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

Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROLL CALL</td>
<td>1</td>
</tr>
<tr>
<td>APPROVAL OF MINUTES</td>
<td>2</td>
</tr>
<tr>
<td>ANNOUNCEMENTS</td>
<td>2</td>
</tr>
<tr>
<td>REPORT OF PERSONNEL COMMITTEE</td>
<td>2</td>
</tr>
<tr>
<td>APPOINTMENTS</td>
<td></td>
</tr>
<tr>
<td>1. Mark K. Petersen</td>
<td>3</td>
</tr>
<tr>
<td>2. Richard L. Berg</td>
<td>3</td>
</tr>
<tr>
<td>3. Ronald L. Steger</td>
<td>3</td>
</tr>
<tr>
<td>4. Patricia S. Tate</td>
<td>3</td>
</tr>
<tr>
<td>5. Kelly Thomas Alberts</td>
<td>4</td>
</tr>
<tr>
<td>6. Anton Wachniewski</td>
<td>4</td>
</tr>
<tr>
<td>7. Jason D. Clark</td>
<td>4</td>
</tr>
<tr>
<td>8. Robert John Lietz, Jr.</td>
<td>4</td>
</tr>
<tr>
<td>9. Diane L. Albertini</td>
<td>4</td>
</tr>
<tr>
<td>10. John C. Russell</td>
<td>4</td>
</tr>
<tr>
<td>11. Melissa A. Trowbridge</td>
<td>4</td>
</tr>
<tr>
<td>12. Joseph I. Stepins</td>
<td>4</td>
</tr>
<tr>
<td>13. Molly Brooke Vass</td>
<td>5</td>
</tr>
<tr>
<td>14. Michael C. Deluca</td>
<td>5</td>
</tr>
<tr>
<td>15. Winthrop J. Green</td>
<td>5</td>
</tr>
<tr>
<td>17. Amy Finch-Williams</td>
<td>5</td>
</tr>
<tr>
<td>18. Phyllis D. Hornibrook</td>
<td>5</td>
</tr>
<tr>
<td>19. James A. Bothmer</td>
<td>5</td>
</tr>
<tr>
<td>20. Bruce D. Boling</td>
<td>6</td>
</tr>
<tr>
<td>21. Journey L. Beard</td>
<td>6</td>
</tr>
<tr>
<td>HONORIFIC APPOINTMENT--In the College of Arts and Sciences--David G. Eckles</td>
<td>6</td>
</tr>
<tr>
<td>CLINICAL FACULTY APPOINTMENTS--In the College of Human Medicine</td>
<td>6</td>
</tr>
<tr>
<td>PART-TIME APPOINTMENTS</td>
<td>7</td>
</tr>
<tr>
<td>REAPPOINTMENTS</td>
<td>7</td>
</tr>
<tr>
<td>LEAVES OF ABSENCE</td>
<td></td>
</tr>
<tr>
<td>1. William G. Bridges</td>
<td>8</td>
</tr>
<tr>
<td>2. Roberto Mena</td>
<td>8</td>
</tr>
</tbody>
</table>
ACTING VICE PRESIDENT FOR RESEARCH AND GRADUATE STUDIES---Robert A. Jenkins--------------------------- 8

INFORMATION ON RESIGNATIONS  
1. Donald Alford----------------------------------- 8  
2. Mary L. Behrens--------------------------------- 8  
3. Rita Darragh------------------------------------ 9  
4. Daniel M. Heslink------------------------------- 9  
5. Patrick J. McDermott---------------------------- 9  
6. T. Terrence Phillips---------------------------- 9  
7. Sarah Trenholm---------------------------------- 9  
8. Barbara Uriu------------------------------------ 9

RETIREMENTS  
1. Agnes Kennington-------------------------------- 9  
2. Ann Phillips------------------------------------ 9

RECALL--In the College of Commerce and Industry--  
Lloyd W. McDaniel------------------------------------ 9

CHANGE IN ASSIGNMENT--Joyce A. Scott------------------ 10

REPORT ON MEDICAL EDUCATION--------------------------- 10

CROSS COLLEGE MAJOR----------------------------------- 10

STAFF CLASSIFICATION AND COMPENSATION REVIEW---------- 11

PRE-LEGISLATIVE VISITS---------------------------------- 14

PHYSICAL PLANT AND EQUIPMENT COMMITTEE  
1. Agreement with Northern Gas Division of Kansas-Nebraska Natural Gas Company, Inc.-------------- 15  
2. Pacific Power and Light Company Easement-------- 16  
3. Casper Family Practice Center Completion Bids--- 16  
4. Kappa Kappa Gamma House Addition---------------- 17  
5. Contracts on Torrington Research Center Feedlots---------------------------------------- 17  
6. Options on Property North of Campus------------- 17  
7. Status of Current Construction Projects--------- 18  
8. Preliminary List of Capital Projects------------ 18  
9. Air Conditioning for the Board Room, Old Main--- 19

