

# **THE UNIVERSITY OF WYOMING**

## **MINUTES OF THE TRUSTEES**

**January 6-8, 2005**

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

### **DEFINITIONS:**

A "work session" is one during which the Board will be asked to make a decision. It typically follows, by one or more meetings, an "education session" on the same topic.

An "education session" is one which allows the Board to be briefed on a matter which will later require formal board action. An education session may also be scheduled, as time permits, to provide the Board with information relevant to the operation of the University (e.g., enrollment) but for which no action is required.

An "information" item is typically news of an administrative decision or discussion which should be brought to the attention of the Board.

Items describing accomplishments or recognitions for University faculty, staff, and students will be placed in the "President's Report on UW Accomplishments" made available to the public and the media via the News Service.

# UNIVERSITY OF WYOMING

## **Guidelines for University of Wyoming Board of Trustees Internal Governance**

The following guidelines have been adopted by the UW Board of Trustees to: a) describe generally the most important responsibilities of the Board as a whole; and b) set forth informal expectations of individuals who have agreed to serve as members of the Board. These guidelines are for the Board's use only, may be amended at any time, and are not intended to amend or otherwise affect any requirements for Board action as provided by Statute, Trustee By-Laws, Trustee Regulations, or University Regulations.

### **Responsibilities of the UW Board of Trustees:**

- To hire, evaluate and, if necessary, terminate the President of the University of Wyoming.
- To determine the President's annual compensation package based upon performance criteria that have been agreed upon in advance.
- To hire and direct the work of the internal auditor, consider his/her recommendations and reports as appropriate, and review the annual institutional audits conducted by external auditors.
- To be ultimately accountable for institutional accomplishment of the University of Wyoming mission statement, and to review periodically institutional benchmarks and measures of progress.
- To review and approve each of the five-year strategic plans of the University (academic, support services, and capital facilities), and to monitor on an annual basis the progress made toward completion of the "action items" in each plan.
- To periodically monitor and assess whether major actions taken or policies adopted as a result of campus planning processes have achieved the intended results and consequences.
- To make decisions on major matters of institutional policy and as required by provisions of the Wyoming constitution and statutes, and Trustee by-laws and regulations.

- To review and approve the annual budget as well as legislative funding requests. To provide orientation sessions for newly-appointed Trustees and ongoing training and board development opportunities for all Trustees.
- To assess on an annual basis the board's effectiveness and the efficiency of the processes used to conduct board business, employing the assistance of outside consultants or facilitators as it may determine is desirable.

Expectations of Individual Trustees:

- To attend all Board meetings and retreats in person or, if circumstances make that impossible, to participate by telephone conference call if available.
- To review in advance all documents provided as preparation for Board discussions and deliberations.
- To participate in such interim or committee Board work as requested by the Board President and/or Executive Committee.
- To strictly respect the confidentiality of items discussed in executive session under provisions of the Wyoming Open Meetings law.
- To maintain the highest ethical standards by disclosing possible personal or financial conflicts of interest on matters before the Board and abstaining from voting on such matters. If in doubt, members will seek the advice of the Board President and/or the University's General Counsel.
- To support the administrative and management decisions of the University President made within the scope of his authority, while being an active and informed participant in discussion of matters before the Board for formal decision.
- To support and encourage free and full discussion of items before the Board, including respect for those with dissenting views, recognizing that commitment to good process often fades in the face of conflict; accordingly, individual discipline is necessary. Expression of individual thoughts, ideas, and points of view is encouraged as integral to the Board's ability to forge its collective opinion.
- To support the legitimacy and authority of the final determination of the Board on any matter, regardless of the member's personal opinion on the issue. Wherever possible, Board members will speak with one voice. Individual Board members are free to interact with members of the media and the public but, in so doing, are not permitted to speak on behalf of the Board except to acknowledge the substance of Board decisions. Publicly-

stated personal opinions at variance with a decision of the Board should be clearly so identified and, if possible, kept to a minimum.

- To avoid attempts to exercise individual authority within the Board or University, including individual requests for reports or information that can be a costly drain on staff time and resources. When an individual Trustee desires data or reports that would be costly to produce, that request will be directed to the President of the Board. If, in the opinion of the President, a full Board decision is necessary to evaluate the appropriateness of the request, such matter will be presented to the Board at its next regularly scheduled meeting.
- To communicate promptly to the University President any significant concern or complaint and then let the President deal with it. Unresolved matters may be brought to the attention of the Board.
- To attend the national conferences of the Association of Governing Boards as appropriate and to commit to independent study of issues regarding higher education in order to be as well-informed as possible.
- To participate as fully as possible in the social events scheduled for Board members during Board meetings and retreats.

Adopted by the Board of Trustees as Amended  
\_\_\_\_\_, 2004

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**January 6-8, 2005**

**WORK SESSIONS:**

Approval of Architect for White Hall and Request to Use CMAR, Harris .....	2
Jacoby Golf Course, Dubois, Jensen.....	6
MBA Graduate Program in Teton County.....	7
COB Assessment Program, Buchanan.....	8
Fee Book and Tuition Recommendation, Harris .....	9
SAREC Facilities, Design-Build, Harris .....	22
Master of Fine Arts in Creative Writing, Buchanan .....	25
Classroom Building, Harris .....	28
Trustee Governance, Hunt, Dubois.....	30

**RECOGNITION:**

NASULGC National Teaching Award, Dr. Donna Brown, Buchanan .....	31
Wyoming Professor of the Year, Dr. Steve Barrett, Buchanan .....	33

**EDUCATION:**

Foundation <i>DISTINCTION</i> Campaign Report, Blalock .....	35
Alumni & Friend Opinion Interviews, Blalock .....	36
Foundation Investment Report: Transfer of Assets and Performance, Blalock.....	37
Statewide Survey, Dubois.....	41
Student Survey, Oliver Walter, Lew Bagby .....	47
Greek Relationship Statement, Brigman.....	48
Update on Capital Facilities Plan, Harris.....	50
Legislative Update, Dubois.....	51

**INFORMATION:**

Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period October 1-December 31, 2004, Jacobson .....	52
Quarterly Report on Investments, Hardin.....	64
Residence Halls Update, Brigman .....	65
ML King March & Days of Dialogue, Brigman.....	67
Change Orders and Progress Reports, Harris .....	69
Development Report, Blalock.....	74
Academic Plan II Update, Buchanan .....	76
Health Sciences Research Funding, Gern.....	77

**TRUSTEES OF THE UNIVERSITY OF WYOMING**

**Friday, September 7, 2005**

**3:00 p.m. – Business Meeting, Old Main Boardroom**

Roll Call .....	78
Approval of November 11-13, 2004 Minutes of the Trustees .....	78
Reports	
ASUW .....	78
Staff Senate .....	79
Faculty Senate .....	79
Public Testimony .....	79
Committee of the Whole (Consent Agenda).....	80
1. Approval of Sponsored Programs, Gern.....	81
2. Personnel, Buchanan.....	88
3. 2005-2006 Biennium Section II Operating Budget Increase; ASUW-UW STOP Violence Program .....	95
4. Entrega Gas Pipeline Inc. (Laramie Research & Extension Centers), Hardin.....	101
5. Sustainable Agriculture Research Extension Center (SAREC) – TH Ranch Land Trade, Hardin .....	104
6. Authorize Request for Design-Build Proposals for SAREC, Harris .....	22
7. Approval of GSG Architecture of Casper, Wyoming for White Hall Renovation, Harris.....	2
8. Authorize Solicitation of Qualifications for CMAR for White Hall Renovation, Harris.....	2
9. Approval of the Master of Fine Arts in Creative Writing, Buchanan.....	25
Committee of the Whole (Regular Business) .....	108
1. Approval of Jacoby Ridge Residential and Golf Development Project, Dubois .....	108
2. Announcement of Appointments to Ad Hoc Board Committees, Hunt .....	108
Unfinished Business.....	108
New Business.....	109
Date of Next Board Meeting, March 3-5, 2005 .....	109
Adjournment .....	109

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

January 6-8, 2005

The Board of Trustees and the UW President's Cabinet were hosted at a dinner held at the home of Phil and Lisa Dubois on Thursday, January 6, 2005. Members of the Board participated in a tour and luncheon at the Stable Isotopes Facility on Friday, January 7, 2005.

Trustees participated in work, education and information sessions, as well as the recognition of two faculty members on Friday. The Business Meeting of the Board was held Friday afternoon.



**AGENDA ITEM TITLE:**

**Approval of Architect for White Hall and Request to Use CMAR, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

---

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**Selection of Architect**

The long-range facilities plan for Residence Life and Dining Services was presented to the Board of Trustees in March of 2003. The long-range facilities plan followed extensive studies by outside consultants considering the existing conditions of the facilities, the demands of students, and the financial capabilities for the implementation of the recommended improvements.

The Board of Trustees authorized the hiring of a design team for the first phase of the facilities plan to design the renovations for McIntyre, Orr and Downey Halls which will all have a similar renovation plan. In March of 2004 the contractor for the first construction phase of renovating McIntyre and Orr Halls was approved.

The next design phase for the project includes the reconfiguration of White Hall to convert the facility from a double-loaded corridor design (rooms along the outside perimeter of two corridors with common bathroom facilities on the inside perimeter) into a single corridor arrangement with each room containing its own bathroom facilities (hotel style). This project will be funded through a request to the 2006 legislature for the university to issue additional revenue bonds. To have Level II planning for this project available for the 2006 session it will be essential to begin the planning as soon as possible.

The planning team for this project solicited qualifications for architectural services through public advertisement beginning November 4, 2004. Five responses were received and evaluated and the planning team interviewed three firms on December 16 and 17, 2004. The three firms interviewed were:

GSG Architecture, Casper, Wyoming  
Hammell Green and Abrahamson, Inc. & JGA Architects and Planners, Minneapolis,  
Minnesota and Riverton, Wyoming respectively  
Malone Belton Abel, P.C. & Anderson Mason Dale Architects, Sheridan, Wyoming and  
Denver, Colorado respectively.

The priority ranking of the firms will not be available until the January Board of Trustees meeting.

The recommendation to the Board will be that the University should begin negotiations with the top ranked firm to establish a contract for the design services for White Hall. If negotiations cannot be completed with the top ranked firm these negotiations will be terminated and contract negotiations will commence with the second ranked team. If negotiations are not successful with any team the project scope will be re-evaluated and a solicitation for design qualifications will be reissued.

### **Request to use Construction Manager at Risk (CMAR)**

The ability to fully analyze all the issues related to the reconstruction of White Hall and to value engineer the project to determine a realistic construction budget will be more effective if the architect and a construction team are involved in the planning and design. Because this project will significantly alter the interior of the building, there are many issues that will come into play and affect the project cost. Converting double-loaded corridors and common bathrooms into a facility that accommodates individual bathrooms with each room will require extensive rework of the building systems and must be designed in a manner that permits efficient construction. Current building codes will also have to be applied in reconstructing this facility and this will mean addressing not only the fire safety requirements (sprinkler system) but also the structural requirements (seismic requirements) for a high-rise building. The planning, design and construction teams will be challenged to find an economical solution to these numerous issues. Because of the project complexity it would be advantageous to have a contractor and architect working in partnership to develop the project plan and to provide the cost projections for the renovation.

It is requested that a Construction Manager at Risk (CMAR) be added to the planning and design team to maximize the planning effort and develop a construction proposal that will be the most cost effective alternative. Selecting a CMAR for the project would be completed through an advertisement for qualifications and interviews with a rank order of qualified firms presented to the Trustees.

#### Prior Related Board Discussions/Actions:

- March 2003: Work Session on Residence Life Long Range Facilities Plan and approval to hire a design team.
- March 2004: Trustees approval to construct first phase.

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

Board approval is required to begin negotiations with the selected design firm and to solicit proposals for a CMAR to join the project.

#### **ARGUMENTS IN SUPPORT:**

- The improvements to university residences are important to the recruitment and retention of students to the university especially considering the freshman live-in requirements.
- The improvements are also necessary for the retention of students within the residences beyond the freshman year.
- The Construction Manager at Risk process has been successful on the Washakie renovation and addition.
- The Health Sciences project benefited from incorporating a construction team into the planning and design process for the project. The project bid within the budget. This process is similar to a CMAR process with the exception of the bidding of the entire project.
- The CMAR ensures that a contractor is and will be available for the project in a time when the construction market will still have a high demand for construction services.

#### ARGUMENTS AGAINST:

- The CMAR process is a departure from the normal design-bid-build process. However, the subcontracts under the CMAR will be bid as required by the agreement with the CMAR.

#### ACTION REQUIRED AT THIS BOARD MEETING:

Trustee approval for the design team and approval of the construction project delivery method (CMAR) will be required at this meeting in order to complete the design and construction documents in a manner that permits the project to be submitted to the 2006 legislative session.

#### PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize the negotiations for a design contract in the priorities recommend by the Residence Life Planning Team and that the Facilities Planning Office solicit qualifications for a Construction Manager at Risk to join the project.

---

#### MINUTES OF THE MEETING:

Vice President Phill Harris, Budget and Planning, spoke about the architect selection for White Hall and the subsequent request to use a CMAR. He conveyed to the Board that the recommendation for the architect was GSG Architecture of Casper. Board members asked questions about the guidelines and fee discussion that would be covered in the interviews.

Additional discussion took place regarding the CMAR proposal. Roger Baalman, director of Facilities Planning, advised the Board that the purpose of utilizing a CMAR on this project is to value-engineer the project. The CMAR will also use subcontractors, who will be bid as normal. President Dubois suggested that the two recommendations be placed as separate items on the Consent Agenda.

AGENDA ITEM TITLE: **Jacoby Golf Course**, Dubois, Jensen

CHECK THE APPROPRIATE BOX(ES):

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

---

MINUTES OF THE MEETING:

President Dubois led the discussion on the golf course. A detailed spreadsheet was provided for members of the Board, and was formulated as a prospectus along the same lines as the hotel/conference center. Mark Isakson and Joe Jensen were present to answer questions and provide clarification. The different phases of the project were reviewed and were developed by the work that will be completed. Trustees asked questions regarding contractual matters. President Dubois said that UW is at a point that the decision to proceed must be made. Trustee Schaefer asked to have the minutes reflect that he wants this project to move forward and will vote yes when the vote is taken during the Business Meeting.

AGENDA ITEM TITLE:

**MBA Graduate Program in Teton County**, Grant Larson, Randall Luthi

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify:

---

MINUTES OF THE MEETING:

Trustee President Kathy Hunt welcomed the Honorable Randall Luthi and Grant Larson, who had requested permission to speak to the Board. Mr. Luthi presented the proposal for an MBA graduate program in Teton County, explaining the concept, its origin and requested that UW participate in this endeavor. Mr. Larson elaborated further on the project, noting there is possible funding available for the project and it was necessary to expedite their position of support. UW will not be asked for any financial commitment.

President Dubois spoke about the opportunities of this project and the possibilities for the university faculty. He also stated that UW needs to be involved front and center in the planning process.

AGENDA ITEM TITLE: **College of Business Assessment Program**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

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

---

MINUTES OF THE MEETING:

Vice President Tom Buchanan, Academic Affairs, introduced Brent Hathaway, Dean of the College of Business. This presentation is part of the ongoing information requested by the Board to keep them apprised of college efforts at UW. Dean Hathaway began the presentation, speaking about the programs, what the Business College offers, and the success rate for graduating students. Penne Ainsworth, Chair of the Accounting Department, spoke about the assessment process that occurs in the College and the three-pronged approach they use that involves inputs, environment and outcomes.

AGENDA ITEM TITLE: **Fee Book and Tuition Recommendation**, Harris

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Change in Mandatory Fees

The mandatory fees supporting various programs and activities have been increased to reflect costs that must be absorbed within these budgets. The rate adjustments presented below address specific programming needs that have been identified for several programs. The increase to the Wyoming Union fee will fund the Center for Volunteer Services – a program initiated by the Vice President for Student Affairs to enhance student service within the community and additional funds for programming within the Union such as alcohol-free events and other activities for students. The increase requested in the Student Services fee would also provide additional funds for registered student organizations to conduct their events. The balance of the increase would provide permanent funding for the new Student Legal Services Clinic, support expanded services for Safe Ride, and fund salary and benefit increases that were not fully funded last fiscal year. The Athletic fee has not been increased since FY 2003 and the Athletic Director has proposed increasing this fee on a periodic basis (perhaps a 3-year cycle) to provide additional income to support operations.

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



Proposed Mandatory Fees  
 FY 2006

<b>MANDATORY FEES</b> Academic Year per Semester	FY 2005	FY 2006	% Change 2005 to 2006
All Students			
Wyoming Union	\$95.35	\$100.70	5.61%
Student Services <sup>1</sup>	\$58.05	\$62.60	7.83%
Full Time Students			
Student Health	\$74.00	\$74.00	0.0%
Athletics	\$50.00	\$56.00	12.0%
Recreation	\$39.00	\$39.00	0.0%
Total for Part Time Students	\$153.40	\$163.30	6.45%
Total for Full Time Students	\$316.40	\$332.30	5.02%

1. Student Services Fee includes ASUW (\$40.80), Student Publications (\$11.40), Recycling (\$2.00), Wellness (\$2.70), AWARE (\$2.20), and Music/ Theater (\$3.50).

Changes in Residence Life & Dining Services Rates

The projected increases in room and board rates for the residence halls reflect the anticipated revenue needed to meet the debt service obligations for the first phase of the residence hall renovation and the renovation of the Washakie dining facility. These increases are consistent with the estimates that were developed before the renovation projects were undertaken and will continue a series of rate adjustments that will be needed over the next few years to finance the entire residence hall renovation.

<b>Residence Hall Room Charges</b> Academic Year, excludes semester break	FY 2005	FY 2006	% Change
Room occupancy			4.62
Double, A	2,514.00	2,630.00	
Double, B	2,568.00	2,687.00	
Double, C	2,687.00	2,811.00	
Room occupancy			4.62
Single, A	3,855.00	4,033.00	
Single, B	4,031.00	4,217.00	

<b>Apartment Rental Rates, Student, per month</b>	<b>FY 2005</b>	<b>FY 2006</b>	<b>% Change</b>
Summit View - One Story Complex			
One bedroom	432.00	443.00	2.54
Two bedroom	538.00	551.00	2.42
Landmark Village	563.00	577.00	2.49
River Village			
Two bedroom	670.00	686.00	2.39
Three bedroom	756.00	775.00	2.51
1111 Lewis Street			
One bedroom	552.00	566.00	2.54
Two bedroom	717.00	735.00	2.51
Spanish Walk, one bedroom	504.00	516.00	2.38
1107 Lewis (per person for 5 residents)	376.00	385.00	2.39
1220 Bradley Street, two bedroom	855.00	876.00	2.46

<b>Board Charges, academic year</b>			
Fall and Spring semesters, excluding Thanksgiving, Christmas, Spring and Easter breaks	<b>FY 2005</b>	<b>FY 2006</b>	<b>% Change</b>
Unlimited access plan *	3,363.00	3,531.00	5.00
Any 15 access plan *	2,928.00	3,030.00	3.50
Any 12 access plan *	2,767.00	2,767.00	0.00
Any 9 access plan	2,185.00	2,185.00	0.00
Any 7 access plan	1,761.00	1,761.00	0.00
Any 5 access plan	1,318.00	1,318.00	0.00
Any 3 access plan	824.00	824.00	0.00
Lunch only, 5 per week	1,076.00	1,076.00	0.00

\* Residents must select one of these plans

### FY 2006 Tuition Proposal

A review of tuition rates and the underlying policies that have been adopted by public higher education institutions across the country invariably leads to a rather limited set of principles that are often followed. Tuition pricing is often grounded in a philosophy that access to public institutions must be as broad as possible and hence tuition rates, especially for resident students, are often set with some notion of what is “affordable” or alternately what level of state support should be made available for resident students.

