

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

January 8-9, 2004

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

University of Wyoming Mission Statement (April 2002)

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

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

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

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

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

TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA
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UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

January 8-9, 2004

Members of the Board were hosted by Phil and Lisa Dubois for dinner on Thursday, January 8 at the President's Cabin. On Friday, January 9, they attended a breakfast briefing on Academic Plan II at the Foundation, and were hosted for lunch at a UW Library and Information Technology Tour.

Sessions for work, recognition, education, and information were conducted on Thursday and Friday. The Board held their Business Meeting on Friday, January 9, 2004.

WORK SESSION: Academic Plan II

This is an opportunity for members of the Board of Trustees to review and discuss the draft Academic Plan, 2004-2009. Board members have received copies of the draft plan and should be prepared to ask questions or direct concerns to President Dubois and Vice President Buchanan.

The Academic Plan was reviewed, with Dr. Buchanan providing updates on progress made to date. The complete assembly of information is available on the Academic Affairs website, and members of the campus community continue to be encouraged to provide feedback.

The substance of the draft plan was enumerated in the various areas: ENR, life sciences, science and technology, professions and issues critical to the region, statewide leadership in cultural programs, arts and the humanities, and the history and culture of Wyoming and the Rocky Mountain region. Major institutional issues that arose as a result of work on the plan included learning environment; scholarship and graduate education; diversity; internationalization and access; outreach, extension and community service; and enrollment management. The next step in the process will be the implementation of the Plan.

WORK SESSION: FY 2005 Fee Book

The mandatory fees supporting various programs and activities have been increased to reflect costs that must be absorbed within these budgets. Several factors have contributed to the rate increases reflected below. The primary factor driving rate adjustments is the anticipated salary adjustments and additional health insurance contributions that must be funded within these self-sustaining operations. Additionally, the Wyoming Union has factored costs associated with their expanded programming efforts for students and have incorporated those costs into their upcoming budget. ASUW has approved two pieces of legislation related to student fees. The first (Senate Bill #2028) provides for a \$5.00 fee increase per semester to support concerts and convocations. The second (Senate Resolution #2064) supports increases in mandatory fees as outlined in the table below.

The following table reflects proposed changes in mandatory fees compared to those being assessed this academic year:

Proposed Mandatory Fees
 FY 2005

MANDATORY FEES Academic Year per Semester	FY 2004	FY 2005	% Change 2004 to 2005
All Students			
Wyoming Union	\$84.00	\$95.35	13.51%
Student Services ¹	\$50.00	\$58.05	16.10%
Full Time Students			
Student Health	\$68.00	\$74.00	8.82%
Athletics	\$50.00	\$50.00	0.0%
Recreation	\$32.75	\$39.00	19.08%
Total for Part Time Students	\$134.00	\$153.40	14.48%
Total for Full Time Students	\$284.75	\$316.40	11.12%

¹ Student Services Fee includes ASUW (\$36.50), Student Publications (\$11.40), Recycling (\$2.00), Wellness (\$2.70), AWARE (\$2.20) and Music/ Theater (\$3.25).

Changes in Residence Life & Dining Services Rates

The increases for residence hall rates (room and board) and apartment rental rates are also based upon the same operations and benefit assumptions used to adjust the mandatory fees. Additionally, projected utility costs for the residence halls and apartments and loan and debt service payments have been factored into the rate adjustments. Salaries, benefits and utility costs represent the major cost components for the residence halls and apartments. Residence Life & Dining Services has also set a differential pricing schedule to more fairly make a distinction between the physical size of the residence hall rooms available to students. These rates are determined by double or single occupancy. In the past, the smaller double rooms were occupied as singles, but due to the upcoming renovations, will be rented as doubles. The following table reflects the changes in residence hall rates and apartment rates for next fiscal year:

Residence Hall Room Charges Academic Year, excludes semester break	FY 2004	FY 2005	% Change
Room occupancy	2,372.00		
Double, A		2,514.00	5.99
Double, B		2,568.00	8.26
Double, C		2,687.00	13.28
Room occupancy	3,560.00		
Single, A		3,855.00	8.29
Single, B		4,031.00	13.23
Apartment Rental Rates, Student, per month	FY 2004	FY 2005	% Change
Summit View - One Story Complex			3.10
One bedroom	419.00	432.00	
Two bedroom	522.00	538.00	
Landmark Village	546.00	563.00	3.10
River Village			3.10
Two bedroom	650.00	670.00	
Three bedroom	733.00	756.00	
1111 Lewis Street			3.10
One bedroom	535.00	552.00	
Two bedroom	695.00	717.00	
Spanish Walk, one bedroom	489.00	504.00	3.10
1107 Lewis (per person for 5 residents)	365.00	376.00	3.10
1220 Bradley Street, two bedroom	829.00	855.00	
Board Charges, academic year	FY 2004	FY 2005	% Change
Fall and Spring semesters, excluding Thanksgiving, Christmas, Spring and Easter breaks			
Unlimited access plan *	3,174.00	3,363.00	5.90
Any 15 access plan *	2,764.00	2,928.00	5.90
Any 12 access plan *	2,612.00	2,767.00	5.90
Any 9 access plan	2,062.00	2,185.00	5.90
Any 7 access plan	1,662.00	1,761.00	5.90
Any 5 access plan	1,244.00	1,318.00	5.90
Any 3 access plan	778.00	824.00	5.90
Lunch only, 5 per week	1,016.00	1,076.00	5.90

* Residents must select one of these plans

WORK SESSION: FY 2005 Tuition Increase

Because Wyoming continues to experience a robust economic picture, higher education in this state has not suffered the reductions in state appropriations or been forced to implement dramatic tuition increases that many states have faced this past year. Against the backdrop of this national picture, tuition and fees at the University of Wyoming continue to be very affordable. The tables below compare UW tuition and fees in relation to a subset of other public universities in the WICHE compact. Overall, in the past year, resident undergraduate tuition and fees at these institutions increased by about 10% compared to the 3.1% change in rates at Wyoming.

Within the next year the administration will review various tuition policy options. This review will lead to recommendations establishing a framework which will permit the Trustees to utilize a long-term philosophy that can be used to guide future tuition decisions. In the interim, it is recommended that tuition for FY 2005 be increased by approximately three percent (3%) next fiscal year, maintaining an adjustment comparable to the change in inflation as measured by the Wyoming Cost of Living Index.

**Undergraduate Average Annual Tuition and Fees at
 Western Undergraduate Exchange (WUE) Comparator Universities
 Resident**

Ranked in Order of 2003-04 Resident Tuition & Fees

<i>INSTITUTION</i>	Resident Undergraduates		Rank	Yearly % Change	% of Average
	2002-03	2003-04			
Washington State University	4,894	5,300	1	8%	139%
University of Washington	4,636	4,968	2	7%	130%
University of Oregon	4,230	4,914	3	16%	129%
Portland State University	3,885	4,278	4	10%	112%
South Dakota State University	3,833	4,254	5	11%	112%
University of South Dakota	3,872	4,205	6	9%	110%
University of North Dakota	3,662	4,156	7	13%	109%
Montana State University - Bozeman	3,807	4,145	8	9%	109%
University of Montana - Missoula	3,988	4,104	9	3%	108%
North Dakota State University	3,396	4,010	10	18%	105%
Colorado State University	3,435	3,744	11	9%	98%
University of Alaska - Fairbanks	3,432	3,670	12	7%	96%
University of Utah	3,325	3,646	13	10%	96%
Northern Arizona University	2,663	3,552	14	33%	93%
University of Colorado - Denver	3,275	3,551	15	8%	93%
University of Hawaii at Manoa	3,349	3,465	16	3%	91%
Idaho State University	3,136	3,448	17	10%	90%
New Mexico State University	3,216	3,372	18	5%	88%
University of Idaho	3,044	3,348	19	10%	88%
University of New Mexico	3,169	3,313	20	5%	87%
University of Northern Colorado	2,984	3,242	21	9%	85%
Utah State University	2,898	3,141	22	8%	82%
UNIVERSITY OF WYOMING	2,997	3,090	23	3%	81%
University of Nevada - Las Vegas	2,798	2,948	24	5%	77%
University of Nevada - Reno	2,502	2,710	25	8%	71%
AVERAGE (excluding UW)	\$3,476	\$3,812		10%	

**Undergraduate Average Annual Tuition and Fees at
 Western Undergraduate Exchange (WUE) Comparator Universities
 Non-Resident**

Ranked in Order of 2003-04 Non-Resident Tuition & Fees

<i>INSTITUTION</i>	Non-Resident Undergraduates		Rank	Yearly % Change	% of Average
	2002-03	2003-04			
University of Oregon	15,219	16,350	1	7%	141%
University of Washington	15,337	16,121	2	5%	139%
University of Colorado - Denver	13,847	15,179	3	10%	131%
Colorado State University	12,705	14,216	4	12%	123%
Portland State University	13,266	13,671	5	3%	118%
Washington State University	12,644	13,402	6	6%	116%
Montana State University - Bozeman	11,444	12,707	7	11%	110%
University of Northern Colorado	11,278	12,368	8	10%	107%
Northern Arizona University	11,183	12,072	9	8%	104%
University of New Mexico	11,436	11,954	10	5%	103%
University of Montana - Missoula	10,771	11,475	11	7%	99%
University of Nevada - Las Vegas	11,285	11,435	12	1%	99%
University of Utah	10,182	11,292	13	11%	98%
New Mexico State University	10,788	11,250	14	4%	97%
University of Nevada - Reno	10,287	11,197	15	9%	97%
University of Idaho	9,764	10,740	16	10%	93%
University of Hawaii at Manoa	9,829	9,945	17	1%	86%
University of North Dakota	8,594	9,902	18	15%	86%
North Dakota State University	8,246	9,645	19	17%	83%
University of Alaska - Fairbanks	8,652	9,400	20	9%	81%
South Dakota State University	8,082	8,961	21	11%	77%
Utah State University	8,199	8,946	22	9%	77%
UNIVERSITY OF WYOMING	8,661	8,940	23	3%	77%
University of South Dakota	8,122	8,916	24	10%	77%
Idaho State University	6,240	6,600	25	6%	57%
AVERAGE (excluding UW)	\$10,725	\$11,573		8%	

*NOTE: These figures are for undergraduate first-time, full-time students with an academic year of 30 semester hours or 45 quarter hours.
 Source: Telephone surveys, mail surveys, web survey, and web sites.*

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**Graduate Average Annual Tuition and Fees at
 Western Undergraduate Exchange (WUE) Comparator Universities
 Resident**

Ranked in Order of 2003-04 Resident Tuition & Fees

<i>INSTITUTION</i>	Resident Graduates		Rank	Yearly % Change	% of Average
	2002-03	2003-04			
University of Oregon	7,863	8,958	1	14%	195%
Portland State University	7,212	7,635	2	6%	166%
University of Washington	6,508	6,821	3	5%	149%
Washington State University	6,462	6,742	4	4%	147%
University of Alaska - Fairbanks	5,388	5,818	5	8%	127%
University of Montana - Missoula	4,460	4,648	6	4%	101%
University of Hawaii at Manoa	4,453	4,617	7	4%	101%
University of North Dakota	3,886	4,418	8	14%	96%
University of Colorado - Denver	4,011	4,359	9	9%	95%
South Dakota State University	3,874	4,298	10	11%	94%
University of South Dakota	3,906	4,259	11	9%	93%
North Dakota State University	3,716	4,209	12	13%	92%
Colorado State University	3,838	4,186	13	9%	91%
Idaho State University	3,768	4,108	14	9%	90%
UNIVERSITY OF WYOMING	3,585	3,978	15	11%	87%
University of Idaho	3,584	3,888	16	8%	85%
Northern Arizona University	2,663	3,752	17	41%	82%
Montana State University - Bozeman	3,427	3,741	18	9%	82%
University of New Mexico	3,484	3,643	19	5%	79%
University of Northern Colorado	3,343	3,642	20	9%	79%
New Mexico State University	3,456	3,624	21	5%	79%
University of Utah	3,127	3,428	22	10%	75%
Utah State University	3,195	3,399	23	6%	74%
University of Nevada - Las Vegas	2,864	2,984	24	4%	65%
University of Nevada - Reno	2,700	2,920	25	8%	64%
AVERAGE (excluding UW)	\$4,216	\$4,587		9%	

**Graduate Average Annual Tuition and Fees at
 Western Undergraduate Exchange (WUE) Comparator Universities
 Non-Resident**

Ranked in Order of 2003-04 Non-Resident Tuition & Fees

<i>INSTITUTION</i>	Non-Resident Graduates		Rank	Yearly % Change	% of Average
	2002-03	2003-04			
University of Colorado - Denver	15,107	16,565	1	10%	139%
University of Washington	15,595	16,544	2	6%	139%
Washington State University	15,292	15,758	3	3%	132%
Colorado State University	13,218	14,791	4	12%	124%
University of Oregon	13,269	13,734	5	4%	115%
University of Northern Colorado	11,903	13,058	6	10%	110%
University of Montana - Missoula	11,900	12,733	7	7%	107%
Portland State University	12,228	12,657	8	4%	106%
University of New Mexico	11,776	12,310	9	5%	103%
Northern Arizona University	11,183	12,272	10	10%	103%
New Mexico State University	11,076	11,550	11	4%	97%
University of Nevada - Las Vegas	11,351	11,471	12	1%	96%
University of Nevada - Reno	10,485	11,407	13	9%	96%
University of Idaho	10,304	11,280	14	9%	95%
University of Hawaii at Manoa	10,525	10,761	15	2%	90%
University of Utah	9,612	10,659	16	11%	90%
University of North Dakota	9,196	10,604	17	15%	89%
Utah State University	9,909	10,583	18	7%	89%
University of Alaska - Fairbanks	9,564	10,402	19	9%	87%
UNIVERSITY OF WYOMING	9,273	10,362	20	12%	87%
North Dakota State University	8,916	10,251	21	15%	86%
Montana State University - Bozeman	9,155	10,163	22	11%	85%
South Dakota State University	8,484	9,412	23	11%	79%
University of South Dakota	8,516	9,372	24	10%	79%
Idaho State University	6,872	7,260	25	6%	61%
AVERAGE (excluding UW)	\$11,060	\$11,900		8%	

NOTE: These figures are for graduate first-time, full-time students with an academic year of 24 semester hours or 36 quarter hours.

Source: Telephone surveys, mail surveys, web survey, and web sites.

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The table below shows the proposed tuition rates for FY 2005. The Pharmacy tuition increase was approved at the November 2003 Board meeting to provide additional revenue to reduce the student/faculty ratio in the pharmacy practice phase of the program in accordance with the prior accreditation report on Pharmacy. New students entering Pharmacy during the 2004-2005 academic year will be assessed this tuition rate but final-year candidates would be exempt from the new rate since they will not benefit directly from the increased staffing to be funded with this tuition increase.

