OF WYOMING REGULATIONS

Subject: University Intellectual Property

Number: UW Regulation 9-1



I. GENERAL INFORMATION

The Provost and Vice President for Academic Affairs and the Vice President for Research and Economic Development are the University of Wyoming officers responsible for articulating policy and procedures concerning patentable inventions and copyrightable works in which the University may have or assert an interest.

II. PURPOSE

To establish ownership of copyrights, protectable discoveries and other intellectual property rights and to provide guidelines for the distribution of income received for the dissemination of those works. While the University claims ownership of intellectual property on behalf of the State, the underlying purpose of such claim of ownership is an open and free atmosphere, and where individuals are able to freely publish results obtained from this work. Research done primarily in anticipation of profit is incompatible with the aims of the University. However, the University recognizes that patentable inventions and copyrightable materials are conceived or created during the course of research, instruction, and study conducted by faculty and students. These policies have been established to ensure that inventions and materials in which the University may have an interest are utilized in a manner consistent with the public good.

III. POLICY OBJECTIVES

The principal objectives of the University Intellectual Property Policy set forth herein include the following:

- A. To provide incentive to creative intellectual effort by University employees, students, and others associated with the University;
- B. To establish principles for determining the respective interests of the Creators, the University, and sponsors with respect to Intellectual Property;
- C. To enable the University to develop procedures by which the significance of Intellectual Property may be determined and, if practicable, commercially utilized;
- D. To provide the means for placing in the public realm the results of research, while safeguarding the interests of the Creator, the University, and the sponsor; and

- E. To recognize the right of the Creator to financial benefits, when applicable, from Intellectual Property.

IV. DEFINITIONS

Academic Course Materials: Works created primarily for the instruction of students or for continuing education and certification programs. Such works may include, but are not limited to, slides and presentation content used in classes, class notes, exercises and assignments, syllabi and examinations. These works do not include software, and materials prepared with significant University resources and facilities including, but not limited to, laboratories, studios, specialized equipment, production facilities, or specialized computing resources.

Creator: An inventor as defined under the United States patent laws, an author as defined under the United States copyright laws, or other creator in accordance with the United States intellectual property laws.

Intellectual Property: Includes all works, work product, designs, developments, discoveries, improvements, inventions, composition of matter, machines, manufacture, materials, methods, processes, diagrams, documentation, reports, evaluations, creations, expressions, algorithms, computer programs, applications, specifications, upgrades, revisions, modifications, and related written or otherwise reproducible materials, whether patentable, copyrightable or not, and all forms of legally recognized intellectual property rights, including copyrights, patents, trade secrets, trademarks, service marks, logos, and other identifiers, mask works, plant variety protection and tangible research property, together with any associated goodwill, supporting technology or know-how.

Research: For purposes of this Regulation, "research" is the studious inquiry or examination conducted with the avowed purpose of creating and adding to the knowledge in a field and thereby advancing theory and principles; expansion of ideas, theories, and principles and the interpretation of developed information and the provision of further insights; or improvement and/or facilitation of the application and utilization of knowledge within an applied professional field.

Software: The source code and/or object code of computer applications and subroutine libraries.

University Facilities: Any facility, including equipment and material, available to the individual as a direct result of the individual's affiliation with the University, and which would not be available to a non-affiliated individual on the same basis.

University Resources: University facilities, equipment, funds, or funds under the control of or administered by the University but not to include: office space, library facilities, ordinary access to computers and networks, or salary.

Works of Authorship: Includes, but is not limited to: textbooks; scholarly articles; literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculpture works, motion pictures and other audiovisual works; sound recordings; and architectural works.

V. COVERAGE

The University's Intellectual Property policies contained herein apply to all University employees and students conducting research and development that furthers the University's mission and is for the public good. Notwithstanding the provisions below, "Work[s] made for hire," as that term is defined by the U.S. Copyright laws of 1976, are the sole and exclusive property of the University, and employees have no patent, copyright, royalty or any other interest in such work(s). The Intellectual Property policies of the University, as amended from time to time, shall be deemed to be a part of the conditions of employment of every University employee. Policies regarding the income distribution related to University Intellectual Property do not apply to works for hire.

VI. INTELLECTUAL PROPERTY OWNERSHIP

A. Patent Ownership

With the exception of patentable Intellectual Property not within the scope of the employee's duties and created on personal time, every patentable work of Intellectual Property or part thereof which results from research or other activities carried out at the University, or which is developed with the aid of the University's facilities or employees, or with funds administered by the University, is the property of the University of Wyoming, and, as a condition of employment, is hereby assigned by the Creator to the University in accordance with these policies. Income earned as a consequence of patenting and/or licensing such Intellectual Property shall be distributed in accordance with this Regulation.

All patentable Intellectual Property made or conceived of by University employees including those created on personal time but within the employee's scope of duties shall be disclosed in accordance with this Regulation, and the Creator for such invention or discovery shall adequately demonstrate the relative extent to which the Creator's personal time and resources and the University's resources, facilities, and materials were utilized. In each instance in which it is adequately demonstrated that such patentable Intellectual Property was made exclusively on personal time and not within the scope of duties, utilizing no University resources, facilities or materials, the University shall acknowledge in writing that the patentable Intellectual Property is the sole property of the Creator.

If a Creator so desires, however, patentable Intellectual Property made exclusively

on personal time and not within the Creator's scope of duties, utilizing no University resources, facilities, or materials, may be assigned to the University for patent evaluation, registration, administration or protection.

The University may choose at its discretion to discontinue patent prosecution or maintenance (or any other form of protection) for a technology for any reason. Some examples of why the University might choose to discontinue efforts to protect a technology include, but are not limited to, if the University believes that a discovery or invention is one that is non-patentable or that does not warrant further evaluation as to patentability, or if a discovery or invention is returned to the University after negative evaluation by its patent evaluation agent(s), if any. After consultation with the Creator, the University may, in its sole discretion cause any rights which it may have to a patentable Intellectual Property to be released and transferred to the Creator in exchange for recoupment of patent expenses spent on protecting the invention (including maintenance fees a patent or patents issued). In event of an assignment or release, the University shall retain a royalty-free perpetual non-exclusive license for the use of any such patentable Intellectual Property.

1. Income from Patents and/or Licenses

Income from patents and licenses will be distributed as allocated below. The allocation formula recognizes all forms of cash payments, including royalties and various fees from licensing. After recoupment of legal costs, and subtraction of certain costs outlined below, a percentage of the proceeds that the University receives from the licensing of inventions and discoveries will be paid to the Inventor, the Office of Research and Economic Development, and the University, as specified below. The Vice President for Research and Economic Development, in consultation with the President, will oversee the distribution of the University's funds according to a Standard Administrative Policy and Procedure (SAP), which will designate the distribution of these funds to the Inventor's department, the Inventor's college or school, and a fund dedicated to high priority strategic research initiatives.

A deduction of fifteen percent (15%) to cover operating expenses incurred by the Wyoming Technology Transfer and Research Products Center will be taken annually from the gross license revenue, with funds exceeding the annual Wyoming Technology Transfer and Research Products Center budget moving into a fund dedicated to high priority strategic research initiatives, as determined by the Vice President for Research and Economic Development, in consultation with the President. Additionally, all out- of-pocket payments or obligations (and in some cases, a reasonable reserve for anticipated future expenses) attributable to protecting (including defense against infringement or enforcement actions), marketing, licensing or administering the intellectual property may be deducted from such income. Income then remaining is the net income, which is distributed as set forth below.

So long as the cumulative net income (i.e., the net income from all years) is less than or equal to five million U.S. dollars (\$5,000,000), then the distribution will be allocated as follows:

- Sixty percent (60%) of the net income to the Inventor.
- Twenty percent (20%) of the net income to the Office of Research and Economic Development.
- Twenty percent (20%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds five million U.S. dollars (\$5,000,000) but is less than or equal to ten million U.S. dollars (\$10,000,000), then any further distribution will be allocated as follows:

- Fifty percent (50%) of the net income to the Inventor.
- Twenty-five percent (25%) of the net income to the Office of Research and Economic Development.
- Twenty-five percent (25%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds ten million U.S. dollars (\$10,000,000) but is less than or equal to twenty million U.S. dollars (\$20,000,000), then any further distribution will be allocated as follows:

- Forty percent (40%) of the net income to the Inventor.
- Eighteen percent (18%) of the net income to the Office of Research and Economic Development.
- Forty-two percent (42%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds twenty million U.S. dollars (\$20,000,000), then any further distribution will be allocated as follows:

- Thirty-five percent (35%) of the net income to the Inventor.
- Thirteen percent (13%) of the net income to the Office of Research and Economic Development.
- Fifty-two percent (52%) of the net income to the University (distribution determined by an accompanying Standard Administrative Policy and Procedure as outlined above.)

If there is more than one Inventor, the applicable royalty percentage will be divided equitably among the Inventors. For the avoidance of doubt, to the extent a difference exists between the Inventor(s) identified in the Invention disclosure and the Inventor(s) identified in any resulting patent application, the latter shall control.

If there is more than one school, department, or center in which the Inventor(s) serves, the applicable income will be distributed to the school, department, or center that administered the academic year salary at the time of the disclosure. The University will review the proposed distribution plan, in light of the declarations of department, school, and center affiliations declared at the time of Invention disclosure to the University as well as the sources of salary support at the time of disclosure. Income will be split equally among all Inventors (unless otherwise stipulated on the disclosure form) and, where necessary, will be split among the departments, schools, or centers according to the source of salary support (unless otherwise stipulated on the disclosure form and agreed upon by all the affected unit heads). In the case of student Inventors, distributions to departments and schools will be split according to the source of salary support for the student at the time of disclosure. In cases where students receive no salary, distributions will go to the department and school that housed the student's work. When multiple disclosures are used to develop a single patent or license, then the income is split equally across the disclosures unless a different distribution is agreed upon by all those affected (Inventors, unit heads, etc.). In cases of dispute, the Vice President for Research and Economic Development, or designee, will mediate among the parties and, if necessary, propose a distribution plan for approval to the President.

If the Invention or Discovery is the result of sponsored research and the sponsor regulates the distribution of income, such specific regulations shall take precedence over University policy with respect to distribution of the license revenue.

With respect to any patent matter in which another institution or an outside agency shall share in the income derived from the patent rights, distribution of income shall be made first to the other institution according to agreed-upon terms, and then to the Inventor according to this Regulation.

2. Specific Conditions Governing Sponsored Research

a. Government Sponsored Research

Patents on inventions arising from research financed by the United States Government are controlled by the terms of the supporting grants and contracts, and applicable Federal laws and regulations. Except as provided by Federal law or by government-supported grants or contracts, when no patent rights are claimed or when patent rights are waived by the United States Government, patents arising from government-sponsored research are controlled by patent and copyright policies set forth herein.

b. Non-Government Sponsored Research

The University must ensure that its facilities and the results of the research of its employees and students are applied in a manner which best serves the interests of the public. Likewise, the legitimate interests of a private sponsor who provides financial or other support to research carried out by or through the University must be considered. The University will normally reserve ownership of patents on inventions arising out of research supported in whole or in part by grants or contracts with nongovernmental organizations or firms. Contracts or agreements which are entered into between the University and nongovernmental organizations or agencies should contain clauses setting forth such a reservation, unless deviations therefrom are requested by the sponsor and approved by the Vice President for Research and Economic Development. In the interest of fair treatment to the sponsor and in consideration for such sponsor's investment, special provisions regarding patent rights may be negotiated by the University, provided that the University retains the perpetual, non-exclusive right to use the invention for its own research, educational, and service purposes, without payment of royalty fees. In such cases, in the interest of discharging the University's obligation to the public in the application of its facilities and its employees' and students' time and talent, the University will require the sponsor to use due diligence in the commercial use of the invention, and the University will retain the right to publish the results of the research involved after a period of time reasonably necessary to protect the rights of the parties and to allow for the filing of a patent application. Exceptions to this section may be authorized by the Vice President for Economic Development.

B. Copyright Ownership

All copyrights in Works of Authorship, whose Creators are academic personnel, except for works for hire, software and patentable Intellectual Property, remain with their Creators. Works of authorship created by non-academic personnel within the scope of their employment are owned by the University. The University may execute a written agreement waiving its rights, if any, in and to such material. The distribution of royalties, if any, is a matter of arrangement between the Creator and his or her publishers or licensees. The University also supports the creation and dissemination of academic or scholarly publications for the purpose of open access, subject to the arrangement between the Creator and their publishers or licensees. Works of Authorship owned by the University including; works for hire, software, or other patentable Intellectual Property shall be subject to these policies and may be disseminated through open access with the approval of the Vice President for Economic Development.

1. Computer Software

All copyrights in and to computer software, including but not limited to programs, operating systems, procedures, and associated manuals, which result from activities carried out at the University, and which are developed with the aid of or for use with University hardware shall be the sole property of the University of Wyoming. The terms and conditions regarding patentable Intellectual Property, including but not limited to the distribution of income, shall apply to computer software of the type described herein.

2. Academic Course Materials

The University makes no claim to copyright ownership for noncommissioned academic course materials initiated and completed by academic personnel. However, for those created within the employee's scope of duties, the University will claim a perpetual, nonexclusive, worldwide, royalty-free license to use the Academic Course Materials for any of the University's teaching and educational purposes as well as for administrative purposes for accreditation.

C. Service Mark, Trademark, and Trade Name Ownership

Service marks, trademarks and trade names with respect to products resulting from or arising out of research, instruction, or other activities carried out at the University or developed with the aid of its resources, facilities or staff, shall be the property of the University. Without express authorization from the President or the President's designee, no steps shall be taken to secure such trademarks, trade names or service marks by usage or registration. The University reserves the right to register such marks as it deems appropriate, and to license the use of such marks, provided that the income from such licensing shall be used to support the research and educational programs of the University as defined herein.

D. Students

Undergraduate and graduate students enrolled in degree or certificate programs at the University own the patentable Intellectual Property they create if it was created:

1. For a course in which the student is enrolled;
2. During extracurricular activities directly unrelated to research projects being undertaken at the University;
3. While using the resources and facilities of the University commonly provided for a student's use and for which a student has paid tuition and fees;

4. While using resources and facilities of the University available to the non-University community with or without an associated fee;
5. Or a combination of 1–4, unless:
 - a. The student is also an employee of the University either on a work-for-hire basis or as part of University faculty-led research and the patentable Intellectual Property is developed within the course and scope of his or her employment as stated in Section V above, in which case Subsection 1 above shall apply;
 - b. The student participates in a University research project where ownership and control of the resulting patentable Intellectual Property rights created under the project have already been defined via agreement to a governmental, philanthropic, corporate, or other sponsor or collaborator;
 - c. The student jointly creates the patentable Intellectual Property with a non-student, in which case Section VI excluding this subsection (D)—and applicable law dictate ownership of patentable Intellectual Property as if the student was a non-student described above in subsection (A).

VII. PUBLICATION

A major function of the University is the advancement and dissemination of knowledge. Any practice which unnecessarily restricts the publication of results of scholarly or scientific work is to be avoided. It is recognized, however, that the full development of useful Intellectual Property may be dependent upon the securing of patent protection which will enable the commercial utilization of the Intellectual Property. Accordingly, under certain circumstances it may be necessary to delay for a minimum period the publication of results of research.

If a sponsor proposes to support a research effort, and the rights to any patentable or copyrightable Intellectual Property resulting therefrom will belong to said sponsor, the research agreement with respect to publication shall include language to accomplish the following: First, the sponsor must agree that the results of the research may be published by the investigators. Second, to not jeopardize patent applications, the University and the investigators may agree that any proposed publication will be submitted to the sponsor with a written notice of intent to submit for publication. The notice will advise the sponsor that if, within a period of no more than ninety (90) days from the date of such notice, the sponsor fails to request a delay, the investigators and University shall be free to proceed immediately with the publication. If, however, the sponsor provides timely notice to the University that a delay is desired, the submission of the manuscript to a publisher or other public disclosure shall be withheld for the period requested, but in no event shall the total period of delay be longer than one (1) year following the date of the notice of intent to submit for publication.

Such a period will permit the sponsor to have the necessary patent applications prepared and filed, and does not unduly restrict the dissemination of scientific knowledge. Exceptions to this section may be authorized by the Vice President for Economic Development.

VIII. AVOIDANCE OF CONFLICTS

Conflicts involving Intellectual Property ownership may arise when University employees or students enter into personal consulting agreements with outside firms and organizations. The agreements which business firms generally wish to have executed by those who are to serve in a consulting capacity frequently contain provisions requiring the licensing or assignment of the consultant's Intellectual Property to that business firm. Such provisions may apply to areas in which the individual's University work lies, and thus may come into conflict with the terms and conditions of this policy.

