

**THE UNIVERSITY OF WYOMING  
MINUTES OF THE TRUSTEES**

**September 5, 1981**

**For the confidential information  
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
September 5, 1981

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
September 5, 1981

A regular meeting of the Trustees of The University of Wyoming was called to order by President McCue at 8:00 a.m. on September 5, 1981, in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Brodrick, Chapin, Coulter, McCue, Mickelson, Miracle, Quealy, Sawyer, Smith, Thorpe, and ex officio members Veal, Simons, and Nannemann. Trustee member Nolan joined the meeting later. Mr. Gillaspie and Governor Herschler were absent. The following individuals were also present: Allan Spitz, Vice President for Academic Affairs; Elliott G. Hays, Vice President for Finance; Robert A. Jenkins, Acting Vice President for Research and Graduate Studies; William G. Solomon, Special Assistant to the President; Vern Shelton, Assistant to the President for Information; James Hurst, Associate Vice President for Academic Affairs; Joyce A. Scott, Associate Vice President for Academic Affairs; William Morgan, Special Assistant to the President; Roger Wilmot, Assistant Vice President for Research; Douglass K. Hawes, Chairperson of the Faculty Senate; and Larry Jansen, Chairman of the Staff Council.

APPROVAL OF MINUTES

President McCue asked if there were any corrections or additions to the minutes of the meeting of July 31, 1981. There were no corrections or additions, and Mr. Chapin moved approval of the minutes as circulated. The motion was seconded by Mr. Quealy, and it carried.

ANNOUNCEMENTS

Dr. Veal announced that the Press, Radio, and TV Day tours were scheduled to start at the Fine Arts Center from 9:30 a.m. until noon. The press will be taken on tours of the Arena-Auditorium and the Power Plant. Any Trustees who are interested can join the tours. All Trustees are invited to the pre-game buffet which will be held in the lobby of the Fine Arts Center starting at noon.

President Veal introduced Gary A. Cunningham, newly appointed Athletic Director at the University. Dr. Cunningham said he was looking forward to working with the Trustees and expressed thanks for the appointment. Present plans are that Dr. Cunningham will begin work in approximately two weeks.

REPORT OF PERSONNEL  
COMMITTEE

Mr. Miracle reported that the Personnel Committee had reviewed the recommendations contained in the Trustees' Report as follows: Appointments, honorific appointment,

clinical faculty appointments, reappointments, leaves of absence, Acting Vice President for Research and Graduate Studies, retirements, recall, and change in assignment. The Personnel Committee found the recommendations in order and recommended them for approval without any change. Questions on any item were invited. Mr. Miracle moved approval of the foregoing described matters as contained in the Trustees' Report, and that they be incorporated into the minutes of the meeting. Mr. Quealy seconded the motion, and it carried.

#### APPOINTMENTS

In accordance with the  
recommendations, the

following appointments were approved effective on the dates indicated and under the conditions cited.

1. Mark K. Petersen as Assistant Professor of Animal Science and Extension Ruminant Nutritionist for the 1981-82 fiscal year, effective September 24, 1981, at an annual (11-month) salary rate.

2. Richard L. Berg as Supply Instructor in the Dean's Office in the College of Agriculture for the 1981-82 fiscal year, effective August 1, 1981, at an annual (11-month) salary rate.

3. Ronald L. Steger as Assistant Professor of Theatre and Dance for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

4. Patricia S. Tate as Assistant Professor of Theatre and Dance for the 1981-82 academic year, effective August 27,

1981, at an annual (9-month) salary rate.

5. Kelly Thomas Alberts as Supply Assistant Professor of Philosophy for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

6. Anton Wachniewski as Supply Assistant Professor of Physics and Astronomy for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

7. Jason D. Clark as Supply Instructor in Geography for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

8. Robert John Lietz, Jr. as Supply Instructor in English for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

9. Diane L. Albertini as Lecturer in English for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

10. John C. Russell as Lecturer in the Science-Mathematics Teaching Center for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

11. Melissa A. Trowbridge as Supply Instructor in Accounting for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

12. Joseph I. Stepan as Assistant Professor of Curriculum and Instruction for the 1981-82 academic year,



effective August 27, 1981, at an annual (9-month) salary rate.

13. Molly Brooke Vass as Assistant Professor of Counselor Education for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

14. Michael C. Deluca as Lecturer in Physical and Health Education for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

15. Winthrop J. Green as Lecturer in the University School for the 1981 Fall semester, effective August 27, 1981, at a salary rate for the semester.

16. Douglas R. Reutzel as Lecturer in Curriculum and Instruction for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

17. Amy Finch-Williams as Assistant Professor of Speech Pathology for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

18. Phyllis D. Hornibrook as Temporary Assistant Professor of Nursing for the 1981-82 academic year, effective August 27, 1981, at an annual (9-month) salary rate.

19. James A. Bothmer as Assistant Professor in the Library and Health Sciences Information Network Coordinator for the 1981-82 fiscal year, effective August 10, 1981, at an annual (11-month) salary rate.

20. Bruce D. Boling as Assistant Professor in the Library for the 1981-82 fiscal year, effective August 3, 1981, at an annual (11-month) salary rate.

21. Journey L. Beard as Assistant Women's Basketball Coach and Lecturer in Intercollegiate Athletics for the 1981-82 fiscal year, effective September 1, 1981, at an annual (11-month) salary rate.

HONORIFIC APPOINTMENT--In the College of Arts and Sciences David G. Eckles was approved as Adjunct Lecturer of Anthropology for the period from July 1, 1981 through June 30, 1984. This appointment carries no tenure rights or salary.

CLINICAL FACULTY APPOINTMENTS --In the College of Human Medicine The following appointments in support of Student Programs in the College of Human Medicine were approved for the 1981-82 fiscal year. These appointments carry no tenure rights or salaries.

1. Herrick J. Aldrich, M.D. as Clinical Professor of Human Medicine.

2. William T. Carter, M.D. as Clinical Professor of Human Medicine.

3. Dwight K. Ogburn as Adjunct Assistant Professor of Human Medicine.

4. Esten W. Ray, M.D. as Clinical Professor of Human Medicine.

5. Kenneth L. Robertson, M.D. as Clinical Assistant Professor of Human Medicine.

6. John D. Sandeen, M.D. as Clinical Assistant Professor of Human Medicine.

PART-TIME APPOINTMENTS                      As a matter of information only, the part-time appointments were reported to the Trustees.

REAPPOINTMENTS                              The following reappointments were approved for the 1981-82 academic year, unless otherwise indicated.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
<u>COLLEGE OF ARTS AND SCIENCES</u>		
Boese, Steven (1981-82 fiscal year)	Geology	Lecturer
Eggers, Sue Hatcher	English	Lecturer
Johnson, Paula J.	English	Supply Instructor
Urion, Celia A.	English	Lecturer
<u>COLLEGE OF EDUCATION</u>		
Messer, Phyllis (1981-82 fiscal year)	Educational Foundations	Temporary Assistant Professor
<u>COLLEGE OF ENGINEERING</u>		
*McKee, Chester (8/27/81-6/30/84)	Chemical Engineering	Adjunct Assistant Professor

\* Honorary appointment. Does not obligate the University to salary.

LEAVES OF ABSENCE

The following leaves of absence without pay were authorized for the periods and under the conditions cited.

1. William G. Bridges, Professor of Mathematics, was granted a leave of absence without pay for the 1982 Spring semester, to do research.

2. Roberto Mena, Associate Professor of Mathematics, was granted a leave of absence without pay for the 1982 Spring semester, to do research.

ACTING VICE PRESIDENT FOR  
RESEARCH AND GRADUATE STUDIES

Robert A. Jenkins, Professor of Zoology and Physiology and Head of the Department of Zoology and Physiology, was appointed as Acting Vice President for Research and Graduate Studies with an increase in his annual (9-month) salary rate, effective October 1, 1981, and to serve until such time as a permanent President is appointed.

INFORMATION ON  
RESIGNATIONS

As a matter of information only, the following resignations were acknowledged.

1. Donald Alford, Research Engineer III and Temporary Assistant Professor in the Water Resources Research Institute, July 31, 1981.

2. Mary L. Behrens, part-time Assistant Professor of Nursing, June 30, 1981.

3. Rita Darragh, Temporary Associate Professor of Nursing, July 31, 1981.
4. Daniel M. Heslink, Lecturer in Music, July 31, 1981.
5. Patrick J. McDermott, Associate Professor of Communication, December 31, 1981.
6. T. Terrence Phillips, Assistant Professor of Chemical Engineering, August 26, 1981.
7. Sarah Trenholm, Associate Professor of Communication, August 26, 1981.
8. Barbara Uriu, Instructor in Home Economics, September 18, 1981.

RETIREMENTS

In accordance with the requirements for retirement

under the Regulations of the Trustees, the individuals listed below were retired on the dates indicated.

<u>Name</u>	<u>Position</u>	<u>Effective Date of Retirement</u>
Kennington, Agnes	Administrative Secretary, Chemistry	8/7/81 with designation as <u>Retired</u>
Phillips, Ann	Administrative Secretary, Modern/Classical Languages	7/31/81 with designation as <u>Retired</u>

RECALL--In the College of Commerce and Industry

Lloyd W. McDaniel, Professor Emeritus of Accounting,

was recalled on a half-time basis for the period August 20,

1981 through October 23, 1981, at a salary rate for the period.