BUDGET COMMITTEE-------------------------------------- 20  
1983-84 Biennium Budget----------------------------- 20

CONTRACTS, GRANTS, GIFTS AND SCHOLARSHIPS------------- 20

ATHLETIC COMMITTEE------------------------------------ 21  
Resolution re Marching Band-------------------------- 22  
Resolution re William J. Young------------------------ 23
EXECUTIVE COMMITTEE----------------------------------- 23
Ratification of the appointment of Gary Cunningham-- 24

UNFINISHED BUSINESS----------------------------------- 25

REPORT ON PRESIDENTIAL SELECTION PROCESS------------- 25

NEW BUSINESS------------------------------------------ 26
Ad Hoc Trustee Committee------------------------------- 26
Trustee Sawyer appointed to Physical Plant and
   Equipment Committee--------------------------------- 27
Resolution Re Helen V. Dunnebecke--------------------- 27

ADJOURNMENT AND DATE OF NEXT MEETING------------------ 27
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.
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.

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.

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,
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.


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.


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. Stepans** 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.


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.


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.


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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boese, Steven</td>
<td>Geology</td>
<td>Lecturer</td>
</tr>
<tr>
<td>(1981-82 fiscal year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eggers, Sue Hatcher</td>
<td>English</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Johnson, Paula J.</td>
<td>English</td>
<td>Supply Instructor</td>
</tr>
<tr>
<td>Urion, Celia A.</td>
<td>English</td>
<td>Lecturer</td>
</tr>
</tbody>
</table>

COLLEGE OF EDUCATION

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Messer, Phyllis</td>
<td>Educational Foundations</td>
<td>Temporary Assistant Professor</td>
</tr>
<tr>
<td>(1981-82 fiscal year)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COLLEGE OF ENGINEERING

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Academic Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>*McKee, Chester</td>
<td>Chemical Engineering</td>
<td>Adjunct Assistant Professor</td>
</tr>
<tr>
<td>(8/27/81-6/30/84)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Honorific 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.


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.


**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
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 I)

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:

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Base Bid</th>
<th>Deduct Alt. #1</th>
<th>Add Alt. #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dix Felker Constr.</td>
<td>$78,570.00</td>
<td>-$20,981.00</td>
<td>+$7,306.00</td>
</tr>
<tr>
<td>Casper, Wyoming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flint-Bateman Constr.</td>
<td>88,990.00</td>
<td>-16,554.00</td>
<td>+8,000.00</td>
</tr>
<tr>
<td>Clearfield, Utah</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lower &amp; Company Mills</td>
<td>69,762.00</td>
<td>-19,500.00</td>
<td>+9,600.00</td>
</tr>
<tr>
<td>Mills, Wyoming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>O'Brien Constr. Casper</td>
<td>75,367.00</td>
<td>-17,500.00</td>
<td>+8,145.00</td>
</tr>
<tr>
<td>Casper, Wyoming</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rognstad Constr. Casper</td>
<td>70,900.00</td>
<td>-16,500.00</td>
<td>+8,000.00</td>
</tr>
<tr>
<td>Casper, Wyoming</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Work Type</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpentry - Haught</td>
<td>$42,800.00</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Plumbing - Reif's</td>
<td>2,300.00</td>
</tr>
<tr>
<td>Lingle Plumbing &amp; Heating</td>
<td></td>
</tr>
<tr>
<td>Electrical - Bullock</td>
<td>20,000.00</td>
</tr>
<tr>
<td>Electric</td>
<td></td>
</tr>
<tr>
<td>Concrete - H &amp; H</td>
<td>13,500.00</td>
</tr>
<tr>
<td>Construction</td>
<td></td>
</tr>
<tr>
<td>Masonry - Watson Masonry</td>
<td>9,000.00</td>
</tr>
<tr>
<td></td>
<td>$87,600.00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
<th>Cumulative Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred Maintenance</td>
<td>$ 1,216,559</td>
<td></td>
</tr>
<tr>
<td>Fieldhouse Addition, North</td>
<td>4,554,000</td>
<td></td>
</tr>
<tr>
<td>College of Engineering Addition, Red Buttes Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant Equipment</td>
<td>3,700,000</td>
<td>$ 8,254,000</td>
</tr>
<tr>
<td>Land Acquisition - Powell Substation</td>
<td>?**</td>
<td></td>
</tr>
<tr>
<td>Essential Miscellaneous Projects</td>
<td>993,100</td>
<td>3,247,100</td>
</tr>
<tr>
<td>Atmospheric Sciences Lab</td>
<td>94,000</td>
<td></td>
</tr>
<tr>
<td>Science-Math Teaching Center Remodeling</td>
<td>59,100</td>
<td></td>
</tr>
<tr>
<td>OSHA, Fire Marshal, Handicapped</td>
<td>440,000</td>
<td></td>
</tr>
<tr>
<td>Computer Science Laboratory Remodeling</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>Unallocated Funds</td>
<td>200,000</td>
<td></td>
</tr>
<tr>
<td>Animal Science and Biochemistry</td>
<td>14,725,222</td>
<td>23,972,322</td>
</tr>
<tr>
<td>Fieldhouse Addition, East</td>
<td>4,032,600</td>
<td>28,004,922</td>
</tr>
<tr>
<td>Fieldhouse Synthetic Floor</td>
<td>621,500</td>
<td>28,626,422</td>
</tr>
<tr>
<td>Animal Science Arena</td>
<td>2,420,000</td>
<td>31,046,422</td>
</tr>
<tr>
<td>Multi-purpose Gymnasium</td>
<td>1,540,000</td>
<td>32,586,422</td>
</tr>
</tbody>
</table>
Mr. Brodrick moved that the above preliminary list of capital projects be reviewed and submitted to the Trustees 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
NOW, THEREFORE, BE IT RESOLVED:

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 resolution:

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
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.
<table>
<thead>
<tr>
<th>NUMBER OF YEARS OF SATISFACTORY JOB PERFORMANCE</th>
<th>MINIMUM TARGET PLACEMENT OF EMPLOYEES IN THEIR ASSIGNED SALARY RANGE BASED ON NUMBER OF YEARS OF SATISFACTORY JOB PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0% - Salary Range Minimum</td>
</tr>
<tr>
<td>1</td>
<td>0% to 25% in Salary Range</td>
</tr>
<tr>
<td>5</td>
<td>25% - First Quartile of Salary Range</td>
</tr>
<tr>
<td>6</td>
<td>25% to 50% in Salary Range</td>
</tr>
<tr>
<td>7</td>
<td>50% - Midpoint of Salary Range</td>
</tr>
<tr>
<td>11</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

The implementation costs and the distribution of employees in their salary ranges are shown in Exhibit II.
# THE UNIVERSITY OF WYOMING

## RECOMMENDED SALARY SCHEDULE

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

DISTRIBUTION OF EMPLOYEES AND IMPLEMENTATION COSTS BASED ON RECOMMENDED SALARY PLAN

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

ANNUAL COST TO ADJUST ANNUAL COST AS A PERCENT OF TOTAL PAYROLL

| To Salary Range Minima For Decompression | $171,437 | 0.72% |
| Total                                   | $316,196 | 1.32% |

Total Annual Payroll for Employees Included in Salary Plan

$23,948,700
<table>
<thead>
<tr>
<th>Percent Range</th>
<th>Number</th>
<th>Percent</th>
<th>Cumulative Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1.0 Percent</td>
<td>32</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>1.1 to 5.0 Percent</td>
<td>114</td>
<td>36%</td>
<td>46%</td>
</tr>
<tr>
<td>5.1 to 10.0 Percent</td>
<td>70</td>
<td>22%</td>
<td>68%</td>
</tr>
<tr>
<td>10.1 to 15.0 Percent</td>
<td>52</td>
<td>17%</td>
<td>85%</td>
</tr>
<tr>
<td>15.1 to 20.0 Percent</td>
<td>29</td>
<td>9%</td>
<td>94%</td>
</tr>
<tr>
<td>20.1 to 30.0 Percent</td>
<td>17</td>
<td>6%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Total Number of Employees Receiving Adjustments: 314 (100%)