Prior to signing any consulting agreement which deals with patent rights, trade secrets, or the like, if any University time, facilities, materials or other resources are to be involved in the carrying out of such consulting work, University employees or students must submit the proposed agreement to the Wyoming Technology Transfer and Research Products Center and obtain a waiver of University rights, or otherwise modify the agreement to conform with these policies.

IX. DUTY TO DISCLOSE INTELLECTUAL PROPERTY

All individuals whose Intellectual Property are covered by these policies have a duty to promptly disclose the same to the Vice President for Research and Economic Development through the Wyoming Technology Transfer and Research Products Center.

The duty of disclosure arises as soon as the individual has reason to believe, based on his or her own knowledge or upon information supplied by others, that the Intellectual Property may be subject to this Policy. Certainty about patentability or copyright ability is not required before a disclosure is made. Prior to any verbal or other disclosure of Intellectual Property, whether formal or informal, to a non-University third party, individuals must disclose the Intellectual Property to the Wyoming Technology Transfer and Research Products Center. Examples of disclosures to non-University third parties include, but are not limited to, potential non-University collaborators, conference presentations, poster sessions, journal publications, conference roundtable discussions, and discussions with potential third party sponsoring entities for support of continued work on the Intellectual Property.

Individuals shall execute such declarations, assignments, or other documents as may be necessary in the course of patent evaluation, registration, administration, or enforcement in order to ensure that title in such inventions shall be held by the University, or by such other parties as may be appropriate under the circumstances. Employees and students who do not promptly disclose shall be subject to disciplinary action.

X. WYOMING TECHNOLOGY TRANSFER AND RESEARCH PRODUCTS CENTER

The Wyoming Technology Transfer and Research Products Center shall review and recommend to the Vice President for Research and Economic Development or the Vice President's designee the procedures for the implementation of these policies; shall resolve questions of Intellectual Property ownership that may arise between the University and its faculty, staff, or students; shall recommend to the Vice President for Research and Economic Development the expenditure of funds from patent and/or licenses; and shall make such recommendations as are deemed appropriate to encourage disclosure and to assure prompt and expeditious handling, evaluation, and prosecution of patent opportunities.

XI. PATENT MANAGEMENT

The Wyoming Technology Transfer and Research Products Center, in consultation with the Office of General Counsel, is authorized to negotiate with reputable agencies or firms to secure arrangements for patent management, including competent evaluation of invention disclosures, expeditious filing of applications on patents, and licensing and administration of patents.

XII. EXCEPTIONS

Exceptions to any of the above policies may be authorized by the President or the President's designee if on the basis of the evidence available, such exception is consistent with the University's responsibilities to the public interest.

Responsible Division/Unit: Office of Research and Economic Development

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

University 641, Revision 3; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 5/10/2013 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-641, now UW Regulation 9-1

UNIVERSITY OF WYOMING REGULATIONS

Subject: ~~Patents and Copyrights~~ University Intellectual Property

Number: UW Regulation 9-1



I. GENERAL INFORMATION

~~The~~ The Provost and Vice President for Academic Affairs and the Vice President for Research and Economic Development ~~is~~ are the University of Wyoming ~~officer~~ officers responsible for articulating policy and procedures concerning patentable inventions and copyrightable works in which the University may have or assert an interest.

~~I.~~ POLICY

~~The University is dedicated to instruction, research,~~

II. PURPOSE

To establish ownership of copyrights, protectable discoveries and other intellectual property rights and to provide guidelines for the extension of knowledge to distribution of income received for the public. It is dissemination of those works. While the policy ~~University claims ownership of intellectual property on behalf of the University to carry out its scholarly work in State, the underlying purpose of such claim of ownership is~~ an open and free atmosphere, and where individuals are able to freely publish results obtained from this work. ~~Research done primarily in anticipation of profit is incompatible with the aims of the University. However, the University recognizes that patentable inventions and copyrightable materials are conceived or created during the course of research, instruction, and study conducted by faculty and students using University facilities.~~ These policies have been established to ensure that inventions and materials in which the University may have an interest are utilized in a manner consistent with the public good.

~~II.~~ III. POLICY OBJECTIVES

The principal objectives of the University ~~patent and copyright policies~~ Intellectual Property Policy set forth herein include the following:

- A. To provide incentive to creative intellectual effort by University employees, students, and others associated with the University;
- B. To establish principles for determining the respective interests of the ~~inventors or authors~~ Creators, the University, and sponsors with respect to ~~inventions, discoveries, or other creative works~~ Intellectual Property;
- C. To enable the University to develop procedures by which the significance of

~~inventions, discoveries and other creative works~~ Intellectual Property may be determined and, if practicable, commercially utilized;

D. To provide the means for placing in the public realm the results of research, while safeguarding the interests of the ~~inventor or author~~ Creator, the University, and the sponsor; and

E. To recognize the right of the ~~inventor or author~~ Creator to financial benefits, when applicable, from Intellectual Property.

IV. DEFINITIONS ~~an invention, discovery~~

Academic Course Materials: Works created primarily for the instruction of students or for continuing education and certification programs. Such works may include, but are not limited to, slides and presentation content used in classes, class notes, exercises and assignments, syllabi and examinations. These works do not include software, and materials prepared with significant University resources and facilities including, but not limited to, laboratories, studios, specialized equipment, production facilities, or specialized computing resources.

Creator: An inventor as defined under the United States patent laws, an author as defined under the United States copyright laws, or other ~~creative~~ creator in accordance with the United States intellectual property laws.

Intellectual Property: Includes all works, ~~work-~~ product, designs, developments, discoveries, improvements, inventions, composition of matter, machines, manufacture, materials, methods, processes, diagrams, documentation, reports, evaluations, creations, expressions, algorithms, computer programs, applications, specifications, upgrades, revisions, modifications, and related written or otherwise reproducible materials, whether patentable, copyrightable or not, and all forms of legally recognized intellectual property rights, including copyrights, patents, trade secrets, trademarks, service marks, logos, and other identifiers, mask works, plant variety protection and tangible research property, together with any associated goodwill, supporting technology or know-how.

Research: For purposes of this Regulation, "research" is the studious inquiry or examination conducted with the avowed purpose of creating and adding to the knowledge in a field and thereby advancing theory and principles; expansion of ideas, theories, and principles and the interpretation of developed information and the provision of further insights; or improvement and/or facilitation of the application and utilization of knowledge within an applied professional field.

Software: The source code and/or object code of computer applications and subroutine libraries.

University Facilities: Any facility, including equipment and material, available to the

individual as a direct result of the individual's affiliation with the University, and which would not be available to a non-affiliated individual on the same basis.

University Resources: University facilities, equipment, funds, or funds under the control of or administered by the University but not to include: office space, library facilities, ordinary access to computers and networks, or salary.

Works of Authorship: Includes, but is not limited to: textbooks; scholarly articles; literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculpture works, motion pictures and other audiovisual works; sound recordings; and architectural works.

III.V. COVERAGE

The University's ~~patent and copyright~~Intellectual Property policies contained herein apply to all University employees and students conducting research and development that furthers the University's mission and is for the public good. Notwithstanding the provisions below, "Work[s] made for hire," as that term is defined by the U.S. Copyright laws of 1976, are the sole and exclusive property of the University, and employees have no patent, copyright, royalty or any other interest in such work(s). -The ~~patent and copyright~~Intellectual Property policies of the University, as amended from time to time, shall be deemed to be a part of the conditions of employment of every University employee. Polices regarding the income distribution related to University Intellectual Property do not apply to works for hire.

IV. DEFINITIONS

~~**Personal Time:** For purposes of this Regulation, an individual's "personal time" shall mean time other than that devoted to normal or assigned functions relating to teaching, research, extension, or service on University premises, or other functions in which University facilities are utilized.~~

~~**Research:** For purposes of this Regulation, "research" is the studious inquiry or examination conducted with the avowed purpose of creating and adding to the knowledge in a field and thereby advancing theory and principles; expansion of ideas, theories, and principles and the interpretation of developed information and the provision of further insights; or improvement and/or facilitation of the application and utilization of knowledge within an applied professional field.~~

~~**University Facilities:** Any facility, including equipment and material, available to the individual as a direct result of the individual's affiliation with the University, and which would not be available to a non-affiliated individual on the same basis.~~

XII.VI. PATENT INTELLECTUAL PROPERTY OWNERSHIP

A. Patent Ownership

With the exception of ~~inventions or discoveries made on an individual's patentable~~

~~Intellectual Property not within the scope of the employee's duties and created on personal time, every invention or discovery patentable work of Intellectual Property or part thereof which results from research or other activities carried out at the University, or which is developed with the aid of the University's facilities or employees, or with funds administered by the University, is the property of the University of Wyoming, and, as a condition of employment, and in keeping with the Student Code of Conduct, is hereby assigned by the inventor Creator to the University in accordance with these policies. -Income earned as a consequence of patenting and/or licensing such inventions or discoveries Intellectual Property shall be distributed in accordance with Section VII, this Regulation. Income from Patents and/or Licenses.~~

~~All Inventions or discoveries patentable Intellectual Property made or conceived of by University employees or students which are including those created or developed entirely on personal time, and which do not involve but within the use of University resources, facilities or materials, shall be the exclusive property employee's scope of the employee or student duties~~

~~All inventions or discoveries made or conceived of by University employees or students shall be disclosed in accordance with Section XII hereof this Regulation, and the individual responsible Creator for such invention or discovery shall adequately demonstrate the relative extent to which the inventor's Creator's personal time and resources and the University's resources, facilities, and materials were utilized. -In each instance in which it is adequately demonstrated that such invention or discovery patentable Intellectual Property was made exclusively on personal time and not within the scope of duties, utilizing no University resources, facilities or materials, the University shall acknowledge in writing that the invention patentable Intellectual Property is the sole property of the inventor Creator.~~

~~If an individual a Creator so desires, however, inventions or discoveries patentable Intellectual Property made exclusively on personal time and not within the Creator's scope of duties, utilizing no University resources, facilities, or materials, may be assigned to the University for patent evaluation, registration, administration or protection.~~

~~After consultation with the inventor, the~~

~~The University may, in choose at its sole discretion and upon such terms as it deems appropriate, cause any rights which it may have to a discovery discontinue patent prosecution or invention maintenance (or any other form of protection) for a technology for any reason. Some examples of why the University might choose to be released and transferred discontinue efforts to the inventor. Such action may be expected protect a technology include, but are not limited to, if the University believes that a discovery or invention is one that is non-patentable or that does not warrant further evaluation as to patentability, or if a discovery or invention is returned to the University after negative evaluation by its patent evaluation agent(s), if any. After consultation with the Creator, the University may, in its sole discretion cause any rights which it may have to a patentable Intellectual Property to be~~

released and transferred to the Creator in exchange for recoupment of patent expenses spent on protecting the invention (including maintenance fees a patent or patents issued). In event of an assignment or release, the University shall retain a royalty-free perpetual non-exclusive license for the use of any such invention or discovery patentable Intellectual Property.

H. FROM PATENTS AND/OR LICENSES

~~Whenever the rights in and to an invention or discovery or a work of authorship as described in Sections XV and XVI hereof are owned by the University, and the University patents, copyrights, sells, licenses or otherwise provides for use of such inventions, discoveries or works by an outside user, then any net income or royalties received by the University shall be distributed sixty percent (60%) to the inventor/author and forty percent (40%) to the University.~~

~~Of that amount retained by the University, one half shall be paid to the department or college in which the invention or discovery originated, and one half shall be paid into a University research and development fund, the purpose of which shall be to stimulate and encourage creative enterprise by University and students. Expenditures from this fund shall be authorized by the Vice President for Research and Economic Development after consultation with the Research Advisory Committee.~~

1. Income from Patents and/or Licenses

Income from patents and licenses will be distributed as allocated below. The allocation formula recognizes all forms of cash payments, including royalties and various fees from licensing. After recoupment of legal costs, and subtraction of certain costs outlined below, a percentage of the proceeds that the University receives from the licensing of inventions and discoveries will be paid to the Inventor, the Office of Research and Economic Development, and the University, as specified below. The Vice President for Research and Economic Development, in consultation with the President, will oversee the distribution of the University's funds according to a Standard Administrative Policy and Procedure (SAP), which will designate the distribution of these funds to the Inventor's department, the Inventor's college or school, and a fund dedicated to high priority strategic research initiatives.

A deduction of fifteen percent (15%) to cover operating expenses incurred by the Wyoming Technology Transfer and Research Products Center will be taken annually from the gross license revenue, with funds exceeding the annual Wyoming Technology Transfer and Research Products Center budget moving into a fund dedicated to high priority strategic research initiatives, as determined by the Vice President for Research and Economic Development, in consultation with the President. Additionally, all out-of-pocket payments or obligations (and in some cases, a reasonable reserve for anticipated future expenses) attributable to protecting (including defense against infringement or enforcement actions), marketing, licensing or administering the intellectual property may be deducted from such income. Income then remaining is the net income, which is distributed

as set forth below.

So long as the cumulative net income (i.e., the net income from all years) is less than or equal to five million U.S. dollars (\$5,000,000), then the distribution will be allocated as follows:

- Sixty percent (60%) of the net income to the Inventor.
- Twenty percent (20%) of the net income to the Office of Research and Economic Development.
- Twenty percent (20%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds five million U.S. dollars (\$5,000,000) but is less than or equal to ten million U.S. dollars (\$10,000,000), then any further distribution will be allocated as follows:

- Fifty percent (50%) of the net income to the Inventor.
- Twenty-five percent (25%) of the net income to the Office of Research and Economic Development.
- Twenty-five percent (25%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds ten million U.S. dollars (\$10,000,000) but is less than or equal to twenty million U.S. dollars (\$20,000,000), then any further distribution will be allocated as follows:

- Forty percent (40%) of the net income to the Inventor.
- Eighteen percent (18%) of the net income to the Office of Research and Economic Development.
- Forty-two percent (42%) of the net income to the University (distribution determined by an accompanying SAP as outlined above).

When the cumulative net income exceeds twenty million U.S. dollars (\$20,000,000), then any further distribution will be allocated as follows:

- Thirty-five percent (35%) of the net income to the Inventor.
- Thirteen percent (13%) of the net income to the Office of Research and Economic Development.
- Fifty-two percent (52%) of the net income to the University (distribution determined by an accompanying Standard Administrative Policy and Procedure as outlined above.)

If there is more than one Inventor, the applicable royalty percentage will be divided equitably among the Inventors. For the avoidance of doubt, to the extent a difference exists between the Inventor(s) identified in the Invention disclosure

and the Inventor(s) identified in any resulting patent application, the latter shall control.

If there is more than one school, department, or center in which the Inventor(s) serves, the applicable income will be distributed to the school, department, or center that administered the academic year salary at the time of the disclosure. The University will review the proposed distribution plan, in light of the declarations of department, school, and center affiliations declared at the time of Invention disclosure to the University as well as the sources of salary support at the time of disclosure. Income will be split equally among all Inventors (unless otherwise stipulated on the disclosure form) and, where necessary, will be split among the departments, schools, or centers according to the source of salary support (unless otherwise stipulated on the disclosure form and agreed upon by all the affected unit heads). In the case of student Inventors, distributions to departments and schools will be split according to the source of salary support for the student at the time of disclosure. In cases where students receive no salary, distributions will go to the department and school that housed the student's work. When multiple disclosures are used to develop a single patent or license, then the income is split equally across the disclosures unless a different distribution is agreed upon by all those affected (Inventors, unit heads, etc.). In cases of dispute, the Vice President for Research and Economic Development, or designee, will mediate among the parties and, if necessary, propose a distribution plan for approval to the President.

If the Invention or Discovery is the result of sponsored research and the sponsor regulates the distribution of income, such specific regulations shall take precedence over University policy with respect to distribution of the license revenue.

With respect to any patent matter in which another institution or an outside agency shall share in the income derived from the patent rights, distribution of income shall be made first to the other institution according to agreed-upon terms, and then to the Inventor according to this Regulation.

2. Specific Conditions Governing Sponsored Research

a. Government Sponsored Research

Patents on inventions arising from research financed by the United States Government are controlled by the terms of the supporting grants and contracts, and applicable Federal laws and regulations. –Except as provided by Federal law or by government–supported grants or contracts, when no patent rights are claimed or when patent rights are waived by the United States Government, patents arising from government–sponsored research are controlled by patent and copyright

policies set forth herein.

b. ~~Non-~~Government Sponsored Research

The University must ensure that its facilities and the results of the research of its employees and students are applied in a manner which best serves the interests of the public. Likewise, the legitimate interests of a private sponsor who provides financial or other support to research carried out by or through the University must be considered. The University will normally reserve ownership of patents on inventions arising out of research supported in whole or in part by grants or contracts with nongovernmental organizations or firms. Contracts or agreements which are entered into between the University and nongovernmental organizations or agencies should contain clauses setting forth such a reservation, unless deviations therefrom are requested by the sponsor and approved by the Vice President for Research Advisory Committee and Economic Development. In the interest of fair treatment to the sponsor and in consideration for such sponsor's investment, special provisions regarding patent rights may be negotiated by the University, provided that the University retains the perpetual, non-exclusive right to use the invention for its own research, educational, and service purposes, without payment of royalty fees. In such cases, in the interest of discharging the University's obligation to the public in the application of its facilities and its employees' and students' time and talent, the University will require the sponsor to use due diligence in the commercial use of the invention, and the University will retain the right to publish the results of the research involved after a period of time reasonably necessary to protect the rights of the parties and to allow for the filing of a patent application. Exceptions to this section may be authorized by the Vice President for Economic Development.