Table 2
 Recommended Tuition Rates
 Fiscal Year 2005

Tuition Classification	FY 2004 Credit Hour Rate	FY 2005 Credit Hour Rate	Percent Change
Resident Undergraduate	\$84.00	\$87.00	3.57%
Nonresident Undergraduate	\$279.00	\$288.00	3.23%
Resident Graduate	\$142.00	\$147.00	3.52%
Nonresident Graduate	\$408.00	\$421.00	3.19%
Resident Law	\$157.00	\$162.00	3.18%
Nonresident Law	\$351.00	\$362.00	3.13%
P4 Resident Pharmacy	\$163.00	\$168.00	3.07%
P4 Nonresident Pharmacy	\$335.00	\$346.00	3.28%
P1,P2,P3 Resident Pharmacy	\$163.00	\$189.00	15.95%
P1,P2,P3 Nonresident Pharmacy	\$335.00	\$422.00	25.97%

Vice President Harris explained the changes requested to the Fee Book, noting that he is not asking for approval at this meeting. The information presented in the Report listed the larger proposed fee changes, including an increase in mandatory fees assessed to all UW students. Trustee Edwards commented that the fee increase was over 10%. President Dubois answered questions from the Board regarding student concerns.

WORK SESSION: Stadium Renovation

At the November 2003 Board meeting, the Trustees authorized the administration to proceed with the design work for the structural repairs to the upper west stadium. In conjunction with that work the university has also engaged outside architects to incorporate planning for renovating or replacing the press box and adding 12-14 donor hospitality suites. Integration of these two projects is essential because the structural design of the press box and hospitality suites must be factored into the work on the seating replacement.

Malone, Belton and Abel from Sheridan Wyoming in partnership with HOK from Kansas City Missouri have begun discussions with the university planning team on possible configurations for a new press box and hospitality suites. These discussions have included various options ranging from replacing the existing press box with a new press box and donor hospitality suites, to utilizing the existing structure for media and game operations only and building hospitality suites on the east stands, to more expansive plans that would incorporate club seating and various amenities.

The work session will provide an opportunity for the Trustees to review the progress of the planning team and to more broadly discuss the overall stadium renovations that have been outlined in the Athletic Strategic Plan in concert with possible design of the press box and hospitality suites.

Members of the Board were briefed on the proposed renovation, and Athletic Director Gary Barta stated that he hoped for Board approval at this meeting to allow Athletics to move ahead with the increased design funds to accomplish the entire project.

WORK SESSION: Early Childhood Education Center Design

The firm of TSP Two, Inc., from Sheridan, Wyoming has been working with the University Planning Team on design of the new early childhood education center. A preliminary design for the facility has been developed and this work session will provide an opportunity for the Board to review the progress on this project. Members of the Planning Team will present the initial design work for the facility and answer questions that the Board may have.

This facility will be located along 30th street adjacent to the university apartments. The planning cycle for this facility will permit bidding the project next spring with construction to start some time in April. It is anticipated that construction will take approximately 10 to 12 months.

Roger Baalman, director of Facilities Planning, introduced Keith Seebart, University Architect, who has done the planning for the Center. Mark Bittner, Peggy Cooney and Dean Frank Galey were also involved in the planning and were at the Board meeting. Mr. Seebart told the Board that the location for the facility will be on 30th Street. Drawings will be completed at the end of February, with a planned start date for construction in April. The anticipated completion date will be January-February 2005. President Dubois added that the facility will be funded with income utilized from federal mineral royalties.

WORK SESSION: Athletics Operations Funding Alternatives

**UW INTERCOLLEGIATE ATHLETICS
 2005-06 Operating Budget - One-Time Request**

Facts

- The UW Athletics operating budget is eighth of eight schools in the Mountain West Conference
 1. The Cowboy operating budget is nearly \$2 million/year behind the 7th place school (CSU)
 2. The Cowboy operating budget is \$4.8 million/year behind the midpoint of the eight MWC schools
- UW Athletics is 5.5% of overall University budget
- If fully funded, the UW Strategic Plan for Athletics is a blue-print to restore excellence to Cowboy Athletics (Current request does not represent full funding)
- This request will assist in addressing:
 1. Restoration of competitive excellence
 2. Increased academic success
 3. Creation of future revenue generation

One-time Request -Funding Priorities

Future Revenue Generation	\$1,050,000
• Marketing/Sales	(\$540,000)
• Fundraising	(\$210,000)
• NCAA Attendance verification	(\$200,000)
• Promoting/Hosting Special Events	(\$100,000)
 Competitive Excellence	 \$1,680,000
• Coach Retention/Enhancement Pool	(\$300,000)
• Supplement Scheduling/Guarantee	(\$925,000)
• Supplemental Team Travel	(\$230,000)
• Supplemental Recruiting	(\$225,000)
 Academic Success	 \$254,000
• Champs 'Life Skill'	(\$30,000)
• Additional tutorial support	(\$35,000)
• Academic Counselor support	(\$90,000)
• Lap-top computers for team travel	(\$32,000)
• Computer lab replacement	(\$67,000)
 Total	 \$2,984,000

WORK SESSION: A-Team Presentation

Vice President Leellen Brigman introduced the A-Team to the Board, noting that Eric Alexander is the head of the AWARE program at UW. The program deals with alcohol management among college students. A power point presentation was made on “Resolving Alcohol Issues at the University of Wyoming: Recommended Steps for Future Success.”

RECOGNITION: Pi Kappa Alpha Fraternity, Smythe Award

Wyoming's Iota Alpha chapter of Pi Kappa Alpha fraternity is one of only 15 chapters in North America to be awarded the Robert Adger Smythe Award, representing the "best of the best" in the organization. This award reflects the total commitment of the chapter's pledges, undergraduates and alumni to excellence.

Dr. Brigman introduced the Pi Kappa Alpha fraternity students. They were Casey Adams, Blake Jackson, Tad Anderson, and George Mathis, advisor. Trustee President Kathy Hunt read the Board resolution and congratulated them on the award.

WHEREAS, the Wyoming Iota Alpha chapter of Pi Kappa Alpha fraternity was founded in 1986; and

WHEREAS, The Wyoming Iota Alpha chapter of Pi Kappa Alpha fraternity is one of only 15 chapters in North America to be awarded the 2003 Robert Adger Smythe Award, representing the “best of the best” in the organization; and

WHEREAS, Robert Adger Smythe, an 1890 graduate of the Citadel and honorary life president of Pi Kappa Alpha, contributed to the strengthening of his fraternity for 72 years; and

WHEREAS, selection for the Robert Adger Smythe Award reflects a total commitment of the chapter’s pledges, undergraduates and alumni to excellence;

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Board of Trustees great pleasure to commend the men of Wyoming Iota Alpha chapter of Pi Kappa Alpha fraternity for their excellent efforts and national recognition. We extend our best wishes for your continued demonstration of excellence and achievement as a representative of our Greek community.

RECOGNITION: Seth Heinert & Stacia Berry, National FFA Leaders

Seth Heinert, a senior in animal and veterinary sciences from Hulett, Wyoming, is completing a year of service as national secretary of the Future Farmers of America (FFA). Throughout 2003, he has traveled more than 100,000 miles through 40 states and overseas to promote the importance of agriculture. He spent ten years as a member and officer of the River Rangers 4-H Club in Crook County, performing community service, learning crafts, and showing cattle, horses, and hogs. He joined FFA as an eighth grader, following his sisters Sara and Noelle, both FFA standouts and UW graduates. He served as an officer in county and state FFA organizations prior to being elected to national office.

With the election of Stacia Berry, a sophomore in animal and veterinary sciences from Cheyenne, as the 2004 FFA national secretary, Wyoming continues its hold on that position. This long-time 4-H participant is one of six national officers elected at the recent FFA convention in Louisville, KY. To win the national office, she submitted an extensive application, participated in six rounds of interviews, and completed a written test. This year Berry was also named a U.S. National Beef Ambassador in a national speech competition sponsored by the American National Cattle Women and the Cattlemen's Beef Board, defeating 27 other state winners. She served as Wyoming FFA president in 2002-03 and was the 2002 FFA national extemporaneous speaking contest winner.

Dr. Brigman introduced Seth Heinert to the Board. Trustee President Hunt read the resolution and congratulated him and Ms. Berry on their recognition as FFA leaders.

WHEREAS, the Future Farmers of America was founded in 1926 to making a positive difference in the lives of young people by developing their potential for premier leadership, personal growth and career success through agricultural education; and

WHEREAS, agriculture historically has been a significant sector of Wyoming's economy and rural lifestyle; and

WHEREAS, the University of Wyoming has offered agricultural education since 1891; and

WHEREAS, Seth Heinert, a UW senior in animal and veterinary sciences from Hulett and former statewide Future Farmers of America office-holder, is completing a year of service as national secretary of FFA; and

WHEREAS, Stacia Berry, a UW sophomore in animal and veterinary sciences from Cheyenne and Wyoming FFA president in 2002-03, was elected the 2004 FFA national secretary;

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize Seth Heinert and Stacia Berry for their past, current, and future contributions to the Future Farmers of American and to agriculture within the state of Wyoming and the nation.

RECOGNITION: Asher Albertson & Jason Armstrong, Tae Kwon Do International Competition Finalists

Asher Albertson and Jason Armstrong were two of ten individuals selected to represent the United States at the recent International Tae Kwon Do competition in Brisbane, Australia. Both are UW Honors Program students. Tae Kwon Do competitions feature three primary events – power breaking, sparring, and team patterns. Albertson, a junior in zoology and physiology from Casper, won an individual gold medal in men’s power breaking. In his event he must perform four different breaks—two using hand techniques and two using kick techniques. Armstrong is a senior in computer science from Rock Springs. The US team, on which they served, won gold medals in team sparring, which looks a lot like kick boxing, and team breaking, plus the bronze medal in team patterns, a choreographed set of technical movements.

Dr. Brigman introduced Mr. Albertson and Mr. Armstrong to the Board. Trustee President Hunt read the resolution commending them on their success in the Tae Kwon Do international competition.

WHEREAS, University of Wyoming students Asher Albertson, a junior in zoology and physiology from Casper and Jason Armstrong, senior in computer science from Rock Springs, were selected to represent the United States at the recent International Tae Kwon Do competition in Brisbane, Australia; and

WHEREAS, Asher, won an individual gold medal in men's power breaking event; and

WHEREAS, the U.S. team, on which Asher and Jason both competed, won gold medals in team sparring and team breaking, plus the bronze medal in team patterns; and

WHEREAS, both Asher and Jason are UW Honors Program students; and

WHEREAS, Asher and Jason have brought national recognition to the University of Wyoming and the state of Wyoming; now

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize Asher Albertson and Jason Armstrong for their gold-medal performances in Brisbane. We extend our best wishes for continued success on the mat and in the classroom.

EDUCATION: Nursing Ph.D. Initiative

The 2003 session of the Wyoming Legislature provided new fiscal opportunities for individuals holding nursing degrees to pursue masters' and doctoral degrees in nursing. The legislation is administered through the Wyoming Higher Education Assistance Authority.

To implement these opportunities, the Fay W. Whitney School of Nursing is developing a collaborative program with the Oregon Health and Science University (OHSU) to offer doctoral nursing education in Laramie. Under this program, the University of Wyoming participates in the curriculum offered by the OHSU School of Nursing through online instruction and through PolyCom-based video conferencing available at the Laramie campus. The program will begin in the fall semester, 2004. Classes will be on Wednesday evenings and Thursdays. Each cohort of students will study part-time for five years.

The collaboration with OHSU will enable the College of Health Sciences and the School of Nursing to bring one group of masters-level nurses to the doctoral level using a traditional curriculum. Other states potentially involved in the collaborative with OHSU include Alaska, Nevada and possibly Idaho. Support for individuals interested in the OHSU collaborative may also be obtained through the WICHE/NEON initiative.

A second option for doctoral study at UW includes a collaborative partnership with the University of Colorado Health Sciences Center in Denver, Colorado. This program consists of a combination of online courses and onsite intensive clinical research experience in Denver. Nurses holding master's degrees who are interested in either program may first check the website of the collaborating partners to see which school might be the best fit with the applicant's interests. Potential applicants may contact Dr. Pamela Clarke, Dean of the Fay W. Whitney School of Nursing for assistance with the application process. Each collaborative program

permits current UW faculty to have joint appointments in the respective Schools of Nursing of the sponsoring institutions and permits UW faculty to serve on dissertation committees of participating students.

EDUCATION: Amend Board of Trustee Bylaws and Regulations, Miller

Bylaws Amendment – Annual Meeting

Prepared by Rick Miller

December 9, 2003

The Trustees have elected to schedule their regular May meeting for the week after the Spring Commencement, given the difficulty of conducting business when there are large numbers of Commencement related events. The Bylaws of the Trustees specify that the Trustees shall hold their annual meeting at the time of the “regular Spring Commencement.” To accommodate the Trustees’ intentions, a proposed amendment to the Bylaws has been prepared for consideration and adoption at the January meeting. This proposed amendment must be specifically referenced in the formal notice of the meeting in order for the Board to act at its January meeting.

For information purposes:

Article VIII. AMENDMENT OF BYLAWS

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

Proposed Amendment

Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year. Written notice of all regular meetings shall be given by the President of the University to each member of the Trustees at least five days in advance of the meeting.

Proposed Changes to Trustee Regulations

Prepared by
Myron Allen & Susan Weidel
December 9, 2003

Listed below are proposed changes to Trustee Regulations III and V that are ministerial. The existing language is outdated, incorrect, and confusing. The new language is consistent with the categories of academic personnel as they currently exist in regulation and in practice. In addition it is important to clarify that only Trustees can grant tenure.

Existing text proposed for deletion appears in strikeout text. New text to be added is underlined. Following each proposed change is a brief explanatory remark, in italics.

Trustee Regulations may be changed (according to the Trustee Bylaws) in the following manner:

Article IX. REGULATIONS OF THE TRUSTEES

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

PROPOSED LANGUAGE FOR TRUSTEE REGULATION III

A. ACADEMIC PERSONNEL

~~1. THE UNIVERSITY FACULTY~~

~~The University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor; and Assistant Librarian, Senior Assistant Librarian, Associate Librarian or Librarian. All individuals holding full time temporary, supply, or Lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer.~~

~~All individuals holding part-time appointments, Faculty Emeriti, Adjunct Professors, and full-time supply, temporary or Lecturer positions of less than two consecutive academic years duration are ex officio members of the faculty without vote. The President of the University shall be the presiding officer at meetings of the University Faculty and shall, with the advice of the faculty, appoint a faculty member annually as Secretary of the University Faculty.~~

There are two categories of academic personnel: faculty and academic professionals.

The faculty consists of (a) all persons having professorial ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either temporary or on the tenure track. Temporary faculty include clinical, visiting, temporary, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either temporary or on the extended-term track. Extended-term-track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are temporary employees. Academic professionals in the other categories may be temporary or on the extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Temporary, visiting, and adjunct faculty members and temporary academic professionals are non-voting academic personnel. Specific university regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic-professional category and who have not elected to convert to the academic-professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with the authority and review procedures established in Chapter IV.

2. ACADEMIC PROFESSIONALS

~~The University may have individuals who are not faculty but are academic professionals on either extended term track or temporary appointments. Post doctoral research associates will be a unique academic professional group with their own set of policies governing terms and conditions of employment. (Amended, 2/16/91)~~

Remark: The new text defines the faculty in a fashion that is consistent with existing UniRegs, which define both librarians and archivists as faculty. The new text also eliminates reference to old categories that we no longer use. It identifies the categories of academic professionals and distinguishes temporary appointments from tenure-track

and extended-term-track appointments for all categories. It is necessary to include reference to the former category of lecturers because UW still has some employees in that category.

PROPOSED REVISIONS TO TRUSTEE REGULATION V

B.1.f. Clinical professor shall be the title granted to those employed to teach ~~and/or conduct research~~ in health-care-related programs offered by the University; the college cognizant dean and other appropriate academic officers will determine the appropriate academic qualifications and professional experience for these faculty. Such appointments shall be ~~only at the professorial rank and~~ for not more than one year in duration; however, one may be reappointed annually subject to a satisfactory annual performance evaluation and available funding. Service as a clinical professor does not entitle one to tenure and its privileges.