Alternatively, many public higher education institutions benchmark their tuition rates either directly or indirectly to a variety of indices that measure relative cost. Institutions funded through a formula-based approach may use factors such as the total cost of education to determine the level of tuition that should be assessed to students compared to the level of state

subsidy. Other institutions may benchmark their tuition rates to set of comparator institutions in determining an appropriate level of tuition.

From a public policy perspective, there is a clear mandate embedded in the Wyoming Constitution that embraces the philosophy of affordable access to public higher education. The problem centers on what level of tuition is affordable – or as nearly free as possible – and how much state subsidy can be directed toward the University. During the past 10 to 15 years, the University of Wyoming has utilized a variety of principles to set tuition rates. In the early 1990's, the University established a tuition philosophy to target resident undergraduate tuition at the 25<sup>th</sup> percentile for all public doctoral institutions with tuition rates adjusted annually to achieve this target during a five-year period. Subsequent state economic conditions forced university budget cuts and thus tuition rates at the University were pushed beyond the benchmark to make up for state revenue shortages. On the other hand, in recent years, significant state appropriations—principally for employee compensation—have allowed tuition increases to be limited to inflationary adjustments. When combined with double-digit tuition increases in other states suffering from the national recession, UW now ranks in the 8<sup>th</sup> percentile of public doctoral institutions in terms of what resident students pay in tuition and mandatory fees.

What is clear from the analysis of tuition rankings is that a single external benchmark can be affected disproportionately by economic circumstances. One way to mitigate this impact is to utilize a variety of external benchmarks that measure different dimensions of cost. Four benchmarks are available to measure different costs. These include:

- The median cost of tuition and fees at public institutions in the western United States (excluding California schools);
- Tuition and fees as a percent of median family income in each of the respective states;
- Tuition and fees as a percent of educational and general expenses for each institution;
- Tuition and fees relative to the unmet financial need of students.

By calculating the median value for each benchmark and averaging these values, it is possible to determine the relative ranking of tuition and fees at the University of Wyoming and how this calculation relates to the national ranking of all public doctoral institutions.

Data for the 2004-2005 academic year are not available as of this writing but data from the past year show that the average of the median values as calculated above yields an undergraduate tuition and fee rate of \$3,705 compared to the \$3,090 charged at the University. A \$3,705 assessment would place UW at the 21<sup>st</sup> percentile of all public doctoral institutions.

The four external benchmarks appear to provide a solid framework from which the Trustees may establish a philosophy to guide future tuition decisions. Measured increases in tuition would be required each year to achieve the desired benchmark and to maintain this relative position.

It is not recommended that the University use these benchmarks in a formulaic way to establish tuition and fee levels. Rather, it is recommended that the benchmarks, along with a consideration of documented inflationary increases in the cost of doing business, be considered by the Board of Trustees before a final decision is made.

Moreover, as important as it is to consider cost considerations in the setting of tuition and fees, it is equally important to consider the potential use of revenues that would be generated from a tuition increase. The highest priorities for UW would direct additional tuition revenues to program needs emerging from Academic Plan II and the Support Services Plan and bolstering academic and administrative support budgets that fund daily operating costs ranging from postage and telephone costs to laboratory supplies and equipment.

For FY 2006, there are several priorities the institution needs to fund including a major curriculum initiative from Academic Plan I, and implemented in Academic Plan II, an initial effort to begin to address over time the serious deficiencies that exist in support budgets, and the replacement of the Student Information System (SIS).

Biology Curriculum Reform: The second priority the institution must fund is driven by an action item from the previous Academic Plan. The current structure of the Biology curriculum was evaluated in Academic Plan I with the goal of structuring a more comprehensive program to serve the emerging needs of the life sciences, biology and agriculture. The specific components of the new curriculum have now been identified and will be implemented; it is expected that this revision will require approximately \$120,000 in additional annual support.

Academic and Administrative Support Budgets: The inadequacy of support budgets is a priority need that has not been addressed for more than a decade. Legislative priorities for state funding have by necessity focused upon bringing university salaries and benefits to a competitive level. Past attempts to secure legislative funding for operating budgets have been of little success and it appears that university funding through tuition revenues is a viable approach to begin addressing this need. The University has an annual support budget of approximately \$25 million excluding utility costs and library acquisitions. Had this budget been adjusted for inflation over the past decade, the University would be spending \$31 to \$33 million in support. While a small amount of permanent funding (about \$200,000) was added to the support budgets for academic units this fiscal year, efforts should be made to increase this funding and make adjustments to all support budgets. A modest 3% increase to support budgets (\$750,000) would require an increase of approximately 2% increase in tuition rates.

Student Information System Replacement: In FY 2005, the administration presented a financing plan to the Board of Trustees to fund approximately \$8.2 million in costs during a 6.5 year period to replace the existing SIS system. In addition to the one-time costs to acquire the hardware and software that were funded with several one-time sources, the project budget indicated the need for an additional \$390,000 annually from tuition revenues to fully fund the recurring software maintenance costs. Because the funding proposal for the SIS replacement was finalized after the tuition proposal was presented to the Board last year, the decision was

made to delay this increase for one year. To fund the additional costs for this project, it will be necessary to increase tuition rates by \$1.50 per credit-hour beginning in FY 2006.

The University of Wyoming's Student Information System (SIS) was purchased from Pinnacle (later purchased by SCT) and installed in the 1980's. There are currently only 16 other higher education institutions that utilize the current SIS product. Some of those schools have already started projects to replace their system and others are investigating possibilities. As the number of schools using the current SIS decreases, the level of support from SCT will continue to drop. Because the SIS software supports student registration and financial aid activity it is essential to have a system that will be fully supported by the vendor. The new SCT Banner software purchased last year provides a fully supported student information system and also allows UW to install software to provide students with a more robust e-mail system, on-line registration, and financial aid system.

To address these priority needs, the tuition proposal for FY 2006 is to increase resident undergraduate tuition by a total of \$5.00 per credit-hour and adjust all remaining tuition categories by a similar percentage increase.

**Recommended Tuition Rates  
 Fiscal Year 2006**

Tuition Classification	FY 2005 Credit Hr Rate	Supp Budget Biology 4% Increase	SIS Funding 1.74% Incr	FY 2006 Credit Hr Rate	Percent Change
Resident Undergraduate	\$87.00	\$3.50	\$1.50	\$92.00	5.74%
Nonresident Undergraduate	\$288.00	\$11.50	\$5.50	\$305.00	5.90%
Resident Graduate	\$147.00	\$5.90	\$2.10	\$155.00	5.44%
Nonresident Graduate	\$421.00	\$16.85	\$8.15	\$446.00	5.93%
Resident Law	\$162.00	\$6.50	\$2.50	\$171.00	5.55%
Nonresident Law	\$362.00	\$14.50	\$6.50	\$383.00	5.80%
Resident Pharmacy	\$189.00	\$7.50	\$3.50	\$200.00	5.82%
Nonresident Pharmacy	\$422.00	\$16.90	\$7.10	\$446.00	5.68%

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

Information item in preparation for the Board meeting in March.

**ARGUMENTS IN SUPPORT:**

- N/A

**ARGUMENTS AGAINST:**

- N/A

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PRESIDENT'S RECOMMENDATION:**

None

University of Wyoming  
January 2005  
**Tuition Benchmarks**

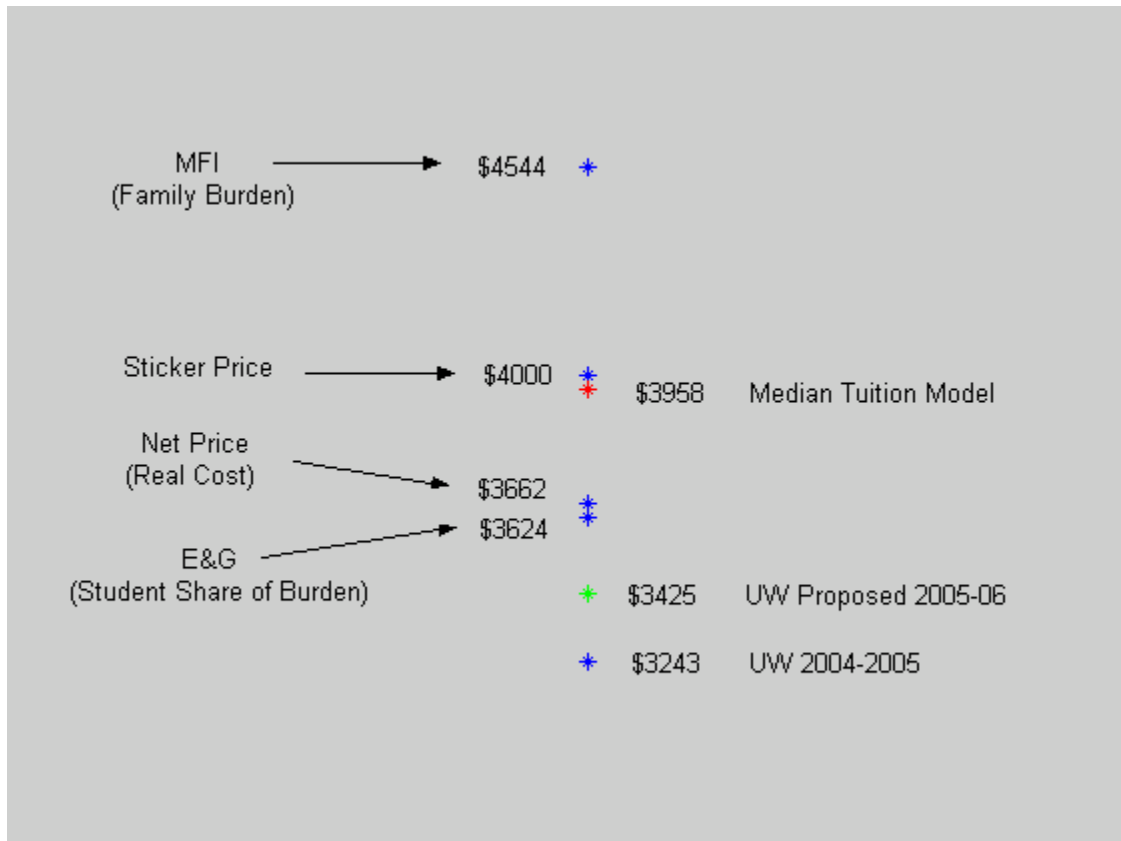
The UW Trustees have defined a group of 13 regional schools (including UW) for the purpose of making undergraduate tuition and fee comparisons. The comparator group includes:

Colorado State University  
New Mexico State University  
Oregon State University  
University of Arizona  
University of Idaho  
University of Nebraska-Lincoln  
University of New Mexico  
University of Oregon  
University of Utah  
University of Washington  
University of Wyoming  
Utah State University  
Washington State University

The group of states from which all comparator schools come from comprises 86 percent of the incoming undergraduate population for the Fall of 2003.

**Table 1.** Benchmarks showing 2004-2005 tuition estimates that would place UW tuition and fees at the median value for the 13 comparator institutions.

	<u>Median Value</u>
2004-2005 Tuition and Fees	\$4,000
Percent of Median Family Income	\$4,544
Percent of E&G Expenses	\$3,624
Tuition based on Unmet Need (Est.)	\$3,662
<b>Average</b>	<b>\$3,958</b>



**Figure 1.** Median Tuition Model for Comparator Schools.

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

*Ranked by 2004-05 Resident Tuition and Fees*

<b>INSTITUTION</b>	<b>Resident Undergraduates</b>		<b>Rank</b>	<b>Yearly % Change</b>	<b>% of Average</b>
	<b>2003-04</b>	<b>2004-05</b>			
Washington State University	5,280	5,628	1	7%	135%
University of Oregon	4,914	5,490	2	12%	132%
University of Washington	4,968	5,286	3	6%	127%
Portland State University	4,278	5,121	4	20%	123%
University of North Dakota	4,156	4,828	5	16%	116%
North Dakota State University	3,965	4,733	6	19%	114%
Montana State University - Bozeman	4,145	4,577	7	10%	110%
South Dakota State University	4,260	4,500	8	6%	108%
University of South Dakota	4,205	4,452	9	6%	107%
University of Montana - Missoula	4,104	4,377	10	7%	105%
University of Alaska - Fairbanks	3,670	4,160	11	13%	100%
University of Colorado - Denver	3,551	4,093	12	15%	98%
University of Utah	3,646	4,000	13	10%	96%
Northern Arizona University	3,552	3,983	14	12%	96%
Colorado State University	3,744	3,790	15	1%	91%
University of New Mexico	3,313	3,738	16	13%	90%
Idaho State University	3,448	3,700	17	7%	89%
New Mexico State University	3,372	3,666	18	9%	88%
University of Idaho	3,348	3,632	19	8%	87%
University of Hawaii at Manoa	3,465	3,581	20	3%	86%
Utah State University	3,141	3,374	21	7%	81%
University of Northern Colorado	3,242	3,370	22	4%	81%
<b>UNIVERSITY OF WYOMING</b>	<b>3,090</b>	<b>3,243</b>	<b>23</b>	<b>5%</b>	<b>78%</b>
University of Nevada - Reno	2,710	2,942	24	9%	71%
University of Nevada - Las Vegas	2,670	2,850	25	7%	68%
AVERAGE (excluding UW)	\$3,798	\$4,161		10%	



*Ranked by 2004-05 Non-Resident Tuition and Fees*

<b>INSTITUTION</b>	<b>Non-Resident Undergraduates</b>		<b>Rank</b>	<b>Yearly % Change</b>	<b>% of Average</b>
	<b>2003-04</b>	<b>2004-05</b>			
University of Washington	16,121	17,916	1	11%	142%
University of Oregon	16,350	16,914	2	3%	134%
Portland State University	13,674	16,866	3	23%	134%
University of Colorado - Denver	15,179	16,035	4	6%	127%
Colorado State University	14,216	14,377	5	1%	114%
Montana State University - Bozeman	12,707	14,177	6	12%	112%
Washington State University	13,382	14,046	7	5%	111%
Northern Arizona University	12,072	12,503	8	4%	99%
University of New Mexico	11,954	12,500	9	5%	99%
University of Utah	11,292	12,410	10	10%	98%
University of Montana - Missoula	11,475	12,368	11	8%	98%
University of Northern Colorado	12,368	12,260	12	-1%	97%
New Mexico State University	11,250	12,210	13	9%	97%
University of Idaho	10,740	11,652	14	8%	92%
University of Nevada - Reno	11,197	11,616	15	4%	92%
University of Nevada - Las Vegas	11,157	11,524	16	3%	91%
University of North Dakota	9,902	11,522	17	16%	91%
North Dakota State University	9,600	11,381	18	19%	90%
University of Alaska - Fairbanks	9,400	11,090	19	18%	88%
Idaho State University	10,043	10,780	20	7%	86%
University of Hawaii at Manoa	9,945	10,061	21	1%	80%
Utah State University	8,946	9,701	22	8%	77%
South Dakota State University	8,970	9,360	23	4%	74%
University of South Dakota	8,916	9,296	24	4%	74%
<b>UNIVERSITY OF WYOMING</b>	<b>8,940</b>	<b>9,273</b>	<b>25</b>	<b>4%</b>	<b>74%</b>
AVERAGE (excluding UW)	\$11,702	\$12,607		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 surveys, and web sites.

P04.104  
 OIA::SDW  
 4-Jan-2005

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

*Ranked by 2004-05 Resident Tuition and Fees*

<b>INSTITUTION</b>	<b>Resident Graduates</b>		<b>Rank</b>	<b>Yearly % Change</b>	<b>% of Average</b>
	<b>2003-04</b>	<b>2004-05</b>			
University of Oregon	8,958	9,918	1	11%	194%
Portland State University	7,635	9,144	2	20%	178%
University of Washington	6,821	7,616	3	12%	149%
Washington State University	6,722	6,878	4	2%	134%
University of Alaska - Fairbanks	5,818	6,518	5	12%	127%
University of Colorado - Denver	4,359	6,092	6	40%	119%
Montana State University - Bozeman	4,797	5,309	7	11%	104%
University of North Dakota	4,418	5,132	8	16%	100%
North Dakota State University	4,209	5,021	9	19%	98%
University of Montana - Missoula	4,648	4,968	10	7%	97%
University of Hawaii at Manoa	4,617	4,805	11	4%	94%
University of South Dakota	4,259	4,482	12	5%	87%
South Dakota State University	4,298	4,440	13	3%	87%
Idaho State University	4,108	4,380	14	7%	85%
Colorado State University	4,186	4,236	15	1%	83%
Northern Arizona University	3,752	4,183	16	11%	82%
University of Idaho	3,888	4,172	17	7%	81%
<b>UNIVERSITY OF WYOMING</b>	<b>3,978</b>	<b>4,161</b>	<b>18</b>	<b>5%</b>	<b>81%</b>
University of New Mexico	3,643	4,110	19	13%	80%
New Mexico State University	3,624	3,936	20	9%	77%
University of Utah	3,428	3,904	21	14%	76%
University of Northern Colorado	3,642	3,880	22	7%	76%
Utah State University	3,399	3,655	23	8%	71%
University of Nevada - Reno	2,920	3,152	24	8%	62%
University of Nevada - Las Vegas	2,856	3,060	25	7%	60%
<b>AVERAGE (excluding UW)</b>	<b>\$4,625</b>	<b>\$5,125</b>		<b>11%</b>	

*Ranked by 2004-05 Non-Resident Tuition and Fees*

<b>INSTITUTION</b>	<b>Non-Resident Graduates</b>		<b>Rank</b>	<b>Yearly % Change</b>	<b>% of Average</b>
	<b>2003-04</b>	<b>2004-05</b>			
University of Washington	16,544	17,816	1	8%	136%
University of Colorado - Denver	16,565	17,362	2	5%	133%
Washington State University	15,738	16,072	3	2%	123%
Portland State University	13,332	15,480	4	16%	119%
Colorado State University	14,791	14,959	5	1%	115%
Montana State University - Bozeman	13,359	14,909	6	12%	114%
University of Oregon	13,734	14,211	7	3%	109%
University of Montana - Missoula	12,733	13,733	8	8%	105%
University of Northern Colorado	13,058	13,040	9	0%	100%
University of New Mexico	12,310	12,851	10	4%	98%
Northern Arizona University	12,272	12,703	11	4%	97%
New Mexico State University	11,550	12,534	12	9%	96%
University of North Dakota	10,604	12,338	13	16%	95%
University of Idaho	11,280	12,192	14	8%	93%
North Dakota State University	10,251	12,151	15	19%	93%
University of Alaska - Fairbanks	10,402	12,062	16	16%	92%
University of Utah	10,659	12,040	17	13%	92%
University of Nevada - Reno	11,407	11,826	18	4%	91%
University of Nevada - Las Vegas	11,343	11,734	19	3%	90%
Utah State University	10,583	11,486	20	9%	88%
Idaho State University	10,708	11,460	21	7%	88%
University of Hawaii at Manoa	10,761	11,021	22	2%	84%
<b>UNIVERSITY OF WYOMING</b>	<b>10,362</b>	<b>10,737</b>	<b>23</b>	<b>4%</b>	<b>82%</b>
University of South Dakota	9,372	9,739	24	4%	75%
South Dakota State University	9,412	9,552	25	1%	73%
<b>AVERAGE (excluding UW)</b>	<b>\$12,199</b>	<b>\$13,053</b>		<b>7%</b>	

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 surveys, and web sites.

P04.104  
 OIA:SDW  
 4-Jan-2005

---

MINUTES OF THE MEETING

Vice President Harris spoke about the recommended 5.74% increase in resident undergraduate tuition for Fall 2005. Mr. Harris related the need to increase the support services budgets and his desire to provide a permanent 3% increase. The funding for the increase will be from tuition revenues. He also talked about the mandatory fees and financial aid.