B. Copyright Ownership

All copyrights in Works of Authorship, whose Creators are academic personnel, except for works for hire, software and patentable Intellectual Property, remain with their Creators. Works of authorship created by non-academic personnel within the scope of their employment are owned by the University. The University may execute a written agreement waiving its rights, if any, in and to such material. The distribution of royalties, if any, is a matter of arrangement between the Creator and his or her publishers or licensees. The University also supports the creation and dissemination of academic or scholarly publications for the purpose of open access, subject to the arrangement between the Creator and their publishers or licensees. Works of Authorship owned by the University including; works for hire, software, or other patentable Intellectual Property shall be subject to these policies and may

be disseminated through open access with the approval of the Vice President for Economic Development.

1. Computer Software

All copyrights in and to computer software, including but not limited to programs, operating systems, procedures, and associated manuals, which result from activities carried out at the University, and which are developed with the aid of or for use with University hardware shall be the sole property of the University of Wyoming. The terms and conditions regarding patentable Intellectual Property, including but not limited to the distribution of income, shall apply to computer software of the type described herein.

2. Academic Course Materials

The University makes no claim to copyright ownership for noncommissioned academic course materials initiated and completed by academic personnel. However, for those created within the employee's scope of duties, the University will claim a perpetual, nonexclusive, worldwide, royalty-free license to use the Academic Course Materials for any of the University's teaching and educational purposes as well as for administrative purposes for accreditation.

C. Service Mark, Trademark, and Trade Name Ownership

Service marks, trademarks and trade names with respect to products resulting from or arising out of research, instruction, or other activities carried out at the University or developed with the aid of its resources, facilities or staff, shall be the property of the University. Without express authorization from the President or the President's designee, no steps shall be taken to secure such trademarks, trade names or service marks by usage or registration. The University reserves the right to register such marks as it deems appropriate, and to license the use of such marks, provided that the income from such licensing shall be used to support the research and educational programs of the University as defined herein.

D. Students

Undergraduate and graduate students enrolled in degree or certificate programs at the University own the patentable Intellectual Property they create if it was created:

1. For a course in which the student is enrolled;
2. During extracurricular activities directly unrelated to research projects being undertaken at the University;

3. While using the resources and facilities of the University commonly provided for a student's use and for which a student has paid tuition and fees;
4. While using resources and facilities of the University available to the non-University community with or without an associated fee;
5. Or a combination of 1-4, unless:
 - a. The student is also an employee of the University either on a work-for-hire basis or as part of University faculty-led research and the patentable Intellectual Property is developed within the course and scope of his or her employment as stated in Section V above, in which case Subsection 1 above shall apply;
 - b. The student participates in a University research project where ownership and control of the resulting patentable Intellectual Property rights created under the project have already been defined via agreement to a governmental, philanthropic, corporate, or other sponsor or collaborator;
 - c. The student jointly creates the patentable Intellectual Property with a non-student, in which case Section VI excluding this subsection (D)—and applicable law dictate ownership of patentable Intellectual Property as if the student was a non-student described above in subsection (A).

VII. PUBLICATION -

A major function of the University is the advancement and dissemination of knowledge. Any practice which unnecessarily restricts the publication of results of scholarly ~~or~~ scientific work is to be avoided. ~~It is recognized, however, that the full development of useful inventions or discoveries~~ Intellectual Property may be dependent upon the securing of patent protection which will enable the commercial utilization of the ~~discoveries or inventions.~~ Intellectual Property. Accordingly, under certain circumstances it may be necessary to delay for a minimum period the publication of results of research.

—If a sponsor proposes to support a research effort, and the rights to any patentable ~~invention or copyrightable~~ Intellectual Property resulting therefrom will belong to said sponsor, the research agreement with respect to publication shall include language to accomplish the following: ~~First, the sponsor must agree that the results of the research may be published by the investigators. Second, to not jeopardize patent applications, the University and the investigators may agree that any proposed publication will be submitted to the sponsor with a written notice of intent to submit for publication. The notice will advise the sponsor that if, within a period of no more than ninety (90) days from the date of such notice, the sponsor fails to request a delay, the investigators and University shall be free to proceed immediately with the publication. If, however, the sponsor provides timely notice~~

to the University that a delay is desired, the submission of the manuscript to a publisher or other public disclosure shall be withheld for the period requested, but in no event shall the total period of delay be longer than one (1) year following the date of the notice of intent to submit for publication. -Such a period will permit the sponsor to have the necessary patent applications prepared and filed, and does not unduly restrict the dissemination of scientific knowledge. Exceptions to this section may be authorized by the Vice President for Economic Development.

XIII.VIII. AVOIDANCE OF CONFLICTS

Conflicts involving ~~patentable inventions and discoveries~~ Intellectual Property ownership may arise when University employees or students enter into personal consulting agreements with outside firms and organizations. -The agreements which business firms generally wish to have executed by those who are to serve in a consulting capacity frequently contain provisions requiring the licensing or assignment of the consultant's ~~inventions and patents~~ Intellectual Property to that business firm.- Such provisions may apply to areas in which the individual's University work lies, and thus may come into conflict with the terms and conditions of this policy.

Prior to signing any consulting agreement which deals with patent rights, trade secrets, or the like, if any University time, facilities, materials or other resources are to be involved in the carrying out of such consulting work, University employees or students must submit the proposed agreement to the Wyoming Technology Transfer and Research Advisory Committee Products Center and obtain a waiver of University rights, or otherwise modify the agreement to conform with these policies.

XIV.IX. DUTY TO DISCLOSE ~~DISCOVERIES AND INVENTIONS~~ INTELLECTUAL PROPERTY

All individuals whose ~~discoveries and inventions~~ Intellectual Property are covered by these policies have a duty to promptly disclose the same to the ~~Research Advisory Committee through the~~ Vice President for Research and Economic Development. through the Wyoming Technology Transfer and Research Products Center.

The duty of disclosure arises as soon as the individual has reason to believe, based on his or her own knowledge or upon information supplied by others, that the ~~discovery or invention may be patentable. Certainty about patentability is not required before a disclosure is made.~~ Intellectual Property may be subject to this Policy. Certainty about patentability or copyright ability is not required before a disclosure is made. Prior to any verbal or other disclosure of Intellectual Property, whether formal or informal, to a non-University third party, individuals must disclose the Intellectual Property to the Wyoming Technology Transfer and Research Products Center. Examples of disclosures to non-University third parties include, but are not limited to, potential non-University collaborators, conference

presentations, poster sessions, journal publications, conference roundtable discussions, and discussions with potential third party sponsoring entities for support of continued work on the Intellectual Property.

Individuals shall execute such declarations, assignments, or other documents as may be necessary in the course of patent evaluation, registration, administration, or enforcement in order to ensure that title in such inventions shall be held by the University, or by such other parties as may be appropriate under the circumstances. Employees and students who do not promptly disclose shall be subject to disciplinary action.

XV.X. WYOMING TECHNOLOGY TRANSFER AND RESEARCH ADVISORY COMMITTEE PRODUCTS CENTER

The Wyoming Technology Transfer and Research Advisory Committee Products Center shall review and recommend to the Vice President for Research and Economic Development or the Vice President's designee the procedures for the implementation of these policies; shall resolve questions of invention Intellectual Property ownership that may arise between the University and its faculty, staff, or students; shall recommend to the Vice President for Research and Economic Development the expenditure of the University research and development funds funds from patent and/or licenses; and shall make such recommendations as are deemed appropriate to encourage disclosure and to assure prompt and expeditious handling, evaluation, and prosecution of patent opportunities.

XVI.XI. PATENT MANAGEMENT

The President, or the President's designee

The Wyoming Technology Transfer and Research Products Center, in consultation with the Office of General Counsel, is authorized to negotiate with reputable agencies or firms to secure arrangements for patent management, including competent evaluation of invention disclosures, expeditious filing of applications on patents, and licensing and administration of patents.

III. COPYRIGHT OWNERSHIP

Except as provided in Sections IV, XV and XVI of this Regulation, all rights to copyrightable material shall be the property of the creator. The University may execute a written agreement waiving its rights, if any, in and to such material. The distribution of royalties, if any, is a matter of arrangement between the creator and his or her publishers or licensees.

IV. COMPUTER SOFTWARE

All copyrights in and to computer software, including but not limited to programs, operating systems, procedures, and associated manuals, which result from research activities carried out at the University, and which are developed with the aid of or for use with University hardware shall be the sole property of the University of Wyoming. The terms and conditions of Sections I through XII of this Regulation, including but not limited to Section VII which describes the distribution of income, shall apply to computer software of the type described herein. Section VII does not apply to works for hire.

V. ~~VIDEOTAPED PRODUCTIONS~~

~~All copyrights in and to videotaped courses of instruction or other audio-visual productions which result from research or other activities carried out at the University, and which are produced with the aid of the University's facilities or staff or with funds administered by the University, shall be the sole property of the University. Any individual contemplating the development and production of a videotaped course of instruction or other audio-visual production must secure the prior approval of the Vice President for Academic Affairs, or designee. All of the foregoing terms and conditions of this Regulation, with the exception of Section VII, shall apply to videotaped courses of instruction of the type described herein. The means of remuneration, and the distribution of income earned from the development of such a course or production, shall be agreed upon in writing prior to the development or production of same. Remuneration and distribution of income do not apply to works for hire.~~

VI. ~~SERVICE MARK, TRADE MARK AND TRADE NAME OWNERSHIP~~

~~Service marks, trade marks and trade names with respect to products resulting from or arising out of research or other activities carried out at the University or developed with the aid of its resources, facilities or staff, shall be the property of the University. Without express authorization from the President or the President's designee, no steps shall be taken to secure such trade marks, trade names or service marks by usage or registration. The University reserves the right to register such marks as it deems appropriate, and to license the use of such marks, provided that the income from such licensing shall be used to support the research and educational programs of the University as defined herein.~~

XVII.XII. EXCEPTIONS

Exceptions to any of the above policies may be authorized by the President or the ~~President's designee following a favorable review and recommendation from the Research Advisory Committee. Before recommending such an exception, the Committee should determine that,~~ President's designee if on the basis of the evidence available, such exception is consistent with the University's responsibilities to the public interest.

Responsible Division/Unit: Office of Research and Economic Development

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

University 641, Revision 3; adopted 7/17/2008 Board of Trustees meeting

Revisions adopted 5/10/2013 Board of Trustees meeting

Revisions adopted 9/12/2014 Board of Trustees meeting

Reformatted 7/1/2018: previously UW Regulation 3-641, now UW Regulation 9-1

AGENDA ITEM TITLE: Approval of Contracts and Grants Report, Synakowski

SESSION TYPE:

- Work Session
- Education Session
- Information Item
- Other:
[Committee of the Whole – Items for Approval]
- Attachments are provided with the narrative.*

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The Division of Research and Economic Development provides a list of all Contract and Grants awarded to the University of Wyoming. This report provided data on a monthly basis. Attached is a list of all research grants and contracts awarded during January, February, and March of the third quarter of FY21.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

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

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval or disapproval of the Contract and Grants Report.

PROPOSED MOTION:

I move to approve the Contract and Grants Report as presented to the Board.

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Alchemy Sciences, Inc.	500,001.00	Mohammad Piri	Petroleum Engineering	Enhanced Hydrocarbon Recovery from Unconventional and Conventional Reservoirs - Tier 1
Bayer Corporation	10,000.00	Daniel Tekiela	Plant Sciences	Effective Control of Rangeland Weeds Using Herbicides
Bureau of Justice Statistics/Department of Justice	208,020.00	Laurel Wimbish	Wyoming Survey & Analysis Center	2020 Wyoming State Justice Statistics Award
Carbon Fuels, LLC	151,513.00	Richard Horner	School of Energy Resources Directors Office	The Novel Charfuel Coal Refining Process 18 TPD Pilot Plant Project for Co-Producing an Upgraded Coal Product Commercially Valuable Co-Products
Centers for Disease Control and Prevention	171,036.00	David Jones	College of Health Sciences Deans Office	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
EJK Foundation	50,050.00	Drew Bennett	Haub School of Environment & Natural Resources	Cows or Condos? Land-use and rancher outcomes from grazing lease retirements in the American West
Environmental Defense Fund	90,000.00	Shane Murphy	Atmospheric Science	Quantification of Site-Level Methane Emissions in the Permian Basin
eXtension Foundation	16,975.00	Jeffrey Edwards	UW Extension	2021 Pesticide Safety Education Funds Management Program (PSEFMP)
French American Cultural Exchange	5,200.00	Rachel Sailor	Visual & Literary Arts	Transitioning to Virtual Exchange
Hess Corporation	1,800,000.00	Mohammad Piri	Center of Innovation for Flow through Porous Media	Oil Recovery from Conventional and Unconventional Reservoirs: Multifaceted Experimental and Computational Investigations of Multiphase Flow and Transport in Porus Media of varying Wettability
Kimmeridge Energy Management Company (KEMC)	10,000.00	Dana Caulton	Atmospheric Science	Characterization of methane emissions from abandoned coalbed methane wells
Knobloch Family Foundation	280,000.00	Drew Bennett	Haub School of Environment & Natural Resources	Advancing Conservation in Wyoming through Natural Wealth Accounting
Lawrence Berkeley National Laboratory	29,398.30	Adam Myers	Physics & Astronomy	Target Selection for Survey Validation
LEIDOS	25,000.00	Scott Quillinan	School of Energy Resources Directors Office	Rare Earth Element in Coals
Los Alamos National Laboratory	5,500.00	Virginia Paige	Ecosystem Science & Management	Rental Walnut Gulch Rainfall Simulator
Montana State University	28,636.00	Caitlin Youngquist	UW Extension	Western SARE State Implementation Grant 2020 for Wyoming (PDP Funds)
MoVE LLC	90,298.00	Qin Zhu	Kinesiology & Health	Developing Real-time Interaction and Motion Tracking in Immersive Virtual Reality for Telerehabilitation

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
National Institute of Food and Agriculture/Department of Agriculture	267,977.00	Barbara Rasco	Agriculture Experiment Station	Hatch-Regular Capacity FY21
National Institute of Food and Agriculture/Department of Agriculture	10,354.00	Kelly Crane	UW Extension	University of Wyoming Smith-Lever RREA FY21
National Institute of Food and Agriculture/Department of Agriculture	54,876.00	Melinda Meuli	UW Extension	University of Wyoming Extension - EFNEP (FY21)
National Institute of Food and Agriculture/Department of Agriculture	343,895.00	Kelly Crane	UW Extension	University of Wyoming Extension Smith-Lever 3(b) & 3(c) FY21
National Institute of Food and Agriculture/Department of Agriculture	56,507.00	Barbara Rasco	Agriculture Experiment Station	McIntire-Stennis Capacity FY21
National Institute of General Medical Sciences/NIH/DHHS	75,895.61	Robert Seville	INBRE Program	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 4) Year 5 - Administrative Core
National Institute of General Medical Sciences/NIH/DHHS	296,828.04	Robert Seville	INBRE Program	Wyoming IDeA Networks for Biomedical Research Excellence (INBRE 4) Year 5 - Administrative Core
National Institute of General Medical Sciences/NIH/DHHS	313,120.00	Daniel Levy	Molecular Biology	Mechanisms of nuclear size regulation (Year 2)
National Institutes of Health (DHHS)	132,102.00	Danielle Bruns	Kinesiology & Health	Therapeutic activation of AMPK for the aging right heart
National Science Foundation	190,322.00	Erica Belmont	Mechanical Engineering	RII Track-4: Partnership Between the University of Wyoming and the Missoula Fire Sciences Laboratory in Multi-Scale Wildland Fire Research
National Security Agency	89,999.00	Shawn Bunning	AVP of Global Engagement	2020 STARTALK University of Wyoming
National Sheep Industry Improvement Center	20,000.00	Hannah Cunningham	Animal Science	Investigating the main mastitis causing pathogens plaguing Western sheep flocks
New Mexico Institute of Mining and Technology	159,617.75	Maohong Fan	Petroleum Engineering	San Juan Basin CarbonSAFE Phase III: Ensuring Safe Subsurface Storage of Carbon Dioxide in Saline Reservoirs
North Dakota Department of Health	25,981.00	Laran Despain	Wyoming Survey & Analysis Center	Oral Health Program Evaluation
Nufarm Americas, INC	5,000.00	Andrew Kniss	Plant Sciences	Herbicide Evaluation Program
Sandia National Laboratories	30,000.00	Jonathan Naughton	Mechanical Engineering	Rotor Wake and Validation and Verification Activities for Wind Energy
University of Arkansas at Little Rock	56,250.00	Rodney Wambeam	Wyoming Survey & Analysis Center	Arkansas SABG Evaluation
University of Utah	60,000.00	Canyon Hardesty	Wyoming Institute for Disabilities WIND	Covid Telehealth Resource Center
Various Sponsors	51,894.66	David Jones	Laramie Clinic	New Access Point - Program Income 2020-2022
Various Sponsors	7,500.00	Sandra Root-Elledge	Wyoming Institute for Disabilities WIND	VARIOUS SPONSORS UAP TRAINING
WY Dept of Transportation	178,467.00	Kam Weng Ng	Civil & Architectural Engineering	Comprehensive Field Load Test and Geotechnical Investigation Program for Development of LRFD Recommendations of Driven Piles on Intermediate GeoMaterials
WY Dept of Transportation	200,000.00	Khaled Ksaibati	Civil & Architectural Engineering	Wyoming High Risk Rural Roads Program - 2021