Remark: These changes reflect how the College of Health Sciences actually uses these positions. Eliminating the language about "professorial rank" allows the college to offer clinical faculty members some opportunity for professional advancement.

D. FACULTY REAPPOINTMENT, TENURE AND PROMOTION

To hold a position with tenure means that the faculty appointment is not subject to termination or substantial reduction in status without adequate justification as outlined in Chapter V. (E. DISMISSAL OF FACULTY) below.

Therefore, the reappointment procedures are integrally related to the tenure and promotion decisions of those faculty serving probationary appointments. Only those tenure-track faculty who successfully complete this period and are approved by the Trustees will receive tenure. An individual who is not offered tenure at the end of ~~the his/her~~ probationary period shall not be retained as a faculty member.

Remark: These changes clarify that one must be in a tenure-track probationary appointment to be eligible for tenure and that only the Board of Trustees can confer tenure.

Change to Trustee Regulations – Athletic Planning Committee

Prepared by
Janet Constantinides & Susan Weidel
December 9, 2003

The following changes to the Trustee Regulations are proposed in order to clarify the membership of the Athletic Planning Committee. The new language is indicated with underline.

Changes to the Trustee Regulations are made pursuant to the Trustee Bylaws as follows:

Article IX. REGULATIONS OF THE TRUSTEES

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

II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

J. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

A University Athletic Planning Committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy. The Committee shall consist of the following members:

Faculty – One representative from each college except the College of Arts and Sciences shall have two representatives. The representatives shall serve 3-year terms and shall be recommended by the dean of the college;

Staff – Two representatives from the staff. The representatives shall serve 3-year terms and shall be recommended by the Staff Senate;

Students – Two representatives from the student body. The representatives shall serve 1-year terms and shall be recommended by the Associated Students of the University of Wyoming (ASUW);

Deans – Two deans shall serve as representatives for 2-year terms. The membership shall rotate alphabetically by the name of the college;

Administrators – Three representatives (one from each of the following: Student Affairs, Administration, and Office of General Counsel) and the Director of Intercollegiate Athletics, shall serve as ex officio members.

The Faculty Athletic Representative to the University's athletic conference and the National Collegiate Athletic Association shall serve as the Chairperson of the Athletic Planning Committee. All members of the Committee including the Faculty Athletic Representative, shall be appointed by the President of the University.

EDUCATION: SIS Replacement Update

Vice President Aylward told the Board that UW is pursuing the SCT portal and working on a fit-gap analysis.

EDUCATION: Incubator Update

This item was delayed until the March 2004 Board meeting.

EDUCATION: University of Wyoming Plaza

Two initiatives have been undertaken with respect to the Hotel/Conference Center. The University, through the Facilities Planning Office, has advertised for engineering services to evaluate storm water detention at the site and to provide preliminary engineering work with respect to the utility infrastructure required to develop the property. Responses from engineering firms will be submitted on December 15, 2003 and the Board will be updated on this phase of the project during the meeting.

On the second front, the developers – Wheeler Development Services, LLC and Hotel Investment Services Inc. – issued a request for qualifications (RFQ) on December 19, 2003 seeking proposals from Wyoming firms interested in submitting proposals for a Design-Build Team to construct the hotel/conference center and retail development. While the time line established in the RFQ is such that a final decision on the selection of a Design-Build Team will not occur until January 23, 2004, the Board will be updated on this aspect of the project during this session.

EDUCATION: Golf Course Development

President Dubois briefed the Board on recent golf course development. Slow steady progress is being made with some interesting contributions.

**INFORMATION: Internal Audit Activity Conducted in Accordance With the Audit Plan
for the Period October 1, 2003 – December 31, 2003**

The following audits and related activities have been completed:

1. The operational review has been completed for the combination of business operations of Housing and Residence Life and Food Service; they were merged to form Residence Life and Dining Services. The audit report is on the following pages.
2. The Wyoming State 4-H Foundation has been audited for the year ending September 30, 2003. The text of the audit report is on the following pages.
3. A limited review was performed on the Wyoming Statistical Analysis Center. No written report was issued.

The following audits and related activities are in process:

1. An operational review of the Wyoming Union Information Desk, specifically the ticket sales area, is in progress.
2. An audit of Campus Recreation is in progress.
3. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System, Asset Management System and the Human Resources Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented or upgraded and to assist with the implementation.

Audit recommendations from the following audits have not been fully implemented:

1. The endowment and scholarship reporting process audit report was issued in January of 2001. The implementation plan for those recommendations is as follows:

The University of Wyoming Board of Trustees, at their November 8, 2003 meeting, authorized the University of Wyoming Foundation to serve as its agent for the investment and management of the University's endowment portfolio. It is anticipated that the physical transfer of endowment assets will occur by the end of February 2004. The Foundation has a reporting model in place and the University endowment assets will be included in this reporting package. The University Controller's Office will work closely with the Foundation over the next few weeks to identify all departments impacted by endowment accounts so that the goal of giving departments access to the financial reports of every account that has an impact on them is met.

This reporting model may eliminate the need for these accounts to be added to the appropriate PeopleSoft reporting tree as recommended in the January 25, 2001 internal audit report. If there are additional reporting needs, such as college-level management reports which the Foundation's reporting system does not provide at this time, the Controller's office will help the Foundation determine what those needs are and will pursue development of additional reports. The BRIO reporting solution mentioned in the 2001 internal audit report was undertaken for over a year and a half and was subsequently abandoned; however, since the endowments will now reside

with one reporting entity, the need to extract information from two or more different databases has been eliminated. It is anticipated that these reporting issues will be resolved by December 31, 2004.

The recommendation that all PeopleSoft accounts have a complete long description will be pursued after implementation of the latest upgrade. Although this project is nearing completion, it is difficult to anticipate post-implementation issues that will take priority. A realistic target for this recommendation would be six (6) months after the new version is in production and stable, at which time enhancements to the database will be undertaken and the feasibility of this endeavor will be assessed.

2. The Stores and Reimbursable Labor audit report was issued in April of 2003. All recommendations have been implemented except old accounts receivable from other UW departments amounting to \$219,000 remain uncollected. The Associate Director of Physical Plant is working with the Vice President of Administration and other Vice Presidents to collect the accounts receivable during fiscal year 2003-04.

Residence Life and Dining Services

UNIVERSITY
OF WYOMING

Internal Audit

**DEPT. 3314
1000 University Avenue
Laramie, Wyoming 82071
(307) 766-2385**

December 17, 2003

To the Board of Trustees of the
University of Wyoming

In this review we have combined an operational review and risk assessment of Residence Life and Dining Services procedures.

- An Operational Review is a tool designed to evaluate the economy (cost of operation), efficiency (method of operation), and effectiveness (results of operations) of an organization's operations.
- Risk Assessment is designed to facilitate a department's self-assessment of its internal control over operations, financial reporting, and compliance activities.

There are eight major processes identified by the business office that need to be reviewed. Our review will address cash handling and a portion of the payroll processes, as well as the Peachtree accounting system. It is our intent to train personnel in Residence Life and Dining services to be able to review the remaining process without our direct involvement. We will be available to assist and provide training upon request.

BACKGROUND

We have prioritized the areas we are reviewing as follows:

- Cash handling policies and procedures
- Payroll process
- Peachtree accounting system

SCOPE OF REVIEW

For the purpose of identifying areas for improvement, our review and analysis of present business office policies and procedures we performed the following general work steps:

Personnel Interviews

We met with Residence Life and Dining Services personnel to analyze present cash handling procedures, payroll process, and Peachtree accounting areas for improvements, as well as to determine future requirements. These discussions and reviews provided a working knowledge of:

- Present cash handling procedures
- Timing and flow of payroll time gathering and reporting
- Pros and cons of continuing to use the Peachtree accounting system

Documentation and Analysis of Cash Handling Policies

Based on the interviews with the employees we proceeded with the following steps:

- Reviewed business office policies and procedures set up to accomplish these functions.
- Prepared both narrative and flow chart documentation of cash handling procedures.
- Prepared risk/control analysis for the cash handling procedures.
- Developed risk management plan for the cash handling procedures.

Documentation and Analysis of Payroll Procedures

Based on interviews with personnel that record payroll information the procedures were documented and flow-charted. Discussions were held with individuals on the PeopleSoft HRMS implementation team and Residence Life and Dining Services management to determine future requirements, plans, and opportunities.

Peachtree Accounting System

Discussions were held with management users, external auditors, University centralized reporting, and Residence Life and Dining Services personnel that use the accounting system to determine the feasibility of eliminating the Peachtree accounting system. The cost associated with the use of the Peachtree accounting system was established.

OBJECTIVES

The objectives of the operational review/risk analysis was to identify the work being performed by Residence Life and Dining Services personnel in order to document present procedures as well as to make observations and recommendations about the manner in which immediate and short-term improvements could be realized. The principle focus of our efforts was twofold: first, toward developing operating procedures that would provide optimum efficiencies in meeting Residence Life and Dining Services requirements; second, to train Residence Life and Dining Services employees to analyze these processes, determine and evaluate the risks, and establish mitigation and monitoring strategies. We did not attempt to evaluate present personnel or their performance but only evaluate the tasks and functions being performed.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

1. DOCUMENTATION OF PROCEDURES

Observation

The documentation of Business Office procedures since the combination of Residence Life and Food Service had not been done at the time our review started. Office procedures should be

documented to aid in the training of new personnel, ensure that procedures are followed consistently, and to document compliance with applicable rules and regulations. Procedures that have not been documented and analyzed tend to lack good internal control, consistency of application, and ambiguity in the resolution of problems that arise during the course of operations.

Recommendation

Procedures should be documented in a concise and easily understood manner to assist both new and current employees in understanding and following the procedures. In addition to documentation of the procedures the following should be performed:

- Analyze each procedure to identify the significant risks
- Perform a risk assessment for each procedure
- Develop mitigation strategies for each significant risk
- Develop monitoring and reporting plans for each procedure

Current Status

- Cash handling procedures have been documented in both narrative and flowchart formats. This allows management and employees to be able to review procedures in a short amount of time as well as having a visual aid to help guide them while being trained.
- Each of the cash handling procedures has also gone through the process to identify significant risks, and risk assessment.
- The staff is has developed mitigation strategies and monitoring and reporting plans for cash handling.
- As a result of analyzing these procedures, changes were made in the way information is transmitted to Accounts Receivable and deposits are made and reconciled for both residence halls and apartments.
- The Business Manager, Executive has developed and implemented a process to develop a complete Business Office procedures manual that will include the same type of documentation and analysis used for cash handling. The documentation should be completed by March 31, 2004
 - o The remaining procedures to be documented, in order of priority are:
 - Budget process
 - Personnel issues

2. CONSOLIDATION OF CASH HANDLING IN THE BUSINESS OFFICE

Observation

The merging of two departments and the time required to organize and redefine job duties and priorities has created a situation where cash handling duties are divided among several employees in the business office. With several people responsible for a portion of cash collection and handling there is a greater chance of poor internal controls as well as not having the most efficient and effective use of the employees time when reviewed from the business office point of view.

Recommendation

Cash handling within the business office should be reviewed to determine the most efficient and effective manner to accomplish the goals and objectives of the department. Consideration should be given to establishing a centralized person in the business office to process all cash that is generated or passes through the business office.

Current Status

Cash handling within the business office has been centralized and an additional position has been approved. These changes will aid the department to accomplish the goals and objectives for cash handling.

3. CONTINUANCE OF THE PEACHTREE ACCOUNTING SYSTEM

Background

The official financial/accounting reporting system of the University has not been able to meet all of the reporting requirements of many departments across campus for many years. As a result departments have developed their own accounting (shadow) systems that provide the needed information on a day-to-day basis as well as for month end reporting and reconciliation with the official University financial/accounting reporting system.

Observation

Residence Life and Dining Services maintains a shadow accounting system that produces accrual basis financial statements for both the housing and food service operations. This shadow system provides a detail of reporting that is not yet available in the University's official accounting system.

The level of detail provided for profit centers as well as the consolidation of operations for reporting purposes have been a valuable tool for management for making decisions and reviewing operations. The time required to produce the information contained in the shadow system has caused considerable cost in overtime salaries and duplication of data entry. Although the Peachtree accounting system may not be the most cost effective and efficient use of employees time the value of the information provided to the food service manager outweighs the cost of production of the information. Management has determined that the Peachtree accounting system should be eliminated for the residence halls reporting.

Recommendation

The upgrade in the University's accounting system will, when operational, provide reporting tools that will enable the elimination of the shadow system for the residence halls. If the University accounting system, when operable, can provide the level of detail required by food service management, the shadow system for food service should be eliminated as well. The Business Manager, Executive for Residence Life and Dining Services should work with the Accounting Office in the development of reports that will provide the required information for management and audit purposes.

Current Status

People on the implementation team for the upgrade to the University accounting system are aware of Residence Life's desire to eliminate the shadow system and are including the required changes in the upgrade process. Residence Life and Dining Services have been in the process of changing the budgeting process to more closely align with the structure required by the University accounting system. The shadow system will be maintained until the upgrade of the University system has been completed and new reports have been developed. The target date for elimination of the shadow system is no later than June 30, 2005.

4. PAYROLL PROCESSES

Background

Presently there are two separate processes to report employees' time:

- Dining Services uses a time management system that produces print outs of time worked. This information is transferred, by the Accounting Associate, to University time sheets weekly and sent to the University Payroll Office at the end of the month. The Accounting Associate also enters vacation and sick leave into the Vacation Sick Leave (VSL) system at the end of the month.
- Residence Life Accounting Associate Senior collects the time summaries and time sheets from the different residence life areas, calculates the salary and signs the time sheets and sends to payroll each month. Vacation and sick leave are also entered into the VSL system at the end of the month. Each residence life area has a slightly different process to gather the employees' time, however, all areas turn the same information in to the Accounting Associate Senior.

The University is implementing a new human resources and payroll software that is scheduled to be in full operation at the beginning of November 2003.

Observation

The primary concern for payroll processing should be how to achieve the goals and objectives of the department in the most economic, efficient, and effective manner.

The current time management system has been used for several years and at the time of implementation may have been the best solution to gathering a large number of employees' time. Likewise the manual process for gathering employee's time for Residence Life has been used for several years with some minor modifications throughout the years. These processes to gather the needed information are very labor intensive.

Recommendation

Residence Life and Dining Services is moving in the direction of updating the time management system being used in Dining Services and expanding its use to Residence Life. The time management system's intended use is for the 480 employees of Residence Life and Dining Services and Apartments. The installation of this improvement to the time management system will lag the implementation of the new payroll system by approximately one year. With the implementation of the new systems there is the potential of an electronic interface to report the time worked, vacation, and sick leave usage directly to the payroll system.

Although there is potential for significant improvement in the processes in the long term there are improvements to be made in the short term.

- Short term: with the new payroll system the departments will be entering the time directly into the payroll system and will be responsible for maintaining the signed time sheets for the employees, which will cause a change in the current time gathering processes. The processes for gathering time and maintaining records should be reviewed after personnel have been trained in entering time in the new payroll system. The processes should then be analyzed to:
 - o Identify the most economic, efficient, and effective methods of gathering time
 - o Analyze each procedure to identify the significant risks
 - o Perform a risk assessment for each procedure
 - o Develop mitigation strategies for each significant risk
 - o Develop monitoring and reporting plans for each procedure
- Long term: the processes should be reviewed again after the new time management system has been installed with the same methodology used in the short term.

