

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

March 5, 1994

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

TRUSTEES OF THE UNIVERSITY OF WYOMING

AGENDA

March 5, 1994

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THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES
March 5, 1994

The Board of Trustees of the University of Wyoming held a regular business meeting on March 5, 1994 in the Board room of Old Main. Prior to the meeting, Trustees had breakfast with Faculty Senate representatives in the Centennial Complex restaurant. Committee meetings and an executive session to discuss personnel and litigation matters were held on Friday, March 4.

President Deborah Healy Hammons called the meeting to order at 9:30 a.m.

ROLL CALL

Trustee Secretary Walter G. "Jerry" Saunders called roll. The following Trustees were in attendance: John D. "Dave" Bonner, F. Richard Brown, W. Perry Dray, Deborah Healy Hammons, Harry Lee Harris, Peter M. Jorgensen, Forrest "Frosty" Kepler, Daniel L. Kinnaman, Geraldine "Jeri" Kirk, Walter G. "Jerry" Saunders, and Bryan E. Sharratt, and ex-officio members Terry P. Roark, and Julie Yates. Trustee David W. "Bud" Updike had family commitments out of state and was not present, nor were ex-officio members Governor Mike Sullivan and Diana Ohman, although Ms. Ohman was present for some of the committee meetings on Friday, March 4.

PRESIDENT'S REPORT

President Roark gave the following report prior to committee meetings on Friday:

- A book edited by Lewis M. Dabney, UW English professor, has been named by the New York Times as one of the notable books of 1993. The book, titled "The Sixties", is the final journal of literary critic Edmund Wilson.

- The University of Wyoming Honors Program has received a \$300,000 bequest from the estate of Tillman E. Boyd, a retired Army officer and UW graduate. The bequest will be invested to create the Tillman E. and Lucille W. Boyd Scholarship fund. President Roark expressed appreciation to the Foundation Board members for their approval of the scholarship's creation.

- Arthur P. Boresi, head of the UW Department of Civil and Architectural Engineering, is the recipient of the American Society of Engineering Education's 1993 distinguished educator award.

- Wyoming is one of 13 states named to the National Association of State Boards of Accountancy honor roll. The selection reflects the May 1993 performance of University of Wyoming candidates on the uniform CPA examination. Our graduates achieved passing grades in all subjects of the CPA exam at a rate that is higher than the national average.

- A University of Wyoming graduate student's advanced computer-aided design techniques are receiving national recognition. The work of Bob Crane, doctoral candidate in mechanical engineering, is featured in the 1994 calendar of the Structural Dynamics Research Corporation.

- The UW College of Business has been accepted as one of 25 Centers of Expertise in the Business and Environment Learning and Leadership program. The recognition acknowledges the

college's commitment to and leadership in the field of environmental management education. Other institutions in the program include Stanford, Virginia, Michigan, Texas, and Northwestern.

- The American Heritage Center/Art Museum was featured in the December edition of Architecture magazine. The magazine cites the unique design of the building.
- Seventeen University of Wyoming organizations donated 931 units of blood to United Blood Services. UW's donation was the second largest in the Wyoming and Nebraska area in 1993.
- Scott Pardue, UW senior from Casper, recently received an Irene Ryan acting award at the Northwest Drama Conference in Boise.
- In honor of UW student Scarlett Kay Gustin, Wyoming's NCAA Woman of the Year, Champion sports Corporation has donated \$5,000 to the University of Wyoming for its women's athletics programs.

APPROVAL OF MINUTES

It was moved by Trustee Jorgensen, seconded By Trustee Harris, and carried that the December 11, 1993 be approved.

APPROVAL OF DECEMBER 20, 1993 CONFERENCE CALL MINUTES

Trustee Jorgensen moved that the December 20, 1993 conference call minutes of the Board of Trustees be approved. The motion was seconded by Trustee Bonner and carried. The conference call minutes are included as Enclosure 1.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Change in Degree Title in the College of Education: From Industrial Arts Education to Industrial Technology Education

The faculty of Applied Science and Technology in the Division of Lifelong Learning and Instruction requested that a degree title in the department be changed from Industrial Arts Education to Industrial Technology Education. The change was supported by the Dean of the College of Education and the Provost and Vice President for Academic and Student Affairs.

The consensus of the faculty was that the trend throughout the country is to use the word technology in the name of the degree. Based on a recommendation from the Academic and Student Affairs Committee, it was moved by Trustee Jorgensen, seconded by Trustee Kirk and carried that the degree title in the College of Education be changed from Industrial Arts Education to Industrial Technology Education.

Academic Calendar for 1995-96

A 1995-96 academic year calendar for 1995-96 was presented to Trustees for approval. The proposed fall semester 1995 schedule would include 73 class days. The spring semester 1996 would include 72 class days.

Provost Karnig reminded Trustees that in 1989 they had adopted a post-Labor Day calendar, which has not been very successful due to the fact that it reduced the number of student contact days. Consequently, the faculty asked for a longer semester. A post-Labor Day schedule in 1995-96

would reduce the number of calendar days below 70. With approval of the proposed calendar, students will be attending classes the Monday after Easter to assure an adequate number of Mondays. Trustee Dray questioned whether input had been received from the Hotel/Motel Association, and Associate Provost Powell indicated that the association would like UW to start after Labor Day. Trustee Yates said that students were concerned about having classes the day after Easter because of possible inclement weather that time of year, and distances students must travel if they travel on Easter weekend. Students proposed instituting a fall break like some other institutions. Students were in favor of beginning school prior to Labor Day.

Provost Karnig indicated that the calendar would be for one year, with little departure from prior calendars. Associate Provost Powell is chairing a vision committee which will look at the principles of a specific calendar, and whether there should be a change, such as going to a tri-semester or other system.

It was moved by Trustee Jorgensen that the proposed calendar be approved, with the understanding that it was for a one-year basis and that continued analysis would be made. The motion was seconded by Trustee Dray and carried. Trustee Kirk voted against the motion.

Environment and Natural Resources Video

During the Academic and Student Affairs Committee meeting of March 4, University Relations Director Jay Fromkin showed a video on the Institute for Environment and Natural Resource Policy and Research. The video is primarily being used as a way to describe the school to prospective Institute participants. Mr. Fromkin wrote the script, and Foundation Board member David Lowe produced the video.

Environment and Natural Resources Concentrations

Provost Karnig predicted there would be a 30-35 Environment and Natural Resource concentrations by fall semester, including five in the College of Agriculture, six each in the College of Arts and Sciences and College of Business, and two in the College of Engineering.

President Hammons asked that the administration be careful not to become spread too thin with minors.

Institute for Scientific Computation

President Roark announced that he would be recommending approval of the Institute for Scientific Computation at the next meeting. It has been informally in place for several years, originally started by Richard Ewing. Dr. Ewing worked with the Department of Energy to get high performance computational equipment for the institute.

Faculty Workload Policy

Provost Karnig distributed faculty workload data assembled by the Faculty Workload Committee and his office. All faculty provided the information based on their calendar year 1993 workloads, and signed off on sections related to teaching, advising, research, service, and administration.

For purposes of definition, a full-time equivalent (FTE) was 1.0 if the individual worked full-time for both the spring and fall semesters, and was fully funded on the Instruction budget. The FTE would be 0.5 if, for example, the individual worked only one semester -- because of retirement, resignation, sabbatical or new hire. Because a number of faculty carry appointments that are partially funded by federal funds and partially on the instruction budget, only the portion of the lines

and of the workload credits that were funded from the Instruction Budget were counted.

Four tables were presented to Trustees, with data aggregated by colleges and departments. The tables included the average annual workload credits for teaching, advising, research, service, and administration per FTE in academic units, the colleges, and the University; the percent of faculty FTE with various levels of annual teaching responsibility; and information on part-time administrators.