CHANGE IN ASSIGNMENT

Joyce A. Scott, Assistant  
Vice President for

Academic Affairs, was reassigned as Associate Vice President for Academic Affairs, effective September 15, 1981, with an increase to her annual (11-month) salary rate to reflect major added responsibility for University program planning.

REPORT ON MEDICAL  
EDUCATION

Mr. Miracle reported that he attended the College of Human Medicine staff meeting on August 31. At this staff meeting, Dr. Pancoe reported that 12 students had applied for early decision of acceptance at medical schools. Eight students were accepted at Creighton, one student was accepted at the University of Utah, and having these nine students accepted in the early decision process is very good. Budgets and programs were also discussed.

CROSS COLLEGE MAJOR

President Veal said in meeting degree requirements, students frequently take more courses outside their college than their degree curriculum demands. These students currently do not receive any special recognition for such outside in-depth academic concentration. Upon recommendation of the Faculty Senate, a proposed University

Regulation was prepared giving departments or divisions the option of having a Cross College Major. Mr. Smith moved that departments be allowed the option of having a Cross College Major in their curriculum(a) and that the proposed University Regulation be adopted. The motion was seconded by Mr. Mickelson, and it carried.

STAFF CLASSIFICATION AND  
COMPENSATION REVIEW

President Veal gave the following report on the new staff classification and compensation system for non-faculty employees.

With the assistance of the Hayes/Hill consulting firm, we have developed a new compensation system for our non-faculty employees covering approximately 400 jobs and 1,500 positions. The process involved the input of each employee, supervisory review, evaluation of certain jobs by a benchmark committee comprised of University employees, the Hayes/Hill study team input and major participation of University officers, the Staff Council, and our personnel department.

The purpose of the study was to systematically analyze all of the various jobs focusing on their relative value to the University and to review selective personnel policies and procedures. This is the first comprehensive study of our compensation system since the inception of the University's existing compensation plan which was developed during the 1960's. The request for this study was initially made by the University's Staff Council.

There are several important features of the new plan. The employment market studies conducted as part of our review indicate, with few exceptions, that our current salary rates are competitive with or slightly above average salary levels for comparable jobs. Therefore, it was possible to base the new plan primarily on the principle of internal equity (i.e., the relative value of each job to the University) rather than principally the value of jobs as dictated by the employment market. An important reason for using the equity concept is to ensure that salary differences among jobs are based primarily on internal worth to the University.

Second, the new plan has one compensation schedule for both the general and professional staffs. The existing plan has separate schedules for the general staff and the professional staff. The single schedule will be desirable from the employee's perspective in terms of planning potential career paths at the University. In the new plan the relationships between the various professional and general staff jobs are explicit which is also desirable from a legal perspective.

Third, regarding movement through a salary range, the new plan utilizes an open approach rather than a step approach. Salary increases within a salary range will not be restricted to a fixed increment. The open approach provides flexibility in allocation of salary increments and control of movement through salary range.

Finally, the new plan includes a policy regarding salary grade maxima. With the exception of market impacted jobs, (e.g., certain jobs in our computer center) normally we will limit salaries to the maximum for each salary grade. Recognizing that this is a major change from current policy, we recommend that salary increases be given to employees whose salaries exceed the maximum for their salary grade as follows: during the next four fiscal years, beginning July 1, 1982, that salaries increase by eighty percent of the movement of the salary grade maximum in fiscal year 1983, and that salaries increase by sixty percent, forty percent and twenty percent of the movement of the salary grade maxima in fiscal years 1984, 1985 and 1986, respectively. This policy will provide employees at or above maxima a reasonable period of time to upgrade their skills and/or take on additional responsibilities frequently resulting in promotion, if they wish to do so, without unduly penalizing them financially during the interim. A major purpose of the new plan is to encourage vertical mobility.

The direct salary cost of implementing the new compensation plan is about \$316,196, amounting to approximately 1.3% of the fiscal year 1982 payroll. The implementation costs will be financed from funds withheld for this purpose from the fiscal year 1982 appropriations. In addition, an undetermined amount will be required for resolution of errors associated with misclassification of employees or jobs within the new system. Because of the complexity and scale of the process, some errors can be expected. We believe that most of the errors will be identified



and can be rectified through our appeals procedure which is described in the materials attached. The costs of implementation occur in two forms: movement of individuals whose salaries currently are below minimum to the minimum of the new salary grade; and decompression, which recognizes years of satisfactory service in a job based on a minimum salary rate at the first quartile of the salary range after six years of service in a specific job, and a minimum salary rate at the midpoint of the salary grade after twelve years of service in a given job.

Approximately fourteen percent of our employees are currently below the minimum salary of their grade in the new system and about nine percent are over the maximum of their new grade. Some twenty percent of the employees will receive a salary increase when the new plan is implemented, ranging from less than one percent up to twenty-six percent in one case.

We plan to hold a series of meetings during September with employees, supervisors and the Staff Council to explain the new compensation system. In addition, the new system will be described in The Campus Pulse, our University newspaper for employees. Each employee will then receive a letter from the President and his/her position summary, a copy of the new compensation plan, administrative guidelines and classification review request guidelines. We recommend that the new system be implemented effective September 30, 1981 with salary modifications being reflected in the September paycheck retroactive to July 1, 1981.

Certain materials are attached for your information and review: Summary Description of Recommended Salary Plan (Attachment I); Recommended Extended Salary Ranges for Selected Market-Impacted Classifications (Attachment II); Implementation Costs by Budget Category (Attachment III); Grade Assignment by Major Reporting Area (Attachment IV); Guidelines For Compensation Program (Attachment V); President's letter to employee and Employee Position Summary (Attachment VI); Classification Review Process and Classification Review Request forms (Attachment VII). (See Enclosure 1)

Larry Jansen said "the Staff Council was certainly looking forward to the implementation of the plan and that the Staff Council would continue to work with the administration on long-term policies of the plan."

Mr. Quealy moved that the new staff classification and compensation system for non-faculty employees be

implemented September 30, 1981, with all job classification changes and salary increases made retroactive to July 1, 1981. Mr. Chapin seconded the motion, and it carried.

PRE-LEGISLATIVE VISITS

President Veal announced  
that University programs

and budget requests for the coming biennium will be discussed during a series of meetings to be held across the state this fall. The following tentative schedule was reported to the Trustees as a matter of information only.

October 7, Wednesday	7:00 p.m.	Laramie
October 15, Thursday	7:00 p.m.	Rawlins
October 20, Tuesday	7:00 p.m.	Powell
October 22, Thursday	10:00 a.m.	Afton
	2:00 p.m.	Jackson
	7:00 p.m.	Kemmerer
October 29, Thursday	7:00 p.m.	Newcastle
November 2, Monday	7:00 p.m.	Riverton
November 4, Wednesday	7:00 p.m.	Worland
November 16, Monday	7:00 p.m.	Cheyenne
November 19, Thursday	7:00 p.m.	Rock Springs
November 23, Monday	7:00 p.m.	Casper
December 10, Thursday	7:00 p.m.	Gillette
December 8, Tuesday	7:00 p.m.	Sheridan
December 15, Tuesday	7:00 p.m.	Torrington

President McCue asked if there were any conflicts with the schedule. No conflicts were noted.

PHYSICAL PLANT AND  
EQUIPMENT COMMITTEE

Mr. Brodrick reported on the Physical Plant and Equipment Committee meeting which was held on September 4, 1981. Those present at the committee meeting were Trustees Sawyer, Nolan, Brodrick, Smith, Thorpe, Quealy, Nannemann, and University staff members Arnold, Hays, Hurst, Jenkins, Jones, Raitt, Solomon, Wilmot, and Scott. Also present were Douglass Hawes, Faculty Senate Chairperson, and Larry Jansen, Staff Council Chairman. Trustees McCue, Veal, Simons, and staff member Shelton joined the committee meeting later.

1. Agreement with Northern Gas Division of Kansas-Nebraska Natural Gas Company, Inc. Mr. Brodrick moved that the President and Secretary of the Trustees be authorized to execute an agreement with Northern Gas Division of Kansas-Nebraska Natural Gas Company, Inc. that provides that (1) Northern Gas Division shall construct and install natural gas metering and regulating equipment necessary to regulate and meter natural gas from the existing natural gas distribution system of Northern to the central boiler system at the University; (2) \$25,000 cost of construction to be paid by January 1, 1987, through use of natural gas to a cumulative total of 72,000 MCF; and (3) charges for natural gas shall be equal to the price

payable under Northern's tariffs on file with the Public Service Commission and generally applicable to full-service customers in Laramie, Wyoming. The motion was seconded by Dr. Thorpe, and it carried.

2. Pacific Power and Light Company Easement. Mr. Brodrick moved that the President and Secretary of the Trustees be authorized to execute an easement to Pacific Power and Light Company to install an underground service line to the Ivinson Building to provide power for the additional chiller for the Computer Center, at no cost. The motion was seconded by Mr. Smith, and it carried.