Current Status Plans

- Training of personnel in the new payroll system being implemented by the University has been completed.
- A change in the time management system is still under review with implementation expected no later than the end of the current fiscal year.
- A policy outlining which employees in Residence Life and Dining Services will be required to use the time management has been discussed. Prior to implementing a time management system a formal policy will be developed.

Jim Byram
Auditor, Senior

CC: Dr. Philip Dubois, President
University of Wyoming

Leellen Brigman,
Vice President Student Affairs

Beth McCuskey
Director, Residence Life and Dining Services

Jamison Miller,
Business Manager, Executive

WYOMING STATE 4-H FOUNDATION

UNIVERSITY OF WYOMING

Internal Auditor
Dept. 3314 • 1000 E. University Avenue • Laramie, WY 82071
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December 1, 2003

To the Board of Directors
The Wyoming State 4-H Foundation
Laramie, Wyoming

I have completed a limited examination of the Wyoming State 4-H Foundation (Foundation) for the year ending September 30, 2003. The limited examination involved only those funds generated by Foundation activities, exclusive of any State of Wyoming funds. This report is for your information and should not be distributed to anyone that is not a member of the Foundation's management or the management of the University of Wyoming. No material exceptions were noted during the limited examination. The following section outlines the limited examination procedures that were performed and the types of audit procedures that were not performed.

Limited Examination Procedures

The limited examination of the Foundation consisted of the following procedures:

1. ASSETS

The limited examination of assets totaling \$1,309,826 consisted of the following procedures:

- a. Bank and investment account balances were confirmed at year-end.
- b. The total operating checking account transactions recorded on the accounting records of the Foundation were reconciled to the total bank statement transactions for the year.
- c. The end of the year checking account bank reconciliation was reviewed.
- d. Transfers between bank and investment accounts during the year were reviewed.
- e. The accounting entries for investment transactions were reviewed.

2. LIABILITIES

The limited examination of the liability for custodian funds (investments for outside investors) totaling \$88,498 consisted of confirming balances at year-end.

3. CASH RECEIPTS

The limited examination of cash receipts consisted of the following procedures:

- a. The cash receipt forms issued during one month of the year were totaled and traced to bank deposits.
- b. The cash receipt forms for that month were compared to the amounts recorded in the monthly cash receipts journals.
- c. Interest and investment income was reviewed for the year.

4. CASH DISBURSEMENTS

The limited examination of cash disbursements consisted of comparing the canceled checks for one month to the entries in the monthly cash disbursement journal.

5. INTEREST DISTRIBUTION

The quarterly distribution of interest to interest earning accounts was reviewed for one quarter to determine its compliance with the policy approved by the Board.

6. MANAGEMENT FEE

The quarterly assessment of the 5% management fee on revenue was reviewed to determine its compliance with the policy approved by the Board.

Procedures Not Performed

The limited examination did not constitute an audit made in accordance with generally accepted auditing standards. Some of the procedures that were not performed during the limited examination are as follows:

1. The limited examination did not include a review of the system of internal control. The objectives of an internal control structure are to provide management with a reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization, and recorded properly to permit the preparation of financial statements.
2. The limited examination did not attempt to evaluate whether the financial statements presented fairly, in all material respects, the financial position of the Foundation as of September 30, 2003 and the changes in its fund balances and its revenues and expenditures for the year then ended in conformity with generally accepted accounting principles.

Van Jacobson
Internal Auditor

Copy: Frank Galey, Dean
College of Agriculture
Glen Whipple, Director
Cooperative Extension Service
Fred Schlutt, Executive Director
Wyoming State 4-H Foundation
Steven Mack, Accountant
Wyoming State 4-H Foundation

INFORMATION: Athletics Academic Information

University of Wyoming Team GPA's					
SPORT	Fall 02	Spring 03	Fall 03	Spring 04	Fall 04
Women					
Basketball	3.261	3.522	3.059		
Soccer	3.147	3.139	2.884		
Volleyball	2.961	3.344	3.308		
Tennis	3.077	3.321	3.281		
Golf	3.374	3.633	3.153		
Swimming	2.930	3.098	2.964		
Track	3.148	3.196	3.218		
Cross-Country	3.338	3.480	3.359		
Men					
Football	2.313	2.623	2.464 *		
Basketball	2.522	2.531	2.213		
Golf	2.935	3.000	2.467		
Swimming	2.724	2.938	2.865		
Track	2.902	2.792	2.875		
Cross-Country	3.364	3.289	3.188		
Wrestling	2.533	2.484	2.385		
Women's Cumulative	3.110	3.183	3.091		
Men's Cumulative	2.541	2.676	2.549		
All-Sport Cumulative	2.794	2.905	2.798		

* Missing grades for two students - will change GPA

INFORMATION: Season Football Ticket Report

University of Wyoming Department of Athletics
 2003-2004 Ticket Sales Revenue Projections

Prepared as of 12/10/03

DRAFT

FINAL REPORT

	99-00 Sales	00-01 Sales	01-02 Sales	02-03 Sales	2003-04 Projected # of Tickets	Price	Budgeted Revenue	Actual # of Tickets	Favorable (Unfavorable) Variance # of Tickets	Actual \$	Favorable (Unfavorable) Variance \$\$\$
Football:											
Season:											
Public	5323	5187	4376	4021	4,582	\$108.00	\$494,856	4,370	(212)	471,960	\$ (22,896)
Fac/Staff	692	672	547	501	551	\$ 90.00	49,590	587	36	52,830	3,240
Marketing/Promotions	163	175	134	122	125	\$108.00	13,500	134	9	14,472	972
Family Plan	709	679	443	388	442	\$ 65.00	28,730	588	146	38,220	9,490
Subtotal Season	6887	6713	5500	5032	5,700		586,676	5,679	(21)	577,482	(9,194)
Cowboy Combo	244	115	97	74	84	\$ 45.00	3,780	531	447	23,895	20,115
Cold Pack					50	\$ 45.00	2,250	83	33	3,735	1,485
Single Game:											
Montana State Aug. 30											
Montana State Single Game	2003	2354	2296	2199	3,500	\$ 20.00	70,000	4,535	1,035	90,700	20,700
Montana State Family Pack	336	406	497	420	415	\$ 11.25	4,669	1,062	647	11,948	7,279
Montana State Faculty Discount	22	81	52	61	54	\$ 16.00	864	164	110	2,624	1,760
Montana State Student Guest	0	0	0	0	-	\$ 10.00	-	31	31	310	310
Montana State Knothole	575	900	682	613	650	\$ 5.00	3,250	669	19	3,345	95
Student Attendance				6366	6,000			3,276	(2,724)		30,144
Kansas (Sept 13)											
Kansas Single Game	2476	0	1307	1564	3,200	\$ 25.00	80,000	3,499	299	87,475	7,475
Kansas Family Pack	499	0	266	236	415	\$ 15.00	6,225	600	185	9,000	2,775
Kansas Faculty Discount	19	0	18	39	54	\$ 20.00	1,080	130	76	2,600	1,520
Kansas Student Guest	0	0	0	0	-	\$ 10.00	-	89	89	890	890
Kansas Knothole	1544	0	338	1203	650	\$ 5.00	3,250	1,428	778	7,140	3,890
Student Attendance				3382	6,000			4,916	(1,084)		16,550
BYU (Oct 18)											
BYU Single Game	7855	1307	9347	1826	7,000	\$ 25.00	175,000	6,161	(839)	154,025	(20,975)
BYU Family Pack	673	266	871	381	700	\$ 15.00	10,500	1,052	352	15,780	5,280
BYU Faculty Discount	26	18	215	147	40	\$ 20.00	800	300	260	6,000	5,200
BYU Student Guest	0	0	0	0	-	\$ 10.00	-	325	325	3,250	3,250
BYU Knothole (DARE - 1,509)	1050	338	1179	565	1,000	\$ 5.00	5,000	2,688	1,688	13,440	8,440
Student Attendance				4141	6,000			4,621	(1,379)		1,195

The University of Wyoming
Minutes of the Trustees
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	99-00	00-01	01-02	02-03	2003-04 Projected	Budgeted	Actual #	Favorable (Unfavorable) Variance	Actual \$	Favorable (Unfavorable) Variance	
	Sales	Sales	Sales	Sales	# of Tickets	Revenue	of Tickets	# of Tickets		\$\$\$	
CSU Single Game	713	2630	2104	1920	6,500	\$ 25.00	162,500	5,721	(779)	143,025	(19,475)
CSU Family Pack	134	379	277	576	772	\$ 15.00	11,580	946	174	14,190	2,610
CSU Faculty Discount	12	25	62	85	120	\$ 20.00	2,400	405	285	8,100	5,700
CSU Student Guest	0	0	0	0	-	\$ 10.00	-	98	98	980	980
CSU Knothole	661	961	606	367	1,115	\$ 5.00	5,575	344	(771)	1,720	(3,855)
Student Attendance				5699	6,000			3,275	(2,725)		(14,040)
New Mexico (Nov 22)											
New Mexico Single Game	3785	3312	523	479	1,500	\$ 20.00	30,000	363	(1,137)	7,260	(22,740)
New Mexico Family Pack	653	603	58	68	441	\$ 11.25	4,961	232	(209)	2,610	(2,351)
New Mexico Faculty Discount	26	3	17	30	20	\$ 16.00	320	14	(6)	224	(96)
New Mexico Student Guest	0	0	0	0	-	\$ 10.00	-	33	33	330	330
New Mexico Knothole	1011	508	380	269	596	\$ 5.00	2,980	79	(517)	395	(2,585)
Student Attendance				3206	2,000			797	(1,203)		(27,442)
UNLV (Nov 29)											
UNLV Single Game	7681	627	1908	0	1,500	\$ 20.00	30,000	464	(1,036)	9,280	(20,720)
UNLV Family Pack	722	83	339	0	411	\$ 11.25	4,624	86	(325)	968	(3,656)
UNLV Faculty Discount	42	0	39	0	57	\$ 16.00	912	17	(40)	272	(640)
UNLV Student Guest	0	0	0	0	-	\$ 10.00	-	12	12	120	120
UNLV Knothole	1162	184	779	0	654	\$ 5.00	3,270	199	(455)	995	(2,275)
Student Attendance					2,000			409	(1,591)		(27,171)
	33,680	40,278	48,595	66,034	93,698		625,790	83,728	(9,970)	626,625	(8,359)
Gross Revenue							1,212,466			1,204,107	(8,359)
Less: Sales Taxes							(68,746.81)			(68,272.87)	473.94
Net Football Ticket Sales							\$1,143,719			1,135,834	\$ (7,885)
GROSS FOOTBALL REVENUE (BEFORE DEDUCTIONS)											
Less: RAC O&M (Season Tickets)							(34,206)			(34,074)	
Less: RAC O&M (Single Game Tickets)							(19,917)			(26,365)	
GROSS REVENUE SUBTOTAL (AFTER RAC O&M DEDUCTION)							\$1,089,596			1,075,395	(\$14,201)
Season Ticket incentive							\$(50,000.00)			\$(50,000.00)	
Supplement of season ticket incentive +5,000 (5,680)							\$ -			\$(13,600.00)	
Single game incentive							\$(59,384.00)			\$(50,132.00)	
NET FOOTBALL REVENUE AFTER TICKET INCENTIVE DEDUCTIONS							\$980,211.94			\$961,663.13	(\$18,549)

INFORMATION: SAREC Update

The SAREC Planning Team had its fourth meeting since July 2003 on December 8. During that time, the Planning Team has obtained input on research and outreach needs for SAREC for use in developing a list of research and outreach priorities for SAREC. Input on that list of priorities will be obtained from college faculty, academic professionals, staff, and from stakeholders.

Based on yield and soils information, the Planning Team has developed recommendations on the type and location of sprinkler systems, as well as the size and location of the feedlot for SAREC. United States Department of Agriculture, Natural Resource Conservation Service (USDA, NRCS) will use these recommendations in developing initial plans for the sprinkler irrigation systems. Additionally, input has also been obtained from USDA, NRCS on the location and design for the feedlot. NRCS will provide an initial design for the feedlot based on information from the Planning Team. The next step for the Planning Team is to identify the needs of improving or building new facilities. This will include facility use, size, location, and prioritization.

Torrington R& E Center

The University continues to examine the Goshen County Subdivision Regulations to discover what, if any, limitations or restrictions currently exist regarding subdividing the Center. On 11 December 2003, a representative from the Division of Administration attended a meeting with the Goshen County Commissioners and Goshen County Attorney to discuss and clarify the newly published subdivision regulations. Based on current interpretations, the University has requested Benchmark of Torrington to complete the surveys necessary to comply with Goshen

County Subdivision Regulations. Benchmark will prepare an Advance Plat for review by Goshen County officials. Once the plat is reviewed and approved, appraisal documents will be finalized for the Torrington Research and Extension Center and Request for Bids will be advertised to sell the separate parcels.

Archer R & E Center, Cheyenne

A Plat-of-Survey and Appraisal of the Archer Research and Extension Center was completed on 1 December 2003. Copies of the survey and appraisal were furnished to Mark Reid, Laramie County Planner for his review and will eventually be reviewed by the Laramie County Commissioners. Once Laramie County has reviewed the documents, the Division of Administration will forward a draft copy of the Purchase Agreement to the Board for their review.

Afton R & E Center

The Afton Research & Extension Center survey and appraisals will soon be completed. A legal description and survey were completed for the middle 30-acre tract sold to the Lincoln County Commissioner's. The University has received full payment from Lincoln County and a Quitclaim Deed is being accomplished. The appraisal and survey were finished for the west tract (88.48 acres) of the Center, and the advertisement of a public notice for the sale of the property has been placed with state newspapers—the bid opening is scheduled for 23 December 2003 in 310 Old Main. The surveyor and appraiser have stated that the remaining tract of land will have the required work completed during January 2004.

INFORMATION: Designation of Depositories

Wyoming banks with either a state or federal charter and federal savings banks are designated as depositories for public funds in accordance with statute. The University of Wyoming will utilize services from the following institutions for calendar year 2004:

Financial Institution

Location

Community First National Bank

Laramie, Lusk, Sheridan

First Interstate Bank

Laramie, Cheyenne, Casper

First National Bank

Laramie

First National Bank and Trust

Powell

First National Bank in Evanston

Evanston

First National Bank of Gillette

Gillette

Security First Bank

Laramie

Stockgrowers State Bank

Worland

Sundance State Bank

Sundance

U.S. Bank National Association

Torrington

Wells Fargo

Rock Springs, Casper, Cheyenne

INFORMATION: Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the November 2003 Trustees meeting. Also reported are approved change orders to the Washakie Center Additions & Renovations, Steam Tunnel Repair & Fuel Tank Removal and the Health Science – Biochemistry Addition & Remodel.