AGENDA ITEM TITLE: **SAREC Facilities, Design-Build**, Harris

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The SAREC (Sustainable Agriculture Research and Extension Center) combines the previous research stations that existed at Archer and Torrington into a single modern research station that will be built near Lingle, Wyoming. The project has proceeded with the acquisition of property for the station and the sale of properties in Afton, Archer and Torrington. With the sale of the Torrington property, the University has until October 2005 to vacate the facilities in Torrington. The Trustees have authorized the use of sale proceeds from the various properties to fund the land acquisitions and construction of the first phase of SAREC. Current accounting for this project shows approximately \$1.8 million available for facility construction after deducting the land acquisition costs.

A planning team has been working to identify the facilities required, in addition to those existing on the property, to operate and support the research center. The building projects necessary to begin the operations include a combined office and seed laboratory facility, a maintenance shop and a cattle-working facility. Each of the projects has been pared to a minimum to achieve basic functionality to begin operations while flexible enough to be used in the future to support and sustain operations.

The planning team recommends pre-engineered pole barns or metal buildings for the shop and cattle-handling facilities and a modular office/lab facility. While this type of construction does not have the same long-term life typically expected from other University construction, previous research facilities have been constructed with similar techniques and have served the University well. Most of the research farm facilities are maintained by the farm staff and they are familiar with these construction methods.

With the simple program requirements and construction methods required for these facilities, the Facilities Planning Office could generate performance specifications with approval authority to manage a design-build project. The architect/engineer would be provided by the design-builder using Wyoming licensed professionals. The design-builder will have to provide complete documents to receive the approvals of the State Fire Marshal and University. The University would receive proposals that could be evaluated for responsiveness to the performance specifications.

A design-build recommendation is an appropriate strategy for this construction project and would help alleviate the time constraints related to the project. Many similar agricultural

buildings are built by pole barn and metal building manufacturers/installers and temporary offices can be provided by modular manufacturing companies. Certain types of field laboratories are also constructed by modular manufacturers and could be utilized for this project.

Prior Related Board Discussions/Actions:

- Sept 2001: Trustees introduced to SAREC
- July 2002: Trustees approve property purchase
- Sept 2003: Trustee approval of Gillespie Property Purchase

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

Board approval is required before the University can proceed with soliciting a design-build agreement. Construction of the facilities at SAREC must begin very soon to meet the time line presently set for vacating the Torrington site.

**ARGUMENTS IN SUPPORT:**

- The design-build process has the greatest opportunity for success due to the time constraints.

**ARGUMENTS AGAINST:**

- The design-build process is a departure from the normal design-bid-build process.
- There is no existing University agreement meeting this type of delivery process. However, many standard agreements with professional design and construction organizations can be utilized.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Trustee approval for the design-build construction project delivery method will be required at this meeting in order to meet the project time line and budget. The University will use a request for proposals from design-builders based upon performance specifications developed by the University. The proposals will be evaluated to determine the best response to the specifications and proposed price.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize a request for design-build proposals for the SAREC. Recommendations will be made to the board for a contract similar to approvals contained in the standard design-bid-build process.

---

MINUTES OF THE MEETING:

Vice President Harris spoke about the design-build process that is being requested for SAREC. The purpose of the recommendation is to expedite the project to address their needs. The university must vacate the Torrington facility by October 2005. Dean Frank Galey, College of Agriculture, was present to answer questions. The item was placed on the Consent Agenda.

AGENDA ITEM TITLE: **Master of Fine Arts in Creative Writing**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Academic Plan II identifies cultural endeavors, the arts, and the humanities as an institutional “area of distinction.” The plan goes on to state that “Given the emerging national prominence of professional writers in Wyoming and the region, UW has the potential to serve as a nucleus for a larger, richer community of creative writers. Discussions have begun about an M.F.A. (master of fine arts) program in creative writing housed in the English Department and we support this initiative.” The plan goes on to further endorse the creation of the new degree program via Action Item #87.

The College of Arts and Sciences, in its Action Item #30 also endorsed the proposed MFA in creative writing, as did the Department of English in its respective plan. The Department of English has now developed the proposed degree program. Their plan has been endorsed by the faculty in the Department of English and by the Department Head. It has been approved by the Arts and Sciences Central Committee, and has strong support from the Dean of the College of Arts and Sciences, the Dean of the Graduate School and the Office of Academic Affairs.

The M.F.A. in Creative Writing program is a two-year degree with concentrations in poetry, fiction, and creative nonfiction. The program is different in emphasis and intent from other programs in the region as it encourages students to study more than one genre of writing. It explicitly allows students to explore the links between writing and disciplines such as music, the fine arts, history, journalism, modern languages, and the sciences, even as it maintains its roots in the study of literature. It requires a reading exam and an oral thesis defense. It also requires a summer internship that may or may not be academic in nature, and which allows students to link writing to any number of professions or communities (e.g., publish, education, community service organizations). In its final form, the size of the M.F.A. will be small, in line with other programs. Admitting 15 students each year (5 in each concentration) will ensure that we select promising applicants. Each student will receive substantial personal attention, with faculty writers serving as mentors. A full description of the program and program requirements are available in the Office of Academic Affairs.

Currently, there are five nationally recognized creative writing faculty members in the Department of English (Craig Arnold – poetry, Alyson Hagy – fiction, Vicki Lindner – fiction, Ann McCutchan – non-fiction, David Romtvedt – poetry). Through the CPM process, two additional faculty positions have been authorized for the M.F.A. in Creative Writing. These searches are underway. The curriculum is in place, a full complement of faculty will be in place



prior to fall semester 2005, and student applications are already being received. Final approval by the Board of Trustees will allow program implementation effective September, 2005.

Prior Related Board Discussions/Actions:

Development of an M.F.A. in Creative Writing has been discussed in the context of new initiatives forthcoming from APII.

WHY THIS ITEM IS BEFORE THE BOARD:

At this time, approval by the Board is needed to allow for fall, 2005, implementation.

ARGUMENTS IN SUPPORT:

- The M.F.A. in Creative Writing is a standard component of many English departments. Student demand is strong.
- The State of Wyoming enjoys a rich literary history, which has long attracted poets, novelists and nonfiction writers wishing to draw inspiration from the state's landscape and cultural heritage.
- The proposed M.F.A. satisfies the APII goal of promoting interdisciplinary studies across campus. The program will forge explicit ties with the American Heritage Center, the UW Art Museum, Coe Library, the Haub School of Environment and Natural Resources, and numerous academic departments including Art, American Studies, Communication and Journalism, and Theatre and Dance.
- The program is well conceived, consistent with institutional resources, and has received extraordinarily strong support throughout the proposal process.

ARGUMENTS AGAINST:

- None

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the M.F.A. in Creative Writing

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

---

MINUTES OF THE MEETING:

Vice President Buchanan spoke about the program as developed as part of the English department in relation to the academic plan. He noted that there is strong support and demand for this program. Two faculty positions have been reallocated for the program. Dr. Buchanan introduced Ann McCutchan and Alyson Hagy, professors in the English Department who were instrumental in the process and program development. The Board placed the item on the Consent Agenda.

AGENDA ITEM TITLE: **Classroom Building**, Harris

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Phill Harris and Roger Baalman will present the design concept for the Classroom Building.

WHY THIS ITEM IS BEFORE THE BOARD:

To provide the Board with background and issues that will be encountered in the renovation of the Classroom Building.

ARGUMENTS IN SUPPORT:

N/A

ARGUMENTS AGAINST:

N/A

ACTION REQUIRED AT THIS BOARD MEETING:

None

PRESIDENT'S RECOMMENDATION:

None

---

MINUTES OF THE MEETING:

Vice President Harris spoke about the upcoming renovation, and asked the Board to accompany him and Roger Baalman to the building to see the issues that will be addressed through the renovation.

Members of the Board, Phill Harris, and Roger Baalman took a tour of the Classroom Building.

Mr. Baalman noted that all exits need to be handicap accessible and can be with the addition of an elevator. He addressed code issues with stairways, halls and other areas of travel. He also noted that meeting places for faculty and students to interact after classes will be addressed and included in the renovation.

AGENDA ITEM TITLE: **Trustee Governance**, Hunt, Dubois

CHECK THE APPROPRIATE BOX(ES):

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

---

MINUTES OF THE MEETING:

The Board and President Dubois met on Saturday morning for a breakfast meeting to further discuss Trustee Governance.

AGENDA ITEM TITLE:

**NASULGC National Teaching Award**, Dr. Donna Brown, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify: Recognition

*Donna Brown came to the University of Wyoming in 1987 from her home country of Australia to join the faculty of the Department of Family and Consumer Sciences within the UW College of Agriculture.*

*A highly regarded designer, she has received national and international recognition and prizes for many of her clothing creations and hosts the annual "Coat Couture" display at the American Heritage Center of jackets designed by students in her wearable art program. In addition to teaching several textile and apparel courses, Dr. Brown pursues research in human physiological and perceptual responses to the textile/skin interface, economic development through merchandising, the production and distribution of textiles and sewn products, and wearable art design.*

*While a member of the UW faculty, Dr. Brown has been awarded the John P. Ellbogen Meritorious Classroom Teaching Award, the College of Agriculture Outstanding Adviser Award and the U.S. West/UW Center for Teaching Excellence University Studies Freshman Program Course Teaching Award.*

*This fall, the U.S. Department of Agriculture selected Dr. Brown to receive one of two congressionally-authorized national awards given in 2004 for "Excellence in College and University Teaching" in the field of agriculture sciences. She was honored at the annual meeting of the National Association of State Universities and Land-Grant Colleges November 14-15 in San Diego, California.*

*Speaking of Dr. Brown and her fellow award winner, NASULGC President C. Peter Magrath said, "Their records of exemplary teaching and university science, coupled with sound scholarship, provide a most timely example of how university faculty members can effectively serve both the educational and professional needs of their institutions in the broader society."*

*It is our pleasure, as members of the UW Board of Trustees, to recognize Dr. Donna Brown's contributions to the teaching, research, and service mission of the University of Wyoming and to congratulate her on being selected as one of two professors nationwide*

*to receive the "Excellence in College and University Teaching" award in the field of agriculture sciences.*

AGENDA ITEM TITLE: **Wyoming Professor of the Year**, Steve Barrett, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify: Recognition

*Steve Barrett joined the faculty of the University of Wyoming in 1999, following distinguished service in the United States Air Force and as a member of the faculty of the United States Air Force Academy.*

*An assistant professor within the Department of Electrical and Computer Engineering, Dr. Barrett's expertise includes image processing, medical laser applications, and embedded controllers. His work for the future defense of the United States – a new missile target acquisition technology, based on the vision system of a common housefly – was featured in the summer 2003 issue of UWyo magazine.*

*During his time at UW, Dr. Barrett has received Mortar Board Top Prof awards (honoring professors who go beyond normal classroom expectations to help their students succeed, both in college and later in their careers) four consecutive years and has been recognized as a Mortar Board Outstanding Academic Adviser. Last spring, Barrett received the 2004 American Society for Engineering Education Rocky Mountain Section Teaching Award.*

*Based on his dedication to teaching and commitment to students, he was named by The Council for Advancement and Support of Education and the Carnegie Foundation for the Advancement of Teaching as the Wyoming Professor of the Year 2004. This is the only national honor designed specifically to recognize excellence in undergraduate teaching and mentoring.*

*One of his nominations for the award, from a former student, read, "Dr. Barrett has inspired me to become an engineering professor and I only hope that I will someday be able to impact even one student's life as he has impacted mine."*

*It is our pleasure, as members of the UW Board of Trustees, to recognize Dr. Steve Barrett's contributions to the teaching, research, and service mission of the University of Wyoming and to congratulate him on being selected at the 2004 CASE/Carnegie Foundation Wyoming Professor of the Year.*



---

MINUTES OF THE MEETING:

Members of the Board recognized Dr. Brown and Dr. Barrett for their contributions to the University of Wyoming.

## EDUCATION ITEMS —

AGENDA ITEM TITLE: Foundation *DISTINCTION* Campaign Report, Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The UW Trustees have requested that they be kept abreast of the progress being made in the *Distinction* Campaign, which began on July 1, 2000 and runs until June 30, 2005. This educational report will update them as to the December 31, 2004 giving through the campaign period and the impact it has had on academics, students, and facilities etc.

WHY THIS ITEM IS BEFORE THE BOARD:

The UW Trustees have requested this information.

COMMENTS:

The fundraising efforts have resulted in the \$125 million goal of the *Distinction* Campaign already being successfully reached, and the giving continues.

---

MINUTES OF THE MEETING:

Vice President Ben Blalock, Institutional Advancement, was present at the meeting to speak to the Board. He commented on the investments, provided updated information on the campaign, and spoke briefly about the survey of friends and alumni recently completed. The Board was provided material on the survey results.

AGENDA ITEM TITLE: Alumni & Friend Opinion Interviews, Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify:

AGENDA ITEM TITLE:

**Foundation Investment Report: Transfer of Assets and Performance**, Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

It was agreed when UW assets were transferred to the Foundation that the Foundation would report on the performance of those assets regularly.

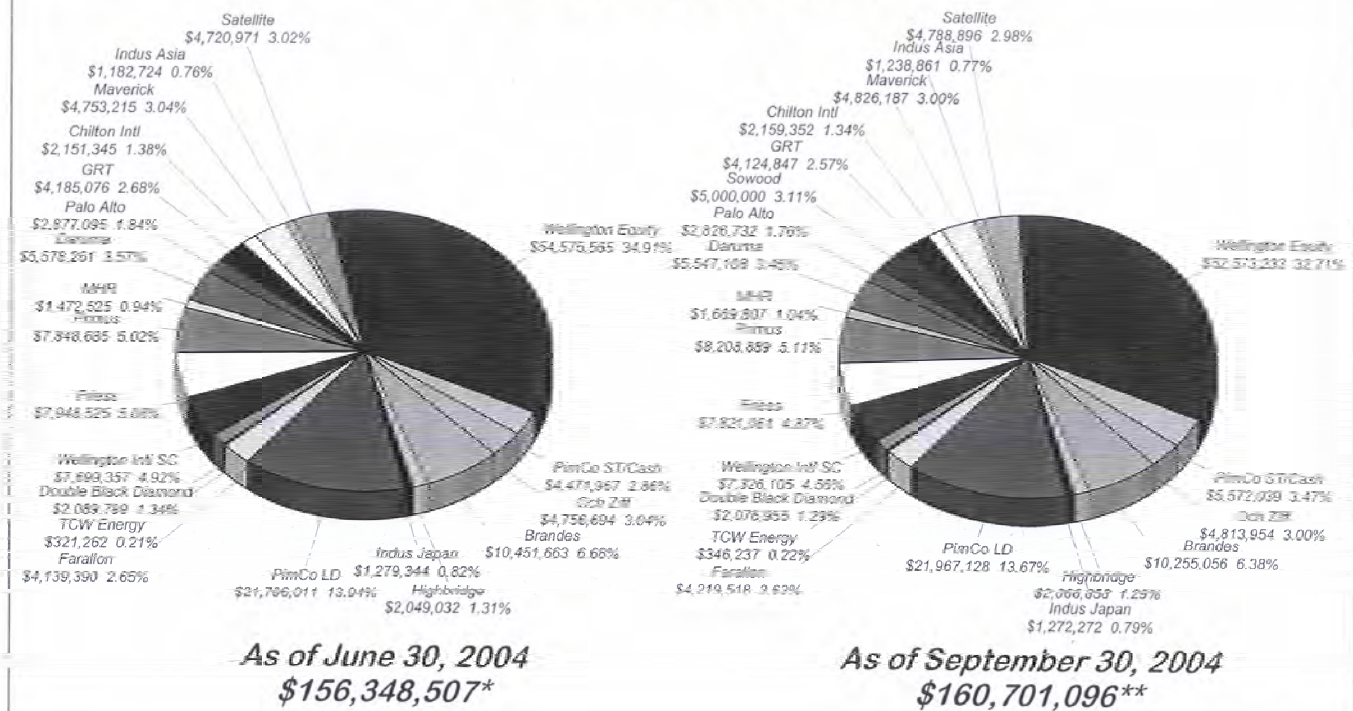
WHY THIS ITEM IS BEFORE THE BOARD:

Based upon that understanding, the performance results compiled by Monticello Associates on the University of Wyoming Foundation pooled endowments as of September 30, 2004 are in the booklet for your reference.

COMMENTS:

These performance results include all of endowment assets managed for the University of Wyoming Foundation, including the assets transferred from the University and the state matching monies

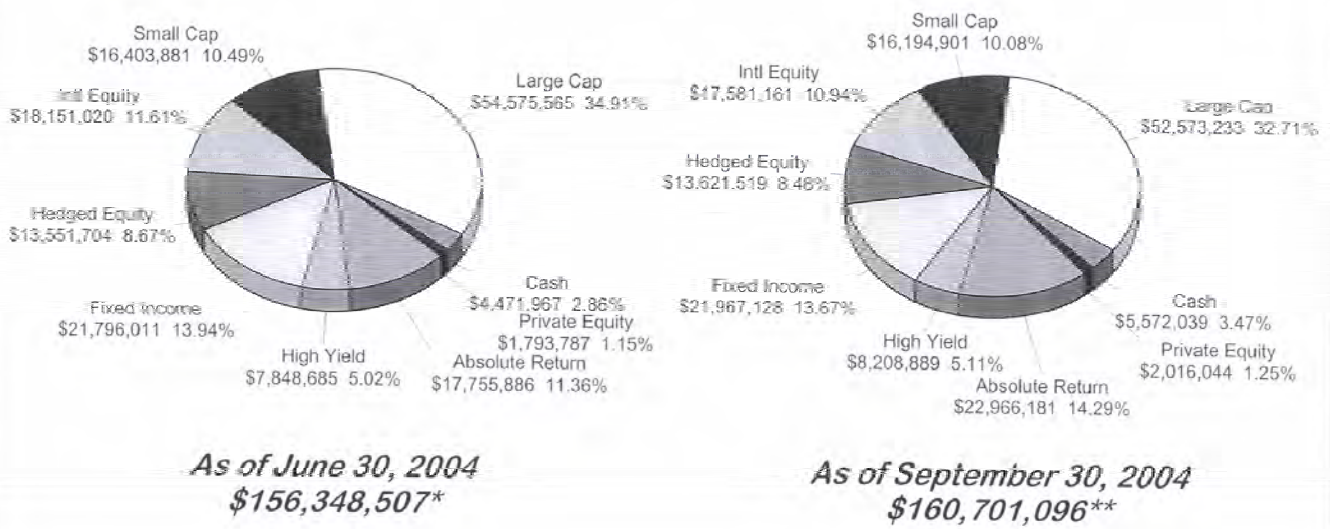
## University of Wyoming Foundation Manager Allocation



Prepared for University of Wyoming Foundation  
 By Monticello Associates

\*Added \$4,400,000 to Cash.  
 \*\*Sowood funded 10/1/04 with \$5,000,000.