3. Casper Family Practice Center Completion Bids.  
The following bids were received August 6 for 1981 completions to the Wyoming Family Practice Center, Casper:

<u>Bidder</u>	<u>Base Bid</u>	<u>Deduct Alt. #1 Delete second floor remodel</u>	<u>Add Alt. #2 Add repair and balance of existing mechanical system</u>
Dix Felker Constr. Casper, Wyoming	\$78,570.00	-\$20,981.00	+\$7,306.00
Flint-Bateman Constr. Clearfield, Utah	88,990.00	- 16,554.00	+ 8,000.00
Lower & Company Mills, Wyoming	69,762.00	- 19,500.00	+ 9,600.00
O'Brien Constr. Casper, Wyoming	75,367.00	- 17,500.00	+ 8,145.00
Rognstad Constr. Casper, Wyoming	70,900.00	- 16,500.00	+ 8,000.00

Mr. Brodrick moved that a contract be awarded to Rognstad Construction, Casper, Wyoming, the low bidder, in the amount of \$70,900.00 for the base bid, plus \$8,000.00 for the additive alternate number 2, for a total of \$78,900.00. The motion was seconded by Mr. Miracle, and it carried.

4. Kappa Kappa Gamma House Addition. Mr. Brodrick moved approval of the proposed addition to the Kappa Kappa Gamma Sorority house. The motion was seconded by Mr. Sawyer, and it carried.

5. Contracts on Torrington Research Center Feedlots. Mr. Brodrick moved that the President and Secretary of the Trustees be authorized to execute the necessary contracts for the Torrington Research Center Feedlot construction as follows:

Carpentry - Hought Construction	\$42,800.00
Plumbing - Reif's Lingle Plumbing & Heating	2,300.00
Electrical - Bullock Electric	20,000.00
Concrete - H & H Construction	13,500.00
Masonry - Watson Masonry	9,000.00
	<u>9,000.00</u>
	\$87,600.00

and that the Executive Committee be authorized to negotiate a contract for the fencing. The motion was seconded by Dr. Thorpe, and it carried.

6. Options on Property North of Campus. As a matter of information only, Mr. Brodrick reported on the availability of property north of the campus and in West Laramie.

7. Status of Current Construction Projects. Mr. Hays reported that work on the acoustical blankets at the arena-auditorium has been accelerated. It is hoped that by mid-December, this project will be substantially completed. The power plant and the agriculture building addition projects are a little ahead of schedule. The engineering building addition, which is in its early stages, is progressing nicely.

8. Preliminary List of Capital Projects. Dr. Veal discussed the following preliminary list of capital projects which are listed in tentative order of priority:

Capital Construction Projects  
Tentative 1983-84

	<u>Estimated Cost</u>	<u>Cumulative Amount</u>
<i>Deferred Maintenance</i>	\$ 1,216,559 <sup>*</sup>	
Fieldhouse Addition, North	4,554,000	
<i>College of Engineering Addition, Red Buttes Facility and Physical Plant Equipment</i>	3,700,000	\$ 8,254,000
Land Acquisition - Powell Substation	? <sup>**</sup>	
<i>Essential Miscellaneous Projects</i>	993,100	9,247,100
<i>Atmospheric Sciences Lab</i>	\$ 94,000	
<i>Science-Math Teaching Center         Remodeling</i>	59,100	
<i>OSHA, Fire Marshal,         Handicapped</i>	440,000	
<i>Computer Science Laboratory         Remodeling</i>	200,000	
<i>Unallocated Funds</i>	200,000	
Animal Science and Biochemistry	14,725,222	23,972,322
Fieldhouse Addition, East	4,032,600	28,004,922
Fieldhouse Synthetic Floor	621,500	28,626,422
Animal Science Arena	2,420,000	31,046,422
Multi-purpose Gymnasium	1,540,000	32,586,422

	<u>Estimated Cost</u>	<u>Cumulative Amount</u>
Property Acquisition	\$ 1,113,000	\$33,699,422
Fine Arts Addition (Planning)	836,000	34,535,422
Commerce and Industry (Planning)	853,000	35,388,422
American Heritage Building (Planning)	528,000	35,916,422
<i>College of Agriculture Range Facilities</i> ***	3,700,000	
<i>Afton Research and Extension Center</i>	550,000	36,466,422
<i>State Veterinary and Chemistry Laboratory</i>	4,500,000	40,966,422
<i>Geology Building Remodeling</i>	617,000	41,583,422
<i>East Campus Drainage Study</i>	75,000	41,658,422
<i>Geology Building Addition (Planning)</i>	455,000	42,113,422
<i>Relocation Service Facilities</i>	?	?
<i>Knight Hall Heating and Ventilation (Planning)</i>	71,000	42,184,422
<i>Old Power Plant Study</i>	50,000	42,234,422
<i>Mathematical Sciences Complex (Planning)</i>	1,057,000	43,291,422
<i>Uninterruptable Power Supply (Computer Center)</i>	775,000	44,066,422

\* *Funded by mineral royalties*

\*\* \$200,000.00 appropriated by 1981 Legislature

\*\*\* *Offset funding*

Note: New projects are in italics and in tentative priority order.

Mr. Brodrick moved that the above preliminary list of capital projects be reviewed and submitted to the Trustees for for final approval before submission to the Legislature. The was seconded by Mr. Mickelson, and it carried.

9. Air Conditioning for the Board Room, Old Main.

Mr. Miracle recommended that an air conditioner be installed in the Board Room. Dr. Veal suggested that a study be made

to determine the feasibility and cost of an air conditioner. Mr. Brodrick moved that the administration review this proposal and report back to the Trustees. The motion was seconded by Mr. Coulter, and it carried.

BUDGET COMMITTEE

Mr. Chapin reported on the Budget Committee meeting held on Friday, September 4. Dr. Veal presented to the committee, a proposed operating budget for the 1983-84 biennium. The budget, which will be submitted to Governor Herschler for his review and recommendation prior to submission to the Wyoming Legislature, provides for expenditures totaling \$196,291,215. The biennial budget will be discussed in detail during a series of public meetings to be held throughout Wyoming during October, November, and December. Mr. Chapin moved approval of the 1983-84 Biennium Operating Budget proposal totaling \$196,291,215 as submitted. The motion was seconded by Mr. Quealy, and it carried.

CONTRACTS, GRANTS  
GIFTS AND SCHOLARSHIPS

It was moved by Mr. Chapin, seconded by Mr. Miracle, and carried to accept contracts, grants, gifts, and scholarships in the total amount of \$2,611,330.14 in the following individual amounts: (1) Contracts and Grants for the period July 1, 1981 through August 17, 1981,



\$2,460,510.00; and (2) Scholarships and Gifts for the period July 1, 1981 through August 18, 1981, \$150,820.14.

ATHLETIC COMMITTEE

Mr. Smith reported on the Athletic Committee meeting held on September 4 in the Board Room. In attendance at the committee meeting were Trustee members McCue, Mickelson, Thorpe, Brodrick, Miracle, Nolan, Quealy, Sawyer, Smith, Veal, Simons, Nannemann, and University staff members Solomon, Young, Mayes, Spitz, Hays, Shelton, Jenkins, Wilmot and Hurst. Dr. Hawes and Mr. Jansen were also present from the Faculty Senate and Staff Council.

Mr. Smith commented on the appointment of the new Athletic Director, Gary Cunningham. He said the Athletic Committee interviewed the four finalists, all of whom were excellent candidates. After the interviews, the Athletic Committee, President Veal and his staff unanimously agreed to recommend to the Executive Committee that Gary Cunningham be appointed as the new Athletic Director.

Mr. William Young, Acting Director of Athletics, advised the committee that football season ticket sales were 259 less than last year. A report will be given at the next meeting on season ticket sales as of that date.

President Veal said that members of the University's Marching Band will march onto the field during the Homecoming game, October 3, in brand new uniforms. A

description of the uniforms is being kept a secret until game time that day. At present this year's band has 141 members. Mr. Smith moved to adopt the following resolution commending Mr. Mayes and the Marching Band members:

WHEREAS, the University of Wyoming Marching Band members and their director, Mr. Robert B. Mayes, have been giving freely of their time and talents in preparation for the first home football game of the 1981 season; and

WHEREAS, the Marching Band has exhibited remarkable growth and promises even more impressive progress in the immediate future; and

WHEREAS, under the leadership of Robert B. Mayes, the Marching Band is rapidly gaining recognition as musical ambassadors for the University of Wyoming;

NOW, THEREFORE, BE IT RESOLVED:

That the Trustees of the University of Wyoming commend Robert B. Mayes for his leadership, inspiration, imagination, and innovation; and

BE IT FURTHER RESOLVED:

That the Trustees also commend the Marching Band members for their spirit, their dedication, and, most of all, for their pride in themselves and their University.

The motion was seconded by Mr. Brodrick, and it carried.

With regard to the offering of season football tickets to financial institutions for use as premiums or other promotional purposes, it was agreed that this opportunity would be offered to all financial institutions in the state. Consistent with the terms under which tickets have been provided to one financial institution, season tickets will be offered to all other institutions

at their full price with no preferential treatment to any institution.

Mr. Smith moved, Mr. Mickelson seconded, and it carried to adopt the following resolution honoring William J. Young:

WHEREAS, William J. Young, assistant director of athletics, twice in a relatively short period of time has been called upon to serve as acting athletic director; and

WHEREAS, although his has been an extremely difficult task, William J. Young has been equal to the challenges and has given stability and leadership to the University of Wyoming Athletic Department during times of uncertainty and change; and

WHEREAS, his commitment to the University of Wyoming, to its students, and to excellence in intercollegiate athletics is exemplary;

NOW, THEREFORE, BE IT RESOLVED:

That the Trustees of the University of Wyoming commend William J. Young for a job well done and extend to him thanks for consistently placing service to his University above all else.