During the Academic and Student Affairs Committee, there was considerable discussion about the definition of the term "Faculty Workload Credits" and how it related to number of hours in a work week. The tables reflected weighted teaching hours, based on the amount of time devoted to different kinds of classes, e.g., with more credits given for large classes and graduate courses. In response to a request in committee that Table I be made more understandable by converting the figures to percent teaching, research, service, etc., Provost Karnig offered to provide a conversion to weekly hours if requested, listing the FTE and approximate number of hours/week. Trustee Hammons reminded Trustees that the initial charge was not to request hours/week.

Based on the committee meeting, Trustee Jorgensen reported that Provost Karnig would provide a faculty workload report converted to weekly work hours. Trustee Jorgensen asked that a percentage breakdown between teaching, advising, research, service, and administration be provided to Trustees. Trustee President Hammons asked Provost Karnig to work closely with the Academic and Student Affairs Committee to develop an internal management tool that can be further used to explain faculty workload to people in the state.

AAA Article on American Heritage Center/Art Museum

Trustee Sharratt noted that the March/April 1994 issue of AAA World, a publication of the American Automobile Association, featured an article on the American Heritage Center.

BUDGET COMMITTEE

President Hammons called on Chairman Brown for a report from the Budget Committee meeting held on March 4. Committee members Brown, Bonner, Dray, Harris, Kepler, and Sharratt, and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Committee member Updike was absent. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

Fees, Charges, Refunds, and Deposits, July 1, 1994-June 30, 1995

Annually, Budget Committee and Trustee consideration is requested for changes and additions to authorized fees, charges, refunds and deposits. The proposed changes for the fiscal year beginning July 1, 1994 were presented for approval.

The proposed changes addressed tuition and mandatory fees; University fees, charges and deposits; Auxiliary Enterprises; laboratory and special course fees; and miscellaneous fees, charges and deposits.

The tuition changes and college fee deletion were previously approved by the Trustees at their December 11, 1993 meeting.

The administration proposed a \$5 increase in student athletic fees to help fund women's athletic programs to be added under the plan to bring the University into full compliance with the

provisions of Title IX. After considerable discussion, the Committee voted to recommend a \$4 per semester increase in student athletic fees.

Based on a recommendation from the Budget Committee, Mr. Brown moved approval of proposed changes, additions, and deletions to the Fees, Charges, Refunds and Deposits, University of Wyoming, July 1, 1993 - June 30, 1994 (Enclosure 2), including a \$4 per semester increase in student athletic fees. The motion was seconded by Mr. Jorgensen. Trustee Yates spoke in opposition to increasing student athletic fees, saying ASUW voted against an increase 23 to 1. A motion to table by Mr. Kinnaman was withdrawn and Mr. Kinnaman moved to divide in order to consider the increase in the student athletic fee. The motion was seconded by Mr. Jorgensen, and it carried.

Mr. Kinnaman moved not to increase the student athletic fee and to charge the administration and Athletic Department to come up with a proposal to drop one or two men's sports. After a lengthy discussion, the motion was defeated. A motion by Mr. Jorgensen, seconded by Mr. Kinnaman, to increase ticket prices to major athletic events in lieu of the increase to student athletic fees was defeated. A motion by Mr. Brown, seconded by Mr. Dray, to request the administration identify another source of revenue rather than student fees was defeated.

The original motion to approve proposed changes, additions, and deletions to the Fees, Charges, Refunds and Deposits, University of Wyoming, July 1, 1993 - June 30, 1994, including a \$4 per semester increase in student athletic fees carried.

Trustee Bonner suggested that revenues could be increased by additional promotion of major sports. Mr. Dray asked the administration and ASUW to consider whether or not student athletic

fees should be optional.

Depositories for Operating Accounts for University Funds

In compliance with Wyoming Statutes 1977, Revised, section 9-4-801 through 9-4-831, inclusive, American National Bank, Laramie; Bank of Laramie; First Interstate Bank of Laramie; Key Bank of Wyoming; and Jackson State Bank have made formal application for designation as depositories for University funds. They guarantee adequate security for all funds deposited.

Based on a recommendation from the Budget Committee, Mr. Brown moved approval of the applications for designation as depositories of American National Bank, Laramie; Bank of Laramie; First Interstate Bank of Laramie; Key Bank of Wyoming; and Jackson State Bank. The motion was seconded by Mr. Harris, and it carried. Trustees Brown and Kepler declared a conflict of interest and abstained from voting.

Appointment of Auditors

The Trustees in 1991 appointed the firm of Deloitte & Touche of Denver, Colorado, and Tammy E. Lantz of Cheyenne to conduct an annual audit of the University's financial statements and to provide audit services in accordance with the provisions of OMB Circular A-133, University bond resolutions, NCAA, and National Public Radio. This appointment was for four years, subject to annual reappointment by the Trustees.

Deloitte & Touche and Tammy E. Lantz have satisfactorily completed the third year of this four-year engagement. Based on a recommendation from the Budget Committee, Mr. Brown moved continuation of the engagement for the fourth year of the four-year agreement. The motion was seconded by Dr. Saunders, and it carried. Trustee Harris abstained from voting because of a conflict

of interest.

Fiscal Year 1994 Budget Authorization Increase

Chapter 227 of the 1993 Session Laws of Wyoming authorized salary and benefit adjustments for all employees. Included with this authorization was a provision that these adjustments would be implemented in two phases. All employees earning less than \$20,000 per year were to receive a salary adjustment effective October 1, 1993 and the remaining employees would receive their increases on January 1, 1994. In addition to the salary adjustments the employer's contribution to the health insurance program was increased by \$20 per month effective January 1. The appropriation for these increases was made to the state auditor and not to the institution. As a result, the FY 1994 operating budget for the University was not adjusted to accommodate these increases.

The first phase of salary adjustments was implemented on October 1 and a Section I budget authorization increase of \$533,112 for the salary adjustments was approved by the Trustees at the December 11, 1993 meeting.

The second phase of salary adjustments was implemented on January 1 and the funding requirement for this change has been calculated. Additional budget authority of \$409,003 is required to cover these increases. This allocation includes \$343,700 for salary adjustments and \$65,303 for employer paid benefits.

Based on a recommendation from the Budget Committee, Mr. Brown moved approval of a Section I budget authorization increase of \$409,003 to provide budget authorization for the salary adjustments implemented on January 1 and the increase in the employer's contribution to the health

insurance program effective January 1. The motion was seconded by Mr. Bonner, and it carried. Funding for this increase will be derived from the salary appropriation granted to the state auditor.

Selection of Insurance Brokers

Last October the University initiated the process to remarket its insurance coverages and requirements for broker services. A Request for Broker's Qualifications and Conceptual Proposals was issued, to which four responses were received. All four of the brokers/consortiums that responded were interviewed, and three were selected to submit an insurance program and services proposal. The three brokers/consortiums selected were:

Murray & Sons/Alexander & Alexander
Barlow Agency, Inc./PENCO
BHJ, Inc./Arthur J. Gallagher & Co.

The program and service proposals were received February 11, and were evaluated based on completeness of services offered and proposed insurance program; adherence to marketing program and process developed by the University; program and coverage flexibility; ability of the program to achieve the results desired by the University as outline in the market package; the value added per dollar of premium cost (self-insured retentions, deductibles, limits of liability, broad-form coverages and unbundled coverages to achieve maximum value from aggregate limits); successful deletion of specific exclusions and gaining endorsements for identified coverage gaps and, breadth of service plans supporting the risk management goals and objectives of the University.

Each proposal represented a tremendous effort on the part of the broker and each should be complimented on their effort to offer the University a comprehensive and competitive insurance program.