## University of Wyoming Foundation Asset Allocation



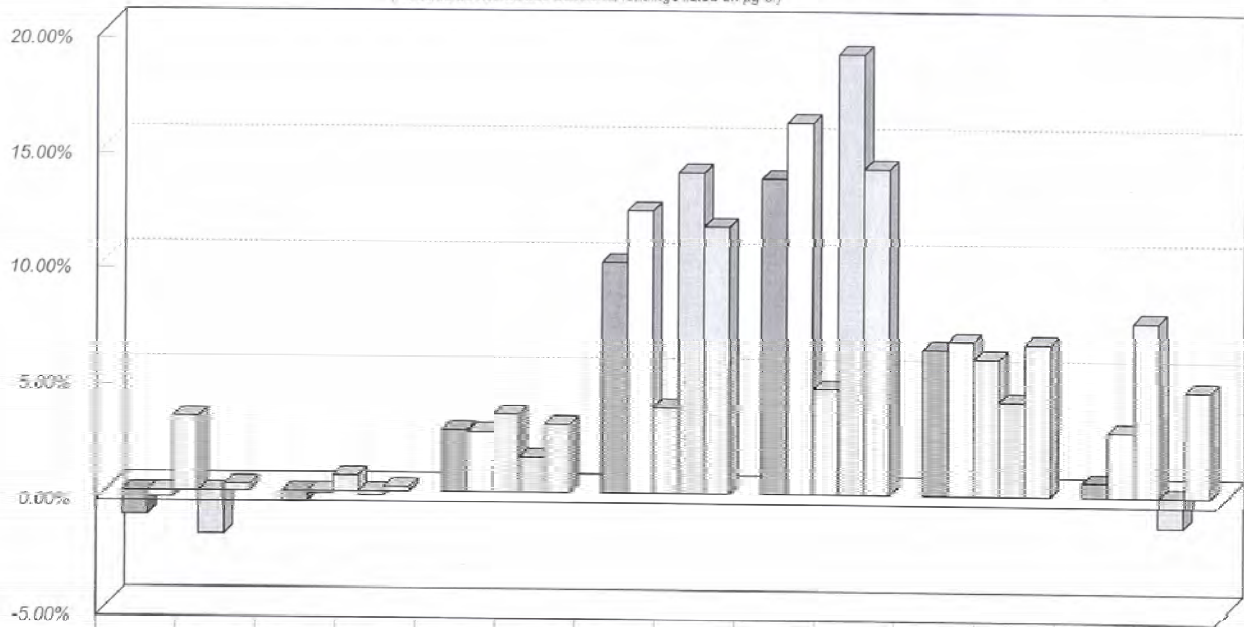
Prepared for University of Wyoming Foundation  
 By Monticello Associates

\*Added \$4,400,000 to Cash.  
 \*\*Added \$5,000,000 to Absolute Return.

### Total Fund Performance as of September 30, 2004

June 30, 2004 value \$151,948,507; September 30, 2004 value \$155,701,096 (5,238,000 in contributions)\*

(\* Values do not include additional fundings listed on pg 6.)



	Latest Qtr	Rank	Latest 2 Qtrs	Rank	Latest 3 Qtrs	Rank	Latest Year	Rank	Latest 2 Yrs	Rank	Latest 3 Yrs	Rank	Latest 5 Yrs	Rank
Total Fund	-1.04%	90	-0.46%	77	2.67%	60	9.90%	67	13.62%	54	6.27%	55	0.62%	96
Policy Index	-0.29%		-0.10%		2.60%		12.19%		18.04%		6.63%		2.78%	
LB Aggregate	3.20%		0.68%		3.35%		3.68%		4.54%		5.66%		7.48%	
S&P 500	-1.87%		-0.19%		1.50%		13.86%		19.01%		4.04%		-1.31%	
Median	0.29%		0.20%		2.92%		11.52%		14.07%		6.54%		4.55%	

Prepared for University of Wyoming Foundation  
 By Monticello Associates

Policy Index: 55% S&P 500, 30% LB Aggregate, 10% Russell 2000, 10% EAFE  
 Ranked in the Composite Universe

AGENDA ITEM TITLE: **Statewide Survey**, Dubois

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other

Specify:

See following material



# WYOMING STATEWIDE SURVEY

November 2004

UNIVERSITY OF WYOMING SURVEY RESEARCH CENTER

## QUESTIONS PERTAINING TO THE UNIVERSITY OF WYOMING

Oliver Walter, Dean  
College of Arts and Sciences

The Wyoming Statewide Survey was conducted by the University of Wyoming Survey Research Center in late October, 2005. A second wave of the survey was carried out in November. A total of 677 Wyoming residents were interviewed by phone. The items included here are a subset of those in the survey which, for the most part, dealt with political issues and political behavior. The Statewide Survey has been conducted by the Department of Political Science prior to every general election since 1972. Jim King, Professor of Political Science, and Oliver Walter, Dean, College of Arts and Sciences, were in charge of the survey.

**Question:** In general, the **University** has steadily improved during the past several years.

Response	1988	1990	1992	1994	1996	1998	2000	2002	2004
Strongly Agree	7	3	5	5	7	7	7	5	15
Agree	54	56	44	50	47	51	51	51	46
Disagree	10	15	12	9	13	10	12	8	5
Strongly Disagree	1	2	1	1	2	1	1	1	1
Don't Know	28	24	38	35	31	31	29	35	32

**Question:** Considering what the **University of Wyoming** contributes to the state, the University is spending its budget wisely

Response	1988	1992	1994	1996	1998	2000	2002	2004
Strongly Agree	4	4	4	6	8	7	5	10
Agree	56	47	47	50	53	52	45	49
Disagree	14	17	13	16	11	15	12	7
Strongly Disagree	2	3	1	3	2	2	2	2
Don't Know	24	29	35	25	26	24	36	31

**Question:** Students are often given grades of A, B, C, D and F for the quality of their work. Suppose the **University of Wyoming** were graded in the same way. What grade would you give the **University**?

Grade	1984	1986	1988	1990	1992	1994	1996	1998	2000	2002	2004
A	28	29	23	24	19	24	23	25	20	24	29
B	36	42	50	46	51	41	44	45	42	39	44
C	11	10	11	10	10	14	15	11	13	16	7
D	2	2	1	2	1	1	2	1	2	2	1
F	1	1	1	1	0	1	0	1	0	1	1
Don't Know	22	16	14	17	19	19	16	17	23	18	18

**Question:** Students are often given grades of A, B, C, D and F for the quality of their work. Suppose the Community Colleges were graded in the same way. What grade would you give the **Community Colleges**?

Grade	1984	1986	1988	1990	1992	1994	1996	1998	2000	2002	2004
A	22	22	15	19	19	20	24	18	16	19	19
B	35	42	50	44	46	43	47	50	48	42	46
C	12	13	14	11	15	14	13	12	11	14	12
D	1	1	1	1	1	1	1	1	2	3	1
F	0	0	0	0	0	1	1	0	0	1	0
Don't Know	30	23	20	25	19	21	14	19	23	21	19

**Question:** The **University** should reduce the number of degree programs available to students.

<b>Response</b>	<b>1988</b>	<b>1990</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
Strongly Agree	1	1	1	1	2	0	1	1	0
Agree	6	8	6	5	8	6	5	4	3
Disagree	58	63	57	54	51	56	56	60	41
Strongly Disagree	20	18	16	19	23	23	25	23	39
Don't Know	15	10	20	21	16	15	13	12	16

**Question:** Wyoming does not have the resources to pay for a university comparable to the best in surrounding states such as the University of Colorado, the University of Nebraska or the University of Utah.

<b>Response</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
Strongly Agree	4	3	6	6	5	1	3
Agree	28	21	27	27	27	21	17
Disagree	44	47	43	41	43	46	32
Strongly Disagree	11	11	12	14	11	14	27
Don't Know	13	18	12	12	14	18	19

**Question:** Here is a question about state spending. As I read a list of areas where state government does spend money, please tell me if you would increase state spending, leave it at present levels or decrease state spending.

**The University of Wyoming.**

<b>Response</b>	<b>1988</b>	<b>1990</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
More	56	51	47	45	46	52	58	32	41
Same	34	35	39	39	42	36	31	44	41
Less	2	5	4	3	4	3	3	11	9
Don't Know	8	9	10	13	8	9	8	13	9

**The Community Colleges.**

<b>Response</b>	<b>1988</b>	<b>1990</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
More	44	51	48	48	48	59	58	43	48
Same	46	39	42	41	43	31	33	42	42
Less	4	4	4	4	4	5	2	4	5
Don't Know	6	6	4	7	5	5	7	11	5

**The State's public schools.**

<b>Response</b>	<b>1988</b>	<b>1990</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
More	52	58	63	65	66	69	75	68	66
Same	42	35	31	27	29	24	19	23	27
Less	4	4	3	4	3	4	2	6	5
Don't Know	2	3	3	4	2	3	4	3	1

**Question:** The **University of Wyoming** through various means offers university courses in many locations throughout the state. Have you heard or read anything about these outreach programs?

<b>Response</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
Yes	72	68	75	76	77	77	75
No	24	22	19	21	20	22	22
Don't Know	4	8	6	3	3	1	3

**Question:** (Of those who have heard or read about off-campus programs) Can you recall the names of any of these programs?

<b>Response</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
Yes	51	51	52	43	46	39	47
No	47	46	44	54	51	60	52
Don't Know	2	3	4	3	3	1	1

**Question:** (Of those who have heard or read about off-campus programs) How would you rate the quality of these programs? Would you rate them as excellent, good, fair or poor, or don't you have enough information to make a judgment?

<b>Response</b>	<b>1992</b>	<b>1994</b>	<b>1996</b>	<b>1998</b>	<b>2000</b>	<b>2002</b>	<b>2004</b>
Excellent	24	21	22	22	23	20	25
Good	34	45	44	36	30	34	38
Fair	9	4	9	8	5	7	4
Poor	2	1	2	3	3	1	0
Don't Know	29	29	23	31	39	38	30

AGENDA ITEM TITLE: **Student Survey**, Walter and Bagby

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Prior Trustee reports have documented the results from a recent student survey. Dean Oliver Walter and Professor Lew Bagby will discuss the results from that study.

WHY THIS ITEM IS BEFORE THE BOARD:

Information regarding student satisfaction and international experiences.

ACTION REQUIRED AT THIS BOARD MEETING:

None

PRESIDENT'S RECOMMENDATION:

N/A

---

MINUTES OF THE MEETING:

Dean Oliver Walters, College of Arts and Sciences, spoke about the two different surveys, noting that the results are included in the Report. Six hundred seventy seven people were interviewed for the surveys. There is a general upswing in attitude toward UW.

AGENDA ITEM TITLE: **Greek Relationship Statement**, Brigman

CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

During the last six years, Greek Life Task Force and the Greek Life Work Group at the University of Wyoming have reviewed many aspects of our fraternity and sorority programs, operations, and facilities and recommended strategies to enhance our UW Greek community, using nationally-recognized best practices. One of the most significant outcomes of these efforts is the recent signing of a Greek relationship statement.

In October 2003, Vice President Brigman charged the UW Greek Life Work Group, co-chaired by Dr. David Walrath and Dr. Dolores Cardona, to develop a Greek Relationship Statement. Throughout 2004, drafts of the document were distributed for comments and revisions were made. The final negotiations were completed in late November and the document was unanimously approved by Panhellenic Council and a strong majority of the Interfraternity Council (IFC). The "Statement of Relationship and Shared Expectations for the UW Greek Community and the University of Wyoming" was signed on December 17 by the President of the Panhellenic Council, the President of the IFC and President Philip Dubois.

Under the Greek Relationship Statement, each fraternity and sorority at the University of Wyoming is expected to:

- implement academic enhancement programs for current and new members;
- meet or exceed UW's all undergraduate men's/women's GPAs;
- meet or exceed the minimum average GPA requirements for pledge/new member classes;
- implement a membership development program for new and current members;
- promote human worth and dignity in their membership and campus interactions;
- have each member participate in one non-Greek campus organization;
- participate in a community service event each semester;
- maintain their facilities in accordance with community health, safety, and parking standards;
- pay all bills on time;
- have active alumni involved as chapter advisors and house corporation members;
- apply annually for Recognized Student Organization (RSO) status;
- abide by all local, state, and federal laws and University policies; and
- maintain membership in IFC or Panhellenic Council and abide by the respective governing council policies.

The University of Wyoming is expected to:

- provide resources through Greek Life to support fraternities and sororities at UW in the implementation of the standards and expectations articulated in this signed statement;
- provide access to new UW students for Greek recruitment;
- provide assistance and training for Greek members on academics, finances, and member development;
- support residence hall move-out options and dining waivers for first-year students joining fraternities or sororities;
- provide guidance to promote fund raising for the Greek community;
- evaluate and/or allocate space for IFC and Panhellenic Council;
- recognize achievements of the Greek organizations through the media and public events as well as presentation of annual awards to outstanding Greek chapters.
- host an annual meeting of Greek student leaders and alumni with the UW President;
- ensure safety and security on Fraternity Row through the efforts of the University Police; and
- review chapter viability and prioritize for occupation of UW-owned houses on Fraternity Row.

Further, the University has agreed to evaluate the options for funding additional staff to support Greek Life at UW in the near future.

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

The Board was introduced to the draft Greek Relationship Statement in a presentation at the September 2004 Board meeting. This information is presented to advise the Board that the recommendation of its Greek Life Task Force has been implemented.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

---

**MINUTES OF THE MEETING:**

Vice President Leellen Brigman, Student Affairs, said that the statement was signed and she is pleased with the outcome. The statement has established important contacts for the future.



AGENDA ITEM TITLE: **Update on Capital Facilities Plan**, Harris

CHECK APPROPRIATE BOX(ES):

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

No report was given due to time constraints.

AGENDA ITEM TITLE: **Legislative Update**, Dubois

CHECK APPROPRIATE BOX(ES):

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

---

MINUTES OF THE MEETING:

President Dubois said that he and Vice President Rick Miller, Governmental, Community and Legal Affairs, had met with slightly more than 60 legislators, and are scheduling time with the remainder. The Joint Appropriations Committee (JAC) recommended approval of the university budget request and included an additional \$400,000 for the Cheyenne Family Practice Center. The recommendations will go before the new JAC. The President and Mr. Miller will continue monitoring bills on need-based aid, the Jackson school proposal, and uniform state law for agents in intercollegiate athletics.

## INFORMATION ITEMS –

### AGENDA ITEM TITLE:

**Internal Audit Activity Conducted In Accordance With The Audit  
Plan For The Period October 1-December 31, 2004**, Jacobson

### CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify:

The following audits and related activities have been completed:

1. The Wyoming State 4-H Foundation has been audited for the year ending September 30, 2004. The text of the audit report is on the following pages.
2. NCAA rules compliance has been audited for activity during fiscal year 2003-04 in the areas of Rules Education, Employment of Student-Athletes, Certification of Compliance, Camps and Clinics, and Recruiting. This is the third audit in a series of three annual audits that covered all of the NCAA rules compliance areas. The text of the audit report is on the following pages.
3. PC Maintenance and Sales has been audited. The text of the audit report is on the following pages.

The following audits and related activities are in process:

1. Admissions is being audited.
2. The NCAA annual certified audit verifying football attendance is in process.
3. Van Jacobson and Jim Byram have been participating in the upgrades to the PeopleSoft Financial 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 upgraded, and to assist with the upgrades.
4. Van Jacobson and Jim Byram are participating in the SIS Replacement Project serving on the Organizational Readiness and Security Project Teams. The goals in this area are to evaluate the controls and functionality that are being configured into these systems, as they are being implemented.

The audit recommendations from the following audits have been implemented:

1. The audit recommendations from the July 2004 audit of Campus Recreation have been implemented.

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. All recommendations have been implemented except the University Controller's Office will continue to pursue entry of descriptive language into the Pistol financial system. Inclusion of this information will reduce the dependence on paper documentation of the purpose of a

particular Pistol account. The financial system has been in production for approximately 8 months and the Controller will identify the resources needed to undertake this project by April 1, 2005.

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 were uncollected. A payment of \$23,000 has reduced this to \$196,000. 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 2004-05.
3. The PC Maintenance and Sales audit report was issued in October of 2004. Audit recommendations will be fully implemented by March 2006.

WYOMING STATE 4-H FOUNDATION

# UNIVERSITY OF WYOMING

Internal Auditor  
Dept. 3314 • 1000 E. University Avenue • Laramie, WY 82071  
Room 415, Old Main  
(307) 766-2385 • e-mail: vanj@uwyo.edu

December 2, 2004

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, 2004. 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 \$1,274,600 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 \$88,788 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: selecting a sample of checks issued during the year, examining the canceled check, and reviewing their entry in the monthly cash disbursement journals.

#### 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, 2004 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

Steven Mack, Interim Executive Director  
Wyoming State 4-H Foundation

NCAA COMPLIANCE AUDIT

UNIVERSITY  
OF WYOMING

**Internal Audit**

**Dept. 3314  
1000 E. University Avenue  
Laramie, Wyoming 82071  
(307) 766-4835**

November 1, 2004

To the Board of Trustees of the  
University of Wyoming

We have completed an audit of NCAA compliance in the areas of Recruiting, Camps and Clinics, Employment of Student – Athletes, Rules Education, and Certificate of Compliance for the 2003-2004 academic year. This is the third audit in a series of three annual audits that covers all NCAA compliance areas. Student-Athlete Financial Aid, Playing and Practice Seasons, and Coaching Staff Limits and Contracts were audited for the 2002-03 academic year. The audit recommendations from that audit have all been implemented. The following are the observations, recommendations, and Athletic Department responses that resulted from the audit of Recruiting, Camps and Clinics, Employment of Student – Athletes, Rules Education, and Certificate of Compliance.

NCAA BYLAWS

No violations of NCAA bylaws were found.

ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

EMPLOYMENT OF STUDENT– ATHLETE

Background

The University of Wyoming Student-Athlete Employment Policies and Procedures includes four specific requirements for obtaining permission to work:

- Must notify Job Coordinator in their respective sport prior to start of employment.
- All student athletes will notify the Compliance Coordinator prior to the start of employment
- The Compliance Coordinator will conduct periodic employment checks throughout the academic year to verify adherence to NCAA and UW employment policies and procedures.
- Upon completion of employment, the employer must sign a written statement which specifies the (1) rate of pay the student-athlete received (2) the dates/hours the student-athlete worked and (3) the student-athlete's total earnings.



### Observations

- Employment Form 2 to be completed at the end of employment does not have a space for the employer to include the student-athlete total earnings.
- The student-athletes are given the employment forms and have the responsibility to ensure the employer fills out the forms and to return the completed form to the athletic office. Employment Form 2 for two student-athletes had inconsistencies in the signatures of the employer between the signed Employment Form 1 and the signed Employment Form 2. Although I am not a handwriting expert, the signatures of Form 2 appeared to be signed by the students not the employer.
- Three student athletes did not return Form 2 at the end of their employment, which occurred at the beginning of the summer vacation. These forms were not turned in until after the fall semester after the Assistant Athletic Director/Compliance had asked for the forms.

### Recommendations

- Either the Employment Policies should be changed so that total student-athlete earnings are not required to be reported or the Employment Form 2 should be modified to have a place for the student-athletes total earnings to be recorded.
- The fact that two student-athletes appeared to have signed Employment Form 2 as the employer and three other student-athletes did not return the completed Form 2 at the end of their employment illustrates the overall weakness in the procedure: the student is responsible for the proper completion of the forms throughout the entire process. We recommend that the Assistant Athletic Director/Compliance send the employment forms directly to the employer.

### Response

- Due to recent NCAA regulations (15.2.7) it is not necessary to track student-athletes total earnings, as on and off campus employment earnings shall be exempt. Due to this change in NCAA legislation total student-athlete earnings will no longer be a reporting requirement.
- The athletic department concurs with the second recommendation of ensuring proper completion of the student-athlete employment form. Currently, it is the responsibility of each sport job coordinator to ensure that the forms are completed prior to being returned to the Assistant Athletic Director/Compliance Officer. The Compliance Officer will modify the Student-athlete employment policies and procedures form to ensure the job coordinator understands responsibility for completion of the employment form.. In addition the Compliance Officer will re-enforce this responsibility to each job coordinator and address it at the next coaches meeting. The Compliance Officer will audit all employment forms to ensure proper completion.

Jim Byram  
Auditor, Senior

Copy: Dr. Philip Dubois, President  
University of Wyoming

Gary Barta, Director of Athletics  
University of Wyoming

Janet Constantinides, Faculty Athletics Representative  
University of Wyoming

Barbara Burke, Senior Associate Athletic Director  
University of Wyoming

Matt Whisenant, Assistant Athletic /Director of Compliance  
University of Wyoming

Athletic Planning Committee of the  
University of Wyoming

PC MAINTENANCE AND SALES

UNIVERSITY  
OF WYOMING

**Internal Audit**

**Dept. 3314  
1000 E. University Avenue  
Laramie, Wyoming 82071  
(307) 766-4835**

October 14, 2004

To the Board of Trustees  
University of Wyoming

This report is submitted relative to our findings and conclusions as a result of our review and analysis of Client Support Services' PC Maintenance and Sales. The review included the following:

- Interviewed Director of Client Support Services and Manager Information Technology about the roles and functions associated with accounting processes.
- Reviewed office policies and procedures set up to accomplish these functions.
- Prepared flow chart documentation of accounting processes.