EXECUTIVE COMMITTEE

President McCue reported

on the Executive Committee

conference call meeting on August 26, 1981. He read the following minutes:

A conference call meeting of the Executive Committee was held August 26, 1981. The meeting was called to order by President McCue. Those participating in the meeting were committee members McCue, Brodrick, Quealy, and Mickelson. Trustee Smith, Chairman of the Athletic Committee, and Acting President Veal also participated.

The purpose of the conference call meeting was to discuss the recommendation by the Trustee Athletic Committee of Dr. Gary A. Cunningham as Athletic Director. The following resolution was presented:

WHEREAS; a nationwide search has been conducted to fill the vacant position of Athletic Director at The University of Wyoming; and

WHEREAS; it is in the best interests of The University of Wyoming and the State of Wyoming to fill said vacancy as expeditiously as possible; and

WHEREAS; the Executive Committee of the University Trustees is empowered to act for the Trustees in all matters wherein immediate decisions and actions are deemed necessary for the present welfare of the University;

NOW, THEREFORE, BE IT RESOLVED:

That the members of the Trustee Athletic Committee strongly recommend that the Executive Committee take immediate action to appoint Gary Cunningham, currently Athletic Director at Western Oregon State College, as University of Wyoming Athletic Director; and

BE IT FURTHER RESOLVED:

That said appointment shall be effective as soon as Mr. Cunningham's current obligations permit.

Mr. Quealy moved that the Executive Committee accept the recommendation of the Athletic Committee and appoint Gary A. Cunningham as Athletic Director at The University of Wyoming. Mr. Brodrick seconded the motion, and it carried. Chairman McCue then instructed Acting President Veal to proceed with the necessary negotiations to appoint Dr. Cunningham as Athletic Director.

There being no further business, the meeting was adjourned.

Mr. Quealy moved ratification of the action of the Executive Committee in appointing Gary A. Cunningham as Athletic Director, effective as soon as Dr. Cunningham's current obligations permit. The motion was seconded by Mr. Brodrick, and it carried.

UNFINISHED BUSINESS

President Veal recommended that the October meeting be held only on Friday, October 2. Committee meetings will be held in the morning and the open meeting will begin at 1:30 p.m. that afternoon. This will keep Saturday open so the Trustees can attend the Homecoming events.

Dr. Veal said that tremendous effort had been put into the budget preparation the last several weeks. He thanked Mr. Hays, Mr. Raitt and Dr. Scott for all their efforts.

President McCue complimented Dr. Veal on his budget presentation to the Appropriations Committee. He said they were very impressed with President Veal's presentation.

REPORT ON PRESIDENTIAL  
SELECTION PROCESS

President McCue reported that the presidential selection process, which was started July 31, is well under way and that a number of nominations and applications already have been received. He stated that the position will be advertised nationally starting September 9, and continuing through October 21. In addition, about 215

letters have been written to the presidents of land-grant schools, minority schools, and private colleges inviting them to submit nominations or applications.

As nominations and applications are received, they will be reviewed by members of the Presidential Search and Screening Advisory Committee. As quickly as circumstances permit, the committee will narrow the field to a slate of finalists. At that point, the Evaluation Selection Committee will begin making necessary contacts with nominees on the finalist list. The committee members will arrange interviews with the finalists and schedule campus visits before submitting their recommendation for appointment to the full Board of Trustees.

President McCue commended Robert Houston, chairman, and the members of the Search and Screening Advisory Committee for expediting the process to date. He said, "I am sure the process will accelerate even more as the national advertising is published and the October 30 deadline approaches."

A report on the status of the presidential search will be made at each Trustee meeting.

NEW BUSINESS

President McCue said he wanted to have an ad hoc Trustee Committee that would be charged with acquainting new Trustee members with procedures of the Board and of the

University. He appointed Messrs. Mickelson, Miracle, and Chapin to this committee.

President McCue appointed Mr. Sawyer to the Physical Plant and Equipment Committee. He also reminded all Trustees that they were welcome to attend any of the committee meetings.

RESOLUTION RE  
HELEN V. DUNNEBECKE

Mr. McCue moved adoption  
of the following resolu-

tion:

WHEREAS, in considering the impending retirement of Helen V. Dunnebecke, the President and the Trustees of The University of Wyoming feel a deep sense of loss; and

WHEREAS, the dedication, compassion, and understanding of Helen V. Dunnebecke have been hallmarks of her employment at The University of Wyoming; and

WHEREAS, Helen V. Dunnebecke has come to exemplify the warmth and hospitality of the University;

NOW, THEREFORE, BE IT RESOLVED:

That the Trustees of The University of Wyoming, with affection and with profound thanks for the invaluable service she has rendered, join in extending warmest best wishes to Helen V. Dunnebecke on the eve of her departure from The University of Wyoming.

The motion was seconded by Mr. Quealy, and it carried.

ADJOURNMENT AND DATE  
OF NEXT MEETING

There being no further  
business to come before

the Trustees, Dr. Thorpe moved that the meeting be

adjourned. The motion was seconded by Mr. Mickelson, and  
it carried. The next meeting of the Trustees will be held  
October 2, 1981.

Respectfully submitted,

*Karleen B. Anderson*

Karleen B. Anderson  
Deputy Secretary



STAFF CLASSIFICATION AND  
COMPENSATION REVIEW

SUMMARY DESCRIPTION OF RECOMMENDED SALARY PLAN  
(Attachment I)

RECOMMENDED EXTENDED SALARY RANGES FOR SELECTED MARKET-  
IMPACTED CLASSIFICATIONS (Attachment II)

IMPLEMENTATION COSTS BY BUDGET CATEGORY (Attachment III)

GRADE ASSIGNMENT BY MAJOR REPORTING AREA (Attachment IV)

GUIDELINES FOR COMPENSATION PROGRAM (Attachment V)

PRESIDENT'S LETTER TO EMPLOYEE AND EMPLOYEE POSITION  
SUMMARY (Attachment VI)

CLASSIFICATION REVIEW PROCESS AND CLASSIFICATION REVIEW  
REQUEST FORMS (Attachment VII)

THE UNIVERSITY OF WYOMING  
SUMMARY DESCRIPTION OF RECOMMENDED  
SALARY PLAN

Salary Schedule Development

The recommended salary schedule was derived from the relationship of current salaries of The University of Wyoming non-teaching staff to their assigned salary grades as determined by the Hayes/Hill job evaluation process.

Specifically, the midpoints of the recommended salary schedule were calculated from an exponential regression of the mean of current salaries for each salary grade as compared to the respective salary grades.

Target salary range minima were selected for the first five salary grades to reflect desired University starting salaries. As a result, the salary ranges for these salary grades are not symmetrical around the salary range midpoints.

Salary range minima and maxima for salary grades 6 to 20 were calculated from the derived salary range midpoints to provide a 50 percent spread between salary range minima and salary range maxima.

The recommended salary schedule is shown as Exhibit I.

Salary Plan Implementation Cost

Implementation costs are based on two costs:

Adjustments to salary range minima  
Adjustments to decompress

The cost adjustments to salary range minima are equal to the annual costs required to bring all employees whose salaries are now below the salary range minima of their assigned salary range to that salary range minima. The purpose of the cost adjustments to decompress is to adjust salaries to reflect satisfactory experience on the job so that employees with experience are paid relatively more than new hires.

Decompression cost adjustments are determined by the decompression rules used. For this recommended salary plan the decompression rules are based on placing employees with 6 years of satisfactory job performance at least at the first quartile of their assigned salary range and placing employees with 12 years of satisfactory job experience at least at the midpoint of their assigned salary range.

NUMBER OF  
YEARS OF  
SATISFACTORY  
JOB PERFORMANCE

MINIMUM TARGET PLACEMENT  
OF EMPLOYEES IN THEIR ASSIGNED  
SALARY RANGE BASED ON NUMBER  
OF YEARS OF SATISFACTORY  
JOB PERFORMANCE

0	0% - Salary Range Minimum
1 } 5 } 6 } 7 } 11 }	0% to 25% in Salary Range
12	25% - First Quartile of Salary Range
	25% to 50% in Salary Range
	50% - Midpoint of Salary Range

The implementation costs and the distribution of employees in their salary ranges are shown in Exhibit II.