The Arthur J. Gallagher & Co./BHJ, Inc. proposal is most closely tailored to the needs and goals of the University. It is a cost effective program which delivers the breadth of services and coverages necessary to provide the University with the desired level of protection and security consistent with the multitude of programs, activities, complexity of operation and function of the University.

The other two proposals each had a number of deficiencies in the major areas of consideration to include: broad-form coverages; aggregating limits; definition and coverage flexibility; value added per dollar of premium cost; and, successful deletion of specific exclusions and gaining endorsements for identified coverage gaps.

The base program proposed by Arthur J. Gallagher & Co./BHJ, Inc. includes:

Property	-- blanket limit	\$880,493,499
	-- deductible	100,000
	-- deductible aggregate	300,000
	-- occurrence deductible	10,000
Boiler & Machinery		
	-- direct damage	\$ 30,000,000
	-- deductible	5,000
Comprehensive General/Automobile/Professional Liability		
	-- occurrence limit	\$ 1,000,000
	-- aggregate limit (products/completed operations) (wrongful acts)	2,000,000
	-- deductible	100,000
Educators Legal Liability		
	-- occurrence/aggregate limit	\$ 3,000,000
	-- deductible	75,000
Excess/Umbrella Liability		

-- occurrence/aggregate limit \$ 5,000,000
-- deductible (underlying GL) 1,000,000

Foreign General Liability/Auto Liability

-- occurrence/aggregate limit \$ 1,000,000
-- deductible 0

Foreign Workers' Compensation

-- occurrence limit \$ 1,000,000
Wyoming benefits provided
-- deductible 0

The base program outlined above which does not include those coverages that the University also purchases that have renewal dates other than March 17 such as aircraft and Crime and Honesty, is offered by Arthur J. Gallagher & Co/BHJ, Inc. at a cost of \$661,580. The other two programs are offered at a cost ranging from \$694,460 to \$1,292,885.

Based on a recommendation from the Budget Committee, Mr. Brown moved the selection of Arthur J. Gallagher & Co., Denver, CO Office and BHJ, Inc., Sheridan, WY as the University's insurance brokers for a period of five years subject to annual renewal.

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

Bond Proposal

In 1986 the Trustees authorized the issuance of the Series 1986 Facilities Refunding Revenue Bonds in the amount of \$21,368,327. The issue consisted of two types of bonds: a Current Interest Series (Current Interest Bonds) and a Capital Appreciation Series (CABS). The majority of these bonds were issued with an optional redemption provision.

The first call date for early redemption of these bonds is June 1, 1994 for the Current Interest Series maturing on or after December 1, 2000. The total amount of Current Interest Bonds subject to

redemption on June 1, 1994, is \$8,900,000 at a redemption price of 103 percent of par value. The CABS are not subject to redemption until June 1, 1996.

The Series 1986 bonds were considered for refunding last year when the University issued its Facilities Refunding Revenue Bonds, Series 1993. They were not included in the issue because they cannot be advance refunded under current Treasury regulations. However, these bonds can be currently refunded within 90 days of their first optional redemption date.

The currently low interest rates for municipal bonds presents a very attractive opportunity to refund the Series 1986 Current Interest Series bonds. A preliminary financial analysis of the University's refunding options indicates the University could realize a savings of \$1.4 million in total annual debt service, with a present value savings of \$1.2 million. These estimated savings are net of all issuance costs and redemption premium.

In addition to the Series 1986 bonds, there are callable, non-refunded Series 1991 bonds which can also be refunded. These would be considered for possible refunding, and included in the refunding issue if it were in the University's interest to do so.

In view of the significant savings to be realized by a current refunding, and based on a recommendation from the Budget Committee, Mr. Brown moved that the Vice President for Administration and Finance be authorized to proceed with the preparation of a refunding issue for the redemption of those bonds callable on June 1, 1994. It was further moved that Ms. Barbara Bonds, of Herschler, Freudenthal, Salzburg, Bonds & Rideout, be retained as bond counsel, and Mr. Terry Casey, of Dain Bosworth, and Mr. Dan Baxter, of Kaiser and Company, be retained as underwriters for the preparation of the refunding issue. The motion was seconded by Mr. Jorgensen,

and it carried.

Approval of Contracts and Grants, Gifts and Scholarships

Based on a recommendation from the Budget Committee, it was moved by Mr. Brown, seconded by Mr. Harris, and carried, that the Trustees of the University of Wyoming accept contracts and grants in the amount of \$6,593,048 for the period November 17, 1993 through February 7, 1994, and gifts and scholarships in the amount of \$247,413.90 for the period November 1, 1993, through January 31, 1994.

Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period October 1, 1993 to December 31, 1993

A report prepared by Mr. Van Jacobson, on the internal audit activity for the period October 1, 1993, through December 31, 1993, conducted in accordance with the audit plan, was presented to the Budget Committee.

Status of Medical Contract Program

President Roark reported to the Budget Committee on the status of the medical contract program. When the program began, support was available each year for 20 new medical students at Creighton and 10 new medical students at the University of Utah. In 1991, the University was able to support 12 new medical students at Creighton and five new medical students at Utah. For fall 1994, funds are available to support only 13 new medical students at Creighton. It is estimated that with no new funding, the University will be able to support only nine new medical students at Creighton by fiscal year 1999.

PERSONNEL COMMITTEE

Personnel Committee chairman Jeri Kirk reported that the committee met on March 4, 1994, with the following members present: Jeri Kirk, Richard Brown, Harry Lee Harris, and Daniel Kinnaman. Trustee Bud Updike was not in attendance.

Based on a recommendation from the Personnel Committee, Trustee Kirk moved that the following faculty appointments, academic professional appointment, administrative reappointment, reappointment of assistant football and basketball coaches, adjunct appointments, adjunct reappointments, clinical faculty appointment, changes in assignment, leave of absence without pay, continuation of probationary appointments, and retirements be approved. The motion was seconded by Trustee Harris and carried.

Faculty Appointments

COLLEGE OF AGRICULTURE

- a. Jeffrey S. Murphy, Assistant Professor of Range Management, effective December 1, 1993, at a fiscal year (11-month) salary of \$40,008. This is a tenure-track appointment.

COLLEGE OF ARTS AND SCIENCES

- b. Joseph S. Meyer, Assistant Professor of Zoology and Physiology, effective December 30, 1993, at an annual (9-month) salary of \$35,004. This is a tenure-track appointment.

COLLEGE OF BUSINESS

- c. J. David Mason, Assistant Professor of Accounting, effective January 10, 1994, at an

annual (9-month) salary of \$53,004. This is a tenure-track appointment.

COLLEGE OF ENGINEERING

d. David A. Bell, Assistant Professor of Chemical Engineering, effective January 10, 1994, at an annual (9-month) salary of \$46,800. This is a tenure-track appointment.

COLLEGE OF HEALTH SCIENCES

e. Patricia Ann Scott, Assistant Professor of Social Work, effective January 10, 1994, at an annual (9-month) salary of \$35,508. This is a tenure-track appointment. The rank is contingent upon satisfactory completion of all requirements of the Ph.D. by August 22, 1994.

Academic Professional Appointment

COLLEGE OF AGRICULTURE

a. Paul A. Burgener as Assistant University Extension Educator, Department of Cooperative Extension Service, effective January 31, 1994, at an fiscal year (11-month) salary of \$25,500. This appointment is eligible for extended term appointment.

Administrative Appointments

COLLEGE OF AGRICULTURE

a. Steven Horn, Dean of the College of Agriculture, as Director of the Agricultural Experiment Station, effective January 1, 1994.

COLLEGE OF ENGINEERING

b. Thomas R. Parish as Head of the Department of Atmospheric Science and Professor of Atmospheric Science effective February 1, 1994, at a fiscal (12-month) salary of \$71,532.