**BACKGROUND**

“The mission of Client Support Services is to provide University of Wyoming faculty, staff and students a single point of contact for assistance in the utilization of University computing resources for the fulfillment of educational and research needs, and to provide that assistance in a timely and professional manner. The department provides connectivity, hardware and software support, consulting, training, general information and technology recommendations, and Web-accessible information to all faculty, staff, and students of the University.”

**SCOPE OF REVIEW**

For the purpose of identifying a method of developing monthly accrual financial statements, our review and analysis was limited to the present accounting procedures of PC Maintenance and Sales.

**MEETINGS WITH PERSONNEL**

Meetings with the Director of Client Support Services and Manager Information Technology discussed the current processes and possible future plans for accounting software.

## OBJECTIVES

The objectives of the review were:

- Determine the paper flow used to record financial information.
- Determine if and/or how accrual financial statements can be prepared timely on a monthly basis.

## SUMMARY OF FINDINGS AND RECOMMENDATIONS

### FINANCIAL STATEMENTS

#### Observation

The review of the processes for gathering and recording accounting information revealed that information is entered into at least four different decentralized systems resulting in a cumbersome inefficient system to produce monthly financial statements at the desired level of detail in a timely manner. At the time the review started IT Business Services Accounting was using Quick Books Pro accounting software as a shadow system to the university's official system and was in the process of evaluating a different accounting software to use as the shadow system. Currently, another software package is no longer being considered and IT Business Services Accounting has switched from using Quick Books Pro to using Excel as the shadow system.

PC Maintenance and Sales uses Quick Books Pro as an inventory and invoicing tool only and does not use the full functionality of the software, partially as a result of the business processes currently in place.

The official accounting system of the university is updated timely and monthly reports are received. These reports do not contain the level of detail needed by department heads and in some cases the department heads do not see these reports.

#### Recommendation

Rather than a specific recommendation that will allow accrual statements to be prepared on a monthly basis in a timely manner, several recommendations will be offered. These recommendations are based on the fact that IT Business Services Accounting will continue to use Excel as the shadow system as opposed to accounting software. These recommendations are options available to management on a continuum:

1. Current financial reports produced by the university accounting system (PISTOL reports) should be made available to the Director of Client Support services. This should be done regardless of other options implemented and should include reports for all of Client Support Services. These reports would then be used for management decisions. At the present time PISTOL reports do not report at the level of detail desired by PC Maintenance and Sales.
2. Convert the PISTOL reports from cash to accrual. The impact of this conversion at June 30, 2004 was to increase net income reported on PISTOL by \$23,028. This option

provides the accrual financial statements but does not give the detail of sales and cost of sales desired.

3. Work with IT Business Services Accounting to have the requested detail input into the Excel spread sheet. This would require PC Maintenance and Sales to provide the coding for each transaction entered in Excel. The report received from the spreadsheet may be difficult to produce timely especially if comparison to prior years and budget variances are reported.
4. PC Maintenance and Sales would use a full accounting package including inventory management to produce the desired financial reports themselves. This would require, in addition to several other considerations, change in the current business processes. The biggest consideration is the time and expertise required to set up the software, monthly compile and enter the detail data, reconcile to PISTOL reports and prepare journal entries to record salaries etc. This is the option that will allow financial statements to be prepared at the level of detail desired in a timely manner. It is also the option that will cost PC Maintenance and Sales the most in both dollars and effort expended

All of the options listed will require evaluation of current business processes, current job duties and personnel requirements, cost benefit analysis, and identification of additional funding sources if required. There are no doubt other considerations that will arise as each option is evaluated, however, this provides an opportunity to improve the overall accounting processes.

#### Response

Information Technology concurs with the first recommendation, and reports will be made available to the director as they are provided to InfoTech. We respect the intentions of the second recommendation. Information Technology will instead elect to skip this optional recommendation to concentrate its efforts more wholly on the last two recommendations. Info Tech has already begun to analyze and alter its internal processes in order to prepare for eventual production of accrual based reports and general ledger capabilities. Utilizing existing software capabilities, progressive steps towards meeting the preferred recommendations and goals will be taken over the next 18 months and implementation should occur within that time frame.

#### INVENTORY

##### Observation

The inventory count as of June 30, 2004 included seven items that indicated quantities on hand but had no cost. One of the items had an incorrect part number and was removed from the inventory. The other items were corrected which increased the inventory by \$405.50.

##### Recommendation

Someone not involved in the counting process should review the inventory listing of the physical count to determine that items in the inventory are properly recorded. This review should be done in a timely manner so corrections can be made.

##### Response

Information Technology concurs with the recommendation and the recommendation will be implemented immediately. Inventory counts will occur quarterly.

Jim Byram  
Auditor, Senior

Copy: Philip Dubois, President  
University of Wyoming

Robert Aylward, Vice President Information Technology  
University of Wyoming

Maggie Deming, IT/Director Support Services  
University of Wyoming

AGENDA ITEM TITLE: **Quarterly Report on Investments**, Hardin

CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify:

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS - COST BASIS  
 SUMMARY FOR THE PERIOD  
 10/1/04 - 12/31/04

	University Managed	
	Prior Quarter 9\30\04	Current Quarter 12\31\04
Current Unrestricted, Auxiliary & Other Funds	54,542,851	41,474,340
Other Restricted Funds	2,806,019	2,745,457
Unrestricted Gifts and Grants	9,025,983	9,320,059
Contract and Grants	8,064,145	7,557,347
Student Loans	6,146,079	6,180,105
Bond Series 2004 Construction Funds	740,767	3,203,263
Plant Funds	1,684,860	3,948,450
Agency Funds	91,940	55,252
APHEC	2,609,239	2,475,146
Total Pooled Investments	<u>85,711,883</u>	<u>76,959,419</u>
Bond Series 2004 Construction Funds	<u>8,643,708</u>	<u>5,058,797</u>
Total Investments	<u>94,355,591</u>	<u>82,018,216</u>
Average Return - Pooled Investments	<u>1.40%</u>	<u>1.92%</u>
Merrill Lynch FlexiCash Program - Bank of New York Custodian (US Agency Securities investments pool with daily access)	15,000,000	8,500,000
Certificate of Deposit	2,400,000	2,400,000
Gov't Sponsored Enterprises Discount Notes	74,320,574	68,490,216
US Agency Securities	2,635,017	2,628,000
Total Investments	<u>94,355,591</u>	<u>82,018,216</u>

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.

AGENDA ITEM TITLE: **Residence Halls Update**, Brigman

CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

At the January 2003 meeting of the Board, UW's Long Range Residential Facilities Plan was presented. Subsequently, in the March 2003 meeting of the Board, the initial plan to renovate the four Washakie halls was approved by the Board. The 2004 Wyoming Legislature authorized UW to issue \$8.6 million in bonds for the renovation of the first two halls, and the Trustees approved issuance of these bonds at the May 2004 meeting. In order to continue to house UW students during renovations, hall projects are scheduled sequentially in the following order—McIntyre, Orr, Downey and White.

The renovations to McIntyre Hall began in summer 2004 and are progressing smoothly. The most recent work is focused on the installation of the life safety systems, electrical rough-in, soffit framing and drywall installation. The contractor is working from the top floor down and code inspections are conducted as the work is completed. UW students are updated monthly on the construction progress via the web site: <http://uwadmnweb.uwyo.edu/reslife-dining/halls/McIntyreHall/mcintyre.htm>

McIntyre Hall is scheduled to be substantially complete in May 2005. During the summer, carpeting and furnishings will be installed so that it is ready for new student occupants in fall 2005. Orr Hall will go off-line for renovations in May 2005 when students move out at the end of the spring semester.

Summer of 2005 brings the challenge of having two Washakie halls out of service for summer conference use—McIntyre and Orr—and this pattern will be repeated each summer until the final hall begins renovations. The Residence Life and Dining Services staff, with the cooperation of other UW departments that need summer housing facilities, has been able to accommodate all current summer groups within the available halls.

Because White Hall is slated to become a hotel-style residential facility with a bathroom in each bedroom, it requires a unique design process. We have appointed the project team for the design and renovation of White Hall and interviewed three architectural firms. Trustees will be asked to approve the selection of the architect at this meeting.



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

To provide a periodic update on the project's progress and its impact on the campus.

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

AGENDA ITEM TITLE: **ML King March and Days of Dialogue**, Brigman

CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW will host its fourth annual Martin Luther King Jr. March and Days of Dialogue January 17-21. The planning committee composed of faculty, staff, students, and community members selected the theme “Collective Voices” and created this year’s outstanding program. The Days of Dialogue program features two nationally recognized speakers. New York Times bestselling author and Harvard Law School professor Randall Kennedy will discuss “Troublesome Words: the Language of Racism,” and Preacher Moss, a former writer for television’s “Saturday Night Live,” will bring his “End of Racism” comedy tour to campus. A mixture of panel discussions, book talks, and entertainment will complete the week-long program to raise awareness of and celebrate our diversity. All events are free and open to the public, with the exception of the youth conference and student leaders’ luncheon. A complete list of activities follows:

Monday, January 17

**Martin Luther King, Jr. March and Community Dinner**, 4:00-6:30 p.m.

March on Ivinson Street from the Albany County Courthouse to the Wyoming Union Ballroom  
Dinner, remarks by Dr. Dubois, and entertainment

**Multicultural Pride Youth Conference** for Wyoming High School Students

Workshops all day Monday and Tuesday on leadership and ethnic diversity

Tuesday, January 18

**Local Voices: Activism Close to Home**, 5:00–6:30 p.m., Wyoming Union Ballroom

Panel discussion by community activists from UW and the Laramie community

**Limbo: Blue Collar Roots, White Collar Dreams**, Noon–1:30 p.m., Union Family Room

A book discussion hosted by the Ellbogen Center for Teaching and Learning

Wednesday, January 19

**Randall Kennedy**, Professor, Harvard Law School, 7:00 p.m., Wyoming Union Ballroom

“Troublesome Words: The Language of Racism” talk, followed by a book signing and reception

Thursday, January 20

**Student Voices: Experiencing Ethnic Study Programs**, Noon–1:30 p.m., Union Family Room

Panel discussion for students enrolled in ethnic studies classes

**Preacher Moss**, comedian, 8:00 p.m., Wyoming Union Ballroom  
“End of Racism” talk by the former writer for television’s “Saturday Night Live”

Friday, January 21

**Multicultural Student Leaders Luncheon**, Noon-1:30, Wyoming Union Family Room  
Working lunch with President Dubois and UW administrators

**GLBT Employees and Equality: Campus Activists Share Their Stories**, 3:30-5:00 p.m.  
Panel discussion in the Wyoming Union Family Room

**Friday Night Fever Around the World**, 9:30 – Midnight, Wyoming Union  
Movies, dancing, ping pong, billiards, and games

Throughout the Week

**Creative Voices: Albany County Student Art and Essays**, Wyoming Union Ballroom  
Artwork and essays prepared by public school students on display  
Coordinated by the Laramie High School Multicultural Club

**Voices Alive on the Page**, William Robertson Coe Library  
Book display about the history and ideals of the civil rights movement in America

**Wall of Dialogue: An Interactive Exhibit**, in display cases in the Wyoming Union  
A photo display depicting historic moments since the 1963 March on Washington, and a separate display of images and factoids soliciting comments about, “Where were you ... and what were you thinking when ...?”

The following UW organizations and units have helped to make this week of events possible: Admissions Minority Recruitment, Association of Black Student Leaders, ASUW, Athletics, *Branding Iron*, Coe Library, College of Law, Concerts & Convocations Committee, Ellbogen Center for Teaching and Learning, Friday Night Fever, Graphic Arts & Production, Laramie High School Multicultural Group, Office of Admissions, Office of Multicultural Affairs, Office of the Vice President of Student Affairs, Rainbow Resource Center, Residence Hall Association, Spectrum, Student Activities Council, Student Affairs Assessment Team, Student Educational Opportunity, Student Publications, United Multicultural Council, UW Bookstore, UW Copy Center, and Wyoming Union. In addition, the following corporate sponsors have assisted: ALSCO, Coal Creek Coffee, Modern Printing, and Pepsi.

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

This information is presented for the general information of the Trustees and to invite your attendance at these events.

AGENDA ITEM TITLE: **Change Orders and Progress Reports**, Harris

CHECK APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

The following gives an accounting of the progress and activity of construction and design since the November, 2004 Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. Health Science – Biochemistry Addition & Remodel**

Contractor Groathouse Construction, Inc.  
 Bid Price \$11,597,000.00  
 Contract Substantial Completion Date May 1, 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	9,758,810	192,444	8,047,667	1,489,935			28,051	713
Obligated	3,937,225		3,549,333	87,525			300,367	
Un-obligated	4,287,965	407,556	0	102,540	1,386,000	915,000	1,227,582	249,287

Remarks: Metal framing for partition walls is complete. Installation and taping of wall board has been completed on the lower two levels of the Biochemistry building and east addition. Installation and taping of wall board is continuing on the other levels. Mechanical and electrical rough-ins are 80% complete on the Biochemistry building and east addition levels with the remaining work to be done on the upper two floors. Painting has started but has been limited to door frames and corridor ceilings. Work on the east and west addition will begin after the other areas of the building have been completed. The metal framing has been installed in the link and west addition. The contractor has installed approximately 50% of the curb, gutters, and sidewalk around the facility and will continue until the ground freezes. Pre-cast panels have arrived on site and the contractor is in the process of installing them.

**2. Upper West Stand Replacement, War Memorial Stadium**

Contractor Reiman Corporation  
 Bid Price \$3,744,400.00  
 Original Completion Date August 15, 2004  
 Contract Substantial Completion Date August 22, 2004

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>	<b>Misc</b>
Budget	4,393,535	98,000	3,744,400	391,735	130,000	29,400
Expended	4,219,504	52,585	3,744,400	385,469	37,050	
Obligated	6,266			6,266		
Un-obligated	167,765	45,415	0	0	92,950	29,400

Remarks: The general contractor is completing the final punch list items as weather permits. The project is considered complete at this time.

**3. Washakie Housing Renovations – McIntyre and Orr Hall**

Contractor	Delta Construction Incorporated
Bid Price – McIntyre Hall	\$3,713,741.00
Bid Price – Orr Hall	\$2,345,029.00
Contract Substantial Completion Date	
- McIntyre Hall	July 1, 2005
- Orr Hall	July 1, 2006

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Technology</b>	<b>Design</b>	<b>Contingency</b>	<b>Furnishings</b>
Budget	8,600,000	275,180	6,344,329	50,000	800,000	380,000	750,491
Expended	2,511,244	65,180	1,870,121		575,943		
Obligated	4,662,392		4,463,535		198,857		
Un-obligated	1,426,364	210,000	10,673	50,000	25,200	380,000	750,491
Funded by Other Sources	29,966		29,966				
Un-obligated	1,456,330	210,000	40,639	50,000	25,200	380,000	750,491

**NOTE:** Change Order #4 for security doors is being funded from other sources

Remarks: Work is progressing in McIntyre Hall. Door frames required for the project have been installed. Installation and taping of the gypsum wall board is completed on the 11<sup>th</sup> and 12<sup>th</sup> floors. Metal framing is complete on all floors. Electrical rough in is complete on floors 5-12. Fire protection piping has been installed, tested and reviewed by local code authorities on floors 7-12.

**4. Prexy's Pasture – Phase I**

Contractor Spiegelberg Lumber and Building Company  
 Bid Price \$1,727,100.00  
 Contract Substantial Completion Date August 24, 2004

	Total	Administration	Construction	Design	Contingency	Misc
Budget	2,106,600	80,000	1,727,100	175,000	99,500	25,000
Expended	1,952,934	65,286	1,715,473	172,125		
Obligated	201,967		119,672	50	82,295	
Un-obligated	-48,301	14,714	-108,045	2,825	17,205	25,000
Funded with Major Maintenance Funds	108,045		108,045			
Un-obligated	59,744	14,714	0	2,825	17,205	25,000

**NOTE:** ADA accessibility construction by the contractor using major maintenance funding

**Remarks:** A Certificate of Substantial Completion was issued on October 8, 2004. The general contractor is in the process of completing punch list items, as well as modifications to adjoining facilities for ADA accessibility. It is anticipated the project will be complete by December 15, 2004.

**5. Early Care and Education Center**

Contractor Spiegelberg Lumber and Building Company  
 Bid Price \$2,037,900.00  
 Contract Substantial Completion Date March 31, 2005

	Total	Administration	Construction	Design	Contingency	Misc
Budget	2,344,800	58,500	2,037,900	146,000	73,000	29,400
Expended	1,000,353	40,294	842,819	117,240		
Obligated	1,217,902		1,195,081	17,860	4,961	
Un-obligated	126,545	18,206	0	10,900	68,039	29,400

**Remarks:** The contractor has focused on installation of the concrete block and structural steel. The concrete block is approximately 90% complete. Brick has arrived on site and installation will begin soon. Mechanical and electrical rough ins for the block walls have been completed. Work has slowed waiting for the arrival of the steels joists due to arrive the first part of December.