THE UNIVERSITY OF WYOMING  
RECOMMENDED SALARY SCHEDULE

SALARY GRADE	SALARY RANGE			PERCENT INCREASE BETWEEN SALARY RANGE		SALARY RANGE SPREAD BETWEEN MINIMA AND MAXIMA
	MINIMUM	MIDPOINT	MAXIMUM	MINIMA	MIDPOINTS	
20	\$43,056	\$53,820	\$64,584	10%	10%	50%
19	\$39,142	\$48,927	\$58,712	10%	10%	50%
18	\$35,583	\$44,479	\$53,575	10%	10%	50%
17	\$32,348	\$40,435	\$48,522	10%	10%	50%
16	\$29,408	\$36,760	\$44,112	10%	10%	50%
15	\$26,734	\$33,418	\$40,102	10%	10%	50%
14	\$24,304	\$30,380	\$36,456	10%	10%	50%
13	\$22,094	\$27,618	\$33,142	10%	10%	50%
12	\$20,086	\$25,107	\$30,128	10%	10%	50%
11	\$18,260	\$22,825	\$27,390	10%	10%	50%
10	\$16,600	\$20,750	\$24,900	10%	10%	50%
9	\$15,091	\$18,864	\$22,637	10%	10%	50%
8	\$13,719	\$17,149	\$20,579	10%	10%	50%
7	\$12,472	\$15,590	\$18,708	10%	10%	50%
6	\$11,338	\$14,172	\$17,006	8%	10%	50%
5	\$10,505	\$12,884	\$15,443	6%	10%	47%
4	\$ 9,910	\$11,712	\$14,072	6%	10%	42%
3	\$ 9,350	\$10,648	\$12,810	6%	10%	37%
2	\$ 8,820	\$ 9,680	\$11,642	6%	10%	32%
1	\$ 8,320	\$ 8,800	\$10,816			30%

THE UNIVERSITY OF WYOMING  
DISTRIBUTION OF EMPLOYEES AND IMPLEMENTATION COSTS BASED ON  
RECOMMENDED SALARY PLAN

DISTRIBUTION OF EMPLOYEES IN SALARY RANGES	NUMBER	PERCENT	CUMULATIVE PERCENT
Below Minima	209	14%	14%
First Quarter	405	27	41%
Second Quarter	339	22	63%
Third Quarter	226	15	78%
Fourth Quarter	188	13	91%
Over Maximum	<u>138</u>	<u>9</u>	100%
Total	<u>1,505</u>	<u>100%</u>	

ANNUAL COST TO ADJUST	ANNUAL COST	ANNUAL COST AS A PERCENT OF TOTAL PAYROLL
To Salary Range Minima	\$171,437	0.72%
For Decompression	<u>144,759</u>	<u>0.60</u>
Total	<u>\$316,196</u>	<u>1.32%</u>

Total Annual Payroll  
for Employees Included  
in Salary Plan \$23,948,700

DISTRIBUTION OF EMPLOYEES RECEIVING ADJUSTMENTS AS A PERCENT OF THEIR CURRENT SALARY	NUMBER	PERCENT	CUMULATIVE PERCENT
Less than 1.0 Percent	32	10%	10%
1.1 to 5.0 Percent	114	36	46%
5.1 to 10.0 Percent	70	22	68%
10.1 to 15.0 Percent	52	17	85%
15.1 to 20.0 Percent	29	9	94%
20.1 to 30.0 Percent	<u>17</u>	<u>6</u>	100%
Total Number of Employees Receiving Adjustments	<u>314</u>	<u>100%</u>	
Percent of Total Number of Employees	21%		

THE UNIVERSITY OF WYOMING  
RECOMMENDED EXTENDED SALARY RANGES FOR SELECTED  
MARKET-IMPACTED CLASSIFICATIONS

FOR JULY 1, 1981, TO JUNE 30, 1982

COMPUTER SERVICES CLASSIFICATIONS

SALARY GRADE	UNIVERSITY OF WYOMING CLASSIFICATION TITLE	EXTENDED SALARY RANGE MAXIMA	RANGE OF CURRENT SALARIES
18	Director, Computer Services	\$61,000	\$54,624
15	Assistant Director, Computer Services	\$52,000	\$43,824
14	Manager, Systems Programming Manager, Admin. User Services Manager, Computer Maintenance Manager, Instructional User Services Manager, Computer Operations	\$39,000	\$35,952 to \$37,620
13	Programmer Analyst IV Systems Programmer III Telecommunications & Mini Computer Specialist	\$36,000	\$26,208 to \$35,760
12	Programmer Analyst III Coordinator, Instructional User Services Systems Programmer II User Consultant III Coordinator, Admin. User Services - WHECN	\$32,000	\$19,980 to \$31,152
10	Academic Programmer Systems Programmer I Programmer Analyst II User Consultant II Computer Maintenance Engineer II	\$28,000	\$20,700 to \$27,972
9	Programmer Analyst I User Consultant I	\$24,000	\$17,304 to \$26,436

Extended salary range maxima for July 1, 1981, to June 30, 1982, were calculated by multiplying the surveyed mean salary for comparable jobs updated to January, 1982, by a factor of 1.10 and rounding to the nearest thousand dollars.

Source: Hansen's 1980 Weber Salary Survey on Data Processing Positions  
(City Level 2 - Type 5 and City Level 2 - Size 4)

THE UNIVERSITY OF WYOMING  
 RECOMMENDED EXTENDED SALARY RANGES FOR SELECTED  
 MARKET-IMPACTED CLASSIFICATIONS

FOR JULY 1, 1981, TO JUNE 30, 1982

CRAFT CLASSIFICATIONS

SALARY GRADE	UNIVERSITY OF WYOMING CLASSIFICATION TITLE	EXTENDED SALARY RANGE MAXIMA	RANGE OF CURRENT SALARIES
10	Assistant Foreman, Physical Plant-Power Plant Welder/Machinist Welder/Plumber Controls/Refrigeration Electrician Electrician Elevator Repairer II Plumber	\$28,000	\$22,920 to \$25,056
9	Carpenter Elevator Repairer I Locksmith II Mechanic/Welder Power Plant Mechanic/Operator Power Plant Operator Painter/Glazier Painter Furniture Repairer Cement Mason	\$24,000	\$18,588 to \$23,436

Extended salary range maxima for July 1, 1981, to June 30, 1982, were calculated by multiplying 80 percent of the union rate for selected Craft jobs updated to the July 1, 1981, to June 30, 1982, time period by a factor of 1.10 and rounding to the nearest thousand dollars.

Source: Prevailing Craft rates furnished by the Personnel Services Department and an estimated update factor of 12 percent for the July 1, 1981 to June 30, 1982 time period furnished by the State of Wyoming Department of Labor and Statistics.



THE UNIVERSITY OF WYOMING  
 RECOMMENDED EXTENDED SALARY RANGES FOR SELECTED  
 MARKET-IMPACTED CLASSIFICATIONS  
 FOR JULY 1, 1981, TO JUNE 30, 1982

MEDICAL CLASSIFICATIONS

<u>SALARY GRADE</u>	<u>CLASSIFICATION CODE</u>	<u>UNIVERSITY OF WYOMING CLASSIFICATION TITLE</u>	<u>EXTENDED SALARY RANGE MAXIMA</u>	<u>RANGES OF CURRENT SALARIES</u>
20	1021	Director Student Health Services	\$100,000- 110,000	\$74,100
17	3092	University Physician	\$ 90,000- 100,000	\$62,406
17	3151	Psychiatrist	\$ 90,000- 100,000	\$62,136

Range maxima were calculated based on phone survey regarding physicians and psychiatrists performing comparable work.

Prepared by Personnel Services Office, August 25, 1981.

THE UNIVERSITY OF WYOMING  
IMPLEMENTATION COSTS BY BUDGET CATEGORY

BUDGET CATEGORY	FULL-TIME	PART-TIME	TOTAL
General Administration	\$ 17,132	\$ 93	\$ 17,225
Research Instruction	76,510	10,213	86,723
Extension Public Service	50,024	626	50,650
Intercollegiate Athletics	7,801	300	8,101
Maintenance, Operations & Repairs	2,800	0	2,800
General Services	11,380	2,907	14,287
Student Services & Aid	29,708	1,773	31,481
Higher Education Computer Network	0	0	0
Human Medicine	6,011	0	6,011
Section Two Funds	<u>75,271</u>	<u>23,647</u>	<u>98,918</u>
Total	<u>\$276,637</u>	<u>\$39,559</u>	<u>\$316,196</u>

## SALARY GRADE ASSIGNMENT BY MAJOR AREA

SALARY GRADE	ACADEMIC AFFAIRS	FINANCE	STUDENT AFFAIRS	RESEARCH AND GRADUATE STUDIES	PRESIDENT & SPECIAL ASSISTANT TO THE PRESIDENT	CLERICAL AND OFFICE
20	Dir., Student Health Services					
19						
18		Asst. V.P., Finance University Architect		Dir., Computer Services	Dir., Athletics Asst. to Pres., Info./ Dir., Commun. Svcs. Asst. to Pres. for Development	
17	University Physician	Dir., Physical Plant Dir., Services & Aux. Enterprises Controller	Dir., Admissions & Registrar			
16	Senior Engineer	Asst. Dir., Services & Aux. Enterprises Dir., Personnel Services	Dean of Students Dir., Counseling & Testing Dir., Housing	Asst. V.P., Research & Graduate Studies		
15	Manager, Technical Engineering	Dir., Food Service Asst. Dir., Physical Plant - Operations Asst. Dir., Physical Plant - Facilities Mgr., Accounting	Dir., Student Financial Aids	Asst. Dir., Computer Services	Asst. Dir., Athletics	
14	Engineer III Dir., International Programs Dir., Univ. Art Museum	Mgr., Arena/Auditorium Radiation Safety Officer Mgr., Bookstore Mgr., Purchasing Dir., Wyo. Student Union Asst. to V.P., Finance Construction Engineer Chief of Police Dir., Safety Office	Dir., Student Educ. Oppor. & Minority Affairs Assoc. Registrar Assoc. Dir., Housing Psychologist II Dir., Univ. Academic Advisement Center	Mgr., Systems Programming Mgr., Admin. User Svcs. Mgr., Computer Maint. Mgr., Instructional User Svcs. Mg., Computer Operations	Dir., Alumni Relations	