COLLEGE OF HEALTH SCIENCES

- c. Marcia Dale as Associate Dean of the College of Health Sciences for the School of Nursing effective July 1, 1994, and Professor of Nursing.

Administrative Reappointment

COLLEGE OF ARTS AND SCIENCES

- a. Jim Steidtmann as Head of the Department of Geology/Geophysics for a three-year period, effective October 16, 1993, at no change in salary.

Reappointment of Assistant Football and Basketball Coaches

The Trustee policy governing personnel holding academic rank in Intercollegiate Athletics states that all reappointments to the football and basketball coaching staff shall be for annual periods commencing on April 1 of each year. The following reappointments were approved for the period April 1, 1994 through March 31, 1995.

- a. Scott Bruning, Assistant Football Coach and Lecturer in Athletics
- b. Dave Butterfield, Assistant Football Coach and Lecturer in Athletics
- c. Scott Downing, Assistant Football Coach and Lecturer in Athletics
- d. Tom Everson, Assistant Football Coach and Lecturer in Athletics
- e. Robert Kennedy, Assistant Football Coach and Lecturer in Athletics
- f. Larry Korpitz, Assistant Football Coach and Lecturer in Athletics
- g. Kevin Purcell, Assistant Men's Basketball Coach and Lecturer in Athletics
- h. Jim Stoll, Assistant Men's Basketball Coach and Lecturer in Athletics
- i. Mark Tommerdahl, Assistant Football Coach and Lecturer in Athletics

- j. Mike Van Diest, Assistant Football Coach and Lecturer in Athletics
- k. Kirby Wilson, Assistant Football Coach and Lecturer in Athletics

Adjunct Appointments

COLLEGE OF AGRICULTURE

- a. Robert J. Henszey as Adjunct Assistant Professor of Range Management for a two-year period effective January 1, 1994, to December 31, 1995. Dr. Henszey is currently a Research Scientist with the Wyoming Water Resources Center at the University of Wyoming.

COLLEGE OF ARTS AND SCIENCES

- b. Edward B. Bradley as Adjunct Associate Professor of International Studies for a three-year period effective January 1, 1994, to December 31, 1996. Dr. Bradley is currently an Associate Professor of Agricultural Economics and Associate Director of International Programs at the University of Wyoming.
- c. Paul Schullery as Adjunct Faculty of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Mr. Schullery is currently writer and editor for Yellowstone National Park, Research Division.
- d. Richard E. White as Adjunct Professor of Physics and Astronomy for a three-year period effective November 9, 1993, to November 8, 1996. Dr. White is currently a Professor of Astronomy at Smith College, Northampton, Massachusetts.

COLLEGE OF EDUCATION

- e. Landra Rezabek as Adjunct Assistant Professor of the Division of Lifelong Learning

and Instruction for a three-year period effective January 10, 1994, to January 9, 1997. Dr. Rezabek is currently Assistant Coordinator in the Office of Off-Campus Credit Courses at the University of Wyoming.

COLLEGE OF HEALTH SCIENCES

f. Frederick P. Scherr as Adjunct Assistant Professor of Nursing for a three-year period effective January 1, 1994, to December 31, 1996. Dr. Scherr is currently in private family practice and obstetrics, Laramie, Wyoming, and is also Medical Director of North Park Medical Clinic, Walden, Colorado.

UW/CC CENTER

g. Thomas F. Stroock as Adjunct Assistant Professor of Political Science for the period beginning January 10, 1994 and ending May 2, 1994. Mr. Stroock is the former United States Ambassador to Guatemala.

Adjunct Reappointments

COLLEGE OF ARTS AND SCIENCES

a. Robert Cawley as Adjunct Associate Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Cawley is currently Department Head and Associate Professor of Political Science at the University of Wyoming.

b. Barbara Chatton as Adjunct Associate Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Chatton is currently Associate Professor, Division of Leadership and Human Development at the University of Wyoming.

- c. Janet Clark as Adjunct Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Clark is currently a Professor of Political Science at the University of Wyoming.
- d. Lewis Dabney as Adjunct Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Dabney is currently a Professor of English at the University of Wyoming.
- e. William Gribb as Adjunct Associate Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Gribb is currently Associate Professor of Geography and Recreation at the University of Wyoming.
- f. Jeanne Holland as Adjunct Assistant Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Holland is currently Assistant Professor of English at the University of Wyoming.
- g. William Moore as Adjunct Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Moore is currently Professor of History and Chair of the Department of History at the University of Wyoming.
- h. Phillip Roberts as Adjunct Assistant Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Roberts is currently Assistant Professor of History at the University of Wyoming.
- i. James O. Rose as Adjunct Associate Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Mr. Rose is currently Associate Professor of Civil and Architectural Engineering at the University of Wyoming.

j. Audrey Shalinsky as Adjunct Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Shalinsky is currently Professor of Anthropology at the University of Wyoming.

k. Robert Torry as Adjunct Associate Professor of American Studies for a two-year period effective August 1, 1993, to July 31, 1995. Dr. Torry is currently Associate Professor of English at the University of Wyoming.

Clinical Faculty Appointment

CLINICAL FACULTY IN MEDICAL TECHNOLOGY PROGRAM

<u>NAME</u>	<u>CLINICAL TITLE</u>	<u>LOCATION</u>
Thompson, James E. (11/17/93-06/30/94)	Clinical Faculty in Medical Technology	Laramie

Changes in Assignment

COLLEGE OF AGRICULTURE

a. James Jacobs, Professor of Agricultural Economics and Assistant Director of the Agricultural Experiment Station, be reassigned as Professor of Agricultural Economics and Associate Director of the Agricultural Experiment Station, effective January 1, 1994, through December 31, 1994, at a fiscal (12-month) salary of \$63,768.

COLLEGE OF ENGINEERING

b. John Marwitz, Professor of Atmospheric Science and Head of the Department of Atmospheric Science, be reassigned as Professor of Atmospheric Science.

Leave of Absence Without Pay

COLLEGE OF EDUCATION

- a. Charles Zurbuchen, Assistant Professor of Education, Division of Lifelong Learning and Instruction, for the 1994-95 academic year for personal reasons.

Continuation of Probationary Appointments

The following faculty members in their first year of service have been reappointed as indicated.

<u>Name</u>	<u>Department</u>	<u>Rank</u>
<u>COLLEGE OF AGRICULTURE</u>		
McAlister, Milton M.	Veterinary Science	Assistant Professor
Silliman, Benjamin	CES/ Home Economics	Assistant Professor
VanCampen, Hana	Veterinary Science	Assistant Professor
Zhang, Renduo	Plant, Soil & Insect Sciences	Assistant Professor
<u>COLLEGE OF ARTS AND SCIENCES</u>		
Anderson, Carolyn B.	English	Assistant Professor
Antell, Judith	Sociology	Assistant Professor
Diluzio, Raphael A.	Art	Assistant Professor
Gerow, Kenneth G.	Zoology & Physiology & Statistics	Assistant Professor

Harkin, Michael E.	Anthropology	Assistant Professor
Harrison, Neil E.	Political Science	Assistant Professor
John, Barbara E.	Geology & Geophysics	Associate Professor
Liu, Biyue	Mathematics	Assistant Professor
Luk, Ting Shan	Physics & Astronomy	Assistant Professor
Marks, Clifford J.	English	Assistant Professor
Polyakov, Peter	Mathematics	Associate Professor
Przygocki, James T.	Music	Assistant Professor

COLLEGE OF EDUCATION

Hutchison, Linda S.	Lifelong Learning and Instruction	Assistant Professor
Sorensen, Larry D.	Leadership and Human Development	Assistant Professor

COLLEGE OF ENGINEERING

Hamann, Jerry C.	Electrical Engineering	Assistant Professor
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COLLEGE OF HEALTH SCIENCES