PROJECTS IN CONSTRUCTION

1. Health Science – Biochemistry Addition & Remodel

Contractor: Groathouse Construction, Inc., Laramie, WY
 Bid Price: \$11,597,000.00
 Original Completion Date: N/A
 Contract Substantial Completion Date: 1 May 2005

	Total	Administration	Construction	Design	Technology	FF & E	Contingency	Misc
Budget	17,984,000	600,000	11,597,000	1,680,000	1,386,000	915,000	1,556,000	250,000
Expended	2,269,719	151,250	872,480	1,220,326			24,950	713
Obligated	11,087,830		10,724,520	357,134			6,176	
Un-obligated	4,626,451	448,750	0	102,540	1,386,000	915,000	1,524,874	249,287

Remarks: Drilled piers for the east, west, and link additions are completed. Foundation wall for the east addition is in place. Demolition of Pharmacy is 90% complete. Ductwork and plumbing has begun in Biochemistry. Contractor is also working on site utilities and is approximately 60% complete.

2. Washakie Center Additions & Renovations

Construction Manager-at-Risk: Kloefkorn-Ballard Const Inc.
 Bid Price: \$8,865,466.00
 Phase 1 through Phase 3 Original Completion Date: Phase 1 – June 20, 2003
 Phase 2 – June 20, 2003
 Phase 3 – June 20, 2003
 Phase 1 through Phase 3 Contract Substantial Completion Date: Phase 1 – June 26, 2003
 Phase 2 – June 26, 2003
 Phase 3 – July 4, 2003

	Total	Admin	Construction	Design	Equipment	Contingency	Misc
Budget	13,291,517	368,650	8,865,466	1,361,480	1,807,436	788,485	100,000
Expended	12,753,787	269,108	8,865,466	1,224,892	1,805,102	489,219	100,000
Obligated	92,538			59,447		33,091	
Un-obligated	445,192	99,542	0	77,141	2,334	266,175	0

Remarks: Waiting for the as-builts and the operation and maintenance manuals.

3. Steam Tunnel Repair and Fuel Tank Removal

Steam Tunnel Contractor: Spiegelberg Lumber & Building Co., Inc.
 Bid Price: \$1,227,000.00
 Original Completion Date: N/A
 Contract Substantial Completion Date: 15 October 2003

Fuel Tank Contractor: Anchor Environmental, Inc.
 Bid Price: \$53,156
 Original Completion Date: 2 May 2003
 Contract Substantial Completion Date: 2 May 2003

	Total	Administration	Construction	Design	Contingency
Budget	1,500,000	75,000	1,381,756	30,000	13,244
Expended	1,420,557	65,575	1,354,982		
Obligated	47,090	7,072	26,774		13,244
Un-obligated	32,353	2,353	0	30,000	0

Remarks: The project is substantially complete as of November 25, 2003. The contractor is in the process of finishing punch list items. However, some items will have to be completed in the spring. The re-routing of the telecommunication lines is complete and the Physical Plant has begun installing the necessary piping and electrical equipment to relocate the condensate pumps in the new pumping vault.

PROJECTS IN DESIGN PHASE

1. Residence Halls Renovations

	Total	Administration	Construction	Technology	Design	Contingency	Furnishings
Budget	8,600,000	275,180	5,556,625	256,985	825,500	825,470	860,240
Expended	69,692				69,692		
Obligated	700,063				700,063		
Un-obligated	7,830,245	275,180	5,556,625	256,985	55,745	825,470	860,240

Remarks: The design portion of the project is proceeding. The design development submittal is scheduled to be submitted at the end of December. The estimate submitted at the end of the schematic design phase was approximately 10% higher than the budgeted amount for construction. As a result of the schematic design estimate, some of the priority items were simplified or reduced in scope. A list of alternatives was also established which could be deleted from the project if necessary.

2. Childcare Facility

	Total	Administration	Construction	Design	Contingency	Misc
Budget	1,915,500	58,500	1,608,600	146,000	73,000	29,400
Expended	45,781	2,549		43,232		
Obligated	91,868			91,868		
Un-obligated	1,777,851	55,951	1,608,600	10,900	73,000	29,400

Remarks: The design development package was submitted. The exterior elevations were not accepted by the Planning Team which resulted in revisions made by the Design Team. The design development package was finally accepted in early December. The Design Team authorized them to proceed with the finalization of the Construction Documents. The project should be ready to bid in late February. Construction should begin in April.

The following Change Orders are reported for the information of the Trustees.

1. Washakie Center Additions & Renovations

Change Order No. 27

Item 1	Paint above reception desk	Add:	214.00
Item 2	Floor tile at beverage station	Add:	1,352.00
Item 3	Overflow drain garbage room roof	Add:	1,223.00
Item 4	FO #41 steam to kitchen equipment	Add:	3,774.00
Item 5	FO #46 new ACT ceiling at C09	Add:	609.00
Item 6	FO #47 control valves/different switches	Add:	4,087.00
Item 7	FO #44 stainless enclosure at Bakery hood and sheet metal draft diverter	Add:	576.00
Item 8	Credit for refrigerator doors	Subtract:	963.00
Item 9	Stainless steel enclosure at pizza oven	Add:	1,482.00
Item 10	FO #37 heat lamp	Add:	515.00
<u>Total Change Order No. 27</u>			ADD: \$12,869.00

Change Order No. 28

Item 1	Credit for data lines not installed in Learning Center room 11	Subtract:	900.00
<u>Total Change Order No. 28</u>			SUBTRACT: \$900.00

Change Order No. 29

Item 1	Final adjustment to guaranteed maximum price	Subtract:	290,487.77
<u>Total Change Order No. 29</u>			SUBTRACT: \$290,487.77

Statement of Contract Amount

Original contract Amount \$8,865,466.00
 Total Change Orders 1-29 + 512,640.23

Adjusted Contract Price \$9,378,106.23

2. Steam Tunnel Repair & Storage Tank Removal

Change Order No. 5

Item 1	FO #12 Remove concrete around gas line	Add:	2,383.00
Item 2	Provide fence along condensate pump alcove	Add:	207.00
Item 3	De-energize the conductors	Add:	22,285.00
<u>Total Change Order No. 5</u>			ADD: \$24,875.00

Change Order No. 6

Item 1	Chilled water lines	Add:	6,210.00
Item 2	Provide strainer on all trap locations	Add:	741.00
Item 3	Provide pipe anchors and new steam pipe	Add:	3,792.00
<u>Total Change Order No. 6</u>			ADD: \$10,743.00

Statement of Contract Amount

Original contract Amount \$1,227,000.00
 Total Change Orders 1-6 + 77,387.00
Adjusted Contract Price \$1,304,387.00

3. Health Science – Biochemistry Addition & Remodel

Change Order No. 1

Item 1	Sidewalk Demo along stone walls	Add:	757.30
Item 2	25' Sidewalk and tree removal	Add:	1,185.55
Item 3	Additional tree removal on east side	Add:	460.00
Item 4	Excess debris in Bio-Chem	Add:	3,772.83
		<u>ADD:</u>	<u>\$6,175.68</u>

Total Change Order No. 1

Statement of Contract Amount

Original contract Amount	\$11,597,000.00
Total Change Orders 1	<u>+ 6,175.68</u>
Adjusted Contract Price	\$11,603,175.68

INFORMATION: Development Report, Blalock

FY 2004 Monthly Giving Report through November 30, 2003

		ALL GIFTS											
FUND	New Commitments FY 2004 GOALS	Current Month (cash received only)		FY 2004 to date						FY 2003 Commitments YTD			
		DONORS	FACE VALUE	Cash & Cash equivalent			New Commitments YTD			DONORS	FACE VALUE		
				DONORS	OUTRIGHT	LIFE INCOME	PLEDGE PMTS	NEW PLEDGES	TOTAL				
				FACE	NPV								
AGRIC	\$ 1,100,000	210	\$61,604	623	\$192,773				(\$35,000)		\$157,773	597	\$298,468
AHC	\$ 300,000	19	\$2,188	104	\$3,782,330				(\$3,500,000)		\$282,330	78	\$7,800
ALUMNI		3	\$1,000	5	\$1,250						\$1,250	3	\$50
A & S	\$ 3,000,000	469	\$331,848	1666	\$579,113	\$300,000	\$130,855		(\$94,580)	\$222,500	\$1,007,033	1556	\$481,644
ATHLETICS	\$ 3,115,000	823	\$225,132	2021	\$551,831				(\$102,430)	\$1,000	\$450,401	1495	\$429,619
BUSINESS	\$ 2,700,000	195	\$37,333	689	\$432,534				(\$131,429)	\$50,000	\$351,105	651	\$151,127
EDUCATION	\$ 1,000,000	218	\$147,989	692	\$191,763	\$424,646	\$125,865		(\$95,625)		\$520,784	617	\$76,324
ENGINEERING	\$ 3,000,000	444	\$58,860	1123	\$343,919				(\$85,270)	\$100,000	\$358,650	1052	\$1,108,714
IENR	\$ 500,000	24	\$9,442	85	\$166,140				(\$135,960)		\$30,180	63	\$94,934
HEALTH SCI	\$ 1,200,000	145	\$9,111	454	\$269,565				(\$147,732)	\$600,000	\$721,832	453	\$197,016
LAW	\$ 1,000,000	61	\$6,550	178	\$117,120				(\$75,000)	\$25,000	\$67,120	184	\$250,557
LIBRARY	\$ 130,000	34	\$1,957	198	\$21,148						\$21,148	204	\$15,721
OUTREACH	\$ 600,000	412	\$21,339	4225	\$250,438				(\$5,000)		\$245,438	4078	\$263,138
STU AFFRS	\$ 78,500	170	\$9,549	761	\$28,376				(\$825)		\$27,551	773	\$29,389
UW ART MUS	\$ 325,000	116	\$26,558	327	\$422,362				(\$254,600)		\$167,762	440	\$187,279
UNIV. FUND	\$ 173,800	167	\$12,149	853	\$74,993						\$74,993	962	\$103,009
OTHER	\$ 3,777,700	53	\$126,218	237	\$10,279,996				(\$9,720,478)	\$3,275,581	\$3,835,099	493	\$13,951,098
GIFTS NOT YET BOOKED										\$500,000	\$500,000		
TOTAL	\$ 22,000,000	3,305	\$1,088,826	12,860	OUTRIGHT & FACE:	\$18,430,297			(\$14,383,928)	\$4,774,081	\$8,820,450	12,309	\$17,645,888

***Total Dnrs do not reflect Column totals. Donors may give to more than one unit/division.*

FY 2004 Monthly Giving Report through November 30, 2003

ANNUAL FUND GIFTS (cash received)							
FUND	FY 2004 GOALS	Current Month		FY 2004 to date		FY 2003 to same date	
		DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL
	\$ 81,100	200	\$13,013	575	\$49,459	504	\$33,818
	\$ 27,900	16	\$1,988	72	\$9,844	78	\$7,800
AGRIC	\$ -	3	\$1,000	5	\$1,250	3	\$50
AHC	\$ 348,800	435	\$29,182.98	1467	\$145,139	1454	\$145,909
ALUMNI	\$ 1,043,200	646	\$136,004	1722	\$310,478	1196	\$198,874
A & S	\$ 122,800	173	\$11,001	606	\$57,218	610	\$44,670
ATHLETICS	\$ 56,800	207	\$6,816	673	\$30,703	586	\$22,809
BUSINESS	\$ 241,600	435	\$45,606	1006	\$115,947	994	\$86,147
EDUCATION	\$ 107,000	23	\$4,442	71	\$12,180	52	\$6,884
ENGINEERING	\$ 62,100	139	\$8,070	431	\$43,318	435	\$30,086
IENR	\$ 61,100	58	\$4,050	160	\$17,533	168	\$20,582
HEALTH SCI	\$ 35,900	25	\$1,295	190	\$20,407	202	\$15,284
LAW	\$ 455,700	409	\$20,854	4211	\$243,973	4069	\$222,503
LIBRARY	\$ 78,500	161	\$7,004	747	\$23,876	574	\$18,895
OUTREACH	\$ 53,000	18	\$2,870	130	\$18,371	80	\$11,251
STU AFFRS	\$ 150,000	167	\$12,149	853	\$74,993	853	\$77,459
UW ART MUS	\$ 28,800	26	\$1,353	101	\$49,608	65	\$15,812
UNIV. FUND							
OTHER	\$2,954,300	2,952	\$306,696	11,982	\$1,224,297	11,080	\$958,832
GIFTS NOT YET BOOKED							
TOTAL							

INFORMATION: MLK/Days of Dialogue: A Community Mosaic

A full week of events is planned for the third Martin Luther King, Jr. March and Days of Dialogue January 19-23 at UW. The week of special activities will launch the spring 2004 semester by renewing UW's commitment to making the campus a more welcoming and empowering place for people from different backgrounds, heritages, orientations, or abilities.

The week is highlighted by the theme "MLK & DOD: A Community Mosaic" and includes the following events:

- Monday, Jan. 19 -- the Martin Luther King, Jr. march and community supper from the Albany County Courthouse to the Wyoming Union's Yellowstone Ballroom. Prior to the march, Students for Progressive Action and the College of Law will host a "Know Your Rights" day of workshops for school age children in the Wyoming Union.
- Tuesday, Jan. 20 – a "Diversity Report Card" panel discussion by UW faculty and students about UW's campus diversity efforts. The afternoon session in the Union's Family Room is sponsored by the President's Advisory Council on Minorities and Women's Affairs (PACMWA) and will include a response by President Dubois.
- Wednesday, Jan. 21 – a noon hour workshop on "Improving UW's Climate—GLBT Resources and Studies" hosted by UW student group SPECTRUM in the Family Room. That evening, Chuck D, founder of the rap group Public Enemy, will discuss "Hip Hop and the Digital Divide" and provide general social commentary in the Yellowstone Ballroom of the Union.
- Thursday, Jan. 22 – a "Women's Leadership Panel" sponsored by PACMWA at noon in the Union's Senate Chambers to share unique ways in which women can play a significant role in their environments. That evening, "The Wailers," sponsored by ASUW's Concerts and Convocations Committee, will entertain students in the Yellowstone Ballroom.
- Friday, Jan. 23 -- a noontime book discussion called "One Book, One Week, One County" focusing on To Kill a Mockingbird presented by the Ellbogen Center for Teaching and Learning in Coe Library. Also, President Dubois will host multicultural organization leaders at a luncheon in the Family Room. To conclude, students and community members can enjoy "A Celebration of Diversity with Friday Night Fever" in the Union.
- Throughout the week -- Albany County school children's art exhibition in the Yellowstone Ballroom arranged by the Laramie High School multicultural club.

Business Meeting, Old Main Boardroom

Trustee President Kathy Hunt called the Business Meeting to order on Friday, January 9, 2004 at 3:15 p.m.

Roll Call

Trustee Richards took roll call. The following were present: Trustees Richard Davis, Taylor Haynes, Kathy Hunt, Jim Neiman, John Patrick, Judy Richards, Tom Spicer, Hank True and Howard Willson. Ex-officio Trustees Philip Dubois and Jack Edwards were in attendance. Trustees Peggy Rounds, Greg Schaefer, James Trosper, and ex-officio Trustees Dave Freudenthal and Trent Blankenship were unable to attend. Governor Freudenthal had proxy Beth Worthen attend the meeting.

Approval of November 6-8, 2003 Minutes of the Trustees

Trustee Richards moved to approve the minutes of the November 6-8, 2003 meeting as presented; Trustee Davis seconded. The motion carried.

Reports

ASUW

Trustee Edwards reported on ASUW activities. Of note, were the 9700 riders on Safe Ride during the fall semester. He also shared with the Board his work on the students' attorney program as his final project, and plans to share it with the Board once it is finalized.