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
WY Livestock Board	303,830.00	Brant Schumaker	Wyoming State Veterinary Laboratory	Brucellosis Diagnostic Testing Support 2020-2022
WY, State of (Treasurer)	1,000,000.00	Mohammad Piri	Center of Innovation for Flow through Porous Media	State Matching Funds: Oil Recovery from Conventional and Unconventional Reservoirs: Multifaceted Experimental and Computational Investigations of Multiphase Flow and Transport in Porus Media of varying Wettability (Hess)
Wyoming Bean Commission	4,465.00	James Heitholt	R&E Center Powell	How Much Grain Yield and Quality are Lost when Dry Bean Planting is Delayed in the Bighorn Basin
Wyoming Game and Fish Department	54,048.00	Jeffrey Beck	Ecosystem Science & Management	Wind Energy Infrastructure and Greater Sage-Grouse Population Viability and Connectivity
Wyoming Game and Fish Department	77,000.00	Jeffrey Beck	Ecosystem Science & Management	Adaptive Management of the NPL Gas Field for Sage-grouse
Wyoming Wildlife Federation	5,000.00	Benjamin Rashford	Agriculture & Applied Economics	Landowner Economic Brochure Specific to the Red Desert to Hoback Mule Deer Migration Corridor

Externally Funded Projects 7,542,556.36

CARES funding	0.00
Student Financial Aid	0.00
all other externally funded projects	7,542,556.36

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Arizona State University	30,000.00	Pejman Tahmasebi	Petroleum Engineering	AI Institute: Planning: Novel Neural Architectures for 4D Materials Science
Battelle Energy Alliance	11,988.00	Mike Borowczak	Computer Science	Nuclear Security Collaboration - 2021
Boise State University	23,500.00	Christina Kuzmych	Wyoming Public Media	Regional Journalism Collaboration: Mountain West News Bureau
Bureau of Land Management/Department of Interior	320,000.00	Jeffrey Beck	Ecosystem Science & Management	(MT/DAK) Pryor Mountain Wind Energy and Sage-Grouse Study
Climb Wyoming	6,720.00	Bistra Anatchkova	Wyoming Survey & Analysis Center	Follow-up Surveys of Climb Wyoming Graduates 15, 18, 21 and 24 Months After Graduation
Department of Education	7,239,545.00	Alexander Kean	General University Operations	University of Wyoming CARES ACT Higher Education Emergency Relief Fund - Institutional Costs
Department of Education	3,306,790.00	Debra Hintz	Scholarships & Financial Aid	University of Wyoming - CARES Act: Higher Education Emergency Relief Fund
Department of Education	13,982,074.00	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2020-2021
Department of Energy	442,265.00	Maohong Fan	Petroleum Engineering	Environmentally Friendly Production of High-Quality and Multifunctional Carbon Quantum Dots from Coal
Economic Development Administration/Department of Commerce	2,400,000.00	David Bohling	IMPACT 307	Impact 307 Statewide Program
Equal Justice Wyoming Foundation	26,400.00	Danielle Cover	College of Law Deans Office	UW Civil Legal Services Clinic and Family & Child Legal Advocacy Clinic
Experiment.com	4,684.08	Jennifer Malmberg	Veterinary Science	Is Mycoplasma bovis maintained in Wyoming pronghorn antelope (Antilocapra americana) reservoirs?
Family Voices	7,500.00	Wendy Warren	Wyoming Institute for Disabilities WIND	Family to Family Mini Grant
Forest Service/Department of Agriculture	10,000.00	Mark Andersen	Wyo Natural Diversity Database	Exchange of Information Between the Natural Heritage Programs - WY Database Exports
Foster County Public Health	2,000.00	Eric Canen	Wyoming Survey & Analysis Center	Student Survey Consulting-FCPH
George B. Storer Foundation	65,000.00	Matthew Kauffman	Wyoming Coop Unit	Wyoming Migration Initiative - FY2021
Kimmeridge Energy Management Company (KEMC)	13,727.00	Dana Caulton	Atmospheric Science	Characterization of methane emissions from abandoned coalbed methane wells
Montana, State of	375,250.00	Bistra Anatchkova	Wyoming Survey & Analysis Center	2018 Montana Adult Tobacco Survey
Mule Fanatic Foundation	2,900.00	Matthew Kauffman	Wyoming Coop Unit	Red Desert to Hoback Mule Deer Project FY20
National Geographic Society	50,000.00	Jacqueline Shinker	Geology & Geophysics	Geography educational Professional Development, National Parks, Natural Resources and Native Americans
National Housing Endowment	15,000.00	Gideon Jacobs	Civil & Architectural Engineering	Home Building Education Leadership Program (NAHB)
National Institute of Food and Agriculture/Department of Agriculture	148,596.00	Barbara Rasco	Agriculture Experiment Station	Hatch-Multistate Capacity FY21

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
---------	----------------------	------------------------	--------------	------------

National Science Foundation	240,000.00	Caleb Hill	Chemistry	CAREER: Methods for Targeted, High-Throughput Single-Entity Analyses
National Science Foundation	180,120.00	Lauren Shoemaker	Botany	RII Track-4: Ecological Community Responses to Global Change: Predicting Effect on Community Dynamics and Ecosystem Stability
Navarro	150,000.00	Md Anowarul Islam	Plant Sciences	Regenerative Grazing (Carbon Sequestration) Study in Shirley Basin, Wyoming.
North Dakota, Univ of	33,316.00	Erin Phillips	School of Energy Resources Directors Office	Plains CO2 Reduction Partnership Initiative to Accelerate Carbon Capture, Utilization, and Storage Deployment
Pennsylvania State University	350,000.00	Maohong Fan	Petroleum Engineering	University Coalition for Fossil Energy Research (CO2 Capture)
Pilot Hill Inc.	11,500.00	James Fried	Dining	Fence analysis and maintenance on eastern and northern boundary
Reeve (Christopher and Dana) Foundation	75,000.00	Ryan Rausch	Wyoming Institute for Disabilities WIND	WyRamp Project
Society for Science & the Public	6,000.00	Erin Stoesz	Science & Math Teaching Center	2021 Virtual Wyoming State Science Fair - COVID-19 Transition Relief Fund
Susteon	379,999.00	Maohong Fan	Petroleum Engineering	Low Regeneration Temperature Sorbents for Direct Air Capture of CO2
Synoptic Data Corp	3,239.70	Antony Bergantino	Civil & Architectural Engineering	Teaming Agreement between Synoptic Data Corporation and the Water Resources Data System at the University of Wyoming for the National Mesonet Program
U.S. Geological Survey/Department of the Interior	112,000.00	Annika Walters	Wyoming Coop Unit	Drought, water availability, and the implications for fish, 3/27/2020.
U.S. Geological Survey/Department of the Interior	400,000.00	Jerod Merkle Co-PI: Matthew Kauffman	Wyoming Coop Unit	An automated analytical system to synthesize environmental data from long-term remote sensors for use in animal migration ecology, 6/10/2020.
U.S. Geological Survey/Department of the Interior	190,812.00	Matthew Kauffman	Wyoming Coop Unit	Evaluating the influence of energy development on mule deer migrations
University of Albany	15,856.00	Zachary Lebo	Atmospheric Science	Classification of Cloud Particle Imagery and Thermodynamics (COCPIT): A New Databasing Tool for the Characterization of Cloud Particle Images Captured During DOE Field Campaigns
University of Montana	20,000.00	Lusha Tronstad	Wyo Natural Diversity Database	Invertebrate taxonomy and ranking for Wyoming and Montana Natural Heritage Programs
University of New Mexico	30,000.00	Edmund Synakowski	VP for Research & Economic Development Office	ASCEND: Accelerating Solutions for Commercialization and Entrepreneurial Development in the Mountain West IDeA States
Upper Missouri District Health Unit	2,000.00	Eric Canen	Wyoming Survey & Analysis Center	Upper Missouri District Health Unity Surveys

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Various Sponsors	170.92	Christine Hime	Family & Consumer Sciences	Departmental Research Support
Various Sponsors	27,959.15	David Jones	Laramie Clinic	New Access Point - Program Income 2020-2022

Various Sponsors	160.00	Derek Smith	Kinesiology & Health	SUS-UW Program Income
Various Sponsors	1,500.00	Jennifer Thompson	College of Agriculture & Natural Resources Deans Office	VAR SPON WY BACKYARDS TO BARNYARDS AN EDUCATIONAL NEWSLETTER FOR WY SMALL ACRE ENTHUSIAST.THOMPSON
Various Sponsors	66.00	Melinda Meuli	UW Extension	Program Income - SNAP ED
Western States Learning Corporation dba Align	570,000.00	Nikki Baldwin	School of Teacher Education	Preschool Development Renewal Grant
WY Community Foundation	110,000.00	Laura Feldman	Wyoming Survey & Analysis Center	Kids Count
WY Dept of Environmental Quality	29,781.00	Leonard Smutko	Haub School of Environment & Natural Resources	DEQ Surface Water Quality Standards Collaborative Stakeholder Process
WY Dept of Health	65,000.00	Christine McKibbin	Psychology	Title III D Disease Prevention and Health Promotion (DHP) Evidence-based Program
WY Dept of Health	12,816.44	Esther Gilman-Kehrer	School of Nursing	Wyoming Maternal Mortality Review Committee Abstractor
WY Dept of Health	4,860.00	Michael Dorssom	Wyoming Survey & Analysis Center	Interagency Agreement between Wyoming Department of Health, Aging Division and University of Wyoming
WY Dept of Transportation	114,595.00	Mohamed Ahmed	Civil & Architectural Engineering	Performance Measures and Independent Evaluation Support - Connected Vehicle Pilot Deployment Program
WY Governor's Office	408,500.00	Curtis Biggs	College of Education Deans Office	Trustees Education Initiative: Collaborative K12 Digital Teaching and Learning Professional Development Project (GEER)
WY State Geological Survey	6,130.80	Teale Wyckoff	Wyoming Geographic Information Science Center	NGGDPP, Legacy Map Digital Conversion Project
WY Water Development Office	272,713.00	Antony Bergantino	Atmospheric Science	Water Resources Data System [WRDS] 2021-2022
Wyoming Game and Fish Department	2,100.00	Anna Lisa Chalfoun	Wyoming Coop Unit	Decadal Abundance Trends of Avian SGCN in Wyoming's Natural Gas Fields
Wyoming Game and Fish Department	62,133.00	Anna Lisa Chalfoun	Wyoming Coop Unit	Full Life-Cycle Effects of Natural Gas Development on Sagebrush Songbirds
Wyoming Game and Fish Department	5,000.00	Jerod Merkle	Zoology & Physiology	Behavioral plasticity of large mammals in response to heat
Wyoming Game and Fish Department	20,000.00	Kerry Sondgeroth	Veterinary Science	Pasteurella multocida associated with sinus tumors in BHS
Wyoming Game and Fish Department	67,139.00	Merav Ben-David	Zoology & Physiology	Assessing the Distribution and Abundance of North American River Otters Across Wyoming
Wyonano, LLC	20,775.00	John Hoberg	Chemistry	NSF Phase 1: COF-based membranes for refrigeration

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
---------	----------------------	------------------------	--------------	------------

Externally Funded Projects

32,485,181.09

CARES funding	0.00
Student Financial Aid	17,288,864.00
all other externally funded projects	15,196,317.09

Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name
Administration for Community Living/DHHS	393,628.00	Sandra Root-Elledge	Wyoming Institute for Disabilities WIND	(ATSG) AT Act State Grants for Assistive Technology
Agricultural Research Service/Department of Agriculture	25,332.00	John Scasta	Ecosystem Science & Management	Fire Effects in Greasewood-Saline Ecological Sites in Wyoming and Montana
AMVAC Chemical Corporation	4,000.00	Andrew Kniss	Plant Sciences	Herbicide Evaluation Program (AMVAC)
ASIMICA, INC	71,790.00	Grant Bowman	Molecular Biology	Multi-fold increase in the production of pharmaceutical insulin with Microbial Stem Cell Technology
BASF Corporation	5,000.00	William Stump	Plant Sciences	Pest Management for the Crops of the High Plains
Centers for Disease Control and Prevention/DHHS	42,759.00	David Jones	College of Health Sciences Deans Office	Medicare Cost Report Payments for the Casper and Cheyenne Residency Programs to Encounter Rate of Services Provided on their Annual Clinic Costs Reports
Department of Education	2,102,060.00	Debra Hintz	Scholarships & Financial Aid	Direct Student Loans 2020-2021
Department of Energy	467,620.00	Gang Tan	School of Energy Resources Directors Office	Eco-friendly High-performance Building Material Development from Coal
Department of State	33,500.00	Frederica Suess	English Language Center	Tashkent Embassy Award for Tourism ESL Textbook Development
National Institute of Allergy and Infectious Diseases/NIH/DHHS	193,935.00	Jason Gigley	Molecular Biology	Iron regulation of chronic Toxoplasma gondii infection and immunity
National Institute of General Medical Sciences/NIH/DHHS	34,789.00	Daniel Levy	Molecular Biology	Mechanisms of nuclear size regulation (Year 2)
National Institutes of Health (DHHS)	249,000.00	Todd Schoborg	Molecular Biology	Investigating the molecular mechanisms of microcephaly
National Park Service/Department of the Interior	40,166.00	Daniel Laughlin	Botany	Evaluate sagebrush steppe condition, restoration efficacy and community trajectories, Grand Teton National Park
National Science Foundation	160,243.00	Brian Leonard	Chemistry	REU Site: A Community College Based REU in the Wyoming Region
National Science Foundation	14,000.00	Christopher Weiss-Lehman	Botany	NSF Postdoctoral Fellowship in Biology FY 2020: From genomes to geographic distributions: testing the eco-evolutionary mechanisms of species range limits
National Science Foundation	127,011.00	Todd Surovell	Anthropology	The Development of Social Complexity in a Mobile Society
National Sheep Industry Improvement Center	29,700.00	Hannah Cunningham	Animal Science	Mitigation of subclinical mastitis during early lactation and effects of subclinical mastitis on milk yield, lamb growth, and lamb survival
Natural Resources Conservation Service/Department of Agriculture	254,124.00	Paddington Hodza	Wyoming Geographic Information Science Center	WYGISC provide development of the IRMA for NRCS Utah, including the GUS. CESU Umbrella Agreement No.NRC19CPT0010123
Rocky Mountain Elk Foundation	7,500.00	Jerod Merkle	Wyoming Coop Unit	Wyoming Elk and Human Development Threshold Study
Strike Consulting	18,500.00	Virginia Paige	Ecosystem Science & Management	Upper Green River Demand Management Demonstration Projects
Sponsor	Award Funding Amount	Principal Investigator	Organization	Award Name