SALARY GRADE ASSIGNMENT BY MAJOR AREA

SALARY GRADE	ACADEMIC AFFAIRS	FINANCE	STUDENT AFFAIRS	RESEARCH AND GRADUATE STUDIES	PRESIDENT & SPECIAL ASSISTANT TO THE PRESIDENT	CLERICAL AND OFFICE
13	Univ. Extension Agent II Asst. State Leader, 4-H Youth Program Asst. to Dean, A & S Supt., Univ. Stock Farm Pilot, Atmospheric Science Pilot/Mechanic	Assoc. Dir., Food Service Data Base Administrator Internal Auditor Mgr., Contracts & Grants Accounting Mgr., Student Loans & Organizations Assoc. Dir., Personnel Services	Dir., Placement Services	Systems Programmer III Programmer Analyst IV Telecomm. & Mini-Computer Specialist	Employment Practices Officer Head Athletic Trainer Asst. Dir., Commun. Services	
12	Supt., Univ. Dairy Area Agent, 4-H Youth Program Supt., Research Extension Center Master Glass Blower Engineer II Physician's Assistant Dir., Medical Finance & Operations Asst. Dir., Family Pract. Program - Admin. Project Coord. - Outreach Research Assoc. III Registered Pharmacist	Campus Planner Foreman, Physical Plant Asst. Chief of Police Asst. Dir., Personnel Services Mgr., Accts. Receivable - Svc. & Aux. Enterprises Construction Inspector Accountant III Supv., Payroll	Students' Attorney Assoc. Dir., Admissions Assoc. Dir., Admissions - School Relations Assoc. Dean of Students Asst. Dir., Student Financial Aids Asst. Registrar Psychologist I Asst. Dir., Housing - Maintenance	Programmer Analyst III Coord., Instructional User Services Systems Programmer II User Consultant III Coord., Admin. User Services - WHECN	Head Women's Basketball Coach Head Swim Coach Head Ski Coach Head Track Coach Head Men's Baseball Coach Head Wrestling Coach Business Manager, Athletics Mgr., Publications Mgr., Photographic Svcs. Mgr., Duplicating Svcs. Associate Director, Development	
11	Supt., Wyo. Vet./Medical Research Center Mgr., Meat Laboratory Asst. Dir./Curator, Univ. Art Museum Staff Assistant Media Specialist Systems/Business Mgr., Medical Facility Nurse Practitioner Head Nurse Univ. Extension Agent I	Foreman, Auto Repair Asst. Foreman, Crafts Design Engineer Maintenance Scheduler Supt., Custodial Dept. Business Mgr., Physical Plant Mgr. II, Food Svc. Mgr., Stores & Receiving Mgr., UW Concessions Staff Assistant Mgr., Cashiers Office	Dir., Special Services Dir., Upward Bound Dir., Educ. Talent Search Dir., Wyo. Career Information Systems Asst. Dir., Minority Affairs Coord., University Activities Asst. Dean of Students Staff Assistant Asst. Dir., Housing - Residence Life Student Data Coord. Counselor II		Coord., Sports Info. Mgr., Athletic Ticket Office Counselor, Athletics Asst. Dir., Alumni Relations Supv., Graphic Arts Manager, Archives	

THE UNIVERSITY OF WYOMING  
SALARY GRADE ASSIGNMENT BY MAJOR AREA

SALARY GRADE	ACADEMIC AFFAIRS	FINANCE	STUDENT AFFAIRS	RESEARCH AND GRADUATE STUDIES	PRESIDENT & SPECIAL ASSISTANT TO THE PRESIDENT	CLERICAL AND OFFICE
10	Asst. Dir., Pre-School Herder II Asst. Coord., Non-Credit Classes, & Conf. & Institutions Technician III Engineer I Research Assoc. II Multiphasic Technologist Mgr., Geology Library Coord., Biblio. Database Building Superintendent Mgr., A/V Services Editor Programmer Analyst/ Maintenance Engineer Administrative Asst. Project Coord.-Training Medical Technologist	Asst. Foreman, Physical Plant - Power Plant Welder/Machinist Welder/Plumber Controls/Refrig. Electrician Electrician Elevator Repairer II Plumber Mgr. I, Food Service Asst. Mgr., Bookstore Coord., Insurance & Retirement Coord., Training Supv., Accounting Cost Analyst Accountant II Detective Police Lieutenant	Business Mgr., ASUW Financial Aids Records Administrator Specialist, Student Financial Aids Coord., Alumni Placement Program	Academic Programmer Systems Programmer I Programmer Analyst II User Consultant II Computer Maintenance Engineer II	Cinematographer Editor Coord., Production - Duplicating Services Supv., Athletic Facilities Administrative Asst.	Executive Secretary
9	Media Prod. Specialist Coord., Fine Arts Broadcasting - KUWR Media Coord., 4-H Program Coord., Chemical Lab./Stockroom Pre-School Teacher Medical Librarian Asst. Law Librarian Curator, Geology Museum Photographer, Atmos. Science Herder I	Supv., Preventive Maint. Carpenter Elevator Repairer I Locksmith II Mechanic/Welder Supv., Golf Course Power Plant Mechanic/Operator Power Plant Operator Signwriter Area Foreman, Univ. Apts. Groundskeeper III Painter/Glazier Painter Furniture Repairer Cement Mason Custodial Zone Supv. Buyer Textbook Buyer Safety Investigator Budget Analyst Collector, Accounts Receivable - Services & Aux. Enterprises Coord., Part-Time Employ. Job Analyst Cook III	Admissions Counselor, Orientation Admissions Counselor Career Development Specialist Supv., Registration & Records Counselor I Instructor/Counselor Head Resident, Residence Hall	Programmer Analyst I User Consultant I	Graphic Artist Photographer Supv., Offset Printing & Bindery-Dupl. Svcs. Asst. Dir., Alumni Relations - Field Activities Strength Coach Asst. Athletic Trainer	Sr. Admin. Secretary Office Assistant IV

THE UNIVERSITY OF WYOMING

SALARY GRADE ASSIGNMENT BY MAJOR AREA

SALARY GRADE	ACADEMIC AFFAIRS	FINANCE	STUDENT AFFAIRS	RESEARCH AND GRADUATE STUDIES	PRESIDENT & SPECIAL ASSISTANT TO THE PRESIDENT	CLERICAL AND OFFICE
8	Crop/Livestock Attend. II Crop/Livestock Tech. Coord., PR-KUWR Research Associate I Drafter Registered Nurse Registered X-Ray Tech. Technician II Library Tech. III	Accountant I Mgr., Wyo. Union Games Area Police Sergeant Locksmith I Auxiliary Operator Engineering Assistant	Tutor Coord./Counselor Mgr., Publication Sales Coord., Univ. Academic Advisement Center	Control Scheduler, Computer Services Lead Computer Operator Supv., Keypunch Computer Maintenance Engineer I	Asst. Supv., Athletic Facilities Supv., Campus Mail	Accounting Tech. III
7	Crop/Livestock Attend. I Caretaker, Research Station Asst. Curator, Univ. Art Museum Technical Editor, WRRRI A/V Software Specialist Medical Records Tech. Library Tech. II	Maintenance Mechanic II Motor Vehicle Mechanic II Heavy Equip. Operator Stage Tech. II Greenhouse Gardener Area Supv., Food Service Meatcutter III Baker III Peace Officer Asst. Supv., Golf Course	Degree Analyst Outreach Counselor Credentials Analyst Scholarship Coord. Asst. Dir., Upward Bound Asst. Coord., Univ. Activities Building Supervisor		Athletic Equipment Tech. II Photo. Tech. II Archives Asst. III	Admin. Secretary Office Assistant III Accounting Tech. II
6	Nutrition Asst. Caretaker, Research Animals Coord., Classrooms Supv., Equip. Room/Facil. Licensed Practical Nurse Medical Secretary II Library Tech. I	General Book Buyer Coord., Car Pool Motor Vehicle Mechanic I Maintenance Mechanic I Cook II Police Dispatcher/Centrex Operator II Coord., Corres. Books	Coordinator, A/V Equipment	Computer Operator II Computer Programmer	Repro. Machine Oper. II Copy Machine Services Tech. Athletic Facil. Attend.	Accounting Tech. I
5	Technician I Medical Transcriptionist Laboratory Asst. III Library Clerk III	Stage Tech. I Caretaker, Univ. Apts. Cashier II, Cashier's Ofc. Auxiliary Oper. Trainee Storekeeper II Maintenance Asst. Purch. Clerk, Bookstore Sanitation Truck Oper. Pool Maintainer Laborer Lead Custodian Mover Property Accounting Clerk Freight Handler	Mgr., ASUW Ticket Ofc.		Athletic Equip. Tech. I Reproduction Machine Oper. I Asst. Supv., Campus Mail Photo. Tech. I Archives Asst. II	Secretary II Data Entry Asst. II Office Assistant II

THE UNIVERSITY OF WYOMING

SALARY GRADE ASSIGNMENT BY MAJOR AREA

SALARY GRADE	ACADEMIC AFFAIRS	FINANCE	STUDENT AFFAIRS	RESEARCH AND GRADUATE STUDIES	PRESIDENT & SPECIAL ASSISTANT TO THE PRESIDENT	CLERICAL AND OFFICE
4	Medical Secretary I	Meatcutter II Line Supv., Food Service Cashier II, Bookstore Groundskeeper II Coord., Vending Services Cook I Baker II Traffic Officer Cashier I, Cashier's Ofc. Custodian Mover		Computer Operator I	Bindery Operator II Postal Mail Carrier	Accounting Clerk II
3	Laboratory Asst. II Nutrition Aide Equip./Supply Room Attn. Library Clerk II	Police Dispatcher/Centrex Operator I Security Guard Motor Vehicle Attend. Clerk II, Bookstore Storekeeper I Custodian		Keypunch Operator	Bindery Operator I	Secretary I Clerk/Typist II Data Entry Asst. I
2	Nurse's Aide Library Clerk I	Food Service Worker II Cashier I, Bookstore Receptionist, Residence Hall Housekeeper Checker, Food Service Clerk I, Bookstore Meatcutter I Baker I			Mail Clerk Archives Asst. I	Clerk/Typist I Office Assistant I Accounting Clerk I
1	Laboratory Asst. I	Food Service Worker I Groundskeeper I				

GUIDELINES FOR THE UNIVERSITY OF WYOMING  
COMPENSATION PROGRAM

The guidelines are a general set of operating procedures for the University of Wyoming salary and job classification plan and reflect University policy. Additional information is contained in the University/Trustee regulations.