Staff Senate

Susan Cuthbertson reported on the activities of the Staff Senate. She distributed a document that will be shared with legislators regarding salaries at UW. Two families received Thanksgiving boxes, and Christmas boxes and cash were delivered to two families and two

single persons. Staff Recognition is scheduled for March 23 at 3:00 p.m. in Crane-Hill Cafeteria.

Ms. Cuthbertson noted that the Employee of the Quarter nomination forms are now available online. The Senate passed Resolution 193 that incorporates suggestions for the distribution of salary money, and plans to discuss the academic plan and offer their ideas.

Faculty Senate

Deborah McGriff reported on the Faculty Senate and the recent activities they have been involved in, including: work on UniReg 43; exploration on ASUW resolutions on the use of recycled paper on campus; and, development of a statement on workplace violence. Professor McGriff will meet with Athletic Director Barta within the next week to talk about athletics in regards to student finance and other related areas.

Public Testimony

There was no public testimony.

Investment Committee

Appropriate Reporting of Foundation Investments

Vice President Hardin asked Trustee Spicer to report on the Foundation Investments and the meeting of the Investment Committee. Trustee Spicer described the work of the committee and noted that the Investment Committee is in the process of transferring funds to the Foundation. The committee discussed the reporting structure, and the quarterly and annual reports that the Board would like to receive from the Foundation. Also discussed was the Sarbanes-Oxley Act and its impact upon the Board. The committee recommended that the Board approve the same audit professionals for the upcoming year, although they are aware that the Sarbanes-Oxley Act recommends that new entities review an organization's audits regularly.

Quarterly Report on Investments

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 10/1/03 - 12/31/03

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 09\30\03	<u>858,816.98</u>	<u>78,098,079.69</u>
Ending Balance 12\31\03	<u>1,007,615.09</u>	<u>69,177,237.01</u>
Average Return	<u>1.18%</u>	<u>1.21%</u>

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 10/1/03 - 12/31/03

Investments, Beginning of Period		858,816.98
Add		
Received, Current Period	148,798.11	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	0.00	148,798.11
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	0.00	0.00
Investments, End of Period		1,007,615.09

Investments are changed every Monday for increases or decreases in available cash, regardless of the amount. Investments are changed on any day on which the increase or decrease is a minimum of \$10,000.

Trustee Spicer noted that the committee will continue to review the pay-out ratio with the Foundation. One of his goals for the committee is to look carefully at the university's assets including land assets. Vice President Hardin thanked Bruce Parrill for his report and the above average returns for the last quarter.

COMMITTEE OF THE WHOLE (Consent Agenda)

1. Approval of Contracts and Grants (pages 63-71)
2. Personnel (pages 72-79)
3. Amend Board of Trustee Bylaws (pages 25-30, 80-82)
4. ASUW FY 2004 Budget Adjustment (page 83)
5. Waterline Access Easement to the City of Laramie at the Animal Science Livestock Center, SW Laramie (page 84-85)
6. Appointment of External Auditor (page 86)
7. Exercise and Sport Science – Change in Degree Title (page 87)

Trustee President Hunt reviewed the items on the Consent Agenda for the Board's consideration and vote. Trustee Spicer moved to approve the Consent Agenda as presented; Trustee Neiman seconded. The motion carried.

CONTRACTS AND GRANTS

CONTRACTS AND GRANTS

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period October 9, 2003, through December 11, 2003.

ACADEMY OF APPLIED SCIENCE - 10/13/2003 - 08/12/2004 Robert George; Zoology - Junior science and humanities symposium.	\$ 7,800
ALBANY COUNTY FAMILY PLANNING - 02/22/1994 - OPEN Marcia Dale; Nursing - Develop nursing programs.	\$ 750
ALBANY COUNTY SCHOOL DISTRICT #1 - 10/01/2003 - 09/30/2004 Narina Nunez; Psychology - Evaluate the drug free communities program for 2002 - 2003.	\$ 4,000
ALBANY COUNTY SCHOOL DISTRICT #1 - 09/23/2003 - 09/22/2004 Narina Nunez; Psychology - Evaluate the dropout prevention program for 2002 - 2003.	\$ 8,888
AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - OPEN Gregory Brown; Botany - Secretarial and clerical support.	\$ 5,000
BASF CORPORATION - 01/01/1999 - OPEN Stephen Enloe; Plant Sciences - Rangeland weed management.	\$ 10,000
BAYER CROPSCIENCE LP - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 750

BROMELIAD SOCIETY INTERNATIONAL - 06/01/1996 - OPEN Gregory Brown; Botany - Molecular system study of nidularium.	\$ 1,000
CALIFORNIA, UNIVERSITY OF - 10/01/2003 - 09/30/2004 Scott Miller; Renewable Resources - Global livestock collaborative research.	\$ 314,959
CARNEGIE INSTITUTION OF WASHINGTON - 10/01/2003 - 11/30/2003 Jeffery Yarger; Chemistry - Diamond anvil cell.	\$ 6,040
CHILD DEVELOPMENT SERVICES OF WYOMING - 10/01/2003 - 08/31/2004 Laura Westlake; Wyoming Institute for Disabilities - Pre-school functional behavioral assessments.	\$ 24,534
COLORADO DIVISION OF WILDLIFE - 10/10/2003 - 08/31/2006 Merav Ben-David; Zoology - River otter distribution and abundance in Colorado.	\$ 49,963
CONOCOPHILLIPS COMPANY - 05/01/2002 - 04/30/2004 Ronald Steel; Institute for Energy Research - Tidal architectures and signatures in regressive vs. transgressive shorelines.	\$ 1,490
CORNELL UNIVERSITY - 05/01/2001 - 04/30/2004 James Caldwell; Computer Science - Digital libraries of formal algorithmic knowledge.	\$ 14,500
DENVER ZOOLOGICAL FOUNDATION, INCORPORATED - 09/01/2003 - OPEN Steven Buskirk; Zoology - Cheetahs in Botswana.	\$ 2,500
E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - OPEN Stephen Miller; Plant Sciences - Various weed biology and control.	\$ 3,000
FINNISH METEOROLOGICAL INSTITUTE - 02/01/1996 - OPEN James Rosen; Physics and Astronomy - Balloon launch and equipment support.	\$ 9,980
FIREHOLE TECHNOLOGIES, INCORPORATED - 10/24/2003 - 06/07/2004 Mark Garnich; Mechanical Engineering - Hybrid nanoscale/microscale composites.	\$ 28,226
FISCHER, CAROL , M.D., P.C. - 02/22/1994 - OPEN Marcia Dale; Nursing - Develop nursing programs.	\$ 836
GENERAL ELECTRIC COMPANY - 09/15/2003 - 12/31/2003 John Ackerman; Chemical Engineering - Alumina infiltration.	\$ 5,965
GENERAL ELECTRIC COMPANY - 09/15/2003 - 12/31/2003 John Ackerman; Chemical Engineering - Aluminum deposition on superalloys.	\$ 5,929
INTERMOUNTAIN INTERNAL MEDICINE, P.C. - 02/22/1994 - OPEN Marcia Dale; Nursing - Develop nursing programs.	\$ 3,525

JET PROPULSION LABORATORY - 08/01/2003 - 12/31/2003	\$ 6,200
Daniel Dale; Physics and Astronomy - Infrared study of the star formation properties of nearby galaxies.	
MCDATA COPORATION - 09/04/2001 - 08/31/2004	\$ 93,479
Suresh Muknahallipatna; Electrical Engineering - Performance analysis of storage area network.	
MID-AMERICA MANUFACTURING TECHNOLOGY CENTER - 07/01/2003 - 03/31/2004	\$ 12,400
Larry Stewart; Mid-America Manufacturing Technology Center - Electrical engineering lab manager 2003-2004.	
MINNESOTA, UNIVERSITY OF - 08/01/2003 - 07/31/2007	\$ 70,000
Gregory Wilkerson; Civil Engineering - Study of dominant discharge using diatomaceous earth as sediment in river models.	
MONSANTO COMPANY - 01/01/1999 - OPEN	\$ 21,800
Stephen Miller; Plant Sciences - Various weed biology and control.	
NATIONAL TURFGRASS FEDERATION, INCORPORATED - 09/01/2000 - OPEN	\$ 1,000
Roger Hybner; Agriculture Dean's Office - National Kentucky bluegrass test.	
NAVAL PETROLEUM AND OIL RESERVES - 09/10/2003 - 10/31/2003	\$ 1,978
Victor Bershinsky/Bryce Bay; Electrical Engineering - Trial motor testing project.	
NEBRASKA, STATE OF - 08/01/2001 - OPEN	\$ 1,125
James Krall; Plant Sciences - Sustainable crop research.	
NEVADA, UNIVERSITY OF - 09/30/2003 - 09/29/2004	\$ 21,500
Michael Loos; Counselor Education - Addictions counseling specialization 2003 - 2004.	
NEW YORK UNIVERSITY - 01/01/2002 - 12/31/2005	\$ 92,345
Stephen Ford; Animal Science - Center for fetal programming.	
NORTH DAKOTA STATE UNIVERSITY - 09/15/2003 - 08/14/2005	\$ 25,896
John Hewlett; Agricultural Economics - Extension and outreach programs for backgrounding calves in a four-state region.	
NORTH DAKOTA, UNIVERSITY OF - 05/01/2002 - 03/31/2004	\$ 40,000
Alexandre Latchininsky/Alan Buss; Renewable Resources - Improving locust surveys in Kazakhstan with remote sensing.	
NORTH DAKOTA STATE UNIVERSITY - 09/15/2003 - 08/14/2005	\$ 20,200
Steven Paisley; Animal Science - Extension and outreach programs for backgrounding calves in a four-state region.	

NORTH DAKOTA STATE UNIVERSITY - 01/01/2002 - 12/31/2005 Stephen Ford; Animal Science - Center for fetal programming.	\$ 323
NORTHROP GRUMMAN IT - 09/01/2003 - 03/31/2004 Narina Nunez; Psychology - National Institute of Mental Health outreach partnership program.	\$ 2,500
NUFARM AMERICAS INCORPORATED - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 1,100
OVITA LIMITED - 05/01/2003 - 04/30/2004 Heywood Sawyer/William Murdoch; Animal Science - Evaluate the potential of GDF9/BMP15 immunogens as an approach to regulate animal fertility.	\$ 33,437
PEAK ENERGY RESOURCES, INCORPORATED - 06/23/2003 - 12/31/2003 Charles Reher; Anthropology - Riverton Dome East cultural resource survey.	\$ 44,500
PIONEER HI-BRED INTERNATIONAL, INCORPORATED - 11/05/2003 - 05/31/2004 Bret Hess/Paul Ludden; Animal Science - Titanium dioxide analysis on feed and fecal samples.	\$ 16,500
PITTSBURGH, UNIVERSITY OF - 10/01/1998 - OPEN Alan Redder; Wyoming Natural Diversity Database - Database management.	\$ 1,091
SYNGENTA CROP PROTECTION, INCORPORATED - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 5,500
SYNGENTA CROP PROTECTION, INCORPORATED - 06/22/1999 - OPEN Abdel Mesbah; Plant Sciences - Crop-weed research.	\$ 1,000
THE RUTH AND VERNON TAYLOR FOUNDATION - 03/01/2002 - OPEN Stephen Williams; Renewable Resources - Bighorn sheep survival: Relationship to selenium, rainfall and air pollution.	\$ 2,200
TETON COUNTY LIBRARY - 11/13/2003 - 11/12/2004 Burke Grandjean; Survey Research Center - Community opinion survey.	\$ 6,900
TEXAS A&M RESEARCH FOUNDATION - 05/08/2003 - 08/31/2004 Michael Cheadle; Geology - Shipboard scientist for cruise of the joides resolution.	\$ 3,000
UNILEVER RESEARCH AND DEVELOPMENT - 10/07/2003 - 10/06/2005 David Jaeger; Chemistry - Novel surfactants will be synthesized and characterized.	\$ 248,896
UNITED STATES BUREAU OF LAND MANAGEMENT - 08/21/2003 - 04/30/2005 George Jones; Wyoming Natural Diversity Database - Survey habitat and monitor vegetation of dune pond community.	\$ 15,000

UNITED STATES DEFENSE LOGISTICS AGENCY - 10/01/2003 - 09/30/2004 Diane Wolverton; Small Business Development Center - Develop and deliver a procurement technical assistance center program to the State of Wyoming.	\$ 266,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/2003 - 09/30/2004 Steven Horn; Animal Science - Coyote specific delivery for oral baits 2003-2004.	\$ 10,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/2003 - 09/30/2004 Elizabeth Williams; Veterinary Sciences - Best management practices for trapping.	\$ 16,940
UNITED STATES DEPARTMENT OF AGRICULTURE, AGRICULTURAL RESEARCH SERVICE - 09/01/2002 - 09/30/2005 Jerry Johnson; Molecular Biology - Automated DNA sequencing facility.	\$ 30,000
UNITED STATES DEPARTMENT OF AGRICULTURE RISK MANAGEMENT AGENCY - 09/30/2003 - 09/30/2004 John Hewlett; Agricultural and Applied Economics - Risk management education for crop producers in Wyoming.	\$ 277,000
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2003 - 09/30/2004 Jane Nelson/Audrey Kleinsasser; Ellbogen Center for Teaching and Learning - Fund for the improvement of postsecondary education; connecting learning across academic settings.	\$ 110,000
UNITED STATES DEPARTMENT OF EDUCATION - 06/01/2003 - 05/31/2004 Kathryn Bruyere; Student Educational Opportunity - Upward Bound program 2003-2004.	\$ 27,500
UNITED STATES DEPARTMENT OF EDUCATION - 11/01/2003 - 10/31/2004 Kathryn Bruyere; Student Educational Opportunity - Math and science initiative project.	\$ 288,383
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2003 - 06/30/2004 David Gruen; Student Financial Aid - The 2003-2004 pell grant program.	\$ 127,203
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2003 - 09/30/2004 Keith Miller; Wyoming Institute for Disabilities - Alternative finance program.	\$ 167,769
UNITED STATES DEPARTMENT OF ENERGY - 10/01/2003 - 09/30/2006 Morris Argyle; Chemical Engineering - Hydrogen-permeable membranes for plasma reactors.	\$ 245,000
UNITED STATES DEPARTMENT OF ENERGY - 04/01/1996 - 10/31/2004 Carrick Eggleston; Geology - Mineral dissolution and precipitation kinetics.	\$ 44,501
UNITED STATES DEPARTMENT OF JUSTICE - 10/01/2003 - 09/30/2004 Patricia Armstrong; Wyoming Institute for Disabilities - Crime victims with disabilities	\$ 76,013

resource guide.