Theodore Roosevelt Conservation Partnership	5,000.00	Teale Wyckoff	Wyoming Geographic Information Science Center	Wyoming Mule Deer Migration & Development Assessment Viewer
University of Nebraska Lincoln	355,975.00	Amy Krist	EPSCoR	RII Track-2 FEC: From Ecosystems to Evolution: Harnessing Elemental Data to Detect Stoichiometric Control-Points and their Consequences for Organismal Evolution
University of Utah	29,086.00	Mary Hardin-Jones	Communication Disorders	A comparative effectiveness study of speech and surgical treatments using a Cleft Palate Registry/Research Outcomes Network
Various Sponsors	54.00	Christine Hime	Family & Consumer Sciences	Departmental Research Support
Various Sponsors	41,745.10	David Jones	Laramie Clinic	New Access Point - Program Income 2020-2022
Various Sponsors	860.00	Gary Beauvais	Wyo Natural Diversity Database	VAR SPON DATABASE MANAGEMENT
Various Sponsors	4,062.74	Jill Kline	Small Business Development Center	Program Income for FY18 SBDC SBA
Various Sponsors	812.00	Paul Kunkel	Transit & Parking Services	Transpark Farebox Revenue
Various Sponsors	10,420.00	Rocky Case	Manufacturing Works	Program Income - NIST Year 4
Western Sugar Cooperative	7,000.00	Andrew Kniss	Plant Sciences	Weed Biology, Ecology, and Management in Sugarbeet
WY Dept of Agriculture	32,461.00	James Heitholt	Plant Sciences	Development of chickpeas irrigation and nutrient management program in the semi-arid region of Intermountain West.
WY Dept of Health	2,000.00	Beth Robitaille	Family Medicine Residency Programs Casper	Early and Periodic, Screening, Diagnostic, and Treatment (EPSDT)
WY Dept of Health	637,563.00	Timothy Robinson	Mathematics & Statistics	COVID-19 Statistical Data Analysis and Data Science Support for the State of Wyoming
WY Dept of Transportation	30,264.31	Bistra Anatchkova	UWYO	Conduct the 2020 WYDOT Customer Satisfaction Survey, statewide and the 2021 Agency-wide WYDOT Employee Satisfaction Survey
WY Dept of Transportation	116,306.00	Jennifer Tanner Eisenhauer	Civil & Architectural Engineering	Reducing Shrinkage in Concrete Bridge Decks using Single and Double Ring Test Methods
WY Dept of Transportation	79,565.00	Khaled Ksaibati	Civil & Architectural Engineering	Updating and Implementing the Grade Severity Rating System (GSRS) for Wyoming Mountain Passes, Phase 2
Wyoming Bean Commission	10,926.78	James Heitholt	Plant Sciences	Effect of Plant Density and Row Arrangement on Dry Productivity in Wyoming
Wyoming Game and Fish Department	49,275.21	Lusha Tronstad	Wyo Natural Diversity Database	Surveys for Aquatic Snails in Wyoming FY2021
Wyoming Game and Fish Department	5,000.00	Matthew Kauffman	Wyoming Coop Unit	Fence-Line Interactions in Migratory Mule Deer
Wyoming Game and Fish Department	10,000.00	Matthew Kauffman	Wyoming Coop Unit	Moose demography, browsing interactions: Bighorns
Wyoming Game and Fish Department	180,000.00	Teale Wyckoff	Wyoming Geographic Information Science Center	WISDOM v2.0 Revision

Externally Funded Projects

5,883,033.14

CARES funding	0.00
Student Financial Aid	2,102,060.00
all other externally funded projects	3,780,973.14
Total Funding for FY21 3rd Quarter	45,910,770.59

TOTAL CARES FY21 Q3	0.00
TOTAL Student Financial Aid FY21 Q3	19,390,924.00
TOTAL Externally Funded FY21 Q3	26,519,846.59
<u>Total Funding for FY21 3rd Quarter</u>	45,910,770.59

Month	Total Funding	CARES	Student Financial Aid	Other External
Jul-20	32,052,515.86	11,388,894.23	883,089.00	19,780,532.63
Aug-20	47,306,854.63	37,300,000.00	983,348.77	9,023,505.86
Sep-20	47,616,927.25	10,661,843.00	292,469.07	36,662,615.18
Oct-20	25,318,289.97	1,100,000.00	16,502,734.26	7,715,555.71
Nov-20	34,616,733.43	12,408,999.00	330,119.97	21,877,614.46
Dec-20	15,240,072.26	8,496,252.00	27,928.39	6,715,891.87
Jan-21	7,542,556.36	0.00	0.00	7,542,556.36
Feb-21	32,485,181.09	0.00	17,288,864.00	15,196,317.09
Mar-21	5,883,033.14	0.00	2,102,060.00	3,780,973.14
Apr-21	0.00			
May-21	0.00			
Jun-21	0.00			
	248,062,163.99	81,355,988.23	38,410,613.46	128,295,562.30
		33%	15%	52%

**AGENDA ITEM TITLE: Execution of Bond pursuant to W.S. § 21-17-203,
Brown/Theobald/Jewell/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]

BACKGROUND AND POLICY CONTEXT OF ISSUE:

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

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

Per Section 6-2 of the Bylaws of the Trustees, the “Deputy Treasurer shall be nominated by the President of the University for appointment by the Trustees, shall be an officer of the University of Wyoming whose duties include responsibility for the receipt, custody, and expenditure of all funds of the University of Wyoming not held by the State Treasurer, and shall exercise the same responsibility with respect to any funds or monies of the Trustees of the University of Wyoming.”

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

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

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

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

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

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

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

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board of Trustees annual approves the execution of bonds.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ACTION REQUIRED AT THIS BOARD MEETING:

Board approval for the Vice President for Finance and Administration and the Deputy Vice President for Finance to execute \$1,000,000.00 bonds.

PROPOSED MOTION

I move to approve the Vice President for Finance and Administration and the Deputy Vice President of Finance to execute \$1,000,000.00 bonds to fulfill the requirement of Wyoming Statute 21-17-203.

AGENDA ITEM TITLE: Designate Depositories for UW Funds, McKinley

SESSION TYPE:

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

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

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

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

At the May 2017 meeting, the Board of Trustees last reviewed and approved depositories for UW funds.

WHY THIS ITEM IS BEFORE THE BOARD:

Annual topic for board approval per Trustee McKinley.

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

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

Current UW depositories

Type	Description	Institution	Balance as of 4/20/18
Investment	Security portfolio is held in safekeeping at Wells Fargo in Denver	Wells Fargo Securities, LLC	\$123,431,386
Investment	Liquid cash is invested and is available for withdrawal or investment on a daily basis. Wyoming Government Investment Fund was designed exclusively for Wyoming public entities.	Wyoming Government Investment Fund	\$37,000,000

Investment Advisor	The investment advisor and administrator for Wyoming Government Investment Fund.	PFM Asset Management, LLC	\$-
Operating	Cash Account-Operating	First Interstate Bank	\$5,393,366
Operating	Cash Account-Payroll	Bank of the West	\$2,478,661
Operating	Cash Account-Student Loan Funds	American National Bank	\$1,809,300

ACTION REQUIRED AT THIS BOARD MEETING:
Board approval or disapproval of the UW repositories.

PROPOSED MOTION

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

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

State Banks eligible to be designated as State Depositories

as of January 21, 2021

Financial Institution	City or Town
ANB Bank	Buffalo, Casper, Cheyenne, Gillette, Laramie, Worland
Bank of Bridger NA	Greybull, Lovell, Powell, Thermopolis
Bank Of Commerce	Rawlins
Bank of Jackson Hole	Alpine, Dubois, Jackson, Pinedale, Teton Village, Wilson
Bank of Star Valley	Afton, Alpine, Thayne
Bank of the West	Big Piney, Casper, Cheyenne, Cody, Douglas, Evanston, Gillette, Green River, Jackson, Kemmerer, Lander, Laramie, Lusk, Meeteetse, Rawlins, Riverton, Rock Springs, Saratoga, Sheridan, Wheatland, Worland
Banner Capital Bank	Cheyenne, Guernsey
Big Horn Federal Savings Bank	Cody, Greybull, Lovell, Powell, Thermopolis, Worland
Buffalo Federal Bank	Bank of Buffalo, Bank of Gillette, Bank of Sheridan
Central Bank and Trust	Cheyenne, Ft Washakie, Lander, Riverton, Thermopolis
Cheyenne State Bank	Cheyenne
Commerce Bank of Wyoming, a branch of Nebraska	Rock Springs
Converse County Bank	Douglas
Cowboy State Bank	Ranchester, Sheridan
Farmers State Bank	Pine Bluffs
First Federal Bank & Trust	Sheridan
First Interstate Bank	Buffalo, Casper, Cheyenne, Gillette, Jackson, Lander, Laramie, Riverton, Sheridan
First National Bank of Gillette	Gillette
First Northern Bank Of Wyoming	Buffalo, Gillette, Sheridan
First Republic Bank	Jackson
First State Bank of Newcastle	Newcastle
First Western Trust Bank	Jackson Hole
FirsTier Bank	Cheyenne, Upton

Financial Institution	City or Town
Glacier Bank	Afton, Alpine, Cody, Evanston, Guernsey, Kemmerer, Mountain View, Lovell, Pinedale, Powell, Rock Springs, Torrington, Wheatland
Hilltop National Bank	Casper, Glenrock
Jonah Bank of Wyoming	Casper, Cheyenne
Lusk State Bank	Lusk
Pinnacle Bank - Wyoming	Cheyenne, Cody, Gillette, Moorcroft, Newcastle, Thermopolis, Torrington, Worland
Platte Valley Bank	Casper, Cheyenne, Evansville, Torrington, Wheatland,
Points West Community Bank	Douglas, Lingle, Pine Bluffs, Torrington
RNB State Bank	Hanna, Rawlins, Saratoga
Rocky Mountain Bank	Jackson, Pinedale, Rock Springs
Rolling Hills Bank & Trust	Wheatland
Security State Bank	Basin, Greybull, Gillette, Sheridan, Worland
State Bank	Green River, Rock Springs
Summit National Bank	Hulett
Sundance State Bank	Sundance
Uinta Bank	Evanston, Mountain View, Rock Springs
US Bank NA	Casper, Cheyenne, Cody, Evanston, Gillette, Green River, Jackson, Lander, Laramie, Riverton, Rock Springs, Sheridan, Torrington, Worland
Wells Fargo Bank	Afton, Casper, Cheyenne, Cody, Dubois, Evanston, Gillette, Green River, Jackson, Laramie, Lyman, Pinedale, Powell, Riverton, Rock Springs, Sheridan, Thayne, Wheatland, Wilson
Western States Bank	Cheyenne, Laramie
Wyoming Bank & Trust	Burns, Cheyenne
Wyoming Community Bank	Lander, Riverton

AGENDA ITEM TITLE: Service Contract and Procurement Reports, Evans

SESSION TYPE:

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

APPLIES TO STRATEGIC PLAN:

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

Attachments are provided with the narrative.

EXECUTIVE SUMMARY:

Per UW Regulation 7-2 (Signature Authority), unless otherwise limited by UW Regulation or reserved by the Board of Trustees, the President shall have authority to approve and/or sign University contracts, federal contracts, agreements, memorandums of understanding, and procurements that involve an external party, require consideration (paid or received) valued less than \$1,000,000 (one-time or in aggregate), and for which the term is less than five years. The President may delegate this authority to University Officers for such contracts, federal contracts, agreements, memorandums of understanding, and procurements that require consideration (paid or received) valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

As required by the Regulation, attached are the following reports:

- 1) Service Contracts (including contracts, federal contracts, agreements, and memorandums of understanding) valued at \$50,000 or above (one-time or in aggregate) from February 16 – April 15, 2021
- 2) Procurements valued at \$50,000 or above (one-time or in aggregate) from February 16 – April 15, 2021

Service contract workflow

Per Presidential Directive 3-2014-1 (Signature Authority), the President can delegate signature authority to University officers for service contracts valued less than \$500,000 (one-time or in aggregate) and for which the term is less than five years.

Procurement workflow

Cost Center Managers (business manager level 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 \$249,999. Vice Presidents are the final approvers for purchases between \$250,000 and \$499,999. The President is the final approver for purchases between \$500,000 and \$999,999. The Board of Trustees approves purchases of \$1,000,000 and above.

As part of the Governor’s Step 1 budget reduction requirements, all purchases over \$100,000 are also reviewed by Financial Affairs (in addition to the workflow listed 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.

UW Regulation 7-2 (Signature Authority) Contracts Board Report - February 16, 2021 - April 15, 2021

Contract Number	Contract Header Name	Contract Type	Department	Supplier	Signed Date	Agreed Amount	Signer Name	Signer Job Title
10502 - CZero Inc - 0520	IFT Test Apparatus – Revision B	Services Contract	Administration	CZero, Inc	4/9/21	\$203,963.00	Neil Theobald	Senior VP, Admin & Finance
10502 - New England Research - 0221	On-site Installation	Services Contract	Administration	New England Research, Inc.	3/2/21	\$68,500.00	Neil Theobald	Senior VP, Admin & Finance
22112-KutakRock-Mar2021	2021 Student Housing University of Wyoming Engagement Letter	Services Contract	AVP of Fiscal Administration	Kutak Rock LLP	3/4/21	\$211,000.00	Teresa Evans	Vice President & General Counsel
12107-PRI-February2021	PRI-EDS 10YR & Annual Service	Services Contract	College of Agriculture & Natural Resources	Progressive Recovery, Inc	3/30/21	\$51,888.00	Barbara Rasco	Dean of AGNR
15102-Carlisle-Jan2021	Lauren Carlisle	Services Contract	College of Education	Carlisle, Lauren L.	2/18/21	\$70,000.00	Leslie Rush	Interim Dean/Professor/Executive Director
16104-New England Research	New England Research, Inc	Services Contract	College of Engineering & Applied Science	New England Research, Inc.	2/25/21	\$1,026,975.00	Ed Seidel	President*
16101MMT032021	HAAS VM-2 Mold Maker	Services Contract	College of Engineering & Applied Science	MMT Productivity Inc. (Moncktons Machine Tools)	4/1/21	\$79,185.00	Cameron Wright	Dean/Professor
11001_AIS_amendment_Contract_July2019	11001_AIS_amendment_Contract July2019	Services Contract	Enhanced Oil Recovery Institute	Accelerated Information Systems Inc	3/10/21	\$56,705.00	Holly Krutka	Executive Director
11001_AdvancedResources_FEB2021	11001-AdvancedResource FEB2021	Services Contract	Enhanced Oil Recovery Institute	Advanced Resources International, Inc.	2/25/21	\$75,000.00	Holly Krutka	Executive Director
10401307AviationMarch2021	Agreement for Services	Services Contract	Haub School of Environment and Natural Resources	307 Aviation, LLC	3/24/21	\$50,000.00	John Koprowski	Dean, Haub School
40002-Level Access Inc Ren2019-Jan 2019	Level Access Order Form	Services Contract	Information Technology	Level Access Inc	3/1/21	\$53,540.00	Robert Aylward	Vice President
40003-Salesforce Rev2-April 2019	Order Form Quote # Q-04359462	Services Contract	Information Technology	Salesforce.org	2/25/21	\$81,558.32	Robert Aylward	Vice President
40003-Ellucian Workflow-Dec 2019	Order Form for Additional Cloud Software	Services Contract	Information Technology	Ellucian Company L.P.	3/9/21	\$103,021.00	Robert Aylward	Vice President
90201UnivofArizonaMay2020	2020-21 Season Basketball Agreement	Services Contract	Intercollegiate Athletics	University of Arizona	2/23/21	\$90,000.00	Matthew Whisenant	Deputy Director
90010DirectTVJanuary2021	TV service	Services Contract	Intercollegiate Athletics	Direct 4 Biz, LLC.	4/11/21	\$59,855.00	Thomas Burman	Athletic Director
90201NewHorizonsTravelAmendmentDec2020	New Horizons Travel	Services Contract	Intercollegiate Athletics	New Horizons Travel	3/4/21	\$106,748.55	Billy Sparks	Sr Assoc Ath Dir/Business Ops
90001MWCFebruary2021	MWC Officials fees	Services Contract	Intercollegiate Athletics	Mountain West Conference	3/4/21	\$450,650.00	Thomas Burman	Athletic Director
10502 - Piri Technologies - Feb 2021	Agreement for Services	Services Contract	Office of the President	Piri Technologies LLC	2/25/21	\$766,000.00	Ed Seidel	President
10203-CollinParsonStudiosLTD-April2021	UWAM Agreement with Collin Parson Studios LTD	Services Contract	Provost	Parson, Collin	4/7/21	\$50,000.00	Anne Alexander	Interim Provost & Vice President, Academic Affairs
10203-CityofLaramie-March2021	Outgoing Loan Agreement City of Laramie	Services Contract	Provost	City of Laramie	3/8/21	\$120,000.00	Anne Alexander	Interim Provost & Vice President, Academic Affairs
10201-Lucidae-Feb2021	Lucidea Technologies Corp.	Services Contract	Provost	Lucidea Technologies Corp.	2/24/21	\$75,081.00	Robert Aylward	Vice President
70007O'DanielApril2021	Agreement for Services	Services Contract	Research & Economic Development	O'Daniel, Shan	4/4/21	\$70,000.00	Diana Hulme	Assoc VP, Research
70009McFarlaneMarch2021	Dr. S. Eryn McFarlane	Services Contract	Research & Economic Development	McFarlane, Samantha Eryn	4/4/21	\$72,468.96	Diana Hulme	Assoc VP, Research
10502 - Native Energy Solutions - 1020	Panel Fabrication	Services Contract	School of Energy Resources	Native Energy Solutions, LLC	4/5/21	\$144,057.54	Neil Theobald	Senior VP, Admin & Finance
10501-NiallMacDowell-Feb2021	Niall Mac Dowell Agreement	Services Contract	School of Energy Resources	Dowell, Niall Mac	2/26/21	\$50,000.00	Holly Krutka	Executive Director
10501-PoroMeter-Feb2020	Aptco/PoroMeter T&C review	Services Contract	School of Energy Resources	Aptco Technologies LLC	2/25/21	\$64,900.00	Holly Krutka	Executive Director