Beeken, Janice Elaine	Nursing	Assistant Professor
Ewing, Joseph G.	Family Practice, Cheyenne	Assistant Professor
Henderson, Scott	Family Practice, Cheyenne	Assistant Professor
Houston, Robert E.	Family Practice, Casper	Assistant Professor
Hussain, Muhammad D.	Pharmacy	Assistant Professor
Kozisek, Peter B.	Family Practice, Cheyenne	Assistant Professor

McNabb, James W.	Family Practice, Casper	Assistant Professor
Parks, Douglas S.	Family Practice, Cheyenne	Assistant Professor
Yamreudeewong, Weeranuj	Pharmacy <u>COLLEGE OF LAW</u>	Assistant Professor
Donahue, Debra L.	Law	Assistant Professor
Welle, Elaine A.	Law	Assistant Professor

UNIVERSITY LIBRARIES

Bauer, Frances	Science Reference	Senior Assistant Librarian
Chang, Hui-Yee	Cataloging	Senior Assistant Librarian
Phillips, Lori	Coe Reference	Senior Assistant Librarian
Schmitt, John	Coe Reference	Senior Assistant Librarian
Sielaff, McKinley	Documents	Senior Assistant Librarian
Thomas, Kirsti	Cataloging	Senior Assistant Librarian

Retirements

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Retirement Date</u>
Gale, Alvin F.	Associate Dean, College of Agriculture and Director, Agricultural	10/06/30	06/04/58	01/04/94 with designation as <i>Emeritus</i>

Experiment Station

Jackson, Louise	Professor, Division of Lifelong Learning and Instruction	03/20/37	08/21/78	05/07/94 with designation as <i>Emeritus</i>
Peters, Clarence	Custodian, Physical Plant	07/25/29	01/13/75	02/17/94 with designation as Retired
Strom, Roy A.	Assistant Manager, Plumbing Shop, Physical Plant	03/20/32	10/29/58	03/01/94 with designation as Retired

Part-Time Appointments

The Regulations of the Trustees provide that part-time faculty and academic professionals will be appointed annually by the President of the University upon the recommendation of the appropriate academic officers. The part-time appointments shown below were reported to the Trustees for their information.

<u>Name</u>	<u>Department</u>	<u>Rank</u>
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COLLEGE OF AGRICULTURE

Rafsnider, Giles (12/01/93-06/30/94)	Agricultural Economics	Visiting Associate Professor
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COLLEGE OF ARTS AND SCIENCES

Abrogast, Jean (01/10/94-05/07/94)	Mathematics	Temporary Assistant Lecturer
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Britt, Lory L. (01/10/94-05/31/94)	Sociology	Visiting Assistant Professor
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Burnett, Cheryl C.	Political Science	Temporary Assistant
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(01/10/94-05/06/94)		Lecturer
Chai, Carolyn L. (01/10/94-05/07/94)	Political Science	Temporary Assistant Lecturer
Cravey, Altha Jane (01/10/94-05/08/94)	Geography and Recreation	Visiting Assistant Professor
Gilb, Dagoberto George (01/07/94-05/07/94)	English	Visiting Assistant Professor
Huet de Perez, Valerie (01/01/94-05/08/94)	Modern and Classical Languages	Temporary Assistant Lecturer
Jones, Hettie Cohen (01/07/94-05/07/94)	English	Visiting Assistant Professor
Martinsen, Randi S. (01/10/94-05/07/94)	Geology/Geophysics	Temporary Assistant Lecturer
Mathew, Debbie (01/12/94-05/07/94)	Women's Studies	Temporary Assistant Lecturer
Vadnais, Cynthia E. (01/10/94-05/97/94)	Mathematics	Temporary Assistant Lecturer

COLLEGE OF EDUCATION

Bryant, Carol (01/07/94-05/08/94)	Lifelong Learning and Instruction	Temporary Assistant Lecturer
Jones, Donnica M. (01/10/94-05/27/94)	Wyoming Center for Teaching and Learning - Laramie	Temporary Assistant Lecturer
Wade, C. Jane (01/20/94-05/27/94)	Wyoming Center for Teaching and Learning - Laramie	Temporary Assistant Lecturer
Williams, Karen (01/07/94-05/08/94)	Lifelong Learning and Instruction	Temporary Assistant Lecturer

COLLEGE OF HEALTH SCIENCES

Goldman, Milton (01/10/94-05/06/94)	Physical and Health Education	Temporary Associate Professor
Montopoli, Delia C. (01/07/94-05/07/94)	Nursing	Temporary Assistant Lecturer

COLLEGE OF LAW

Lauer, Barbara (01/05/94-05/08/94)	Law	Temporary Assistant Lecturer
McFadden, Hugh B., Jr. (01/05/94-05/08/94)	Law	Temporary Assistant Lecturer
Newcomb, Timothy K. (01/05/94-05/08/94)	Law	Temporary Assistant Lecturer

UW/CC CENTER

Lukanty-Nkosi, Jadwiga (01/10/94-05/12/94)	Political Science	Temporary Assistant Lecturer
Murdock, James Nicholas (01/10/94-05/12/94)	Political Science	Temporary Assistant Lecturer

Resignations

- a. Richard A. Davis, Director of Admissions and Enrollment Management, effective June 30, 1994.
- b. Michael A. Matthews, Associate Professor of Chemical Engineering, effective December 18, 1993.
- c. Jonathan R. Schiffer, Professor of Political Science, effective December 18, 1993.

One faculty member resigned to accept a tenure-track position at another institution and one for personal reasons.

Status of Staff Compensation and Classification Review

President Roark reported that the classification and compensation system at UW is outdated. A request for proposals was submitted in February, 1994. Proposals are being evaluated, with formal presentations to be made in April. The classification/compensation system will be evaluated in three phases, with phase II expected to be completed by November of this year. Trustee President Hammons asked that President Roark give Trustees information on the staff compensation system, and relay questions and concerns regarding personnel. She asked that the administration work with the Personnel Committee as the review progresses.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

President Hammons called on Trustee Kinnaman for a report from the Physical Plant and Equipment Committee meeting held on March 4. Committee members Jorgensen, Kepler, and Kinnaman, and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Committee chairman Updike was absent. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

Authorization to Award Construction Contracts for Repeater Buildings, Red Buttes Telescope Facility, Union Renovations, Community Center, Science Library Deck and Minerals Research and Reclamation Building.

Several capital projects are scheduled this spring for bidding and construction. Most of the

projects are on a restricted time line, and to delay the awarding of construction contracts to the regularly scheduled meetings of the Trustees would adversely affect the University's 1994 construction schedule.

The following projects are scheduled for construction this summer:

Repeater Buildings: Two repeater buildings are to be built to expand the capabilities of KUWR across the State. One building will be located on Pilots Peak east of Laramie; the other on Wilkens Peak southwest of Rock Springs. A small building and a 200-foot tower will be erected on each site.

Anticipated bid date is March 15, 1994, with construction to start as soon as weather permits. State funding, which is part of a match for a U.S. Department of Commerce grant, is the source of funds for this work.

Red Buttes Telescope Facility: The Red Buttes telescope facility includes a small structure to house a new 0.6m telescope, along with space for operations support and a few students. The anticipated bid date is March 29, 1994, with construction to start as soon as possible. The telescope is scheduled for delivery in June. Funding for this project is provided by a National Science Foundation matching grant and the University.

Wyoming Union Renovations: This project includes renovation of several restrooms to meet Americans with Disabilities Act Standards. The remainder of the restrooms will be upgraded, as funds allow, to decrease maintenance. This project is anticipated to bid April 14, 1994, with construction to begin on or immediately after May 9, 1994. This project is funded by student fees assessed for remodelling and renovation of the Wyoming Union.