UNITED STATES GEOLOGICAL SURVEY - 08/20/2001 - 07/01/2006 Stanley Anderson; Zoology - Evaluation of bird species of concern in Wyoming.	\$ 13,500
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/15/2000 - 06/30/2004 James Rose; Zoology - Spatiotemporal nitric oxide gradients biology.	\$ 62,008
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2003 - 06/30/2004 Charles Woodbury; Zoology - Nociceptor maturation and response to peripheral injury.	\$ 175,625
UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/01/2001 - 12/31/2004 Bart Geerts; Atmospheric Science - Fine-scale description of shallow atmospheric boundaries.	\$ 92,638
UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/2004 - 01/31/2006 Thomas Parish; Atmospheric Science - Application of airborne global positioning system measurements to studies of atmospheric dynamics.	\$ 224,676
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/1999 - 12/31/2003 Alfred Rodi/Robert Kelly; Atmospheric Science - Wyoming King Air airplane as a national facility.	\$ 157,142
UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/15/2003 - 09/30/2005 Youqing Shen; Chemical Engineering - Template-controlled living polymerization.	\$ 99,786
UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/15/2001 - 09/30/2004 Igor Morozov/Elena Morozova/Scott Smithson; Geology - Deep seismic sounding upper-mantle data set for broad seismological monitoring.	\$ 45,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/01/2001 - 11/30/2004 James Rosen; Physics and Astronomy - Backscattersonde soundings of equatorial free tropospheric aerosols.	\$ 157,769
UNITED STATES OFFICE OF NAVAL RESEARCH - 11/10/2001 - 09/30/2004 William Armstrong; Mechanical Engineering - Thermal magneto-visco-elastic theory based development of high temperature polymer composite acoustic transducer materials.	\$ 96,607

UNITED STATES SMALL BUSINESS ADMINISTRATION - 10/01/2003 - 09/30/2004	\$ 500,000
Diane Wolverton; Small Business Development Center - Strengthen and support small businesses in Wyoming.	
UTAH STATE UNIVERSITY - 01/01/2003 - 12/31/2004	\$ 44,000
James Freeburn; Cooperative Extension Service - Professional development program.	
VARIOUS SPONSORS - 09/01/1994 - OPEN	\$ 5,437
William Gribb/Linda Marston/Ronald Beiswenger; Geography and Recreation - Summer institute for Wyoming geographic alliance.	
VARIOUS SPONSORS - 10/01/2002 - 09/30/2003	\$ 2,734
Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2002-2003.	
VARIOUS SPONSORS - 10/01/2003 - 09/30/2004	\$ 16,381
Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2003-2004.	
VARIOUS SPONSORS - 10/01/2001 - 09/30/2004	\$ 6,500
Diane Wolverton; Small Business Development Center - Income fees from various workshops and classes sponsored by the Gro-Biz office.	
VARIOUS SPONSORS - 07/01/1998 - OPEN	\$ 287
Jeffrey Hamerlinck; Wyoming Geographic Information Science Center - Fees received for services provided by the Geographic Information Science Center.	
WASHINGTON STATE UNIVERSITY - 06/01/2002 - 08/31/2004	\$ 19,000
John Hewlett; Agricultural Economics - Risk management training for western livestock producers.	
WASHINGTON STATE UNIVERSITY - 07/01/2001 - 06/14/2004	\$ 7,500
Stephen Miller/Craig Alford; Plant Sciences - Imazamox-resistant wheat in crop rotation.	
WASHINGTON, UNIVERSITY OF - 09/01/2003 - 08/31/2004	\$ 57,855
Rhonda Young; Civil Engineering - Public internet participation in transportation.	
WASHINGTON, UNIVERSITY OF - 09/01/2003 - 08/31/2004	\$ 40,458
Roderick Bartee/Scott Winnail; Kinesiology and Health - Public health workforce development in Wyoming.	
WESTERN RESEARCH INSTITUTE - 04/01/2002 - 03/31/2004	\$ 6,000
Patricia Colberg; Zoology - Student labor and laboratory facility use.	
WYOMING ARTS COUNCIL - 07/01/2003 - 06/30/2004	\$ 4,493
Margaret Arnold; Wyoming Public Radio - Public radio cultural music programming.	

WYOMING BUSINESS COUNCIL - 10/01/2003 - 09/30/2004 Diane Wolverton; Small Business Development Center - Strengthen and support small businesses in Wyoming.	\$ 169,447
WYOMING DEPARTMENT OF AGRICULTURE - 07/29/2002 - 12/31/2003 Ronald Delaney/James Jacobs; Cooperative Extension Service - State seed laboratory.	\$ 12,000
WYOMING DEPARTMENT OF EDUCATION - 05/01/2003 - 09/30/2004 Linda Hutchison; Science and Mathematics Teaching Center - Thinking and doing mathematics.	\$ 10,000
WYOMING DEPARTMENT OF HEALTH - 10/01/2003 - 09/30/2004 Michael Loos/Gary Hulit; Counselor Education - Acquire and disseminate information on alcohol, tobacco, drug abuse and violence.	\$ 82,424
WYOMING DEPARTMENT OF HEALTH - 07/01/2003 - 06/30/2004 Sheila Couture; Outreach School - Conference planning and implementation.	\$ 350,000
WYOMING DEPARTMENT OF HEALTH - 09/29/2003 - 06/30/2005 Linda Gore Martin; Pharmacy - Improve medication-related literacy in Wyoming seniors.	\$ 28,875
WYOMING DEPARTMENT OF HEALTH - 09/01/2003 - 07/03/2004 Patricia Armstrong; Wyoming Institute for Disabilities - Database expansion project.	\$ 6,514
WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/2003 - 09/30/2004 Dennis Feeny; Agricultural and Applied Economics - Streamlining environmental permitting.	\$ 22,800
WYOMING DEPARTMENT OF TRANSPORTATION - 11/03/2003 - 10/31/2004 Rhonda Young/Khaled Ksaibati/David Mukai; Civil Engineering - Freight movement and wind vulnerability.	\$ 25,682
WYOMING DEPARTMENT OF TRANSPORTATION - 08/01/2003 - 07/31/2004 Corrine Sheaffer; Fleet Operations - Public transit vehicle purchase.	\$ 33,750
WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/2003 - 09/30/2004 James Oakleaf; Wyoming Geographic Information Science Center - Streamlining environmental permitting.	\$ 22,800
WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/2003 - 09/30/2004 Gary Beauvais; Wyoming Natural Diversity Database - Streamlining environmental permitting.	\$ 2,400

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - OPEN	\$ 102,000
Stanley Anderson; Zoology - Habitat studies in Wyoming.	
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN	\$ 37,798
Stanley Anderson; Zoology - Wildlife research.	
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN	\$ 41,981
Wayne Hubert; Zoology - Fisheries research.	
WYOMING GAME AND FISH DEPARTMENT - 07/01/1992 - OPEN	\$ 41,050
Nancy Stanton; Zoology - Zoology faculty member awards.	
WYOMING LAW RELATED EDUCATION COUNCIL - 09/01/2003 - OPEN	\$ 3,601
Carol Bryant; Secondary Education - Law-related education projects.	
WYOMING STATE LOAN AND INVESTMENT BOARD - 08/01/2003 - 07/31/2004	\$ 168,750
Corrine Sheaffer; Fleet Operations - Public transit vehicle purchase.	
WYOMING WEED AND PEST COUNCIL - 07/01/2000 - OPEN	\$ 20,000
Timothy Collier; Renewable Resources - Support for biological control position.	
TOTAL - Contracts and grants approved October 9, 2003, through December 11, 2003.	\$ 6,003,082
TOTAL - Contracts and grants previously approved:	
07/01/03 - 08/21/03	\$13,498,543
08/22/03 - 10/08/03	\$20,493,686
	\$ 33,992,229
TOTAL - Contracts and grants approved July 1, 2003 through December 11, 2003.	\$ 39,995,311

PERSONNEL

A. Items for Action Recommended by the President

APPOINTMENTS

1. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Veterinary Sciences</i> Montgomery, Donald L.	Associate Professor	\$90,000/FY	11/10/2003 to 06/30/2004

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Civil & Architectural Engineering</i> Barker, Michael G.	Professor	\$91,008/AY	08/26/2003 to 06/30/2004

2. Academic Professionals

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>School of Nursing</i> Brown, Julie W.	Assistant Lecturer	\$46,500/AY	11/10/2003 to 06/30/2004

College of Law

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Dean's Office</i> Burke, N. Denise	Assistant Lecturer	\$50,004/FY	11/10/2003 to 06/30/2004

GLOSSARY OF PERSONNEL TERMS

Academic Professional

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: Extension Educators, Lecturers, Research Scientists, Post-Doctoral Research Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain conditions.

Academic-Year (AY) Appointments

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

Adjunct Faculty

An adjunct appointment is the appointment of an individual to an academic unit that recognizes special discipline-related expertise but carries no financial obligation per se. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments carry no rights to remuneration, tenure, or employment-related privileges and are normally for three years, with renewal possible.

Archives Faculty

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: Assistant Archivist, Associate Archivist, Archivist.

Assistant Professor

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

Associate Professor

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

Clinical Faculty

Clinical faculty appointments allow experts in health-related fields to contribute to the training of UW students in allied disciplines. Clinical appointments are for at most one year at a time and carry no rights to tenure or extended terms. Clinical faculty members may be salaried members of the UW faculty, in which case their reappointment is subject to annual performance reviews. There are also adjunct clinical faculty appointments, which typically involve health-care professionals whose normal employment is outside the university. Adjunct clinical appointments carry no financial commitment from the University.

Emeritus Faculty

Tenured faculty who retire after long and distinguished service are eligible for emeritus status upon their retirement. The designation is honorary and carries no necessary commitment of space or remunerative employment. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=masculine, emerita=feminine, emeriti=plural.)

Extended-Term Appointment

Academic professionals who have successfully completed probationary terms (usually six years) may receive six-year appointments called extended-term appointments. The term also applies to certain librarians and archivists who hold faculty status. These employees are eligible for extended-term appointments after five-year probationary

periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and archivists who are in the probationary period are on the extended-term-track.

Extension Educator

These academic professionals provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant University Extension Educator, Associate University Extension Educator, Senior University Extension Educator. All Extension Educators are in the College of Agriculture.

Faculty

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Librarians and archivists also hold faculty status. They are eligible for extended terms instead of tenure.

Fiscal-Year (FY) Appointments.

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

Full-Time Equivalent (FTE)

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

Instructor

Tenure-track faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts. UW does not grant tenure to faculty members who hold Instructor status at the time of the decision.

Leave of Absence Without Pay

Academic and administrative personnel may request leaves without pay for periods normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

Lecturer

A category of academic professional involved largely in classroom instruction. Lecturers may be appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

Library Faculty

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian.

Part-Time Employee

Any employee holding less than a full-time equivalent position (FTE less than 1.0).

Post-Doctoral Research Associate

Post-Docs are doctorally qualified academic professionals seeking greater professional development and research investigation, before obtaining permanent employment. Post-Doctoral appointments are temporary.

Probationary Faculty

This term refers to tenure-track faculty members who are working toward tenure and to academic professionals, library faculty, and archive faculty who are working toward extended-term contracts. The probationary term for

academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

Professional Development Leave

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

Professor

In addition to the qualification of an Associate Professor, "full" Professors have attained wide recognition in their professional fields for scholarship or other creative activity and have gained recognition for superior teaching and service.

Research Professor

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

Research Scientist

An academic professional whose primary responsibility is to conduct research. There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, Research Scientist.

Review Year

Year in which a reappointment review occurs for probationary employees. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical. Faculty members may not use sabbatical leaves to pursue degrees.

Temporary Appointment

A short-term appointment without rights to tenure or extended term. Most temporary appointments are for one semester or one academic year.

Tenure-Track Appointment

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of previous experience and accomplishments.

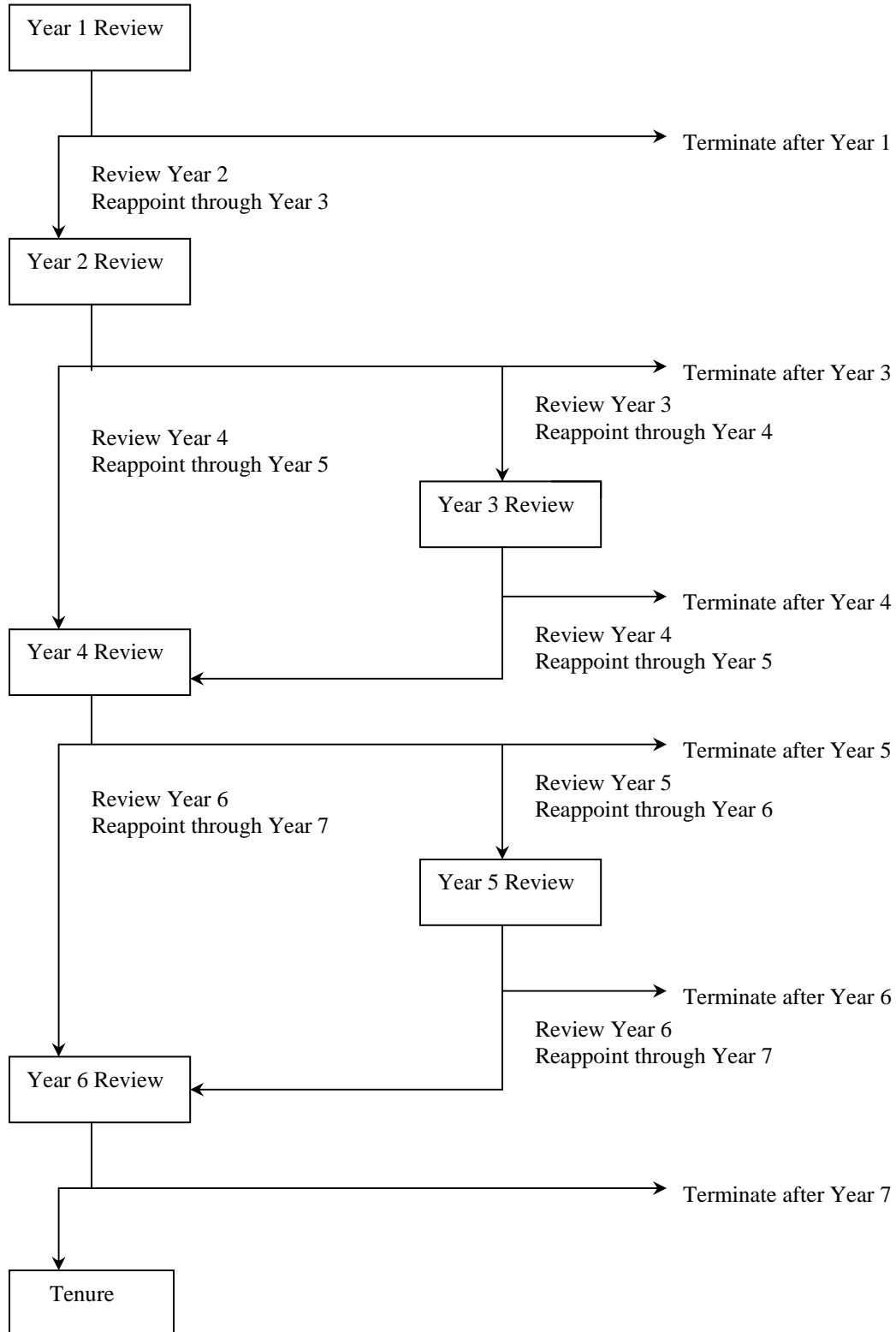
Terminal Degree

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), M.Arch. (architecture), and J.D. (law).

Visiting Appointment

Indicates a non-permanent, non-tenure-track faculty appointment. Most visiting appointments are for one year.