**PROJECTS IN DESIGN PHASE**

1. **Information Library and Learning Center (IL<sup>2</sup>C)**
2. **Wyoming Technology Business Center (WTBC)**
3. **Classroom Building Renovation**
4. **Archaeological and Anthropological Resources Facility**
5. **Washakie Housing Renovations – White Hall**

**CHANGE ORDERS**

1. **Health Science – Biochemistry Addition & Remodel**

**Change Order No. 12**

Item 1	Miscellaneous Steel Revisions	Add:	863.00
Item 2	Modifications at Biochemistry Stairs	Add:	922.00
Item 3	Grounding Access Ports	Add:	2,214.00
Item 4	Fire Marshall Modifications	Add:	22,387.00
Item 5	Lintel/Hanger Revisions	Add:	2,598.00
Item 6	Generator Connections at MRRC	Deduct:	220.00
Item 7	Emergency Generator at MRRC	Add:	2,299.00
Item 9	Additional Fire Alarms at Biochemistry	Add:	2,162.00
			\$33,225.00

Total Change Order No. 12

**Statement of Contract Amount**

Original Contract	\$11,597,000.00
Change Orders 1-12	<u>+ 300,367.00</u>
Adjusted Contract	\$11,897,367.00

2. **Upper West Stand Replacement War Memorial Stadium**

**Change Order No. 5**

Item 1	Additional Hand Railing at Press Box	Add:	1,892.33
Item 2	Additional Metal Wall Panel System under Stairs	Add:	630.00
Item 3	Use of Physical Plant Boom Truck	Deduct:	1,955.16
Item 4	Seal Snow Shoveling Holes	Add:	409.50
Item 5	Repaint the Graffiti Wall	Add:	604.80
			\$1,581.47

Total Change Order No. 5

**Statement of Contract Amount**

Original Contract	\$3,744,400.00
Change Orders 1-4	<u>+ 37,049.78</u>
Adjusted Contract	\$3,781,449.78

Add 12 days

**3. Washakie Housing Renovations – McIntyre and Orr Hall**

**Change Order No. 2**

Item 1	Insulation Replacement at Penthouse	Add:	415.00
Item 2	Installation of Barriers in Tunnel	Add:	510.00
Item 3	ADA Shower Stall Modifications	Add:	8,044.00
Item 4	Remove Plumbing in Commons Area	Add:	743.00
Item 5	Remove Fin Tube Heater	Add:	725.00
Item 6	Rerouting Sewer Line	Add:	1,189.00
Item 7	Modification of Water Supply Lines	Add:	7,133.00
Item 8	Asbestos Pipe Fitting Removal	Add:	4,097.00
Item 9	Soffit in Wardrobe for Sprinkler Pipe Cover	Add:	2,475.00
Item 10	Change Register Size	Add:	1,837.00
	<u>Total Change Order No. 2</u>	Add:	\$27,168.00

**Change Order No. 3**

Item 1	Change Door Type	Add:	29,825.00
	<u>Total Change Order No. 3</u>	Add:	\$29,825.00

**Change Order No. 4**

Item 1	Security Doors	Add:	29,966.00
	<u>Total Change Order No. 4</u>	Add:	\$29,966.00

**Change Order No. 5**

Item 1	New Entry Vestibule at McIntyre & Orr Hall	Add:	135,478.00
	<u>Total Change Order No. 5</u>	Add:	\$135,478.00

**Statement of Contract Amount**

Original Contract	\$6,058,770.00
Change Order 1-5	+ 244,920.00
Adjusted Contract	\$6,303,690.00

**4. Early Care and Education Center**

**Change Order No. 2**

Item 1	Stair Modifications	Add:	25,231.00
	<u>Total Change Order No. 2</u>	Add:	\$25,231.00

**Statement of Contract Amount**

Original Contract	\$2,037,900.00
Change Order 1-2	+ 30,192.00
Adjusted Contract	\$2,068,092.00



AGENDA ITEM TITLE: **Development Report**, Blalock

**FY 2005 Monthly Giving Report through November 30, 2004**

		ALL GIFTS											
FUND	New Commitments FY 2005 GOALS	Current Month (cash received only)		FY 2005 to date						FY 2004 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	\$ 1,000,000	253	\$25,653	681	\$173,799				(\$82,384)	\$120,000	\$211,415	628	\$208,103
AHC	\$ 1,380,000	49	\$6,688	181	\$427,773				(\$400,000)		\$27,773	105	\$282,455
ALUMNI		3	\$1,100	65	\$17,400				(\$10,000)		\$7,400	5	\$1,250
A & S	\$ 3,000,000	466	\$138,062	1737	\$617,717	\$50,000	\$22,418		(\$338,529)	\$505,000	\$834,188	1672	\$1,334,793
ATHLETICS	\$ 8,000,000	384	\$212,406	1751	\$1,073,262				(\$500,000)	\$1,125,000	\$1,698,262	2064	\$1,038,059
BUSINESS	\$ 2,700,000	286	\$106,374	722	\$339,548				(\$205,222)	\$112,500	\$246,825	688	\$1,346,165
EDUCATION	\$ 400,000	235	\$161,442	880	\$264,887				(\$33,438)	\$91,500	\$322,950	695	\$570,784
ENGINEERING	\$ 3,000,000	377	\$72,240	1144	\$271,387	\$50,000	\$25,463		(\$65,495)		\$255,892	1123	\$368,650
IENR	\$ 750,000	11	\$606,000	71	\$616,493				(\$600,000)	\$3,050,000	\$3,066,493	84	\$30,150
HEALTH SCI	\$ 1,200,000	231	\$26,983	602	\$143,844	\$50,000	\$22,831		(\$70,890)	\$50,000	\$172,954	464	\$721,832
LAW	\$ 1,000,000	68	\$225,550	192	\$255,067				(\$213,182)		\$41,885	182	\$104,620
LIBRARY	\$ 300,000	39	\$2,689	175	\$238,387				(\$213,456)	\$50,000	\$74,931	199	\$21,148
OUTREACH	\$ 635,000	1491	\$115,018	4500	\$309,464				(\$10,275)	\$15,000	\$314,189	4226	\$245,338
STU AFFRS	\$ 57,800	163	\$9,560	615	\$20,980				(\$175)		\$20,805	761	\$27,501
UW ART MUS	\$ 317,000	351	\$228,148	474	\$497,233				(\$288,395)		\$208,838	492	\$242,363
UNIV. FUND	\$ 174,500	195	\$17,585	939	\$75,101						\$75,101	854	\$74,543
OTHER	\$ 2,085,700	23	\$253,645	223	\$1,887,356				(\$1,190,902)	\$841,000	\$1,537,454	216	\$2,684,738
GIFTS NOT YET BOOKED											\$0		
<b>TOTAL</b>	<b>\$ 26,000,000</b>	4,316	\$2,209,144	13,293	<b>OUTRIGHT &amp; FACE:</b>	\$7,379,698			<b>(\$4,222,345)</b>	\$5,960,000	<b>\$9,117,353</b>	13,010	\$9,302,493

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

**FY 2005 Monthly Giving Report through November 30, 2004**

<b>ANNUAL FUND GIFTS (cash received)</b>							
<b>FUND</b>	<b>FY 2005 GOALS</b>	<b>Current Month</b>		<b>FY 2005 to date</b>		<b>FY 2004 to same date</b>	
		<b>DONORS</b>	<b>AMOUNT</b>	<b>DONORS</b>	<b>TOTAL</b>	<b>DONORS</b>	<b>TOTAL</b>
<b>AGRIC</b>	\$ 98,600	131	\$9,883	418	\$35,728	580	\$49,789
<b>AHC</b>	\$ 36,000	47	\$5,310	163	\$14,360	72	\$9,844
<b>ALUMNI</b>	\$ -	3	\$1,100	3	\$1,100	5	\$1,250
<b>A &amp; S</b>	\$ 387,000	284	\$ 36,456	1186	\$150,237	1466	\$144,139
<b>ATHLETICS</b>	\$ 1,297,400	247	\$30,912	1377	\$255,587	1722	\$310,728
<b>BUSINESS</b>	\$ 170,000	162	\$18,880	472	\$73,307	607	\$55,168
<b>EDUCATION</b>	\$ 80,000	96	\$19,842	452	\$41,626	673	\$30,703
<b>ENGINEERING</b>	\$ 288,000	193	\$31,459	683	\$91,714	1006	\$115,947
<b>IENR</b>	\$ 59,700	7	\$1,000	67	\$10,993	70	\$12,150
<b>HEALTH SCI</b>	\$ 94,000	82	\$5,198	352	\$30,991	430	\$43,068
<b>LAW</b>	\$ 51,700	34	\$1,828	127	\$14,148	160	\$17,533
<b>LIBRARY</b>	\$ 50,600	27	\$1,789	151	\$22,581	193	\$20,532
<b>OUTREACH</b>	\$ 522,000	16	\$2,538	51	\$6,175	4192	\$242,836
<b>STU AFFRS</b>	\$ 57,800	98	\$3,415	478	\$12,545	747	\$23,826
<b>UW ART MUS</b>	\$ 70,000	86	\$6,480	155	\$31,335	130	\$18,371
<b>UNIV. FUND</b>	\$ 174,500	131	\$14,545	788	\$66,876	854	\$74,543
<b>OTHER</b>	\$ 62,700	7	\$480	45	\$6,795	102	\$51,108
<b>GIFTS NOT YET BOOKED</b>							
<b>TOTAL</b>	<b>\$3,500,000</b>	1,549	\$191,115	6,311	\$866,097	11,965	\$1,221,535

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

AGENDA ITEM TITLE: **Academic Plan II Update**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Implementation of Academic Plan II continues on schedule, and consistent with the work outline provided to the Board of Trustees at their September meeting. There have been a number of notable accomplishments. Most recently, with the completion of the “white paper”, Action Item #32 has been addressed. This action item called for exploration of the feasibility of a legislative budget request to establish a School of Energy and Earth Sciences. Further, the Office of Academic Affairs has appointed an advisory council to guide the LeaRN project, as well as an Outreach Advisory Council to foster effective communication between academic colleges and the Outreach School (Action Items #45 and #119). In addition, five different working groups comprised of 56 faculty, staff and administrators are addressing Action Items #75 (analyze the time taken to complete degrees), #91 (study the instructional workforce distribution), #103 (centralize audiovisual equipment and instructional technology), #136 (explore differential-pricing mechanisms), and #137 (establish institutional policies to guide enrollment filtering and screening mechanisms). Reports from each of the groups are expected by late February.

AGENDA ITEM TITLE: **Health Sciences Research Funding**, Gern

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify:

UW has taken great advantage of federal infrastructure building programs such as the Experimental Program to Stimulate Competitive Research (EPSCoR) and the National Institutes of Health Institutional Development Award (IdeA) initiative. Depending on the agency, approximately 24 states are eligible for infrastructure funding. With the exclusion of Wyoming and Vermont, all other states must split program funding among institutions within that state. (In Kansas, for example, the University of Kansas, Kansas Sate University, Wichita State University, the University of Kansas Medical Center and Veterinary College at Kansas State University all vie for these infrastructure funds.)

At UW, all EPSCoR/IDeA programs report to the Vice President for Research who works closely with Office of Academic Affairs to insure that these funds are used to support programs identified by academic planning. Accordingly, UW strongly leverages these federal funds in support of those areas identified for strengthening by the University Academic Plan. As a result, the University of Wyoming ranks 5<sup>th</sup> in the nation for extramural award dollars funded by the National Institutes of Health (NIH) for FY 2003. UW placed in the category of "Schools of Allied Health" (the College of Health Sciences) behind the University of Alabama-Birmingham, the University of Florida, the University of Illinois-Chicago, and the University of Southern California. The NIH rankings include the number of grants and the amount of grant dollars awarded to domestic institutions of higher education, designated by component within the institution. The ranking reflects the receipt by UW of large infrastructure and development grants (BRIN and INBRE) from the NIH in support of development of the biomedical sciences on campus.

## **Business Meeting, Old Main Boardroom**

The Business Meeting was called to order on Friday, September 7, 2005 at 3:10 p.m.

### **Roll Call**

Trustee Judy Richards took roll. The following Board members were present: Trustees Richard Davis, Taylor Haynes, Kathy Hunt, Jim Neiman (via phone), John Patrick, Judy Richards, Tom Spicer, James Trosper, Hank True and Howard Willson. Trustees Greg Schaefer and Peggy Rounds were unable to attend. Ex-officio Trustees Philip Dubois and David Willms were in attendance. Ex-officio Trustees Dave Freudenthal and Trent Blankenship were unable to attend the meeting.

### **Approval of November 11-13, 2004 Minutes of the Trustees (distributed previously)**

Trustee True moved to approve the minutes as presented; Trustee Richards seconded. The motion carried with one nay vote by Trustee Haynes.

### **Reports**

#### **ASUW**

Trustee David Willms noted that ASUW started a shuttle system for student transport to DIA during the Winter Break. They sold almost every seat available and plan to look at long-term possibilities.

ASUW has an item on the Consent Agenda for an allocation of \$10,000 for the Stop Violence project on campus. The program lost their federal funding in January and will receive its next grant in October. ASUW is also currently setting semester goals and will continue to improve Safe Ride.

### **Staff Senate**

Staff Senate President Norman Hardesty thanked Milton Ontiverroz and the Board for their participation in the Thanksgiving and Christmas food drives. Staff Senate is working to streamline operations in their office, and an energy conservation project for the campus. Future presentations will be made on energy conservation.

### **Faculty Senate**

Dr. Michael Harkin, chair of Faculty Senate handed out information to the Board. Two of the major accomplishments of the Faculty Senate were the resolution in support of the UW Capital Construction request as a unanimous positive vote. They also had a lively discussion on non-motorized vehicle traffic on Prexy's Pasture. Faculty Senate is working on implementation of a freshmen reading series with copies of the selected reading provided to the Board. They have continued their discussion of a fourth senior academic rank, and plan to work on a resolution on new academic rank, violence in the workplace and discussion on the listserv as their future projects.

### **Public Testimony**

Mr. Tim Hale spoke to the Board regarding a university student he had spoken about previously with the Board. He was responding to a letter he received from Vice President Miller addressing his earlier concerns.

Trustee President Kathy Hunt also shared a note that she had received from UW staff members thanking the Board and President Dubois for Winter Break.

**Committee of the Whole (Consent Agenda)**

1. Approval of Sponsored Programs, Gern (page 79)
2. Personnel, Buchanan (page 86)
3. 2005-2006 Biennium Section II Operating Budget Increase; ASUW-UW STOP Violence Program (page 93)
4. Entrega Gas Pipeline Inc. (Laramie Research & Extension Centers), Hardin (page 99)
5. Sustainable Agriculture Research Extension Center (SAREC) – TH Ranch Land Trade, Hardin (page 102)
6. Authorize Request for Design-Build Proposals for SAREC, Harris (page 21)
7. Approval of GSG Architecture of Casper, Wyoming for White Hall Renovation, Harris (page 2)
8. Authorize Solicitation of Qualifications for CMAR for White Hall Renovation, Harris (page 2)
9. Approval of the Master of Fine Arts in Creative Writing, Buchanan (page 24)

Trustee Spicer moved for approval of the Consent Agenda as presented; Trustee True seconded. The motion carried.

AGENDA ITEM TITLE: **Approval of Sponsored Programs**, Gern

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: BUSINESS MEETING (Consent Agenda)

**SPONSORED PROGRAMS**

The following sponsored programs are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period October 20, 2004 through December 10, 2004.

<b>ALMOND BOARD OF CALIFORNIA - 10/01/2004 - 01/31/2005</b>	\$ 10,000
Lawrence Goodridge; Animal Science - Use of hydrostatic pressure processing as a method to control the growth of Salmonella Enteritidis on raw almonds.	
<b>AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - OPEN</b>	\$ 5,000
Gregory Brown; Botany - Secretarial and clerical support.	
<b>CALIFORNIA, UNIVERSITY OF - 10/01/2004 - 09/30/2005</b>	\$ 32,079
James Lovvorn; Zoology - Developing captive husbandry for Cassin's Auklets and measuring their costs of foraging in spill-prone areas.	
<b>CARTER &amp; BURGESS - 04/01/2004 - OPEN</b>	\$ 2,632
Rhonda Young; Civil Engineering - Cheyenne rail served industrial park shipper survey.	
<b>CEREXAGRI, INCORPORATED - 01/01/1999 - OPEN</b>	\$ 300
Gary Franc; Plant Sciences - Regional plant diseases.	
<b>CHILD DEVELOPMENT SERVICES OF WYOMING - 11/01/2004 - 06/30/2005</b>	\$ 4,715
Laura Westlake; Wyoming Institute for Disabilities - Functional behavioral assessments.	
<b>COLORADO STATE UNIVERSITY - 09/15/2004 - 09/14/2008</b>	\$ 59,107
Quentin Skinner/Katta Reddy; Renewable Resources - Coordinated agricultural water quality programming for the northern plains and mountain region.	
<b>COLORADO, UNIVERSITY OF - 09/01/2004 - 02/28/2005</b>	\$ 48,335
Mark Balas; Electrical Engineering - Control concepts and analysis tools for the Jupiter Icy Moons Orbiter.	
<b>COMEA HOUSE - 09/01/2004 - 02/28/2005</b>	\$ 47,240
Kenneth Heinlein; Wyoming Institute for Disabilities - Homeless research project.	



<b>THE EPPLEY FOUNDATION FOR RESEARCH - 11/01/2004 - OPEN</b> Miroslav Tomschik; Molecular Biology - Nucleosome dynamics at the single molecule level.	\$ 25,000
<b>GENERAL ELECTRIC COMPANY - 10/12/2004 - 09/30/2005</b> John Ackerman; Chemical Engineering - Characterization and thermal treatment of novel thermal barrier coatings.	\$ 4,800
<b>GREEN RIVER, WYOMING, CITY OF - 01/01/2005 - 07/31/2005</b> Mary Humstone; American Studies - Historic and cultural treasures of Green River/Rock Springs.	\$ 15,810
<b>JACKSON AND TULL - 09/01/2004 - 10/31/2004</b> Mark Balas; Electrical Engineering - Adaptive balancing for magnetic bearings.	\$ 5,000
<b>JOINT OCEANOGRAPHIC INSTITUTIONS - 11/11/2004 - 11/10/2006</b> B. Ronald Frost; Geology - Shipboard science support for international drilling program.	\$ 46,193
<b>JOINT OCEANOGRAPHIC INSTITUTIONS - 11/12/2004 - 08/31/2005</b> Craig Grimes; Geology - Shipboard science support for international drilling program.	\$ 13,483
<b>JOINT OCEANOGRAPHIC INSTITUTIONS - 11/10/2004 - 11/09/2006</b> Barbara John; Geology - Shipboard science support for international drilling program.	\$ 82,040
<b>MOUNTAIN MEADOW WOOL COMPANY, INCORPORATED - 05/15/2004 - 12/31/2004</b> James Thompson/Roger Coupal; Agricultural and Applied Economics - Determine feasibility of wool scouring facility in Wyoming.	\$ 19,359
<b>NATIONAL ACADEMY OF SCIENCES - 11/15/2004 - 10/31/2005</b> John Turner; Civil Engineering - Use of rock-socketed shafts for highway bridge foundations.	\$ 29,000
<b>NATIONAL ASSOCIATION OF STATE UNIVERSITIES AND LAND-GRANT COLLEGES - 11/01/2004 - 11/30/2005</b> Donna Brown; Family and Consumer Sciences - Excellence in college and university teaching award.	\$ 5,000
<b>NEW MEXICO, UNIVERSITY OF - 07/01/2004 - 06/30/2005</b> Mark Shelstad; American Heritage Center - Rocky Mountain online archive project.	\$ 17,290
<b>NORTH DAKOTA STATE UNIVERSITY - 09/15/2004 - 12/14/2006</b> James Krall; Plant Sciences - Integrating crop and livestock enterprises to enhance economic and environmental sustainability in the Great Plains.	\$ 19,840
<b>NORTHWESTERN UNIVERSITY - 12/01/2004 - 07/31/2005</b> Derek Schutt; Geology - Constraining the origin of the Oregon high lava plains using existing seismic data.	\$ 15,000

<b>OIL SPILL RECOVERY INSTITUTE - 04/01/2004 - 12/31/2004</b> Merav Ben-David; Zoology - Estimating distribution, relative abundance, and density of river otters based on coastal latrine site surveys in Prince William Sound.	\$ 3,000
<b>OREGON HEALTH AND SCIENCE UNIVERSITY - 07/01/2004 - 06/30/2005</b> Pamela Clarke; Nursing - Regional PhD program for rural nursing workforce needs.	\$ 18,524
<b>PACIFIC NORTHWEST NATIONAL LABORATORY - 12/01/2004 - 09/30/2005</b> Carrick Eggleston; Geology - Biogeochemistry grand challenge.	\$ 99,804
<b>PARK COUNTY, WYOMING, BOARD OF COUNTY COMMISSIONERS - 12/03/2004 - 06/30/2005</b> James Thompson/Roger Coupal/David Taylor/Thomas Foulke; Agricultural and Applied Economics - Economic impact analysis of federal livestock grazing in Park County.	\$ 35,000
<b>SOUTH DAKOTA STATE UNIVERSITY - 09/15/2004 - 12/14/2006</b> Glen Whipple; Cooperative Extension Service - Four-state ruminant consortium.	\$ 12,000
<b>THE RUTH AND VERNON TAYLOR FOUNDATION - 03/01/2002 - OPEN</b> Stephen Williams; Renewable Resources - Bighorn sheep survival: Relationship to selenium, rainfall and air pollution.	\$ 2,000
<b>UNITED STATES ARMY - 09/01/2003 - 11/30/2005</b> Sivaguru Sritharan; Mathematics - Turbulence and nano-physics subjected to adverse noise.	\$ 32,496
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/2004 - 09/30/2005</b> Elizabeth Williams; Veterinary Science - Develop best management practices for trapping by evaluation of lesions on furbearers.	\$ 7,425
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/2004 - 09/30/2005</b> Ronald Hartman/Burrell Nelson; Botany - Floristics of Buffalo Gap National Grasslands and Oglala National Grassland.	\$ 6,700
<b>UNITED STATES DEPARTMENT OF AGRICULTURE NATURAL RESOURCES CONSERVATION SERVICE - 10/01/2004 - 05/31/2005</b> Jeffrey Hamerlinck/James Oakleaf; Wyoming Geographic Information Science Center - Enhanced geographic information system capabilities.	\$ 50,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE RISK MANAGEMENT AGENCY - 10/01/2004 - 09/30/2005</b> John Hewlett; Agriculture and Applied Economics - Risk management education for crop producers in Wyoming.	\$ 292,903
<b>UNITED STATES DEPARTMENT OF ENERGY - 04/01/1996 - 10/31/2005</b> Carrick Eggleston; Geology - Mineral dissolution and precipitation kinetics.	\$ 46,358

<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 08/14/2004 - 06/30/2005</b> Heywood Sawyer/Robert Kelley/Rex Gantenbein/Sharon Cumbie/Francis Flynn/ Stephen Ford/Thomas Hansen/William Murdoch/Margaret Murdock/Derek Smith; Health Sciences Dean's Office - Northern Rockies regional biomedical research infrastructures for community-focused health research.	\$ 149,775
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 12/01/2004 - 11/30/2005</b> Peter Thorsness; Molecular Biology - Genetic analysis of mitochondrial integrity 2004-2005.	\$ 197,502
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/10/2004 - 12/31/2005</b> Terry Deshler; Atmospheric Science - Measurements of aerosol size and concentration in the mid-lattitudes and tropics.	\$ 150,114
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/15/2001 - 09/30/2005</b> Igor Morozov/Elena Morozova/Scott Smithson; Geology - Deep seismic sounding upper-mantle data set for broad seismological monitoring.	\$ 45,000
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/16/2004 - 04/30/2005</b> Andreas Stein; Mathematics - Effective methods for hyperelliptic and cubic function fields.	\$ 15,408
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2003 - 02/28/2006</b> Pamela Langer/Randolph Lewis; Molecular Biology - Peptidases that degrade solid spider silk fibers.	\$ 131,779
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/01/2004 - 02/28/2005</b> Jordanka Zlatanova; Molecular Biology - Single chromatin fiber dynamics studied via magnetic tweezers.	\$ 93,305
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/2004 - 01/31/2009</b> Craig Benkman; Zoology - Competitors, resource variability, and the geographic mosaic of coevolution for crossbills and conifers.	\$ 83,651
<b>UNITED STATES SMALL BUSINESS ADMINISTRATION - 10/01/2004 - 09/29/2005</b> John Nevshemal; Research Office - Federal and state technology partnership program.	\$ 35,000
<b>UNITED STATES SMALL BUSINESS ADMINISTRATION - 10/01/2004 - 09/29/2005</b> John Nevshemal; Research Products Center - Federal and state technology +A20 partnership program.	\$ 60,000
<b>UNITED STATES SMALL BUSINESS ADMINISTRATION - 10/01/2004 - 09/29/2005</b> Diane Wolverton; Small Business Development Center - Small business innovation	\$ 49,470

research rural outreach program.