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

<table>
<thead>
<tr>
<th>SALARY GRADE</th>
<th>UNIVERSITY OF WYOMING CLASSIFICATION TITLE</th>
<th>EXTENDED SALARY RANGE OF CURRENT SALARIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>Director, Computer Services</td>
<td>$61,000 to $54,624</td>
</tr>
<tr>
<td>15</td>
<td>Assistant Director, Computer Services</td>
<td>$52,000 to $43,824</td>
</tr>
<tr>
<td>14</td>
<td>Manager, Systems Programming</td>
<td>$39,000 to $35,952</td>
</tr>
<tr>
<td></td>
<td>Manager, Admin. User Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager, Computer Maintenance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager, Instructional User Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager, Computer Operations</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Programmer Analyst IV</td>
<td>$36,000 to $26,208</td>
</tr>
<tr>
<td></td>
<td>Systems Programmer III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telecommunications &amp; Mini Computer Specialist</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Programmer Analyst III</td>
<td>$32,000 to $19,980</td>
</tr>
<tr>
<td></td>
<td>Coordinator, Instructional User Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Systems Programmer II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>User Consultant III</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinator, Admin. User Services - WHECN</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Academic Programmer</td>
<td>$28,000 to $20,700</td>
</tr>
<tr>
<td></td>
<td>Systems Programmer I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Programmer Analyst II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>User Consultant II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Maintenance Engineer II</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Programmer Analyst I</td>
<td>$24,000 to $17,304</td>
</tr>
<tr>
<td></td>
<td>User Consultant I</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SALARY GRADE</th>
<th>UNIVERSITY OF WYOMING CLASSIFICATION TITLE</th>
<th>EXTENDED SALARY RANGE MAXIMA</th>
<th>RANGE OF CURRENT SALARIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Assistant Foreman, Physical Plant-Power Plant Welder/Machinist Welder/Plumber Controls/Refrigeration Electrician Electrician Elevator Repairer II Plumber</td>
<td>$28,000 to $22,920</td>
<td>$25,056 to $22,900</td>
</tr>
<tr>
<td>9</td>
<td>Carpenter Elevator Repairer I Locksmith II Mechanic/Welder Power Plant Mechanic/Operator Power Plant Operator Painter/Glazier Painter Furniture Repairer Cement Mason</td>
<td>$24,000 to $18,588</td>
<td>$23,436 to $18,516</td>
</tr>
</tbody>
</table>