FLOW CHART FOR FACULTY REAPPOINTMENTS



B. Items for Information

CHANGES IN APPOINTMENTS

1. Administrators

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Phillips, Lori J.	Associate Dean	\$75,000/FY	01/01/2003 to 06/30/2004

2. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Family & Consumer Sciences</i>			
Williams, Karen C.	Department Head	\$70,716/FY	06/01/2003 to 05/31/2008
<i>Department of Renewable Resources</i>			
Williams, Stephen E.	Professor	\$86,844/AY	01/01/2003 to 06/30/2003

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Zoology & Physiology</i>			
Stanton, Nancy L.	Professor	\$89,616/FY	07/01/2003 to 06/30/2004

College of Business

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Management & Marketing</i>			
Jackson, John H.	Department Chair	\$114,612/FY	07/01/2003 to 06/30/2004

College of Education

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Counselor Education</i>			
Becker, Kent W.	Department Head	\$56,988/FY	09/01/2003 to 08/31/2006
Bruce, Mary Alice	Associate Professor	\$60,012/FY	07/01/2003 to 06/30/2004
<i>Dept. of Elementary & Early Childhood Education</i>			
Paradis, Edward E.	Professor	\$71,910/FY	09/01/2003 to 06/30/2004

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Electrical and Computer Engineering</i>			
Pierre, John W.	Interim Department Head	\$86,556/FY	08/01/2003 to 08/15/2004

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Family Practice Residency Program - Cheyenne</i>			
Broomfield, James F.	Director	\$145,008/FY	07/01/2003 to 06/30/2004
Broomfield, James F.	Clinical Assistant Professor	\$118,008/annum	02/03/2003 to 06/30/2004
Malm, Ronald L.	Clinical Assistant Professor	\$118,008/annum	02/03/2003 to 06/30/2004
Page, James B.	Acting Director		02/03/2003 to 05/01/2003
Panning, Chad A.	Clinical Assistant Professor	\$63,696/FY	09/01/2003 to 06/30/2004

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Extended Library Services</i>			
Lange, Karen S.	Associate Librarian	\$62,172/FY	01/01/2003 to 06/30/2003

REAPPOINTMENTS

1. Administrators

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Bauer, Henry H. III	Associate Dean	\$112,944/FY	09/01/2003 to 08/31/2006
<i>American Studies Program</i>			
Sandeen, Eric J.	Director		09/01/2003 to 08/31/2006

2. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Plant Sciences</i>			
Delaney, Ronald H.	Department Head		09/01/2002 to 08/31/2007

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Geography & Recreation</i>			
Allen, John L.	Department Head	\$84,000/FY	09/01/2003 to 08/31/2006
<i>Department of Modern & Classical Languages</i>			
Hanson, Klaus D.	Department Head	\$63,180/FY	09/01/2003 to 06/30/2006
<i>Department of Physics & Astronomy</i>			
Johnson, Paul Elvin	Department Head	\$69,612/AY	09/01/2003 to 08/31/2006
<i>Religious Studies Program</i>			
Flesher, Paul V.M.	Director	\$59,136/AY	09/01/2003 to 08/31/2006
<i>Women's Studies Program</i>			
Connolly, Catherine R.	Director	\$57,132/AY	09/01/2003 to 08/31/2006

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Computer Science</i>			
Van Baalen, Jeffrey	Department Head	\$102,000/FY	09/01/2002 to 08/31/2007

AMEND BOARD OF TRUSTEES BYLAWS AND REGULATIONS

See Education Item pages 25-30.

Trustee Bylaws Article II. MEETINGS OF THE TRUSTEES

Section 2-1. REGULAR MEETINGS

The annual meeting of the Trustees shall be held at the time of the meeting that is held closest to the regular Spring Commencement. At the annual meeting, the Trustees may set their schedule of regular meetings for the ensuing year. Written notice of all regular meetings shall be given by the President of the University to each member of the Trustees at least five days in advance of the meeting.

Trustee Regulation III. THE ACADEMIC ORGANIZATION OF THE UNIVERSITY

A. ACADEMIC PERSONNEL

There are two categories of academic personnel: faculty and academic professionals.

The faculty consists of (a) all persons having professional ranks (professor, associate professor, assistant professor, or instructor), (b) librarians of all ranks, and (c) archivists of all ranks. Persons having professorial ranks are either temporary or on the tenure track. Temporary faculty include clinical, visiting, temporary, and adjunct professors of all ranks. Tenure-track faculty include probationary and tenured faculty members. Persons having librarian or archivist ranks are either temporary or on the extended-term track. Extended-term-track librarians and archivists include individuals holding probationary or extended-term appointments.

Academic professionals include (a) lecturers of all ranks, except as noted below; (b) research scientists of all ranks; (c) extension educators of all ranks; and (d) postdoctoral associates. All postdoctoral associates are temporary employees. Academic professionals in the other categories may be temporary or on the extended-term track. The latter category includes academic professionals holding probationary or extended-term appointments.

Temporary, visiting, and adjunct faculty members and temporary academic professionals are non-voting academic personnel. Specific university regulations govern the voting rights of other academic personnel in such matters as reappointment, tenure, promotion, extended terms, representation in the Faculty Senate and its standing committees, and college- and university-level committees. Emeritus status reflects the Trustees' recognition for long and distinguished service by a retired faculty member or academic professional and carries no voting rights.

Current employees who have held the rank of lecturer since before the implementation of the academic-professional category and who have not elected to convert to the academic-professional category retain the title lecturer, along with the status formerly associated with that title. In particular, they retain faculty status, appointments subject to annual renewal, and any voting rights associated with the lecturer title before 1992.

The University Faculty, subject to approval by the President and the Trustees, shall formulate educational and academic policies for the University as a whole; shall promote the general welfare of the University, its students and the faculty; and shall establish bylaws for its organization pursuant to which it may adopt regulations in accordance with the authority and review procedures established in Chapter IV.

Trustee Regulation V. ACADEMIC PERSONNEL

B. FACULTY

1. DESIGNATION

Faculty status shall be granted at the appropriate professorial rank to those individuals engaged in teaching or research in the colleges of the University and to such other groups or individuals as the Trustees may designate. The general qualifications for the various faculty ranks shall be as follows:

f. Clinical professor shall be the title granted to those employed to teach in health care related programs offered by the University; the college dean and other appropriate academic officers will determine the appropriate academic qualifications and professional experience for these faculty. Such appointments shall be for not more than one year in duration; however, one may be reappointed annually subject to a satisfactory annual performance evaluation and available funding. Service as a clinical professor does not entitle one to tenure and its privileges.

D. FACULTY REAPPOINTMENT, TENURE AND PROMOTION

To hold a position with tenure means that the faculty appointment is not subject to termination or substantial reduction in status without adequate justification as outlined in **Chapter V. (E. DISMISSAL OF FACULTY)** below.

Therefore, the reappointment procedures are integrally related to the tenure and promotion decisions of those faculty serving probationary appointments. Only those tenure-track faculty who successfully complete this period and are approved by the Trustees, will receive tenure. An individual who is not offered tenure at the end of the probationary period shall not be retained as a faculty member.

Trustee Regulation II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

J. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

Athletic coaches shall not be considered officers of the University but shall be contractual employees. The President shall have the authority to appoint any athletic coach with a one-year contract and shall consult with the Executive Committee of the Trustees prior to appointing any coach with a multi-year contract.

A University Athletic Planning Committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy. The Committee shall consist of the following members:

Faculty – One representative from each college except the College of Arts and Sciences shall have two representatives. The representatives shall serve 3-year terms and shall be recommended by the dean of the college;

Staff – Two representatives from the staff. The representatives shall serve 3-year terms and shall be recommended by the Staff Senate;

Students – Two representatives from the student body. The representatives shall serve 1-year terms and shall be recommended by the Associated Students of the University of Wyoming (ASUW);

Deans – Two deans shall serve as representatives for 2-year terms. The membership shall rotate alphabetically by the name of the college;

Administrators – Three representatives (one from each of the following: Student Affairs, Administration, and Office of General Counsel) and the Director of Intercollegiate Athletics, shall serve as ex officio members.

The Faculty Athletic Representative to the University's athletic conference and the National Collegiate Athletic Association shall serve as the Chairperson of the Athletic Planning Committee. All members of the Committee including the Faculty Athletic Representative, shall be appointed by the President of the University.

ASUW FY 2004 BUDGET ADJUSTMENT

Section 3 of University Regulation 239 provides that the annual budget for the Associated Students of the University of Wyoming (ASUW) is to be presented to the Board of Trustees for consideration. The ASUW Student Senate approved a proposed FY 2004 budget increase on October 28, 2003 (Senate Bill #2051). This bill approves the use of the ASUW Equipment Reserve in the amount of \$5,700 to purchase two desk units with chairs and two computers with related software and networking for the two new ASUW Executives that were authorized in Senate Bill 2039. It is estimated that the year-end ASUW Equipment Reserve balance, not including this expenditure, will be \$40,803.

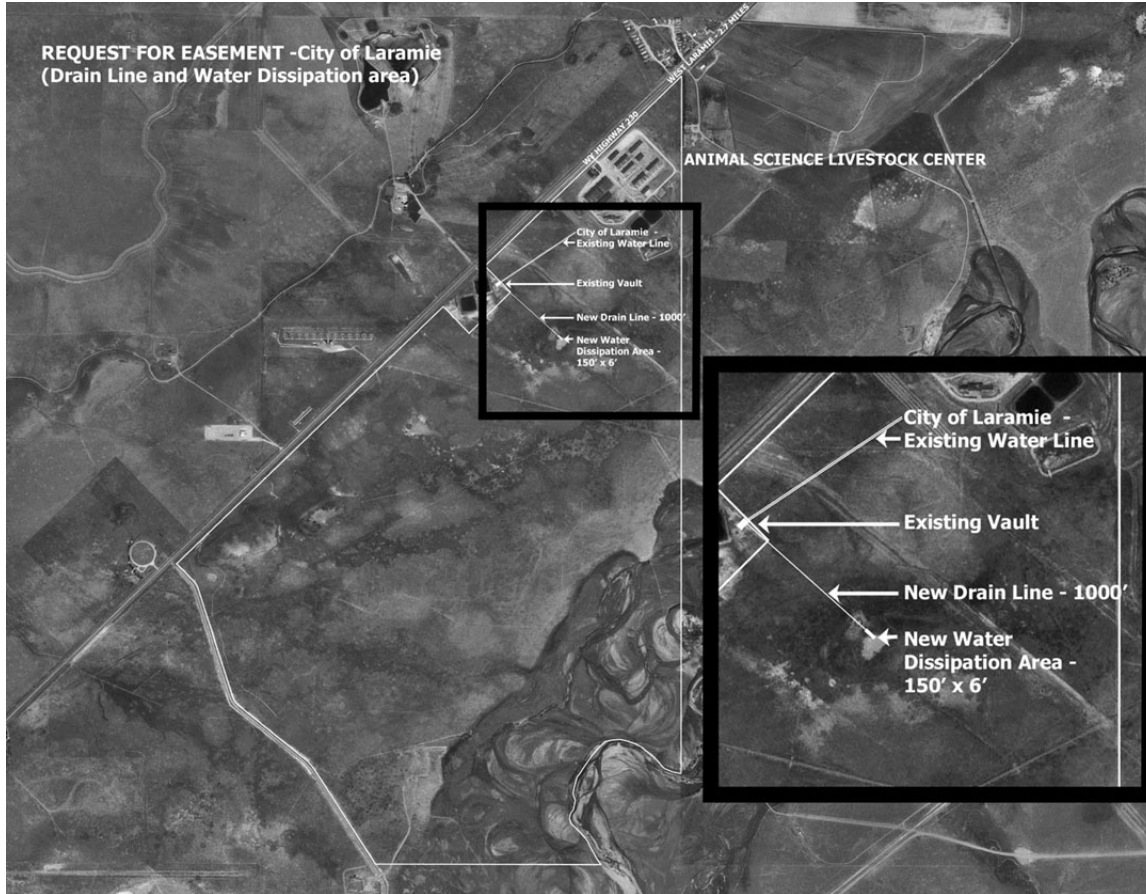
It is recommended that the Board of Trustees of the University of Wyoming approve a \$5,700 increase to the ASUW operating budget for fiscal year 2004, utilizing the ASUW Equipment Reserve for the purpose stated above. If approved as requested, the FY 2004 ASUW budget will be increased from \$854,890 to \$860,590.

WATERLINE EASEMENT TO THE CITY OF LARAMIE AT THE ANIMAL SCIENCE
LIVESTOCK CENTER, SW LARAMIE

The City of Laramie is requesting a drain line easement through a portion of the Animal Science Livestock Center property. The easement is for the construction and continued maintenance, repair, alteration, and replacement of a drain-line. This easement is twenty feet (20') in width and one-thousand one-hundred fifty feet (1,140') in length. David Moore, Farm Manager for the research center, stated that the placement of this line causes no interference with current livestock operations.

It is recommended that the Board of Trustees approve the City of Laramie's request for easement through the Animal Livestock Center for \$311.00. A photo of the area is available on the following page.

City of Laramie – Map of Easement



APPOINTMENT OF EXTERNAL AUDITOR

The University of Wyoming awarded the engagement for external audit services to the firm of McGee, Hearne & Paiz, LLP as external auditors at their March 3-4, 2000 meeting, for a four-year period ending June 30, 2003. The engagement was subject to annual renewal based on satisfactory performance for the previous year's annual audits.

McGee, Hearne & Paiz, LLP successfully completed all four years' audits and due to the complexities of the recent implementation of GASB 34/35 and the impending implementation of GASB 39, it is recommended that the Board of Trustees approve a one-year extension of the McGee, Hearne & Paiz contract to perform fiscal year 2004 audits.

EXERCISE AND SPORT SCIENCE – CHANGE IN DEGREE TITLE

The faculty in the Division of Kinesiology and Health, the Curriculum and Instruction Committee and the Dean of the College of Health Sciences, and Vice President for Academic Affairs request the title of the major in Exercise and Sport Science be changed to Kinesiology and Health Promotion. The change is requested to conform to the title of the Division, and reflects current professional practice. This change in title of the major will be effective for students graduating with the Bachelor of Science degree December 2003 and thereafter.

COMMITTEE OF THE WHOLE (Regular Business)

AUTHORIZATION OF DESIGN MONEY FOR FURTHER SCHEMATICS ON WAR MEMORIAL STADIUM

Trustee Davis moved to approve the authorization of design money; Trustee Richards seconded. Members of the Board voiced their concerns about the expenditure of funds on an inadequate facility, and were reminded that the funding approved at this meeting will be to simply complete the design process at one time with no other authorization given. The motion carried.

ACADEMIC PLAN – TRUSTEES’ PROCESS

Trustee President Hunt asked members of the Board for their input on proceeding with this process. Trustees decided that they will set aside the Thursday afternoon at their March meeting for the review of the Academic Plan II, and will leave the morning open as well.

SELECTION OF BOARD OF TRUSTEES RETREAT DATES

August 20-22, 2004 are the dates that have been agreed upon by the majority of the Board members for the retreat. Trustee Richards will work on the Board self-evaluation process with President Hunt, President Dubois and the AGB offices.

UNFINISHED BUSINESS

Dr. Myron Allen distributed a booklet containing yearly academic appointments to the Board. The booklet listed appointments, tenure, and promotion.

NEW BUSINESS

There was no new business to come before the Board.

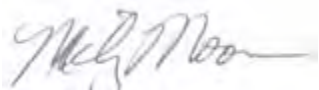
DATE OF NEXT MEETING – March 25-26, 2004, Laramie, WY

It was noted that the AGB conference is also scheduled for the weekend of the Trustees' meeting. The meeting will begin Thursday morning and convene on Friday in order to accommodate travel plans of the AGB participants.

ADJOURNMENT

There being no further business to come before the Board, Trustee Neiman moved for adjournment. Trustee True seconded the motion. The meeting adjourned at 4:50 p.m.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



Crystal R.M. Bennett
Asst. to the Vice President for Administration