Community Center: The student apartment community center will be re-bid. The original bid for

the apartment complex did not allow the negotiation of an acceptable off-set of apartment units to construct the community center. The project is scheduled to bid April 21, 1994. If the bids received are within the budget, the project could be approved at the May Trustee meeting. The budget for the community center is funded by bond proceeds from the Series 1991 bond issue and interest income earned on the bond proceeds.

Science Library Deck: This project is to replace the waterproofing and concrete covering over the Science Library located between the Biological Sciences building and the Physical Sciences building. The project will take the summer months to complete. The anticipated bid date is April 7, 1994, with construction on-site to begin May 9, 1994. Replacement of the deck was included in the deferred maintenance program funded by the Series 1991 bond issue.

Minerals Research and Reclamation Center: Construction bids for this project were originally scheduled to be received in March 1994. Delays with the Botany Conservatory, which must be completed before construction of the Minerals Research and Reclamation Center can begin, has required the bidding schedule to be moved to May 17, 1994. This will permit a mid-June construction start. The source of funding for this project is Abandoned Mine Lands Reclamation funds.

With the schedules identified above, the consideration of construction contracts do not, with one exception, coincide with scheduled Board of Trustees meetings. Therefore, based on a recommendation from the Physical Plant and Equipment Committee, Mr. Kinnaman moved that the Chairman of the Physical Plant and Equipment Committee and the Trustees' Executive Committee be granted authorization to approve the letting of bids for construction of the projects identified

above. The motion was seconded by Mr. Jorgensen. Mr. Dray moved to amend the motion to specify that prior to award of any of the identified contracts, annualized operation and maintenance needs be identified and funding sources identified. Mr. Jorgensen seconded the motion, and it carried. The motion as amended carried.

College of Agriculture Teaching Arena

Several years ago the Wyoming Legislature encumbered \$500,000 for construction of the proposed College of Agriculture teaching arena at the stock farm site west of Laramie. There is a stipulation that the amount is to be matched through private fund-raising. Some preliminary plans have been advanced for a facility that could cost \$4.5 to \$5 million. It is felt those designs greatly exceed funding feasibilities. Therefore, based on a recommendation from the Physical Plant and Equipment Committee, Mr. Kinnaman moved that approval be given for a facility costing approximately \$1 million, and that if private funding in excess of the required \$500,000 match can be raised, the additional contributions may be used for enhancements to the basic building. It was further moved to authorize the selection of an architect and expenditure of funds to accomplish preliminary schematic designs, with the specification that the University does not move beyond that point until further authorization is given by the Trustees. The motion was seconded by Mr. Jorgensen, and it carried. Trustee Kepler declared a conflict of interest and abstained from voting.

Disposition of President's Residence

Based on a recommendation from the Physical Plant and Equipment Committee, Mr. Kinnaman moved to update the current appraisal on the President's residence, and to sell the property at no less than appraisal. The motion was seconded by Mr. Jorgensen. Mr. Bonner moved

to amend the motion to add "to request the administration to develop a plan and report back to the Trustees within six months how they would use those funds for a lasting contribution." Mr. Sharratt seconded the motion, and it carried with a seven to three vote.

Approval Process for Construction Change Orders

The Physical Plant and Equipment Committee met February 4 to review progress on the Committee's 1994-1995 work plan. Included on the meeting's agenda was discussion of the University's current process for administration of construction change orders.

The length of time currently required to process a change order is often disruptive to the construction schedule and a cause of concern to contractors and subcontractors because of the delay incurred in processing payment for work completed. A large part of the process is beyond the control of the University; identification of the work to be done and the cost to complete it is the responsibility of the contractor and the architect/engineer on the project. However, the University is part of the process insofar as it grants authorization to proceed with the change order and approval to pay for the completed work. The guidelines followed by the University for processing change orders was established by Trustee resolution in 1949. These guidelines are dated and contribute significantly to the delays caused by the current change order process. To help reduce the delay, contractors are now given authorization to proceed with change orders which do not materially alter the approved project and/or result in significant cost increases before they are formally approved the Trustees. This is not an acceptable situation.

In order to alleviate change order delays for approval and payment of construction changes, and based on a recommendation from the Physical Plant and Equipment Committee, Mr. Kinnaman

moved, Mr. Kepler seconded, and it carried to approve the following guidelines for processing construction change orders:

Change orders for construction work, and the cost thereof, are subject to the following approvals:

- (1) Any single construction change order which exceeds \$50,000, or any change order, or combination thereof, which significantly alters the approved construction project or the program of the user of the project requires the approval of the University President and the Chairman of the Physical Plant and Equipment Committee.
- (2) The Vice President for Administration and Finance is authorized to execute individual change orders for construction projects up to a maximum of \$50,000 or the budget amount available, whichever is less.
- (3) All approved change orders to construction projects will be reported to the Physical Plant and Equipment Committee at each meeting of the Trustees of the University of Wyoming.

Identification of Project Costs

At its February 4 meeting, the Physical Plant and Equipment Committee discussed the need to identify the approximate Total Project Cost (TPC) as part of the information provided to the Trustees of the University of Wyoming before they grant approval to proceed with any construction or major remodeling project. Total Project Cost would include, in addition to the information currently provided to the Trustees for the cost of design and construction of a project, the future cost to operate and maintain the facility. Given the current inability of the legislature to adequately fund ongoing operations and maintenance costs, it is important that we now consider these costs and plan accordingly to provide the funds as needed.

Based on a recommendation from the Physical Plant and Equipment Committee, Mr.

Kinnaman moved, Mr. Kepler seconded, and it carried, to adopt the following policy for all new capital construction or major remodeling projects:

"All requests for construction or major reconstruction of facilities presented for Trustee consideration and approval will include estimates for total construction costs. Total construction costs include all one-time costs for design, site work, construction and furnishing of facilities, as well as the life cycle costs of operation and maintenance.

"Estimates for the cost of operation and maintenance will be presented on an annualized basis and will include a proposed budget plan to fund these expenses for the life of the new or reconstructed facility. The budget plan for operation and maintenance costs will include anticipated inflationary changes.

"The budget plan may be prepared on the basis of an endowment to fund operations and maintenance expenses, appropriation increases to Maintenance, Operation and Repair of Plant budgets, or other appropriate means.

"To provide for early consideration of these costs, estimates will be prepared during the project budgeting phase under the direction of the Director of Facilities Planning in cooperation with the Director of Physical Plant."

Progress Report, Projects in Design, and Change Orders

As a matter of information, the progress reports and change orders on current construction projects and projects in the design stage were provided to the Physical Plant and Equipment Committee.

INVESTMENT COMMITTEE

President Hammons called on Chairman Dray for a report on the Investment Committee meeting held on March 4. Committee members Dray, Kepler and Saunders and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University

staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

Appointment of Investment Managers

The Investment Committee interviewed investment managers on Thursday, March 3, for the selection of a firm, or firms, to manage that portion of University endowment funds invested in a growth stock portfolio, and funds to be invested in an international equities fund.

Based on the recommendation from the Investment Committee, Mr. Dray moved the termination of the contract with J.M. Hartwell & Company, Inc., and the approval of agreements with Brandes Investment Partners, Inc., as investment manager for an international equities fund, and NWQ Investment Management Company and T. H. Fitzgerald & Company as investment managers for growth equities.

Summary of January 26, 1994 Investment Committee Meeting

Trustees Dray and Kepler reported on an investment workshop that was conducted by John Vann, investment advisor to the Trustees, at the offices of Dean Witter in Denver, Colorado, on January 26, 1994. Trustee Saunders was unable to attend the workshop, but attended a similar workshop at the offices of Dean Witter in Dallas, Texas, on February 18, 1994. Vice President Baccari and Kathleen Hicks, Director of Financial Services, attended both of the workshops.