10501-BehrensConsulting-Mar2021	Behrens Consulting Amendment no. 4	Services Contract	School of Energy Resources	Behrens Consulting, LLC	3/22/21	\$296,000.00	David Jewell	Deputy VP for Finance
10501-CR&ESoftwareAmend.no.2-Feb2021	CR&E Pilot Plant Control System Am. no. 2	Services Contract	School of Energy Resources	Continental Research and Engineering LLC	3/3/21	\$100,000.00	Holly Krutka	Executive Director
10501-P&PConsultingAmend.no.7-JAN2021	P&P Consulting Amendment no. 7	Services Contract	School of Energy Resources	P&P Consulting Services Inc	2/15/21	\$461,000.00	David Jewell	Deputy VP for Finance
31013InnoSoft CanadaInc-March2021	Software Licensing Agreement	Services Contract	VP Student Affairs Office	InnoSoft Canada Inc.	4/12/21	\$54,990.00	Robert Aylward	Vice President

*Board of Trustees approved on February 17, 2021

UW Regulation 7-2 (Signature Authority) Procurement Board Report - February 16, 2021 - April 15, 2021

PO Date	Supplier Name	Line #	Description	Quantity	Line Unit Price	Total Line Price	Total PO Amount	Department	Last Approver	Last Approver Title	Approval Date
02/18/2021	Davey Coach Sales Inc	2	Passenger Van (8-12) ADA Vehicle	0.53	82,640.00	43,799.20		Transit & Parking Services	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Davey Coach Sales Inc	1	Passenger Van (8-12) ADA Vehicle	0.53	82,640.00	43,799.20		Transit & Parking Services	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Davey Coach Sales Inc	2	Passenger Van (8-12) ADA Vehicle	0.33	82,640.00	27,271.20		Transit & Parking Services	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Davey Coach Sales Inc	1	Passenger Van (8-12) ADA Vehicle	0.33	82,640.00	27,271.20		Transit & Parking Services	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Davey Coach Sales Inc	2	Passenger Van (8-12) ADA Vehicle	0.13	82,640.00	10,743.20		Auxiliary Services Directors Office	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Davey Coach Sales Inc	1	Passenger Van (8-12) ADA Vehicle	0.13	82,640.00	10,743.20	165,280.00	Auxiliary Services Directors Office	Jewell, David	Deputy VP for Finance	02/18/2021
02/18/2021	Xcalibur Inc	1	GU WY External evaluation services Contract GU YR 4 09/26/2020 - 09/25/21	1	120,885.00	120,885.00	120,885.00	Student Educational Opportunity	Jewell, David	Deputy VP for Finance	02/18/2021
02/22/2021	Applied Data Systems	1	IBM Spectrum Scale (GPFS) Elastic Storage Server ESS 3000 + ESS 5000 SL1 Storage System	1	65,914.27	65,914.27		Research Computing Support	Jewell, David	Deputy VP for Finance	02/22/2021
02/22/2021	Applied Data Systems	1	IBM Spectrum Scale (GPFS) Elastic Storage Server ESS 3000 + ESS 5000 SL1 Storage System	1	600,000.00	600,000.00	665,914.27	VP for Research & Economic Development Office	Jewell, David	Deputy VP for Finance	02/22/2021
02/23/2021	Honorlock Inc	1	Automation with Pop-in Exam Proctoring for On-Campus Sections March 18 - December 31, 2020 per attached agreement and invoice	31493	5.00	157,465.00	157,465.00	General University Operations	Jewell, David	Deputy VP for Finance	02/23/2021
02/25/2021	Carlisle, Lauren L.	1	ALIGN WYECPLC website coordination, development, and promotion	1	70,000.00	70,000.00	70,000.00	School of Teacher Education	Montez, Kimberly	Business Manager, Executive	02/19/2021
02/26/2021	Aerotech Inc	1	3D Printing Platform: Quotes QT35586-7-A and Education Donation items QT-36551-2-A	1	74,995.00	74,995.00	74,995.00	VP for Research & Economic Development Office	Miller, Jamison	Dir, Business Operations	02/25/2021
02/26/2021	Advanced Resources International, Inc	1	Advanced Resources - Report on Biden Executive Order impact	1	75,000.00	75,000.00	75,000.00	Enhanced Oil Recovery Institute	Whitaker, Stephen	EORI Geologist, Senior	02/25/2021
03/02/2021	Aptco Technologies LLC	1	POROLUX™ 1000 w/software, optional accessories, parts, labor, and 36mo warranty warranty (see attached quote)	1	77,857.00	77,857.00	77,857.00	School of Energy Resources Directors Office	Ferrell, Rachel	Dir, Business Operations	03/02/2021
03/04/2021	PCPC Direct	1	Teton Cluster 2021-regular ThinkSystem 8 Compute Nodes, 2 Modular Enclosures (HPC&AI), 8 Mellanox Passive Copper Cable	1	62,256.09	62,256.09	62,256.09	Research Computing Support	Miller, Jamison	Dir, Business Operations	03/03/2021
03/05/2021	Storey Two LLC	1	Storey Royalty Distribution - Storey Plenty LIC10-001 ROY19-001 1-14-21	1	90,243.86	90,243.86	90,243.86	Research Products Center	Miller, Jamison	Dir, Business Operations	03/03/2021
03/05/2021	University of South Australia	1	Harris, Pauline UniSA UW Collaborative Research Agreement 2021. AUD to USD Conversion Date March 3, 2021. Milestone payment 1. Upon Execution of Project Agreement February 2021. Trover, & Excellence Budgets	1	27,352.18	27,352.18		Literacy Research Center & Clinic	Montez, Kimberly	Business Manager, Executive	03/04/2021
03/05/2021	University of South Australia	3	Harris, Pauline UniSA UW Collaborative Research Agreement 2021. AUD to USD Conversion Date March 3, 2021. Milestone payment 3. Delivery of milestone 3. August 30 2021. Ellbogen Early Literacy Budget	1	12,070.30	12,070.30		Literacy Research Center & Clinic	Montez, Kimberly	Business Manager, Executive	03/04/2021
03/05/2021	University of South Australia	4	Harris, Pauline UniSA UW Collaborative Research Agreement 2021. AUD to USD Conversion Date March 3, 2021. Milestone payment 4. Delivery of final report and handover. June 30 2022. Ellbogen Early Literacy Budget	1	21,415.10	21,415.10		Literacy Research Center & Clinic	Montez, Kimberly	Business Manager, Executive	03/04/2021
03/05/2021	University of South Australia	2	Harris, Pauline UniSA UW Collaborative Research Agreement 2021. AUD to USD Conversion Date March 3, 2021. Milestone payment 2. Delivery of milestone 2. June 1 2021. Ellbogen Early Literacy Budget.	1	32,706.70	32,706.70		Literacy Research Center & Clinic	Montez, Kimberly	Business Manager, Executive	03/04/2021
03/05/2021	University of South Australia	1	Harris, Pauline UniSA UW Collaborative Research Agreement 2021. AUD to USD Conversion Date March 3, 2021. Milestone payment 1. Upon Execution of Project Agreement February 2021. Trover, & Excellence Budgets	1	4,361.82	4,361.82	97,906.10	Literacy Research Center & Clinic	Montez, Kimberly	Business Manager, Executive	03/04/2021
03/05/2021	Li-Cor, Inc.	1	LI-COR purchase for Portable Photosynthesis System with Fluorometer, custom Chamber Adapter and Photosynthesis Training as per attached quote	1	53,920.00	53,920.00	53,920.00	VP for Research & Economic Development Office	Miller, Jamison	Dir, Business Operations	03/05/2021

03/08/2021	GH Phipps Construction of Wyoming	1	BUS MAINTENANCE FACILITY: INITIAL LIMITED SCOPE GUARANTEED MAX PRICE FOR PRE-ENGINEERED METAL BUILDING	1	1,264,845.00	1,264,845.00	1,264,845.00	Facilities Construction Mgt	Jewell, David	Deputy VP for Finance	03/05/2021*
03/08/2021	Clean Harbors Environmental Services Inc	1	HAZARDOUS WASTE DISPOSAL	1	59,757.32	59,757.32	59,757.32	Facilities Engineering	Bryant, Darcy	Deputy Director, Business Serv	03/08/2021
03/09/2021	New England Research, Inc.	1	On-site training, 5 days	1	14,500.00	14,500.00		Center of Innovation for Flow through Porous Media	Piri, Mohammad	Wyoming Excellence Chair/Prof	03/09/2021
03/09/2021	New England Research, Inc.	2	Data Analysis Package and Software	1	39,500.00	39,500.00	54,000.00	Center of Innovation for Flow through Porous Media	Piri, Mohammad	Wyoming Excellence Chair/Prof	03/09/2021
03/10/2021	Drilling Systems (UK) Limited	1	Drilling Simulator, maintenance and technical support	1	130,000.00	130,000.00	130,000.00	Engineering & Applied Science Deans Office	Jewell, David	Deputy VP for Finance	03/10/2021
03/10/2021	United Healthcare Student Resources	1	International Student Health Insurance - Invoice 20-005857-3-1 ITL (Risk Management Approved)	1	466,691.00	466,691.00	466,691.00	Risk Management & Safety Office	Jewell, David	Deputy VP for Finance	03/10/2021
03/10/2021	United Healthcare Student Resources	1	Domestic Student Health Insurance - Invoice 20-005827-3-1 DOM (Risk Management Approved)	1	1,104,770.00	1,104,770.00	1,104,770.00	Risk Management & Safety Office	Jewell, David	Deputy VP for Finance	03/10/2021**
03/11/2021	e-obs GmbH	3	e-obs purchase of YagiAntenna 10E	3	178.50	535.50		Ecosystem Science & Management	Jenks, Maria	Dir, Business Operations	03/11/2021
03/11/2021	e-obs GmbH	2	e-obs purchase of BaseStation Computer interface	3	1,785.00	5,355.00		Ecosystem Science & Management	Jenks, Maria	Dir, Business Operations	03/11/2021
03/11/2021	e-obs GmbH	4	e-obs digital telemetry shipping (incoterm 2010 DAP)	1	179.45	179.45		Ecosystem Science & Management	Jenks, Maria	Dir, Business Operations	03/11/2021
03/11/2021	e-obs GmbH	1	e-obs purchase of Bird Solar 15g	60	1,163.23	69,793.50	75,863.45	Ecosystem Science & Management	Jenks, Maria	Dir, Business Operations	03/11/2021
03/18/2021	Presidio Networked Solutions LLC	2	HPE 3Y FC NBD Exch Aruba AW10 PSU SVC (HC9K0E) per attached quote	1	115.91	115.91		Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	03/18/2021
03/18/2021	Presidio Networked Solutions LLC	1	Aruba 3Y FC NBD Exch CentRdyAWAppl SVC (HC8C1E) per attached quote	1	35,630.68	35,630.68		Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	03/18/2021
03/18/2021	Presidio Networked Solutions LLC	3	Aruba Central ready AirWave 8 Appliance (R1Q04A), Power Cord (JW124A), and PSU (R1T38A) per attached quote	1	32,941.18	32,941.18	68,687.77	Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	03/18/2021
03/19/2021	Flexx Productions	2	2nd half Tent 66x 98 for student event 3/15-4/9/21 --set up/install Fraternity Mall for student experience/event. includes flooring, heaters, lighting, glass doors.	1	33,701.25	33,701.25		University Disability Support Services	Jewell, David	Deputy VP for Finance	03/19/2021
03/19/2021	Flexx Productions	2	2nd half Tent 66x 98 for student event 3/15-4/9/21 --set up/install Fraternity Mall for student experience/event. includes flooring, heaters, lighting, glass doors.	1	33,701.24	33,701.24		University Disability Support Services	Jewell, David	Deputy VP for Finance	03/19/2021
03/19/2021	Flexx Productions	1	1st half Tent 66x 98 for student event 3/15-4/9/21 --set up/install Fraternity Mall for student experience/event. includes flooring, heaters, lighting, glass doors.	1	33,701.25	33,701.25		University Disability Support Services	Jewell, David	Deputy VP for Finance	03/19/2021
03/19/2021	Flexx Productions	1	1st half Tent 66x 98 for student event 3/15-4/9/21 --set up/install Fraternity Mall for student experience/event. includes flooring, heaters, lighting, glass doors.	1	33,701.24	33,701.24	134,804.98	University Disability Support Services	Jewell, David	Deputy VP for Finance	03/19/2021
03/19/2021	Stone Security LLC	1	11 Access Power Supply/Charger for Mercury - 12/24VDC, 12/6 Amp, 16 Distributed Outputs (fused), 16 Controlled Outputs (fused), E4M1 Enclosure (20" x 24" x 4.54") Mercury Boards (up to 10 w/ door mount)	1	7,439.85	7,439.85		Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/19/2021
03/19/2021	Stone Security LLC	2	10 S2 Mercury - LP 1502 Intelligent Controller, 16M, 2 Readers, 8 Inputs, 4	1	16,497.00	16,497.00		Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/19/2021
03/19/2021	Stone Security LLC	3	39 S2 Mercury - MR52 Reader Interface Module, 2 Readers, 8 Inputs, 6 Outputs	1	22,428.90	22,428.90		Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/19/2021
03/19/2021	Stone Security LLC	4	120 Reader - Signo 40, Switch, Pigtail, Smart Profile (Mobile, SEOS, iClass /SE/SR), Black Bndw/Silver Trim	1	25,926.00	25,926.00		Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/19/2021
03/19/2021	Stone Security LLC	5	2 Access Power Supply/Charger - Board Only - 12A/12V or 6A/24V, 1 Continuous Power Outputs, 1 Switched Power Outputs, FAI	1	436.00	436.00	72,727.75	Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/19/2021
03/23/2021	Agilent Technologies	1	M5311AA 5300 Fragment analyzer instrument	1	75,242.00	75,242.00	75,242.00	INBRE Program	Miller, Jamison	Dir, Business Operations	03/23/2021
03/23/2021	University of Washington	1	3rd & Final UWSOM Tuition & Fees Contract payment for 2020-2021	1	1,895,181.00	1,895,181.00		WWAMI Medical Education Program	Jewell, David	Deputy VP for Finance	03/23/2021