<b>UPLIFT - 08/01/2004 - 07/31/2005</b> Lynda Baumgardner; Wyoming Institute for Disabilities - Family support network.	\$ 24,840
<b>UPLIFT - 10/01/2004 - 09/30/2005</b> Laura Westlake; Wyoming Institute for Disabilities - TANF at-risk preschool programs.	\$ 36,933
<b>VARIOUS SPONSORS - 10/01/2003 - 09/30/2004</b> Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2003-2004.	\$ 825
<b>VARIOUS SPONSORS - 10/01/2004 - 09/30/2005</b> Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2004-2005.	\$ 15,705
<b>VARIOUS SPONSORS - 07/01/1995 - OPEN</b> Keith Miller; Wyoming Institute for Disabilities - Fees for behavioral assessment workshop.	\$ 370
<b>WASHINGTON, UNIVERSITY OF - 07/01/2004 - 06/30/2005</b> Sylvia Moore; Medical Education and Public Health - Medical student counselor.	\$ 6,000
<b>WASHINGTON STATE UNIVERSITY - 09/01/2004 - 08/31/2006</b> David Wilson/Stephen Miller/Gustavo Sbatella; Plant Sciences - Measuring jointed goatgrass seed viability losses across environments.	\$ 14,000
<b>WYOMING ANIMAL DAMAGE MANAGEMENT BOARD - 10/20/2004 - 06/30/2005</b> Steven Horn; Animal Science - Evaluate the effectiveness of RM II persuador, a non-lethal, mechanical, fear-provoking predator deterrent.	\$ 3,600
<b>WYOMING ARTS COUNCIL - 11/01/2004 - 05/10/2005</b> John Turpen; Music - Sound equipment for jazz program.	\$ 2,500
<b>WYOMING BUSINESS COUNCIL - 10/01/2004 - 09/30/2005</b> Diane Wolverton; Small Business Development Center - Strengthen and support small businesses in Wyoming.	\$ 695,000
<b>WYOMING BUSINESS COUNCIL - 10/01/2004 - 09/30/2005</b> Diane Wolverton; Small Business Development Center - Government resources and opportunities for business.	\$ 99,000
<b>WYOMING COUNCIL FOR THE HUMANITIES - 09/13/2004 - 10/18/2004</b> Caroline McCracken-Flesher; English - Scotland in Wyoming.	\$ 721
<b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2004 - 09/30/2005</b> Carl Reynolds; Secondary Education - Development of a virtual classroom model.	\$ 17,709
<b>WYOMING DEPARTMENT OF FAMILY SERVICES - 09/01/2004 - 06/30/2005</b>	\$ 50,850

Mary Hart; Social Work - Child welfare stipend program.

**WYOMING DEPARTMENT OF HEALTH - 11/01/2004 - 10/31/2006** \$ 492,594  
 Rex Gantenbein; Center for Rural Health Research and Education - Network for telehealth.

**WYOMING DEPARTMENT OF HEALTH - 08/16/2004 - 12/31/2005** \$ 5,000  
 Christine Pasley/Ronald Cunningham; Cooperative Extension Service - "Keeping Wyoming Safe and Secure" conference.

**WYOMING DEPARTMENT OF HEALTH - 10/01/2004 - 09/30/2005** \$ 92,424  
 Michael Loos; Counselor Education - Acquire and disseminate information on alcohol, tobacco, and drug abuse to the citizens of Wyoming.

**WYOMING DEPARTMENT OF HEALTH - 11/15/2004 - OPEN** \$ 2,000  
 Carole Pelican; Family and Consumer Sciences - Diabetes education lessons.

**WYOMING DEPARTMENT OF HEALTH - 10/21/2004 - OPEN** \$ 780  
 James Broomfield; Medical Education and Public Health - Wyoming women's reproductive health study.

**WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2006** \$ 312,500  
 Debra Devereaux; Pharmacy - Drug utilization review and preferred drug list advisory committee.

**WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/2004 - 09/30/2005** \$ 101,303  
 Gregory Jordan/Richard Johnson; Transit and Parking - Support of the University of Wyoming's public transportation system.

**WYOMING GAME AND FISH COMMISSION - 11/01/2004 - 12/31/2006** \$ 121,539  
 Kenneth Driese; Wyoming Geographic Information Science Center - Mapping land cover types in Southwestern Wyoming region.

**WYOMING GAME AND FISH DEPARTMENT - 08/18/1999 - OPEN** \$ 7,600  
 E. Lee Belden; Veterinary Sciences - Wildlife forensics techniques.

**WYOMING GAME AND FISH DEPARTMENT - 11/01/2004 - 04/30/2005** \$ 10,153  
 Nathan Nibbelink; Wyoming Geographic Information Science Center - Facilitate and improve the analysis and visualization of hydrologic and fisheries data.

**WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN** \$ 58,740  
 Wayne Hubert; Zoology - Fisheries research.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/01/2005 - 06/30/2006** \$ 44,714  
 Katta Reddy/Richard Olson/David Legg; Renewable Resources - Geochemistry of retention ponds across the Powder River Basin, 2004-2005.

TOTAL - Sponsored programs approved October 20, 2004 through December 10, 2004 \$ 4,341,837

TOTAL - Sponsored programs previously approved:

07/01/04 - 09/02/04	\$27,027,924	
09/03/04 - 10/19/04	\$10,467,614	\$ 37,495,538
<b>TOTAL - Sponsored programs approved July 1, 2004 through December 10, 2004</b>		<b>\$ 41,837,375</b>

AGENDA ITEM TITLE: **Personnel**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify: BUSINESS MEETING (Consent Agenda)

## APPOINTMENTS

### 1. Faculty

#### College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Atmospheric Science</i> <b>Wang, Zhien</b>	Assistant Professor	\$55,164/AY	12/15/2004 to 06/30/2005

### 2. Academic Professionals

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i> <b>Feuz, Bridger M.</b>	Assistant Extension Educator	\$40,008/FY	11/30/2004 to 06/30/2005

#### College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>School of Pharmacy</i> <b>Grande, Kendra J.</b>	Assistant Research Scientist	\$66,000/FY	12/01/2004 to 06/30/2005

## 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: 1. Extension Educators, 2. Lecturers, 3. Research Scientists, 4. 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 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 or Clinical Faculty**

Indicates a non-financial appointment of an individual to an academic unit. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments are made at all three faculty ranks (Assistant Professor, Associate Professor, Professor) based upon academic qualifications. Clinical appointments are always at the Professor level. Adjunct appointments are normally for three years, while clinical appointments are for one year.

### **Archive 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: 1. Assistant Archivist, 2. Associate Archivist, 3. Archivist. Promotion and appointment as Associate Archivist or Archivist carries with it the automatic award of a five-year extended-term appointment.

### **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.

### **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.

### **Emeritus Faculty**

Emeritus status can be awarded to tenured faculty who retire after long and distinguished service. The designation is honorary. 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**

The primary function of this academic professional is to 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

### **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. Certain librarians and archivists also hold faculty status, but 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. Persons holding the rank of Assistant Librarian are appointed on an annual basis. Persons holding the ranks of Associate Librarian and Librarian are eligible for five-year extended-term appointments.

**Part-Time Employee**

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

**Post-Doctoral Research**

Post-Docs are persons who desire greater professional development and research investigation, after having received a doctoral degree but before obtaining permanent employment. Post-Doctoral appointments are temporary.

**Probationary Employee**

Refers to tenure-track faculty members who have not received tenure and to academic professionals, library faculty, and archive faculty who have not yet received an extended-term contract. 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.

**Professor**

In addition to the qualification of an Associate Professor, "full" Professors have demonstrated superior research contributions, have attained wide recognition in their professional fields for scholarship or other creative activity, and have gained recognition as teachers and contributors in their fields.

**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 four ranks for Research Scientists: 1. Assistant Research Scientist, 2. Associate Research Scientist, 3. Research Scientist, 4. Senior 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.

**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.

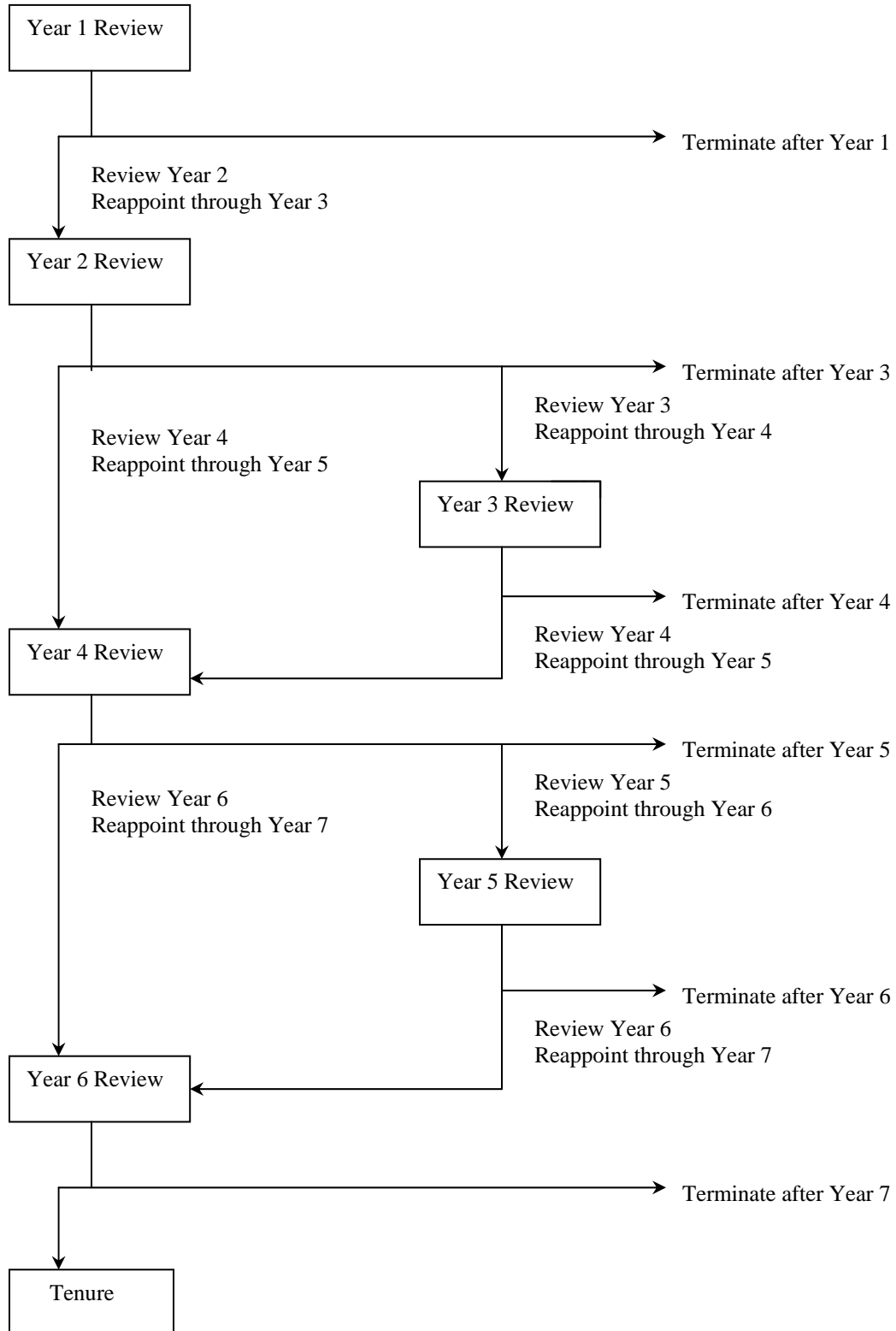
**Terminal Degree**

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), 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



## CHANGES IN APPOINTMENTS

### 1. Faculty

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Agricultural and Applied Economics</i>			
<b>Bradley, Edward B.</b>	Associate Professor	\$62,988/AY	09/01/2004 to 06/30/2005
<i>Department of Molecular Biology</i>			
<b>Johnson, Jerry D.</b>	Professor	\$99,072/AY	07/01/2004 to 06/30/2005
<i>Department of Plant Sciences</i>			
<b>Delaney, Ronald H.</b>	Professor	\$94,464/AY	08/23/2004 to 06/30/2005
<b>Miller, Stephen</b>	Interim Department Head	\$103,416/FY	08/24/2004 to 06/30/2005

#### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Botany</i>			
<b>Reiners, William A.</b>	Professor	\$119,592/AY	09/01/2004 to 06/30/2005
<i>Department of Chemistry</i>			
<b>Buttry, Daniel Alan</b>	Professor	\$104,220/AY	07/01/2004 to 06/30/2005
<i>Department of English</i>			
<b>Aronstein, Susan L.</b>	Interim Department Head	\$64,560/FY	03/22/2004 to 08/31/2004
<b>Frye, Susan C.</b>	Department Head	\$81,492/FY	09/01/2004 to 08/31/2007
<i>Department of Geology &amp; Geophysics</i>			
<b>Chamberlain, Kevin</b>	Research Professor	\$47,964/period	09/01/2003 to 06/30/2005
<b>Harper, Joel T.</b>	Research Professor	\$48,000/annum	07/01/2004 to 08/31/2004
<i>Department of Political Science</i>			
<b>King, James D.</b>	Professor	\$74,256/AY	09/01/2004 to 06/30/2005
<b>Schuhmann, Robert A.</b>	Department Head	\$70,296/FY	09/01/2004 to 08/31/2007
<i>Department of Sociology</i>			
<b>Blevins, Audie L.</b>	Professor	\$88,380/AY	09/01/2004 to 06/30/2005
<b>Machalek, Richard S.</b>	Department Head	\$108,100/FY	07/01/2004 to 08/31/2007

#### College of Business

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Accounting</i>			
<b>Ainsworth, Penne L.</b>	Department Chair	\$136,140/FY	07/01/2004 to 08/31/2007
<b>Walker, Kenton B.</b>	Professor	\$112,872/AY	09/01/2004 to 06/30/2005

#### College of Education

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Adult Learning &amp; Technology</i>			
<b>Cochenour, John J</b>	Department Head	\$54,720/FY	07/01/2004 to 08/31/2007
<i>Department of Special Education</i>			
<b>Cowie, Kay F.</b>	Interim Department Head	\$54,312/FY	07/01/2004 to 08/31/2005
<i>Partnership Division</i>			
<b>Paradis, Edward E.</b>	Interim Director	\$83,460/FY	09/01/2004 to 12/31/2004

### College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Chemical &amp; Petroleum Engineering</i>			
<b>Radosz, Maciej</b>	Professor	\$131,280/AY	08/26/2004 to 06/30/2005
<b>Towler, Brian F.</b>	Department Head	\$88,872/FY	08/26/2004 to 08/31/2007

### College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Division of Medical Education and Public Health</i>			
<b>Page, James B.</b>	Clinical Professor	\$71,580/FY	09/01/2004 to 12/22/2004

## 2. Academic Professionals Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Writing Center</i>			
<b>Garner, Margaret J.</b>	Interim Director	\$41,016/FY	08/24/2004 to 05/31/2006

## REAPPOINTMENTS

### 1. Administrators Research Office

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Institute for Energy Research</i>			
<b>Steidtmann, James R.</b>	Director	\$109,920/AY	07/01/2005 to 06/30/2006

### 2. Faculty College of Business

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Management &amp; Marketing</i>			
<b>Jackson, John H.</b>	Department Chair	\$125,868/FY	07/01/2004 to 06/30/2007

### College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Division of Medical Education and Public Health</i>			
<b>Robitaille, Beth C.</b>	Clinical Assistant Professor	\$118,080/period	07/01/2004 to 06/30/2005
<i>School of Pharmacy</i>			
<b>Graham, Agatha C.</b>	Clinical Assistant Professor	\$67,020/period	07/01/2004 to 06/30/2005
<b>Panning, Chad A.</b>	Clinical Associate Professor	\$70,068/period	07/01/2004 to 06/30/2005
<b>Vandel-Kilgore, Kerri</b>	Clinical Assistant Professor	\$63,000/period	07/01/2004 to 06/30/2005
<b>Woods, Tonja M.</b>	Clinical Assistant Professor	\$68,220/period	07/01/2004 to 06/30/2005

AGENDA ITEM TITLE:

**2005-2006 Biennium Section II Operating Budget Increase;**  
**ASUW-UW STOP Violence Program,** Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify: BUSINESS MEETING, (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

ASUW is requesting a \$10,000 FY 2005 budget authority increase for the ASUW Government and Services program to provide emergency funding for the UW STOP Violence program. The fund source is the ASUW Reserve account, which had a cash balance of \$333,874.60 as of November 30, 2004.

Due to circumstances beyond their control, the UW STOP Violence program was not awarded continued federal funding; current funding will end January 31, 2005; and further grant funding will not be received until October 2005.

Prior Related Board Discussions/Actions:

May 2004: Trustees approved the Section II operating budget for fiscal year 2005.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board's approval of the ASUW operating budget is required by UNIREG 239, Trustee Regulations, and University budget procedures.

ARGUMENTS IN SUPPORT:

- At the December 7, 2004 meeting of ASUW, the Senate passed Senate Bill #2099, which authorizes this budget increase.
- Without approval of the budget increase, the UW STOP Violence program will not be able to operate at current levels until additional federal funds are secured.

ARGUMENTS AGAINST:

- None.

ACTION REQUIRED AT THIS BOARD MEETING:

This is an action item that requires approval by the Board.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize an increase of \$10,000.00 for the ASUW FY 2005 Section II operating budget for emergency funding of the UW STOP Violence program.