Quarterly Report, University Investments

A quarterly report on the status of the investments managed by the University as of December 31, 1993, was provided to the Investment Committee for information only.

Quarterly Report, University Endowments

A quarterly report on the status of the University endowments as of December 31, 1993, prepared by John Vann, Investment Advisor, was provided to the Investment Committee for information only.

DEVELOPMENT COMMITTEE

Trustee Saunders reported on the meeting of the Development Committee held March 4, 1994. Committee members attending the meeting were: Jerry Saunders, Dave Bonner, Richard Brown, Forrest Kepler, and Bryan Sharratt. Dr. Saunders reported the following informational items to the full board:

Current Fiscal Year Fund Raising Report

Dr. Peter Simpson, Vice President for Institutional Advancement, distributed a fund raising report of gift amounts and numbers of gifts received by each college and division during February 1994. The report compared the February totals with amounts from the previous five years. Vice President Simpson also apprised Trustees of capital projects for which there may be some private funding components, which included the Environmental Simulation Facility, Livestock Teaching Center, North End Zone Athletic Complex and the Vore Buffalo Jump. Vice President Simpson also gave a report on the progress of the annual fund drive and an overview of development activities taking place in the various colleges.

Dr. Simpson called on Michael Devine, Director of the American Heritage Center, to show a

video which is being used to acquaint donors and other interested persons with the American Heritage Center.

ATHLETIC COMMITTEE

The Athletic Committee of the University of Wyoming Trustees met on Friday, March 4. The following committee members were present: Bryan Sharratt, chair; Dave Bonner, Perry Dray, Lee Harris, Jeri Kirk, and Jerry Saunders.

Update - Title IX Compliance

Although listed on the agenda as an item for information for the Athletic Committee, President Roark addressed this item during the Budget Committee meeting of March 4.

NCAA Certification

President Roark reported that he had received a list of potential external reviewers. Trustee Sharratt will be working through the summer with the broadly based Certification Self-Study Committee, chaired by Phill Harris, toward a final draft of a report. The review team will visit UW in November. Trustees requesting a copy of the report were Pete Jorgensen, Perry Dray, Dave Bonner, and Jeri Kirk.

COMMITTEE OF THE WHOLE

Proposed Change to UNIREG 35 -- Supplement to Faculty Grievance Process for Financial

Exigency Terminations

At the December meeting of the Trustees, the President was asked to work with Faculty Senate Chair Ronald Spahr to provide a final draft for the appeals procedure for faculty terminated under UNIREG 41. Following consultation with the Provost, legal counsel, and the Executive Committee of the Faculty Senate, a document was presented for Trustee consideration. Dr. Spahr indicated that the amount of time allowed for appeals had been a concern. The 30 days was decided upon as a concession to the concerns of the Faculty Senate in order to proceed to negotiation of other matters which were being disputed.

During the Committee of the Whole meeting on March 4, the draft was reviewed and suggestions were made for revisions. Motions passed by the Committee of the Whole during the committee meeting were 1) that a subcommittee be appointed to look at the UNIREG again; 2) that Sections 8.A.4. and 8.A.8. be deleted and there be an additional clause in 8.A.5. to read, "to confront and cross-examine ~~adverse~~ witnesses brought by either party and testifying in person."

Trustee Dray made a motion during the business meeting that further consideration to the proposed Change to UNIREG 35 be suspended, and that a supplement be submitted to Special Assistant David Baker, with direction from the Board of Trustees, and with consideration of discussion from the committee meeting of March 4, that it be revised and reviewed providing due process and a time frame specifically. Trustee Sharratt seconded the motion and it carried. Trustee Brown voted against the motion. As discussed during the committee meeting, President Roark agreed to provide a report on practices at other institutions and their reasons for possible termination of faculty or programs.

President Hammons asked Faculty Senate Chair Spahr to thank everyone involved in working on the UNIREG.

Sexual Harassment Workshops

President Roark reported that sexual harassment workshops are being presented on campus, and that training will be mandatory for all staff. Sylvia Moore, former ACE fellow, deserves a large share of the credit for implementing the program.

Revisions to UNIREG 174

President Roark advised Trustees that UNIREG 174 has been revised in terms of procedures for dismissal of staff due to funding deficiencies.

Notice of Intent to Amend Trustee Bylaws

Notice of intent to amend Section 7-2 of the Bylaws of the Trustees at the upcoming May meeting was presented to the Trustees. The proposed amendment is as follows:

"The Investment Committee shall consist of not less than three members of the Trustees experienced in business and financial affairs and the management of investments, **one of whom** ~~who~~ shall be elected **each year** by the Trustees for a term of **three years** ~~one year~~ at the annual meeting of the Trustees. **Initially, three members shall be elected to terms of one, two and three years respectively.** The Committee shall oversee the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:"

It was the consensus of the Board that members of the committee should be appointed by the Trustee President, not elected, and that specific experience in the

management of investments is not a prerequisite for service so long as members have experience in business and financial affairs.

HONORARY DEGREE COMMITTEE

President Roark reported that the Honorary Degree Committee, consisting of Trustees Dick Brown and Pete Jorgensen, and faculty members Mary Alice Bruce, Michael Cassity, and Robert Roe had met on Friday morning, March 4, 1994 for the purpose of considering nominations for honorary degrees. Trustee Kinnaman, also a member of the committee, was unable to attend the meeting. President Roark said that the committee considered several individuals who have accomplished much and have led exemplary lives. However, none were recommended to receive an honorary degree this year.

President Roark noted that Senator Simpson will be this year's Commencement speaker.

UNFINISHED BUSINESS

Trustee President Deborah Hammons stated that through the press and constituencies, College of Education phase program questions have been raised. In response to those questions, the College of Education distributed a document on Friday, March 4 addressing some of the Board's questions. Dr. Roark chose not to comment on the report since he had not had a chance to review it. He asked that Trustees call himself or Provost Karnig with any questions. Trustees asked that a full

report be presented by Dean Collins at the July meeting.

NEW BUSINESS

A letter received by Trustee Hammons from American Stores, Inc. opposing the proposal by its accrediting body for establishment of a doctorate in pharmacy at the entry level degree requirement was referred to the Academic and Student Affairs Committee. President Roark cautioned that the program would be expensive and would cause an increase in tuition costs.

Nominating Committee

President Hammons appointed a nominating committee for next year's officers. Members will be Deborah Hammons, chair; Dick Brown, and Bryan Sharratt. Trustee Brown will be out of the state the last two weeks in April, so Trustees were advised to call one of the committee members as soon as possible with nominations.

Sub-Committee on Long-Range Planning

President Hammons appointed the following Trustees to a sub-committee on long-range planning: Perry Dray, chair; Dave Bonner, Lee Harris, Pete Jorgensen, and Frosty Kepler. The group will be charged with determining how the board can come to a consensus on long-range planning. Trustee Yates suggested that Fuji Adachi would be a good contact for the Board.

Naming of Botany Conservatory

President Roark recommended that the Board of Trustees consider naming the new Botany Conservatory the Louis O. and Terua P. Williams Botany Conservatory. If Trustees concurred, it

would be an exception to our naming guidelines which currently require that 50 percent of the cost of a building be donated for such a recognition. President Roark said he believed an exception should be made in light of the distinguished career of one of our leading alumni and the generosity of his wife.

Based on President Roark's recommendation, it was moved by Trustee Brown and seconded by Trustee Kirk that the naming be approved. The motion carried. President Roark will notify Mrs. Williams of the Trustees' action.