03/23/2021	University of Washington	2	3rd & Final UWSOM Tuition & Fees Contract payment for 2020-2021 (part payment using Meded account to make up for shortfall in Gen Fund due to cuts)	1	139,985.00	139,985.00	2,035,166.00	WWAMI Medical Education Program	Jewell, David	Deputy VP for Finance	03/23/2021***
03/23/2021	One Technology Corporation	2	BIG-IP Appliance: Best Bundle I5600 (48G, SSD, Base SSL & Comp) F5-BIG-BT-I5600 per attached bid	1	69,259.86	69,259.86		Enterprise Infrastructure	Jewell, David	Deputy VP for Finance	03/23/2021
03/23/2021	One Technology Corporation	1	BIG-IP Appliance: Best Bundle I5600 (48G, SSD, Base SSL & Comp) F5-BIG-BT-I5600 per attached bid	1	69,259.86	69,259.86	138,519.72	Enterprise Infrastructure	Jewell, David	Deputy VP for Finance	03/23/2021
03/24/2021	Native Range Capture Services Inc.	2	Uinta MD/Fort Bridger MD Capture, collar and transport March 2021	1	23,900.00	23,900.00		Wyoming Coop Unit	Takaki, YeonShim	Business Manager	03/23/2021
03/24/2021	Native Range Capture Services Inc.	1	SBPH March Captures, recaptures, crew per diem, fuel and helicopter ferry	1	36,930.00	36,930.00	60,830.00	Wyoming Coop Unit	Takaki, YeonShim	Business Manager	03/23/2021
03/24/2021	InfoEd Global	1	InfoEd system annual maintenance and support 6/1/21 - 5/31/22	1	66,978.00	66,978.00	66,978.00	Office of Sponsored Programs	Brownell, Comfort	Senior Dir for Office of Sponsored Prooarams	03/22/2021
03/24/2021	Stone Security LLC	2	Milestone - Care+, XProtect Corporate, Device Channel, 5 Years (Y5XPCODL) per attached quote	510	145.00	73,950.00		Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	03/23/2021
03/24/2021	Stone Security LLC	1	Milestone - Care+, XProtect Corporate, Base Server, 5 Years (Y5XPCOBT) per attached quote	1	1,384.75	1,384.75	75,334.75	Enterprise Infrastructure	Christensen, Margaux	Exec Administrator, IT Business Services	03/23/2021
03/29/2021	TouchNet Information Systems Inc	2	TouchNet Professional Hosting Services 7/1/20 - 2/21/21	1	105.68	105.68		Financial Services Business Office	Jewell, David	Deputy VP for Finance	03/29/2021
03/29/2021	TouchNet Information Systems Inc	1	TouchNet Professional Hosting Services 7/1/20 - 2/21/21	1	117,659.00	117,659.00	117,764.68	Financial Services Business Office	Jewell, David	Deputy VP for Finance	03/29/2021
03/31/2021	Inter Technologies Corporation	1	PROVIDE AND INSTALL AV EQUIPMENT IN COLLEGE OF BUSINESS GREEN JOHNSON STUDENT SUCCESS ENTER: PER QUOT #21006270	1	97,035.81	97,035.81	97,035.81	Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	03/30/2021
03/31/2021	Oracle America, Inc.	1	Oracle Fusion Subscription 11/30/2020-5/29/2021 per attached Ordering Document	1	497,202.44	497,202.44	497,202.44	Applications and Customer Relations	Jewell, David	Deputy VP for Finance	03/31/2021
03/31/2021	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2021	1	36,000.00	36,000.00		Distance Education	Stark, Stephanie	Dir, Business Operations	03/30/2021
03/31/2021	NWCCD Sheridan College	1	Payment for Dental Hygiene students Spring 2021	1	55,181.00	55,181.00	91,181.00	Distance Education	Stark, Stephanie	Dir, Business Operations	03/30/2021
04/02/2021	Abbott Rapid DX North America LLC	1	Afinion 2 HbA1c Analyzer Item # 1116985 No paperwork or commitment levels; Full training for all staff (live or virtual); Yearly refresher training if needed, along with free software updates as they come about; 12 mo standard warranty	13	3,299.00	42,887.00		School of Pharmacy	Jensen, Jilljean	Assistant Director	04/02/2021
04/02/2021	Abbott Rapid DX North America LLC	3	Bar Code Scanners Item # 1115349	13	0.01	0.13		School of Pharmacy	Jensen, Jilljean	Assistant Director	04/02/2021
04/02/2021	Abbott Rapid DX North America LLC	4	Cholestech LDX Lipid Analyzer Item #10-959 Complete Starter Kit - includes Analyzer, printer, labels, Optics check, 200 capillary tubes & plungers, 200 Lancets, pipette and 50 pipette tips, Tray organizer. Also Free full training ...	13	1,500.00	19,500.00		School of Pharmacy	Jensen, Jilljean	Assistant Director	04/02/2021
04/02/2021	Abbott Rapid DX North America LLC	2	Afinion Printer w/Power Supply Item # 14-716AFI	13	0.01	0.13	62,387.26	School of Pharmacy	Jensen, Jilljean	Assistant Director	04/02/2021
04/05/2021	Classic Club	3	MG-TEAM-PALM SPRINGS. CA-2.9.21-"HOME TOURNAMENT"-GOLF COURSE RENTAL-shipping	1	47.24	47.24		Cowboy Joe Club	Rompola, Tammy	Accountant	04/05/2021
04/05/2021	Classic Club	1	MG-TEAM-PALM SPRINGS. CA-2.9.21-"HOME TOURNAMENT"-GOLF COURSE RENTAL-Golf fees	1	33,716.00	33,716.00		Cowboy Joe Club	Rompola, Tammy	Accountant	04/05/2021
04/05/2021	Classic Club	2	MG-TEAM-PALM SPRINGS. CA-2.9.21-"HOME TOURNAMENT"-GOLF COURSE RENTAL-meals	1	18,500.00	18,500.00	52,263.24	Cowboy Joe Club	Rompola, Tammy	Accountant	04/05/2021
04/07/2021	Arete Design Group	1	DESIGN SERVICES FOR STADIUM/NATATORIUM	1	98,848.74	98,848.74	98,848.74	Facilities Construction Mgt	Bryant, Darcy	Deputy Director, Business Serv	04/05/2021
04/08/2021	Digital Science & Research Solutions Inc	4	Elements Solutions Hosting July 1, 2021 to June 30, 2022	1	23,278.00	23,278.00		Libraries Education & Research Services	Jewell, David	Deputy VP for Finance	04/08/2021
04/08/2021	Digital Science & Research Solutions Inc	3	Elements subscription June 1, 2020 to May 31, 2021	1	41,672.00	41,672.00		Libraries Education & Research Services	Jewell, David	Deputy VP for Finance	04/08/2021
04/08/2021	Digital Science & Research Solutions Inc	1	Dimensions subscription June 1, 2021 to May 31, 2022	1	24,835.00	24,835.00		Libraries Education & Research Services	Jewell, David	Deputy VP for Finance	04/08/2021

04/08/2021	Digital Science & Research Solutions Inc	2	Subscription to FigShare June 1, 2021 to May 31, 2022	1	15,449.00	15,449.00	105,234.00	Libraries Education & Research Services	Jewell, David	Deputy VP for Finance	04/08/2021
04/09/2021	C-Lock Inc	1	2 smart feed Pro bins adjustable volume 18.1 CuFt 2 smart feed pro bins standard 20.1 cu.ft. includes data connection plan and subscription per modem up to 1 GB of data includes S&H	0.5	64,980.00	32,490.00		Agriculture Experiment Station	Jenks, Maria	Dir, Business Operations	04/09/2021
04/09/2021	C-Lock Inc	1	2 smart feed Pro bins adjustable volume 18.1 CuFt 2 smart feed pro bins standard 20.1 cu.ft. includes data connection plan and subscription per modem up to 1 GB of data includes S&H	0.5	64,980.00	32,490.00	64,980.00	R&E Center Laramie	Jenks, Maria	Dir, Business Operations	04/09/2021
04/09/2021	Thermo Electron North America LLC	1	Dr. Basile Service Plan with Thermo Electron for Q Exactive HF-X Mass Spectrometer	1	51,803.00	51,803.00	51,803.00	College of Arts & Sciences Deans Office	Sanchez, Laurie	Dir, Business Operations	04/09/2021
04/12/2021	MMT Productivity Inc. (Moncktons Machine Tools)	1	Qty one VM-2 Mold Maker Vertical Machining Center as per quote # HAO16697-3 dated 3/9/2021	1	39,592.50	39,592.50		Atmospheric Science	Stotler, Nicole	Business Manager, Executive	04/12/2021
04/12/2021	MMT Productivity Inc. (Moncktons Machine Tools)	1	Qty one VM-2 Mold Maker Vertical Machining Center as per quote # HAO16697-3 dated 3/9/2021	1	39,592.50	39,592.50	79,185.00	Atmospheric Science	Stotler, Nicole	Business Manager, Executive	04/12/2021

*Board of Trustees approved on January 14, 2021

**Board of Trustees approved in FY21 budget

***Board of Trustees approved in FY21 budget

AGENDA ITEM TITLE: Capital Construction Report, Mai

SESSION TYPE:

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

[Committee of the Whole – Items for Approval]

Attachments are provided with the narrative.

APPLIES TO STRATEGIC PLAN:

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

EXECUTIVE SUMMARY:

The capital construction report can be found in the supplemental materials report. It provides the progress and activity of construction and design projects that are currently in progress at the University as well as approved change orders.

PRIOR RELATED BOARD DISCUSSIONS/ACTIONS:

The Board receives regular updates on the Capital Construction at the University of Wyoming

WHY THIS ITEM IS BEFORE THE BOARD:

To update the Board on the Capital Construction at the University.

ACTION REQUIRED AT THIS BOARD MEETING:

None

PROPOSED MOTION:

None

PRESIDENT'S RECOMMENDATION:

None

Capital Construction Progress Report as of April 23, 2021

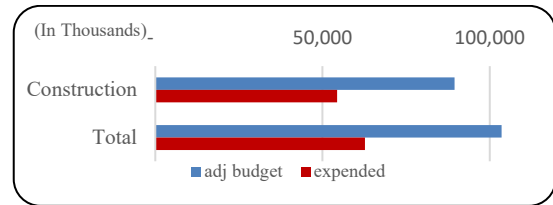
The following is an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

PROJECTS IN CONSTRUCTION

1. Science Initiative

Contractor: GE Johnson Construction Wyoming
 Jackson, WY

Original Project Budget \$ 103,000,000 (a)
 Adjusted Project Budget \$ 103,755,000 (d)



Funding Sources:	Original Anticipated:	Actual:
State Appropriation (2015 SL Ch 142 Sec 345)	3,000,000.00	3,000,000.00
UW General Reserve Account	10,000,000.00	10,000,000.00
UW Construction Reserve Account	5,000,000.00	5,000,000.00
State Appropriation (2018 Session, HB0194, Sec 5)	85,000,000.00	85,000,000.00
UW INBRE program		325,000.00
Major Maintenance		430,000.00
Total Project	103,000,000.00	103,755,000.00

Guaranteed Maximum Price \$74,359,220
 Contract Substantial Completion Date February 3, 2022

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	82,029	-	7,472	89,501	(54,358)	(35,143)	-
Contingency	3,919	430	(3,454)	895	-	-	895
Reserve	2,002	-	-	2,002	-	-	2,002
Design	6,962	42	171	7,175	(6,772)	(403)	-
FF&E	3,100	-	(1,013)	2,087	-	-	2,087
Tech	2,287	-	(2,287)	-	-	-	-
Admin	2,701	283	(889)	2,095	(1,510)	(330)	255
Total	103,000	755	-	103,755	(62,640)	(35,876)	5,239

Statement of Contract Amount

Original contract	Pre-construction	\$142,000
10/16/2019, Amendment #1	GMP established, includes full project scope excluding alternates, reserve held for north greenhouses. (Includes pre-construction)	74,359,220
Amendment #2	Construct research greenhouse	5,999,462
Amendment #3	Multiple scope changes: utility consumption, cw/hw line upsize, vivarium underground, INBRE underground, general duty valves, civil additions & revisions, add L2 bulkheads, ABB drive, INBRE complete, growth chambers	6,439,023
Amendment #4	AV/IT package	2,269,217
Change order #1	Installation of two (2) additional 4" conduits	2,230
Change order #2	Installation of emergency exit signs in greenhouse area	1,896
Change order #3	Increased size for transformer breakers for levels 2 & 4	1,788
Change order #4	Adding one (1) UPS machine within greenhouse manager's office	2,087
Change order #5	Relocation of level 2 lab electrical panel	814
Change order #6	Allowance for temporary utility consumption – natural gas & electric (Feb 2021-Dec 2021)	314,083
Change order #7	Additional data drops & door hardware revisions, room 1230 – added plumbing & electrical, added CO sensors for greenhouse, room 1015 – add RO line	110,635
Adj contract		\$89,500,455

Work Completed/In Progress:
<ul style="list-style-type: none"> • Guaranteed Maximum Price contract amendment was approved 10/16/2019. • Construction activities commenced 10/17/2019. • Interior framing is in progress. • Drywall hang, tape, finish is in progress all levels. • Paint, first coat is in progress levels 1-3. • Exterior masonry field stone and slabs are in progress. • Glazing and curtain walls are in progress. • Building is dried in. • Service elevator is installed.

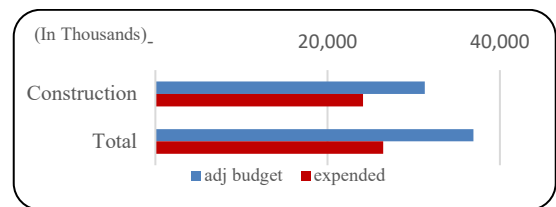
Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> • Energy recovery units (air handlers) delivery delay due to pandemic.

Work Planned for Upcoming Month:
<ul style="list-style-type: none"> • Drywall finish. • Paint. • Greenhouse glazing. • Service elevator operation, removal of temporary skip hoist. • Passenger elevators installation. • Casework. • Exterior masonry.

2. West Campus Satellite Energy Plant

Contractor: GE Johnson Construction Wyoming
 Jackson, WY

Original Project Budget \$ 36,931,109 (a)
 Adjusted Project Budget \$ 36,931,109 (d)



Funding Sources:	Original Anticipated:	Actual:
Major Maintenance	18,000,000.00	22,000,000.00
EERB Project Reserve	12,314,336.00	12,612,600.00
SI Project Reserve	2,000,000.00	1,701,736.00
UW – Capital Reserves (BOT)	4,616,773.00	616,773.00
Total Project	36,931,109.00	36,931,109.00

Guaranteed Maximum Price \$ 29,058,549.00
 Contract Substantial Completion Date October 19, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	29,559	(200)	1,930	31,289	(24,100)	(7,389)	(200)
Contingency	3,688	(500)	(1,930)	1,258	-	-	1,258
Reserve		1,447	-	1,447			1,447
Design	2,623	(565)	-	2,058	(1,778)	(280)	-
FF&E	110	-	-	110	-	-	110
Tech	25	-	-	25	(3)	-	22
Admin	926	(182)	-	744	(581)	(79)	84
Total	36,931	-	-	36,931	(26,462)	(7,748)	2,721

Statement of Contract Amount

Original contract	Pre-construction	\$61,250
Amendment #1	Initial Guaranteed Maximum Price for Foundation and Utilities. (Includes pre-construction)	15,486,191
Amendment #2	Final Guaranteed Maximum Price; full project scope.	13,572,358
Amendment #3	Utility extension and future boiler rough-in	82,297
Amendment #4	Heat exchangers, full heating conversion to surrounding buildings	2,348,254
Adj contract		\$31,489,100

Work Completed/In Progress:

- Bid Package #1 was issued for foundation and utilities. The public bid opening was held 6/18/2019.
- Initial Guaranteed Maximum Price was prepared and approved at the August 2019 Board of Trustees Meeting.
- Construction activities commenced 9/16/2019.
- Bid Package #2 was issued, 100% construction documents. The public bid opening was held 10/4/2019.
- Final GMP was approved on 11/14/2019.
- Foundation high walls and tank foundation are complete.
- Underground plumbing and electrical are complete.
- Basement slab on grade is complete.
- Steel erection and metal decking are complete.
- Masonry walls are in progress.
- Mechanical, electrical, and plumbing (MEP) rough is in progress.
- Distribution piping is in progress.
- TES tank is complete, filled and tested.
- Interior framing and finish activities are in progress.
- Glazing is complete.
- Initial boiler start-up is complete.
- Vertical boiler flue installation is complete.
- Stucco is in progress.
- Permanent power is complete.
- Natural gas branch line and meter are set.
- Generator start-up and load test is complete.
- Boiler utility is operating to heat EERB.
- All MEP trim and testing is complete.
- Demolition of the Ag/Engineering ramp is in progress.

Issues Encountered with Proposed Resolution for Each:

- None at this time.

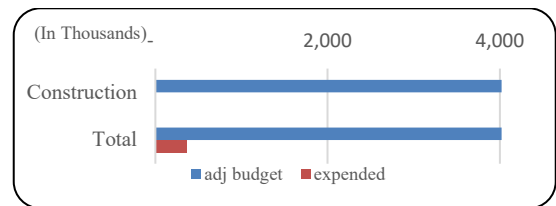
Work Planned for Upcoming Month:

- Masonry completion.
- Mechanical commissioning.
- Landscape.
- Hardscapes.
- Building tie-ins for Ag and Engineering.

3. 11th & 12th/Lewis Street Reconstruction

Contractor:

Original Project Budget \$ 4,000,000 (a)
 Adjusted Project Budget \$ 4,000,000 (d)



Funding Sources:	Original Anticipated:	Actual:
EERB Project Reserve	4,000,000.00	4,300,000.00
Science Initiative Project Reserve		300,000.00
West Campus Satellite Energy Plant Project Reserve		1,446,440.17
City of Laramie		31,624.83
Total Project	4,000,000.00	6,078,065.00

Guaranteed Maximum Price \$
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	3,000	2,078	-	5,078	-	-	5,078
Contingency	450	-	(189)	261	-	-	261
Design	365	-	189	554	(336)	(218)	-
FF&E	-	-	-	-	-	-	-
Tech	-	-	-	-	-	-	-
Admin	185	-	-	185	(32)	(3)	150
Total	4,000	2,078	-	6,078	(368)	(221)	5,489

Statement of Contract Amount

Original contract	Phase 1 & 2 Lewis Street Corridor Improvements	\$3,586,303
Adj contract		\$3,586,303

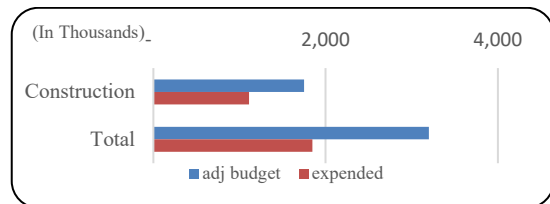
Work Completed/In Progress:
<ul style="list-style-type: none"> • Design development is 95% complete. • Survey is complete. • Construction drawings are 95% complete and issued for pricing. • Vacation of Lewis Street section and 11th and 12th Street has been submitted to the City. • Utility design is complete and issued for pricing. • MOU Amendment has been approved by City Council and will be reviewed by the Board of Trustees this month. • MOU Amendment is executed. • Site capture has started.

Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> • None at this time.

Work Planned for Upcoming Month:
<ul style="list-style-type: none"> • Mass clearing. • Demolition of hardscapes. • Storm drain installation.

4. College of Business: Student Success Center

Contractor: GE Johnson Construction Wyoming
 Jackson, WY



Original Project Budget \$ 400,000 (a)
 Adjusted Project Budget \$ 3,200,000 (d)

<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
Foundation donations	400,000.00	400,000.00
Foundation donations (loan)		2,800,000.00
Total Project	400,000.00	3,200,000.00

Guaranteed Maximum Price N/A
 Contract Substantial Completion Date March 1, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction		1,750	-	1,750	(1,112)	(334)	304
Contingency		262	(70)	192	-	-	192
Design	287	-	70	357	(307)	(50)	-
FF&E		665	-	665	(405)	(60)	200
Tech		129	-	129	-	(100)	29
Admin	113	(6)	-	107	(24)	(26)	57
Total	400	2,800	-	3,200	(1,848)	(570)	782

Statement of Contract Amount

Original contract	**\$250,952 MEP scope in contract is funded by major maintenance	\$1,375,000
Change order #1	Restroom 193: add floor drain/framing on north wall for water closet carrier inside wall cavity; specification change for tile carpeting	17,083
Change order #2	Installation of perimeter window sills, column patching, plastic laminate deletion, automatic entrance finish	35,821
Change order #3	Installation of vestibule renovations, demolition, framing & wood walls	47,393
Change order #4	Installation of electrical changes for breezeway renovations	49,757
Change order #5	Installation of access panels, mechanical revisions, vestibule paint & temporary protections, restroom ceiling, floor x-ray, fireproofing touchup	46,418
Change order #6	Installation of case room entry ceiling, controls work, AV/IT routing and power towel dispenser	44,590
Change order #7	Installation of stone and AV contractor change	43,130
Change order #8	Installation of new roller shades, added light fixtures and flooring preparation	38,297
Change order #9	Additional costs: ASI 11 breezeway modifications, added soffit in Student Commons, Gridworx for donor stone, Steamboat in case room, remake of panel for booths, force account for move-in damage	43,263
Adj contract		\$1,740,752

Work Completed/In Progress:
<ul style="list-style-type: none"> • Original project scope substantially complete. Certificate of Owner’s occupancy obtained, individuals moved into the suite the week of April 12th. • Punch list items continue to be addressed, including General and FF&E contractor work. • A/V work throughout expected to begin in May. • Architect’s Supplemental Instructions (ASI) related work ongoing, including breezeway work. Breezeway work expected to continue into late summer 2021. • Additional ASI work includes creation of masonry veneered wall for wood panel donor recognition within the GJSSC, renovation of corridor to restrooms, mechanical/electrical rooms in the suite, and various lighting replacements throughout.

Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> • Vending/Breakroom area not ADA compliant as-built. Solution identified with some minor partition relocating. ASI to be issued for this work the week of April 26th.

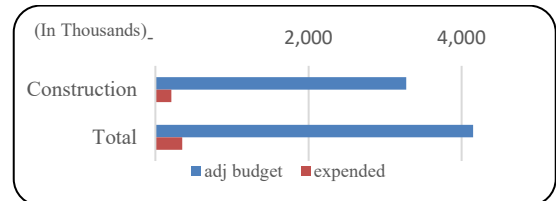
Work Planned for Upcoming Month:
<ul style="list-style-type: none"> • Bi-weekly OAC meetings will continue to be held. • Punch list items will continue to be addressed. • ASI related work, including breezeway renovation, will continue.

5. Corbett Renovation

Contractor: Shepard Construction

Original Project Budget \$4,150,000 (a)

Adjusted Project Budget \$4,150,000 (d)



Funding Sources:	Original Anticipated:	Actual:
State Appropriation (2018 Session, HB0001, Section 308 e)	1,000,000.00	1,000,000.00
UW – Kinesiology & Health	350,000.00	350,000.00
Major Maintenance	2,800,000.00	2,800,000.00
Total Project	4,150,000.00	4,150,000.00

Guaranteed Maximum Price	N/A
Contract Substantial Completion Date	September 1, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	3,277	-	-	3,277	(208)	(2,957)	112
Contingency	416	-	(45)	371	-	-	371
Design	228	-	-	228	(109)	(55)	64
FF&E	21	-	-	21	(18)	-	3
Tech	16	-	-	16	-	-	16
Admin	192	-	45	237	(14)	(101)	122
Total	4,150	-	-	4,150	(349)	(3,113)	688

Statement of Contract Amount

Original contract		\$3,041,142
Adj contract		\$3,041,142

Work Completed/In Progress:
<ul style="list-style-type: none"> • Hazardous material abatement 95% complete. • Demolition/removal of finishes and fixtures complete. • Masonry wall, HVAC, plumbing, electrical demolition complete. • Underground plumbing approximately 70% complete. • Non-structural steel stud framing in lobby is underway. • Overhead HVAC and electrical rough-in is underway. • Electrical/fire alarm system upgrade documents and pricing complete.

Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> • None at this time.

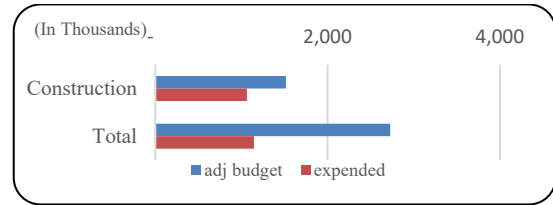
Work Planned for Upcoming Month:
<ul style="list-style-type: none"> • Complete hazardous material abatement. • Continue underground plumbing rough-in. • Continue non-structural steel stud framing in lobby. • Continue overhead HVAC and electrical rough-in. • Begin scaffolding erection for pool acoustical panel installation.

UW Housing Phase I

6. Wyoming Hall Deconstruction

Contractor: Haselden Wyoming Constructors
 Laramie, WY

Original Project Budget \$ 2,726,536 (a)
 Adjusted Project Budget \$ 2,726,536 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
UW – Housing Reserve Account	2,726,536.00	2,726,536.00
Total Project	2,726,536.00	2,726,536.00

Guaranteed Maximum Price \$13,946,242 (includes Utility Relocation Scope)
 Contract Substantial Completion Date June 28, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	720	788	8	1,516	(1,063)	(453)	-
Contingency	108	-	(8)	100	-	-	100
Design	43	-	-	43	(19)	(3)	21
FF&E	-	-	-	-	-	-	-
Tech	-	-	-	-	-	-	-
Admin	1,856	(788)	-	1,068	(63)	(9)	996
Total	2,727	-	-	2,727	(1,145)	(465)	1,117

Statement of Contract Amount

Original contract	GMP established	\$1,508,420
	Adjusted amount on schedule of values from Wyoming Hall Utility Relocation project	7,892
Adj contract		\$1,516,312

Work Completed/In Progress:

- Asbestos abatement is complete.
- Utilities are rerouted.
- Building demolition is complete and removal is on schedule.

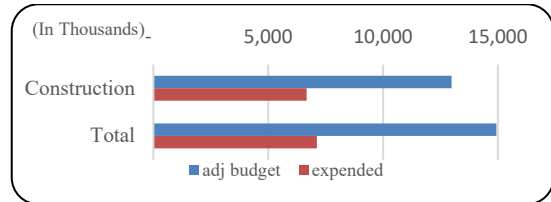
Issues Encountered with Proposed Resolution for Each:

- None at this time.

Work Planned for Upcoming Month:
<ul style="list-style-type: none"> Complete removal of debris from site.

7. Wyoming Hall Utility Relocation

Contractor: Haselden Wyoming Constructors
 Laramie, WY



Original Project Budget \$14,929,300 (a)
 Adjusted Project Budget \$14,929,300 (d)

Funding Sources:	Original Anticipated:	Actual:
UW – Construction Reserve Account	10,000,000.00	10,000,000.00
Major Maintenance	4,929,300.00	4,929,300.00
Total Project	14,929,300.00	14,929,300.00

Guaranteed Maximum Price \$13,946,242 (includes Demolition scope)
 Contract Substantial Completion Date June 28, 2021

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	12,929	-	51	12,980	(6,676)	(6,304)	-
Contingency	1,200	-	(98)	1,102	-	-	1,102
Design	331	-	47	378	(366)	(70)	(58)
FF&E	-	-	-	-	-	-	-
Tech	240	-	-	240	-	-	240
Admin	229	-	-	229	(73)	(40)	116
Total	14,929	-	-	14,929	(7,115)	(6,414)	1,400

Statement of Contract Amount

Original contract	Pre-Construction	\$10,000
Amendment #1	GMP established	12,427,822
Change order #1	Vault lid structural change and tunnel light fixture revision.	6,037
Change order #2	Removal of existing duct bank and installation of new, provide (4) runs of 4' conduit with new MV cable.	49,755
Change order #3	Installation of 15 th Street water line, Bradley Street water line changes.	493,830
	Adjusted amount on schedule of values to Wyoming Hall Deconstruction project	(7,892)
Adj contract		\$12,979,552

Work Completed/In Progress:

- Utilities install in the tunnels is progressing and on schedule.
- Bradley Street hot and chilled water is nearing completion.
- Finalizing pricing for City waterline changes.
- McWhinnie Hall basement work is underway.
- West tunnel install is 50% complete.
- Notice to proceed issued to contractor for change orders #1, #2 and #3.
- Medium voltage last shutdown and reroute is scheduled.
- Fiber and copper reroute is complete.
- 14th Street hot and chilled water is complete.
- 15th Street water line has started.
- Irrigation Main install is underway and on schedule.

Issues Encountered with Proposed Resolution for Each:

- Coordinating new 3" irrigation line install that was not previously designed along 15th from Willett to Sorority Row.

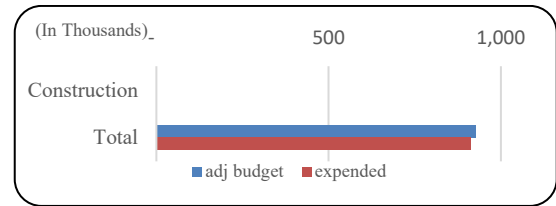
Work Planned for Upcoming Month:

- Schedule and phasing plans for 15th Street water lines.
- Pricing approval for additional utilities north of Lewis Street.
- 15th Street water line phase to start 4/19/21.
- Utility install between Wyoming Hall and McWhinnie Hall.
- Tunnel install to continue.
- Working with City on pricing approval and Agreement between UW and City for water line funded by the City from Ivinson Street to Grand Avenue.
- Bradley Street water line install.

8. Ivinson Lot Parking Garage

Contractor: Haselden Wyoming Constructors
 Laramie, WY

Original Project Budget \$926,400 (a)
 Adjusted Project Budget \$926,400 (d)



Funding Sources:	Original Anticipated:	Actual:
UW – Housing Reserve Account	926,400.00	926,400.00
	-	-
Total Project	926,400.00	926,400.00

Guaranteed Maximum Price \$
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	-	-	-	-	-	(16)	(16)
Contingency	-	-	-	-	-	-	-
Design	726	-	-	726	(738)	(444)	(456)
FF&E	-	-	-	-	-	-	-
Tech	-	-	-	-	-	-	-
Admin	200	-	-	200	(175)	(47)	(22)
Total	926	-	-	926	(913)	(507)	(494)

Statement of Contract Amount

Original contract	Pre-Construction	\$15,712
Adj contract		\$15,712

Work Completed/In Progress:

- Construction document phase approximately 90% complete.
- Conditional Use Permit application submitted to the City on 3/3/2021.
- Site Plan submittal to the City scheduled for the week of 3/8/2021.

Issues Encountered with Proposed Resolution for Each:

- Reviewing options for modification of scope and budget.

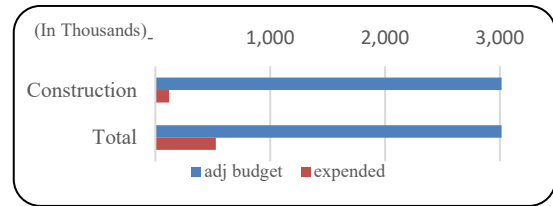
Work Planned for Upcoming Month:

- Continue development of the construction documents and bidding documents.
- Coordinate planning submittals with the City.

9. Bus Garage/Fleet Relocation

Contractor: GH Phipps Wyoming
 Laramie, WY

Original Project Budget \$2,779,260 (a)
 Adjusted Project Budget \$7,214,217 (d)



<u>Funding Sources:</u>	<u>Original Anticipated:</u>	<u>Actual:</u>
UW – Construction Reserve Account	2,779,260.00	2,779,260.00
FTA 5339(b) Grant		4,237,262.00
UW - VP Administration Reserve Account		197,695.00
Total Project	2,779,260.00	7,214,217.00

Guaranteed Maximum Price \$5,989,703.00
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	2,100	3,890	-	5,990	(120)	(1,145)	4,725
Contingency	315	1	-	316	-	-	316
Design	125	127	-	252	(123)	(49)	80
FF&E	86	166	-	252	(100)	(68)	84
Tech	71	-	-	71	(7)	-	64
Admin	82	251	-	333	(177)	(107)	49
Total	2,779	4,435	-	7,214	(527)	(1,369)	5,318

Statement of Contract Amount

Original contract	Initial limited scope Guaranteed Maximum Price	\$1,322,997
	Final Guaranteed Maximum Price	5,989,703
Adj contract		\$5,989,703

Work Completed/In Progress:

- GMP approved at March 2021 Board of Trustees meeting.
- City Site Plan approved.
- City Preliminary Plat approved.
- Submit Final Plat to City for approval.
- Site work, structural fill compaction and underground utility work is underway.
- Soil compaction testing and open hole inspections are underway.

Issues Encountered with Proposed Resolution for Each:

- None at this time.

Work Planned for Upcoming Month:

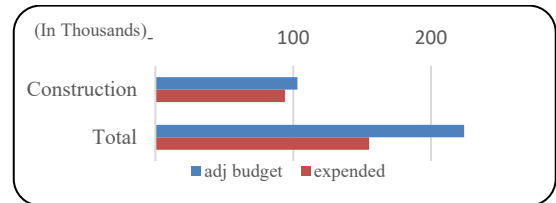
- Obtain Final Plat approval for lot consolidation from the City.
- Continue site work, structural fill compaction and underground utility work.
- Continue soil compaction testing and open hole inspections.
- Set foundations forms and pour footings.
- Validate pricing for South Canopy and Fuel Island Alternates if previously applied for WYDOT grant funds are received.

10. Bus Garage/Fleet Relocation – 1602 Spring Creek Renovation

Contractor:

Original Project Budget \$ (a)

Adjusted Project Budget \$ (d)



Funding Sources:	Original Anticipated:	Actual:
UW - VP Administration Reserve Account	223,772.00	223,772.00
Total Project	223,772.00	223,772.00

Guaranteed Maximum Price N/A
 Contract Substantial Completion Date

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	94	-	9	103	(94)	(9)	-
Contingency	22	-	(9)	13	-	-	13
Design	-	-	-	-	-	-	-
FF&E	15	-	-	15	-	-	15
Tech	10	-	-	10	-	-	10
Admin	83	-	-	83	(61)	(19)	3
Total	224	-	-	224	(155)	(28)	41

(In Thousands)	Budget (a)	Additional Funding/Adj (b)	Use of Contingency (c)	Adj Budget (a+b+c)=(d)	Expenditures (e)	Obligations (f)	Remaining Balance (d+e+f)=(g)
Construction	3,143	-	-	3,143	-	-	3,143
Contingency	-	-	-		-	-	-
Design	7,682	-	-	7,682	(1,581)	(6,067)	34
FF&E	-	-	-		-	-	-
Tech	-	-	-		-	-	-
Admin	-	-	-		(47)	-	(47)
Total	10,825	-	-	10,825	(1,628)	(6,067)	3,130

Statement of Contract Amount

Original contract		\$-
Adj contract		\$-

Work Completed/In Progress:
<ul style="list-style-type: none"> Schematic design is in progress. Exterior Design Advisory Committee (EDAC) meetings in progress.

Issues Encountered with Proposed Resolution for Each:
<ul style="list-style-type: none"> None at this time.

Work Planned for Upcoming Month:
<ul style="list-style-type: none"> Continue meetings with EDAC. Determine programmatic requirements with the Board of Trustees.