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

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

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

### THE UNIVERSITY OF WYOMING

**IMPLEMENTATION COSTS BY BUDGET CATEGORY**

<table>
<thead>
<tr>
<th>BUDGET CATEGORY</th>
<th>FULL-TIME</th>
<th>PART-TIME</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administration</td>
<td>$17,132</td>
<td>$93</td>
<td>$17,225</td>
</tr>
<tr>
<td>Research Instruction</td>
<td>76,510</td>
<td>10,213</td>
<td>86,723</td>
</tr>
<tr>
<td>Extension Public Service</td>
<td>50,024</td>
<td>626</td>
<td>50,650</td>
</tr>
<tr>
<td>Intercollegiate Athletics</td>
<td>7,801</td>
<td>300</td>
<td>8,101</td>
</tr>
<tr>
<td>Maintenance, Operations &amp; Repairs</td>
<td>2,800</td>
<td>0</td>
<td>2,800</td>
</tr>
<tr>
<td>General Services</td>
<td>11,380</td>
<td>2,907</td>
<td>14,287</td>
</tr>
<tr>
<td>Student Services &amp; Aid</td>
<td>29,708</td>
<td>1,773</td>
<td>31,481</td>
</tr>
<tr>
<td>Higher Education Computer Network</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Human Medicine</td>
<td>6,011</td>
<td>0</td>
<td>6,011</td>
</tr>
<tr>
<td>Section Two Funds</td>
<td>75,271</td>
<td>23,647</td>
<td>98,918</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$276,637</strong></td>
<td><strong>$39,559</strong></td>
<td><strong>$316,196</strong></td>
</tr>
<tr>
<td>SALARY GRADE</td>
<td>ACADEMIC AFFAIRS</td>
<td>FINANCE</td>
<td>STUDENT AFFAIRS</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>---------</td>
<td>----------------</td>
</tr>
<tr>
<td>20</td>
<td>Dir., Student Health Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Asst. V.P., Finance University Architect</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>University Physician</td>
<td></td>
<td>Dir., Admissions &amp; Registrar</td>
</tr>
<tr>
<td>16</td>
<td>Senior Engineer</td>
<td>Dir., Physical Plant Controller</td>
<td>Deean of Students Dir., Counseling &amp; Testing Dir., Housing</td>
</tr>
<tr>
<td>SALARY GRADE</td>
<td>ACADEMIC AFFAIRS</td>
<td>FINANCE</td>
<td>STUDENT AFFAIRS</td>
</tr>
<tr>
<td>--------------</td>
<td>-----------------</td>
<td>---------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| 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  
| Students' Attorney Assoc. Dir., Admissions 
Asst. Dir., Personnel 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  
Project Coord. - Outreach Research Assoc. III  
Registered Pharmacist  
| Campus Planner  
Foreman, Physical Plant  
Asst. Chief of Police  
Asst. Dir., Personnel Services  
Mgr., Accis. Receivable - Svc. & Aux. Enterprise  
Construction Inspector  
Accountant III  
Supv., Payroll  
| Asst. Dir., Admissions  
Assoc. Dir., School Relations  
Asst. Dir., Student Financial Aid  
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 Basketball 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/Housekeeping 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 Svcs.  
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  
<p>| |
|                      |</p>
<table>
<thead>
<tr>
<th>SALARY GRADE</th>
<th>ACADEMIC AFFAIRS</th>
<th>FINANCE</th>
<th>STUDENT AFFAIRS</th>
<th>RESEARCH AND GRADUATE STUDIES</th>
<th>PRESIDENT &amp; SPECIAL ASSISTANT TO THE PRESIDENT</th>
<th>CLERICAL AND OFFICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SALARY GRADE</td>
<td>ACADEMIC AFFAIRS</td>
<td>FINANCE</td>
<td>STUDENT AFFAIRS</td>
<td>RESEARCH AND GRADUATE STUDIES</td>
<td>PRESIDENT &amp; SPECIAL ASSISTANT TO THE PRESIDENT</td>
<td>CLERICAL AND OFFICE</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------</td>
<td>---------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>-----------------------------------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>SALARY GRADE</td>
<td>ACADEMIC AFFAIRS</td>
<td>FINANCE</td>
<td>STUDENT AFFAIRS</td>
<td>RESEARCH AND GRADUATE STUDIES</td>
<td>PRESIDENT &amp; SPECIAL ASSISTANT TO THE PRESIDENT</td>
<td>CLERICAL AND OFFICE</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
<td>---------</td>
<td>----------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>4</td>
<td>Medical Secretary I</td>
<td>Meatcutter II Line Supv., Food Service Cashier II, Bookstore Groundskeeper II Coord., Vending Services Cook 1 Baker II Traffic Officer Cashier I, Cashier's Ofc. Custodian Mover</td>
<td>Computer Operator I</td>
<td>Clerk/Typist II Data Entry Asst. I</td>
<td>Secretary I Clerk/Typist II Data Entry Asst. I</td>
<td>Accounting Clerk II</td>
</tr>
<tr>
<td>2</td>
<td>Nurse's Aide Library Clerk I</td>
<td>Food Service Worker II Cashier I, Bookstore Receptionist, Residence Hall Housekeeper Checker, Food Service Clerk I, Bookstore Meatcutter I Baker I</td>
<td></td>
<td>Mail Clerk Archives Asst. I</td>
<td>Clerk/Typist I Office Assistant I Accounting Clerk I</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Laboratory Asst. I</td>
<td>Food Service Worker I Groundskeeper I</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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 MANAGENT

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

Step 1 -
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 2 -
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.
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.

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.

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.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date</th>
<th>Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Submitted to Appointing Authority no later than October 15, 1981</td>
<td></td>
<td>Employee</td>
</tr>
<tr>
<td>Step 2</td>
<td>Submitted to Dean/Director no later than October 30, 1981</td>
<td></td>
<td>Appointing Authority</td>
</tr>
<tr>
<td>Step 3</td>
<td>Submitted to Director of Personnel no later than November 13, 1981</td>
<td></td>
<td>Dean (if applicable)</td>
</tr>
<tr>
<td>Step 4</td>
<td>Submitted to the Classification Review Committee and/or a resolution reached</td>
<td>no later than December 11, 1981</td>
<td>Director of Personnel (If agreement among reviewers and employee the process ends)</td>
</tr>
<tr>
<td>Step 5</td>
<td>Submitted to the President no later than January 10, 1982</td>
<td></td>
<td>Classification Review Committee</td>
</tr>
<tr>
<td>Step 6</td>
<td>Completed by January 29, 1982</td>
<td></td>
<td>President</td>
</tr>
</tbody>
</table>
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

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:

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