I. Starting Salaries

A. General Rule:

In most cases starting salaries will be set at the minimum of the appropriate salary grade.

B. Exceptions:

1. Applicants with qualifications which clearly exceed minimum requirements for a classification.
2. Unusual market conditions which may necessitate use of premium hiring rates or special salary ranges.

C. Authority for Setting Starting Salaries

Up to First Quartile of Salary Range: Appropriate Departmental Administrators in consultation with Personnel Services Office Administrator

First Quartile to Midpoint of Salary Range: Appointing Authority (e.g. Dean/Director), in consultation with the Director of Personnel Services.

Over Midpoint of Salary Range: University Officer in charge of Department (Vice-President or Associate Vice-President of Finance, Vice-President or Associate Vice-President of Academic Affairs, Vice-President of Research, Special Assistant to President), and University Officer in charge of Personnel Services.

II. Salary Guidelines for Market Impacted Classifications

A. Definition:

A job classification is market impacted if employees cannot be attracted and retained with starting salaries up to the midpoint of the assigned salary range, and/or on-going salaries over the maximum of the salary range.

B. Guidelines:

1. Personnel Services Office audits job classification to verify salary grade assignment.
2. Personnel Services Office conducts external salary survey to verify market salary level.
3. Create supplemental salary range in the same salary grade, if market impacted condition is verified.
4. Review situation in one year.



### III. Changes in Assignment

#### Promotion

##### A. Definition:

The movement of an employee to a classification in a higher salary grade than that of the classification to which the employee is currently assigned.

##### B. Guidelines:

When an employee is promoted he/she will receive an increase in salary or rate of pay in the new position based on the position's grade or rank as well as other factors relevant to the situation.

Any promotion increase generally will be limited by the maximum of the new salary grade.

#### Transfer

##### A. Definition:

The movement of an employee to a different classification in the same salary grade.

##### B. Guidelines:

When an employee transfers he/she will not receive a salary increase.

#### Voluntary Reassignment

##### A. Definition:

The movement of an employee to a classification in a lower salary grade.

##### B. Guidelines:

When an employee is granted a voluntary reassignment he/she shall receive a pay adjustment causing the salary to fall within the salary grade to which the position is assigned.

### IV. Enforcement of Salary Range Minima and Maxima

#### A. General Rules:

1. No employee will be paid below the minimum of the assigned salary grade.
2. No employee will receive a salary increase which places the employee's salary over the maximum of the assigned salary grade.

#### B. Exceptions for the Maxima:

1. Employees who are assigned to a classification with a supplemental salary range because their classification is market impacted.
2. During the next four fiscal years, beginning July 1, 1982, employees whose salaries exceed the maximum of the assigned salary grade will receive salary increases at rates of 80 percent of the annual movement of the salary grade maximum in fiscal year 1983, 60 percent, 40 percent and 20 percent of the movement of the salary grade maxima in fiscal years 1984, 1985, and 1986, respectively.

V. Classification/Position Review

A. Classification Review

1. Changes in job classifications and the relative position of job classifications across the University will be carefully monitored by the Personnel Services Office.
2. Approximately one-fourth of all classifications included in the program will be reviewed each year by the Personnel Services Office.
3. Classifications selected for audit will be chosen to reflect a range of functional areas and responsibilities. Particular attention will be given to classifications affected by organizational change or considered relatively volatile in terms of market demand.
4. Each classification selected for review will be analyzed relative to the accuracy of the description and the appropriateness of its salary grade assignment.

B. Position Review

Position reviews may be initiated according to the provisions of Information Circular 1979 - 3.

VI. Annual Salary Range Adjustment

A. General Rule:

Salary ranges will be reviewed annually by the Personnel Services Office for adjustment to reflect competitive job market salary levels.

B. Guidelines:

1. Salary range adjustments will generally be:
  - a) Less than the overall average annual salary increase to provide for movement through the salary range; and
  - b) Never more than the across the board salary increase granted to all employees.
2. Salary range adjustments need not be uniform for all salary grades.
  - a) The relative percentage differences between salary grades can be varied.
  - b) The salary range spreads between salary grade minima and maxima can be varied.



THE UNIVERSITY OF WYOMING  
LARAMIE, WYOMING 82071

OFFICE OF THE PRESIDENT

Dear Colleague:

The classification study developed with the assistance of Hayes/Hill Inc. has been completed, and the new staff compensation system has been approved by the University Trustees for implementation on September 30, 1981. Attached are a summary of your position in the new system and materials relating to the new compensation plan.

Salary increases will be made retroactive to July 1, 1981 with modifications being reflected in the September paycheck.

You are encouraged to direct any questions regarding this information to your supervisor/department head who can assist you in understanding the new plan. Further information and assistance can be obtained from the Personnel Services Office.

It is important to recognize that development of the new compensation plan involved substantial work by individual employees; supervisors; the Benchmark Committee comprised of University personnel; University officers; and the Hayes/Hill consulting team. If an employee still feels that his/her new classification or salary situation is not accurate, a review process is available which is based upon procedures described in the materials enclosed. A request to have your position reviewed must be submitted to the appointing authority no later than October 15, 1981. If you desire further information regarding the review process, please contact the Personnel Services Office (2215). Review request forms are available in room 140, Wyo Hall.

A project of this magnitude would be impossible to complete without the cooperation of everyone at the University. I thank you for providing Hayes/Hill and the University with information regarding your position.

Sincerely,

Donald L. Veal  
Acting President

EMPLOYEE POSITION SUMMARY

AS OF

JULY 1, 1981

NAME: JANE Q. DOE

DEPARTMENT: INST DATA MANAGEMT

POSITION NUMBER: 2084

JOBCLASS TITLE: PROGRAMMER ANALYST III

\* SALARY: \$26,000

SALARY GRADE: 12

EEOC: 3 (PROFESSIONAL-NON-FACULTY)

EMPLOYMENT CATEGORY: PROFESSIONAL

SALARY INCREASES WILL BE RETROACTIVE TO JULY 1, 1981 WITH MODIFICATIONS REFLECTED IN THE AUGUST PAYROLL.

\* EXPLANATION OF SALARY CHANGE

\_\_\_\_\_ MOVEMENT TO SALARY GRADE MINIMUM

\_\_\_\_\_ MOVEMENT TO REFLECT LENGTH OF SERVICE IN CURRENT JOB

Employees who have been in their current position six years or more will be compensated at a rate at least equivalent to the first quartile of the salary range, and employees who have been in their current position twelve years or more will be compensated at a rate at least equivalent to the middle of the salary range.

CLASSIFICATION REVIEW PROCESS

With the assistance of the Hayes/Hill consulting firm, the University of Wyoming has developed a new compensation plan. The process involved a considerable amount of work by individual employees; supervisors; the Benchmark Committee comprised of University personnel; University officers; and the Hayes/Hill consulting team. The new job classifications have been reviewed by the University officers responsible for the positions. Further, the placement of specific positions into general classifications has been reviewed with the appropriate supervisor or administrator.

If an employee still feels that his/her new classification or salary situation is not accurate, he/she can request a review based on the procedures described below. A chart showing the review process is attached.

An employee should request reviews only if he/she believes his/her position was improperly classified. If the position has changed considerably since the position description was developed for Hayes/Hill, the employee will have the opportunity to request a formal job audit at a later date. The review procedures described below apply only to the implementation of the new compensation plan following the deadlines specified.

Preliminary Step

The employee should discuss his/her concerns about the classification assignment with his/her immediate supervisor or appointing authority. During this process it is important for the persons involved to consider carefully all the factors involved in arriving at the classification assignment.

If an employee does not wish to discuss the classification assignment with his/her supervisor or appointing authority, a request to have the classification assignment reviewed may be made directly to the Director of Personnel. In doing so, the employee needs to recognize that the regular review procedures described herein will be followed except for the preliminary step noted above.