**SENATE BILL #2099**

**Title:** ASUW Investment in the STOP Violence Program

**Introduced:** November 30, 2004

**Authors:** Senator Storey

**Sponsors:** Senators Fowler and Storey

1. WHEREAS, the STOP Violence Program (SVP) provides an invaluable
2. service to the University of Wyoming community, as per Addendum A; and
3. WHEREAS, the SVP has lost the funding necessary to continue operations
4. effective January 31, 2005; and
5. WHEREAS, the loss of this funding was due largely to circumstances beyond
6. the control of the SVP; and
7. WHEREAS, the SVP must find alternate sources of funding to provide for
8. operations through October, 2005; and
9. WHEREAS, the total amount needed to continue operations at the current
10. level through October, 2005 totals over thirty-thousand dollars (\$30,000); and
11. WHEREAS, a monetary commitment from the ASUW would provide the best
12. method of expressing student support for the SVP; and
13. WHEREAS, concrete evidence of aforementioned support (i.e. \$10,000)
14. would aid the SVP staff in securing matching funds from additional sources;
15. and
16. WHEREAS, the ASUW Reserve contains ample funds to provide a portion of
17. the amount needed; and
18. WHEREAS, should the program fail to raise the funds needed for continued



19. operation through October, 2005, ASUW's contribution would not serve the  
20. intended purpose and so should become void.
21. THEREFORE, be it enacted by the Associated Students of the University of  
22. Wyoming that monies, in the amount of ten-thousand dollars (\$10,000) be  
23. allocated from the ASUW Reserve account to the University of Wyoming  
24. STOP Violence Program; and
25. THEREFORE, be it further enacted that the funds shall be allocated for  
26. utilization pending the commitment of financial support from other entities  
27. necessary to continue operations to October, 2005; and
28. THEREFORE, be it further enacted that the funds be allocated for utilization  
29. only if the aforementioned financial support is obtained before February 1,  
30. 2005; and
31. THEREFORE, be it further enacted that the ASUW formally request spending  
32. authority from the University of Wyoming Trustees in the amount of ten-  
33. thousand dollars (\$10,000) to be allocated from the ASUW Reserve at the  
34. January 6-8, 2005 Trustees meeting.

Referred to: Committee of the Whole

Date of Passage: December 7, 2004 Signed: Nancy McGinty  
(ASUW Chairperson)

"Being enacted on December 8, 2004, I do hereby sign my name hereto

and approve this Senate action." Dan Williams  
ASUW President

## ADDENDUM A

### Summary of Activities 2003-2004 Academic Year STOP Violence Project

1. Designed and published website [www.uwyo.edu/stop](http://www.uwyo.edu/stop).
2. Wrote, published and disseminated 7,000 copies of 5 informational and instructional brochures.
3. Formed a collaboration which brought Jackson Katz to campus to speak.
4. Held 37 trainings as follows:
  - a. RADS: We trained 9 instructors who in turn held 3 RADS classes and trained 35 participants.
  - b. Held 17 trainings for faculty and staff with 560 attendees.
  - c. Hosted Jackson Katz with 75 attendees.
  - d. Attended 3 CALCASA trainings and took 9 people.
  - e. Trained 10 peer advocates.
  - f. Held 13 trainings for students with 266 attendees.
5. Collaborated with WAN and SAFE on Sexual Assault Month, Silent Witnesses, Take Back the Night, Domestic Violence Awareness Month, Clothesline Project which were seen and participated in by several hundred people.
6. Applied for and received a PACMWA mini-grant for the Jackson Katz presentation.
7. Attended SART Summits I and II.
8. Had information tables at several events such as the resource and volunteer fairs.
9. Wrote and submitted extension grant for continued funding of STOP.
10. Provided direct services to 14 victims.

Summary of Activities for STOP  
June 1 to November 1, 2004

1. Continued to maintain website.
2. Organized collaboration with athletics, residence life, Wellness, AWARE, and Greeks to bring Jackson Katz back to campus in Spring, 2005 for training and speech.
3. Was part of a collaboration to bring Lori Hart-Ebert to campus to speak.
4. Formed collaboration for activities for Domestic Violence Awareness Month, October, 2004 with SAFE, Women's Center, Women's Legal Society, and WAN.
5. Attended two CALCASA trainings. Took 6 additional people.
6. Attended Victim's Service Conference sponsored by the Wyoming Division of Victims Services.
7. Took part in new student orientation in June. 8 sessions. Resource fair and rotation with the Wellness Center and AWARE.
8. Presented twice at Passport for Success.
9. Held trainings for RA's, UCC, new faculty, new TA's.
10. Held a RAD's class for 24 participants.
11. Participated in new student athlete orientation.
12. Took part in two "Alcohol Fairs".
13. Presented to 4 academic classes.
14. Provided direct services to 4 students.
15. Provided placements for a GA in the UCC and an MSW practicum intern.

Totals: 33 events involving 2921 students and 278 faculty and staff

AGENDA ITEM TITLE:

**Entrega Gas Pipeline Inc. (Laramie Research & Extension Centers), Hardin**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

“It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land... The Vice President for Administration and Finance shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.”

Approved by the Board of Trustees of the University of Wyoming July 25, 1998

Prior Related Board Discussions/Actions:

New item.

WHY THIS ITEM IS BEFORE THE BOARD:

Entrega Gas Pipeline Inc., an affiliate of EnCana Oil & Gas (USA) Inc., is planning to construct, own, and operate a 36” and 42” diameter pipeline through various parcels of University property. These parcels include the Animal Science Livestock Center, Beef Unit, and Summer Range located southwest of Laramie.

ARGUMENTS IN SUPPORT:

- Pursuant to Section 7(c) of the Natural Gas Act (NGA) and Parts 157 and 284 of the Federal Energy Regulatory Commission (FERC) Entrega will issue:
  - a certificate of public convenience and necessity authorizing the construction, ownership, and operation of new interstate natural gas pipeline facilities;
  - a blanket certificate of public convenience and necessity authorizing Entrega to provide open-access transportation of services, with pre-granted abandonment approval; and
  - a blanket certificate of public convenience and necessity to construct, operate, and/or abandon certain eligible facilities, and services related thereto.
- Entrega has agreed to minimize the impact on the surface by reducing the width of the easement per request from the University.

- Based on the filings with the FERC and the National Environmental Policy Act (NEPA) Pre-Filing Process, Entrega will soon satisfy all FERC requirements. Once completed, Entrega will be granted authorization to enter lands without securing a Right-of-Way Easement from any landowner.
- Negotiate and grant a Right-of-Way Easement to Entrega to protect UW's interest and guarantee payment to the College of Agriculture for loss of crop and property due to construction.

**ARGUMENTS AGAINST:**

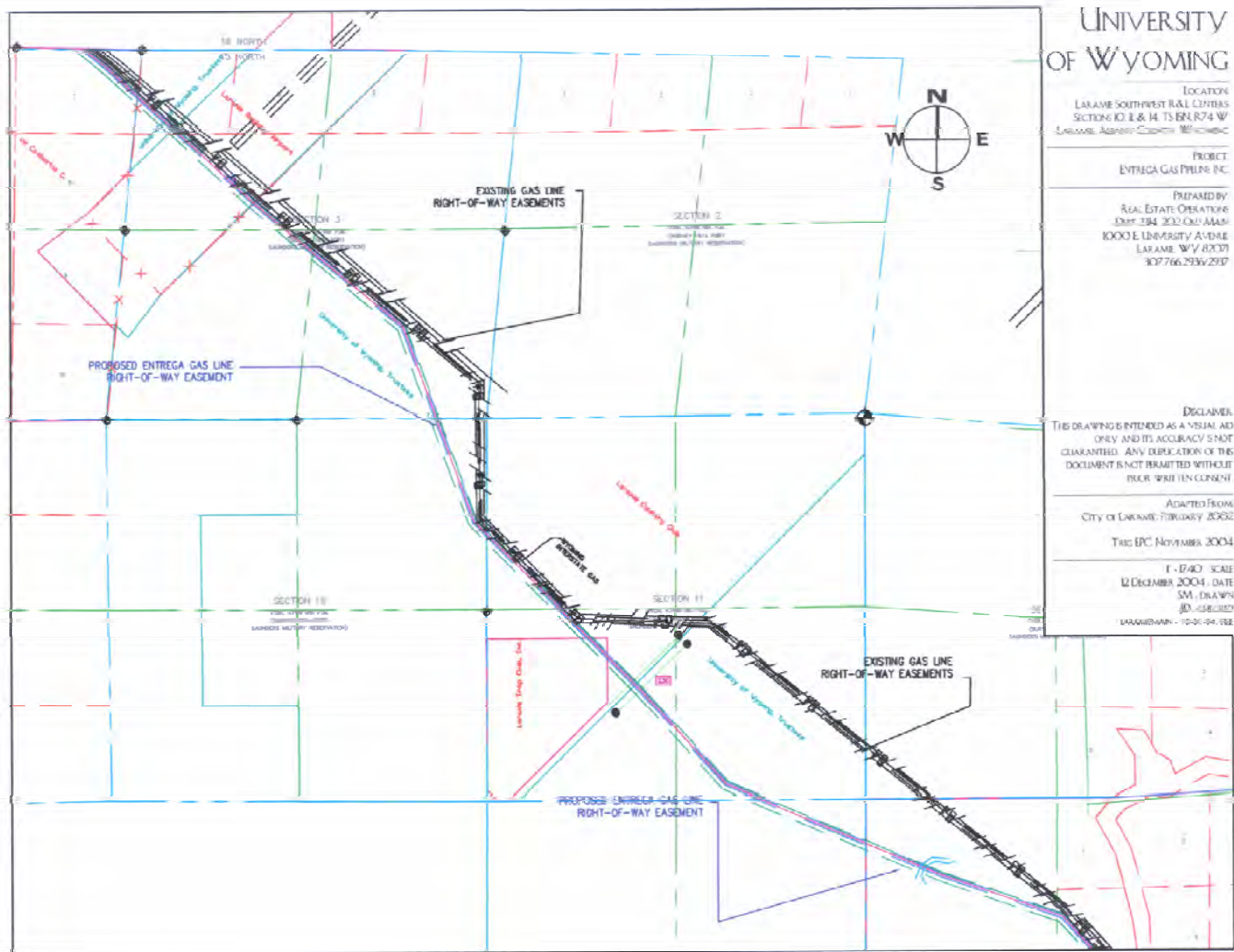
None.

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board's approval to grant a permanent gas pipeline right-of-way and temporary (equipment and supplies) easements to Entrega Gas Pipeline, Inc. through University property.

**PRESIDENT'S RECOMMENDATION:**

Recommend the approval of the easement.



UNIVERSITY  
OF WYOMING

LOCATION:  
LARAMIE SOUTHWEST RAIL CROSSING  
SECTIONS 10, 11, 14, 15 BR. R74 W  
LARAMIE, WYOMING 82001

PROJECT:  
ENTREGA GAS PIPING, INC.

PREPARED BY:  
REAL ESTATE OPERATIONS  
ENR 334 300 OLD AMM  
1000 E UNIVERSITY AVENUE  
LARAMIE, WY 82001  
307.766.2333/2337

DISCLAIMER:  
THIS DRAWING IS INTENDED AS A VISUAL AID  
ONLY AND ITS ACCURACY IS NOT  
GUARANTEED. ANY DEVIATION OF THIS  
DOCUMENT IS NOT PERMITTED WITHOUT  
THE WRITTEN CONSENT

ADAPTED FROM:  
CITY OF LARAMIE, FEBRUARY 2002  
THIS IPC, NOVEMBER 2004

1" = 40' SCALE  
12 DECEMBER 2004, DATE  
SM, DRAWN  
JD - 4582327  
LARAMIEPLAN - 12-01-04-102

AGENDA ITEM TITLE:

**Sustainable Agriculture Research Extension Center (SAREC) – TH Ranch Land Trade**, Hardin

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

“It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land... The Vice President for Administration and Finance shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.”

Approved by the Board of Trustees of the University of Wyoming July 25, 1998

Prior Related Board Discussions/Actions:

New item.

WHY THIS ITEM IS BEFORE THE BOARD:

The College of Agriculture is attempting to maximize irrigation water utilization by extending the new pivot irrigation systems located at SAREC (TH Ranch). The property involved in the trade is located adjacent to a county road that can be best used as the new property boundary.

ARGUMENTS IN SUPPORT:

- The exchange is nearly 1:1.
- A key element to the trade is that one of our irrigation wells is within about 2 feet of the property line. The trade will avoid potential future encroachment problems when neighbors decide to sell their property.
- Such property may be granted by deed pursuant to the agriculture exemption laws set forth in the state of Wyoming subdivision laws and shall be used only for agricultural purposes with no further subdivision requirement needed.
- The property had been surveyed and legal descriptions drafted during the course of establishing property boundaries for SAREC (TH Ranch) in June 2004.

- Future expenses will amount to less than a couple hundred dollars and would originate from the title commitment and recording of the deeds.

ARGUMENTS AGAINST:

- None.

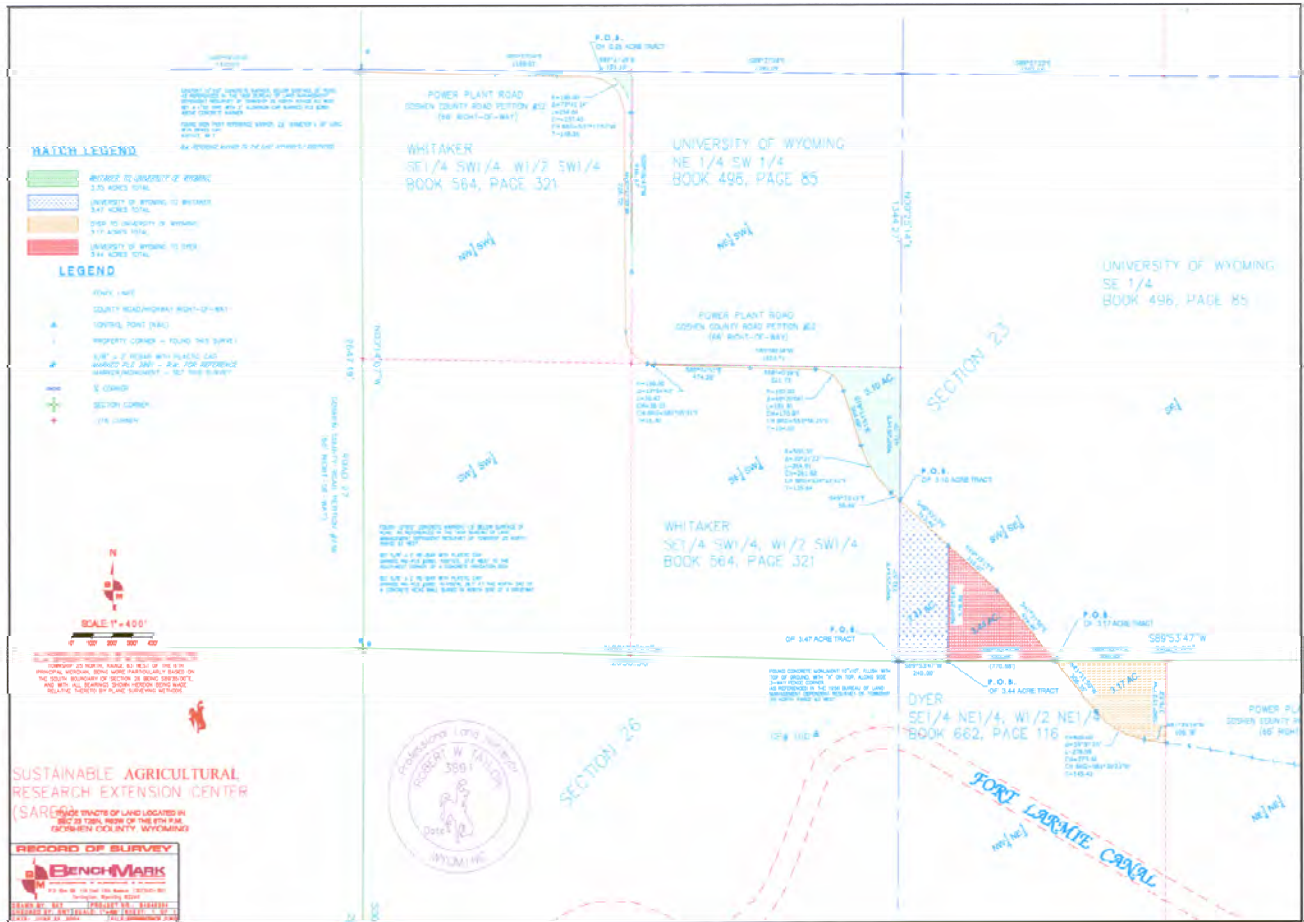
ACTION REQUIRED AT THIS BOARD MEETING:

The Board's specific approval to Quitclaim 3.47 acres to Mr. Whitaker and 3.44 acres to Mr. Dyer at SAREC (TH Ranch) in exchange for 3.35 acres from Mr. Whitaker and 3.17 acres from Mr. Dyer.

PRESIDENT'S RECOMMENDATION:

Board approval recommended.





AGENDA ITEM TITLE: **Authorize Request for Design-Build Proposal for SAREC,**  
Harris (see page 21)

AGENDA ITEM TITLE: **Approval of GSG Architecture of Casper, Wyoming for White**  
**Hall Renovation,** Harris (see page 2)

AGENDA ITEM TITLE: **Authorize Solicitation of Qualifications for CMAR for White**  
**Renovation,** Harris (see page 2)

AGENDA ITEM TITLE: **Approval of the Master of Fine Arts in Creative Writing,**  
Buchanan (see page 24)

## **Committee of the Whole (Regular Business)**

### **Approval of Jacoby Ridge Residential and Golf Development Project**

Trustee Spicer moved for approval of the Jacoby Ridge Residential and Golf Development project; Trustee Patrick seconded. The motion carried, with Trustee Trospen voting nay.

### **Announcement of Appointment to Ad Hoc Board Committees**

Trustee President Kathy Hunt stated that she needed to appoint trustees to a couple of the ad hoc Board committees. She appointed Trustees Davis, Trospen and Willson to the honorary degree committee.

The presidential evaluation committee also needed appointments, and they were Trustees Davis, Haynes, Neiman and Richards. Trustee Neiman will serve as the chair.

The by-laws of the Investment Committee were amended at the last meeting although the procedure for appointments was not included. Trustee Hunt recommended that the Investment Committee members transition into the Audit and Fiscal Integrity Committee. Trustee Rounds indicated previously her desire to serve on this committee. Trustee Hunt noted that she would not make any appointments to the new committee.

The final order of business under appointments to new committees was the election of new officers. Trustee Hunt advised the Board that she would defer this to the Board's discretion at the March meeting.

## **Unfinished Business**

There was no unfinished business to come before the Board.

### **New Business**

Trustee Haynes noted that the Guidelines for University of Wyoming Board of Trustees Internal Governance document that was included in the Report were not codified, but will be formalized at a later date.

Trustee Willson talked to the Board about the medical board and Medicare mandate that will make all medical records electronic. He proposed to have the residencies and medical health centers provide an internet site to utilize the CMS medical funds. Medicare will provide licensure and a trainer to begin the program for the allied health program. The process will be coordinated at a Casper meeting on January 26.

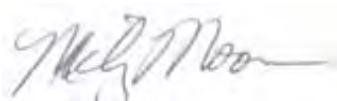
### **Date of Next Board Meeting**

The next Board meeting is scheduled for March 3-5, 2005.

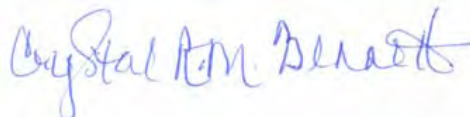
### **Adjournment**

There was no further business to come before the Board and the meeting was adjourned at 3:50 p.m.

Respectfully submitted,



Nicky S. Moore  
Deputy Secretary, Board of Trustees



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