Step 1 -

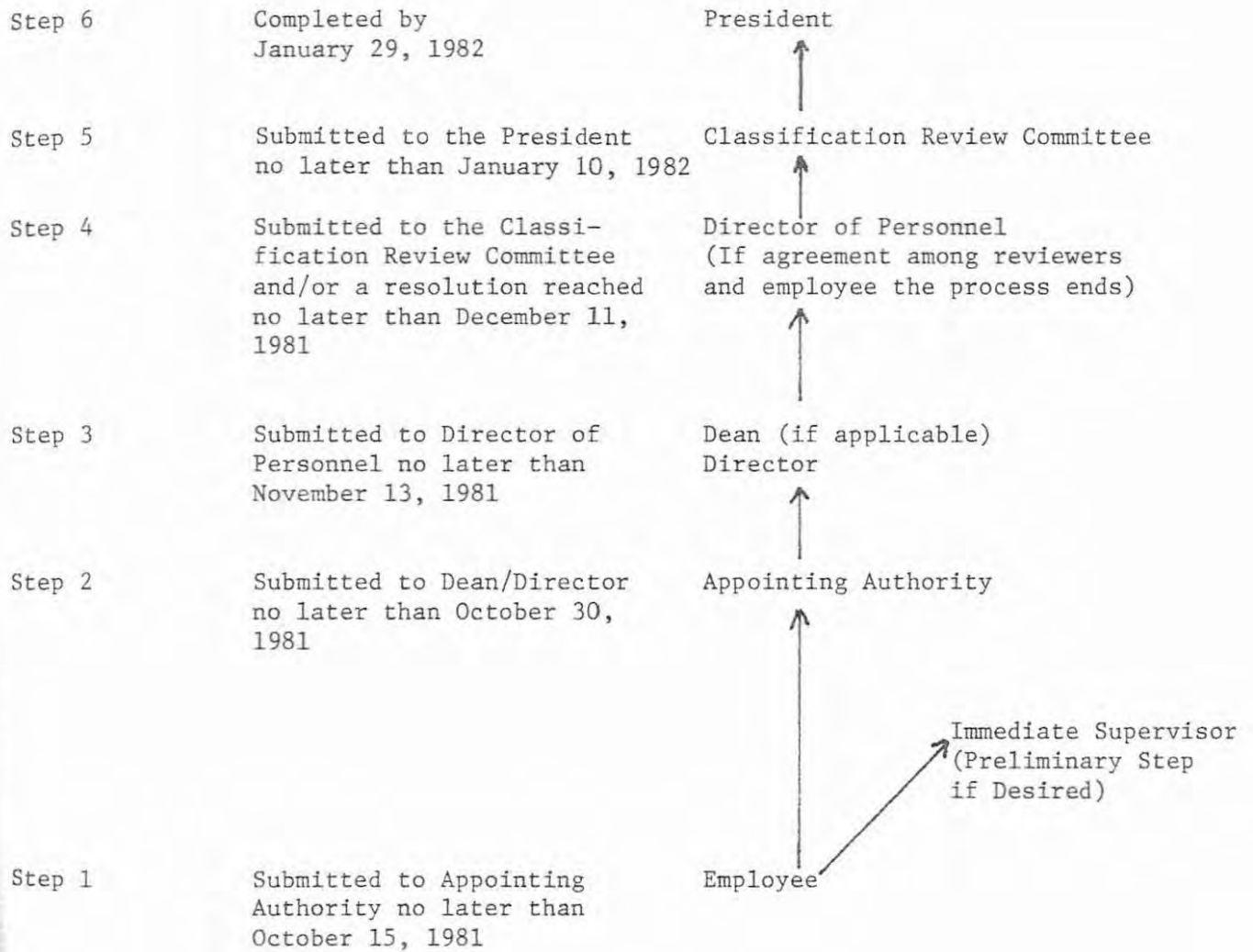
If, after the preliminary step, the employee does not believe that the classification assignment is accurate, he/she may file an official written Classification Review Request Form with the Appointing Authority (e.g. Director of Physical Plant, Director of Auxiliary Enterprises, Academic Department Head, etc.). This form must identify specific reasons why the classification assignment is not correct and it must be given to the Appointing Authority no later than October 15, 1981.

Step 2 -

The Appointing Authority will review the information associated with the position assignment, which will usually include (a) the request form (Part I) and any supporting documentation offered by the employee, and (b) the Hayes/Hill Position Description Questionnaire. The Appointing Authority will submit a recommendation to cognizant Dean or Director using Part II of the Classification Review Request Form no later than October 30, 1981.

- Step 3 - The Dean or Director will review the request and offer a recommendation to the Director of Personnel no later than November 13, 1981, using Part III of the classification review request form.
- Step 4 - The Director of Personnel will review the request and make a recommendation regarding the classification no later than December 11, 1981. If there is agreement among the Director of Personnel, the Appointing Authority, and Dean (if applicable), that a classification change is warranted the review process will end and the classification modification will be made. However, if there is disagreement among the reviewing parties, the Director of Personnel will forward the request to the Classification Review Committee. Finally, if there is disagreement between the employee and the reviewing parties, the employee will have the opportunity to have his/her job classification reviewed by the Classification Review Committee.
- Step 5 - The Classification Review Committee is charged with the responsibility of reviewing the information pertaining to the classification request and making a recommendation to the President who will render a final decision. The employee may request a hearing before the Committee. The Committee will be comprised of University employees appointed by the President drawing on recommendations from Staff Council which will solicit nominations from University staff. The Committee will meet periodically to act on review requests received subsequent to the previous meeting and will make a recommendation to the President by January 10, 1982.
- Step 6 - The President will render a decision with regard to the classification review. This decision is final and may not be further appealed either through the Classification Review Process or the Staff Grievance Procedure (Uni Reg 37). All review request processes will be completed no later than January 29, 1982.

ILLUSTRATION OF THE  
CLASSIFICATION REVIEW PROCESS



No. \_\_\_\_\_

CLASSIFICATION REVIEW REQUEST

Step 1

Part I - Employee

Employee \_\_\_\_\_

Department \_\_\_\_\_

Assigned Classification Title \_\_\_\_\_

I hereby request a review of the classification of my job in the new University compensation system. I believe my position is incorrectly classified for the reasons cited below.

Corrective Action Requested:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Date forwarded to Department Head \_\_\_\_\_ (Deadline: October 15, 1981)

Use the back of the sheet and/or additional papers if necessary. Please identify the attached documentation as Part I.A., Part I.B., etc.



CLASSIFICATION REVIEW REQUEST

Step 2

Part II - Appointing Authority

Employee \_\_\_\_\_  
Assigned Classification Title \_\_\_\_\_  
Date Review Request received from employee \_\_\_\_\_

I have reviewed all information submitted pertaining to the classification review and for the reasons stated below:

\_\_\_\_\_ Believe the position is appropriately classified  
\_\_\_\_\_ Believe the position is not appropriately classified  
and should be classified as a \_\_\_\_\_

Comments & Recommendations:

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date

Forward Parts I, II and all supporting documentation to Dean (if applicable) or Director, or to the Director of Personnel no later than October 30, 1981.

cc: Employee

CLASSIFICATION REVIEW REQUEST

Step 3

Part III - Dean or Director

Employee \_\_\_\_\_  
Assigned Classification Title \_\_\_\_\_  
Date Review Request received from Appointing Authority \_\_\_\_\_

I have reviewed all information submitted pertaining to the classification review and for the reasons stated below:

\_\_\_\_\_ Believe the position is appropriately classified  
\_\_\_\_\_ Believe the position is not appropriately classified  
and should be classified as a \_\_\_\_\_

Comments & Recommendations:

\_\_\_\_\_  
Dean or Director's Signature

\_\_\_\_\_  
Date

Forward Parts I, II, III and all supporting documentation to the Director of Personnel no later than November 13, 1981.

cc: Appointing Authority  
Employee

CLASSIFICATION REVIEW PROCESS

Step 4

Part IV - Director of Personnel

Employee \_\_\_\_\_  
Assigned Classification Title \_\_\_\_\_  
Date Review Request received from Dean/Director \_\_\_\_\_

I have reviewed all information submitted pertaining to the classification review and for the reasons stated below:

\_\_\_\_\_ Believe the position is appropriately classified  
\_\_\_\_\_ Believe the position is not appropriately classified  
and should be classified as a \_\_\_\_\_

Comments & Recommendations:

\_\_\_\_\_  
Director of Personnel's Signature

\_\_\_\_\_  
Date

Disposition:

DEADLINE: December 11, 1981

cc: Appointing Authority, Dean (if applicable), Supervisor, Employee

CLASSIFICATION REVIEW REQUEST

Step 5

Part V - Classification Review  
Committee

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Employee \_\_\_\_\_  
Assigned Classification Title \_\_\_\_\_  
Date Review Request received from Director of Personnel \_\_\_\_\_

We have reviewed all information submitted pertaining to the classification review and for the reasons stated below:

\_\_\_\_\_ Believe the position is appropriately classified  
\_\_\_\_\_ Believe the position is not appropriately classified  
and should be classified as a \_\_\_\_\_

Comments & Recommendations:

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Respectfully submitted: \_\_\_\_\_  
Committee Chairperson Signature Date

cc: Appointing Authority  
Supervisor  
Dean (if applicable)  
Director of Personnel  
Employee

CLASSIFICATION REVIEW REQUEST

Step 6

Part VI - President

Employee \_\_\_\_\_  
Assigned Classification Title \_\_\_\_\_  
Date Review Request received from Classification Review Committee \_\_\_\_\_

I have reviewed the information pertaining to the classification review and find that:

\_\_\_\_\_ the position is appropriately classified  
\_\_\_\_\_ the position is not appropriately classified  
and therefore will be classified as a \_\_\_\_\_

Comments (if any):

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
Date

cc: Supervisor  
Dean (if applicable)  
Appointing Authority  
Personnel Director  
Employee