Trustees' Award of Merit

Trustee Saunders announced that the Trustees would like to award a Trustees' Award of Merit to Kathleen Avery, who recently left UW to accept a position elsewhere. He read the following citation:

"As director of the UW Summer High School Institute, Kathleen Avery developed and nurtured a program that exposed many hundreds of Wyoming students to the adventures and opportunities awaiting them just over the horizon beyond high school. She opened the heart of the University to them. In so doing, she unlocked doors in their minds. Consequently, some who might have dropped out continued on to higher education, most often the University of Wyoming.

Kathleen Avery was equally effective in coordinating UW commencements and in arranging special events for the campus community. Her tremendous commitment to young people, her innovations, her enthusiasm, and her downright stubbornness to make others do the right thing enriched us all.

In recognition of her positive influences and with appreciation, the Trustees of the University of Wyoming are pleased to present to Kathleen Avery the Trustees' Award of Merit."

Future Visitation

Trustee Sharratt proposed that over the next two to three meetings the Trustees visit the

Athletic Department, and also that the Foundation brief the Trustees on mechanisms for giving to UW so that Trustees can become better ambassadors on the part of the University.

Publications Board

Kim Gould and Erika Knudsen were introduced as members of the Publications Board. Ms. Gould indicated that they were doing their best to provide service in the best manner they can for UW. Trustee Hammons complimented them on the quality of their publications.

ASUW Report

ASUW President Julie Yates distributed a packet of information to Trustees on issues being discussed by students and ASUW since the last Trustees' meeting in December, including legislation that had been passed by ASUW; a letter stating the opinion of ASUW regarding Title IX; the response of ASUW Education Senators to the College of Education new Teacher Education proposal; ASUW's response to President Roark's Race Relations Plan; a letter to Staff Council in response to legislation to include a seat for Staff Council, Faculty Senate and ASUW on Executive Council; and articles that have appeared in the Branding Iron in response to an advertisement calling for a boycott of the student newspaper. Ms. Yates said that the AIDS memorial quilt was a success on campus. She also announced that she would be attending the UW Law School this fall, and had chosen UW because during her undergraduate years she had experienced compassionate, involved, caring faculty, and there was no reason for her to believe she would experience anything less at Wyoming's Law School. She thanked Trustees, the administration, and Bryan Sharratt in particular for his advice. President Hammons thanked Julie for her fine representation of ASUW.

Randi Johnson, Chair of Staff Council, and Ronald Spahr, chair of Faculty Senate, reported

on recent activities of their groups. Dr. Spahr asked for input as far as a timeline for the supplemental grievance policy.

ADJOURNMENT AND DATE OF NEXT MEETING

There being no further business to come before the board, the meeting adjourned at 11:35 a.m. Trustees then held an executive session to discuss personnel and litigation matters. The next meeting will be held May 5-6, 1994.

Respectfully submitted,

Electronic signature not available.

Donna J. Mecham
Deputy Secretary

MINUTES
CONFERENCE TELEPHONE MEETING
TRUSTEES OF THE UNIVERSITY OF WYOMING

The Executive Committee of the Trustees of the University of Wyoming held a conference telephone meeting on Wednesday, March 30, 1994 at 4:00 p.m. The purpose of the call was to 1) approve a bond resolution, 2) name the George Duke Humphrey award recipient for 1994, and 3) discuss possible salary increases for faculty and staff. Trustees Dave Bonner, Debbie Hammons, Bryan Sharratt, and Bud Updike participated in the call, along with President Terry Roark, Provost Al Karnig, Special Assistant David Baker, and Vice President for Finance Dan Baccari.

President Roark announced that the University Faculty Development Committee made a recommendation that Dr. Conrad Kercher, Professor of Animal Science, be awarded the 30th George Duke Humphrey Distinguished Faculty Award. The Humphrey Award recognizes teaching effectiveness, distinction in scholarly work, and distinguished service to the University and state, and carries a \$2,800 stipend. Dr. Kercher joined the UW Animal Science faculty in 1954 and was named a professor of animal nutrition in 1962. He teaches several animal nutrition courses and has taught approximately 3,100 undergraduates and 150 graduate students during his career. He is the author of numerous publications, and has received many outstanding instructor awards during his career. It was moved by Trustee Bonner, seconded by Trustee Updike, and carried, that Dr. Conrad Kercher be awarded the G.D. Humphrey Award.

After reviewing the resolution to authorize Daniel L. Baccari to "deem final" the Preliminary Official Statement with respect to the issuance of the University's Refunding Bonds (attached as Resolution 1-1994), it was moved by Trustee Updike and seconded by Trustee Bonner that it be approved. The motion carried.

President Roark shared a letter from Provost Karnig outlining the Deans' Council recommendations for possible faculty and staff salary increases. Trustees reviewed the recommendations, and discussed other aspects of the salary picture, including the possibility that UW may be able to use reversion funds, which will be identified by July and received in August. The legislature has stated that salary increases for the biennium must be based on equity, market, and compression. Across-the-board increases will not be permitted. Trustees expressed concern about relying on tuition and enrollment projections to increase salaries.

President Roark has asked the ad hoc Committee on Long Range Planning to consider the salary issue as part of the larger goals of the future of UW.

There being no further business to come before the Executive Committee, the meeting adjourned at 4:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Donna Mecham".

Donna J. Mecham
Deputy Secretary

MINUTES
CONFERENCE TELEPHONE MEETING
EXECUTIVE COMMITTEE AND
PHYSICAL PLANT AND EQUIPMENT COMMITTEE OF
THE TRUSTEES OF THE UNIVERSITY OF WYOMING

April 22, 1994

A conference telephone meeting of the Executive Committee and the Physical Plant and Equipment Committee of the Trustees of the University of Wyoming was held on April 22, 1994, at 3:00 p.m. with Committee members Dave Bonner, Perry Dray, Deborah Hammons, Bryan Sharratt, David W. Updike, and Pete Jorgensen participating. Committee member Dan Kinnaman was absent, and Committee member Forest Kepler did not participate due to a conflict of interest. President Roark, Vice President for Finance Dan Baccari, and Facilities Planning Director Roger Baalman also took part in the meeting.

The conference meeting was called to consider the selection of architectural and engineering services for design of the Animal Science Livestock Teaching Arena. President Roark reported that five responses to the advertisement were received from firms in Cheyenne, Cody, Laramie, and Sheridan. The qualifications of the five firms were reviewed by the planning team. The planning team concluded that two responses had qualifications well above the rest of the responses. They recommended the following ranking be presented for approval:

1. Banner Associates, Laramie
2. Pappas & Pappas Architects, Cheyenne
3. Architectural Horizons, Cheyenne

Mr. Jorgensen moved that authorization be granted to proceed with negotiations for engineering and architectural services for the preliminary design of the Livestock Teaching Arena using the recommended ranking of firms, with the understanding that prior to the initiation of detailed design of the facility, maintenance and operation costs for the life of the facility will be identified as to amount and source of funding. The motion was seconded by Mr. Bonner, and it carried.

As a matter of information only, Mr. Baccari updated the committees on the bids recently received on several projects that have exceeded the estimates significantly. The bids on the Science Library Deck were 42 percent over estimate; bids on the Red Buttes Telescope Facility were 38 percent over estimate; and bids on the Student Apartment Community Center were 30 percent over estimate.

There being no further business to come before the
Committee, the conference telephone meeting was adjourned at
3:20 p.m.

Respectfully submitted,

Betty Long

Betty Long

**Master List of Degrees
at the University of Wyoming
Authorized by the Trustees**

April 15, 1994

By way of explanation, the degree title is listed in bold italics (for example, *Bachelor of Arts, Bachelor of Science in Chemical Engineering*). This is what appears on diplomas. The list of majors for that degree in that respective college follows the degree title. The major appears on transcripts only.

Please do not hesitate to contact me with any questions.

Rebecca L. Macon
University Registrar
April 15, 1994

COLLEGE OF AGRICULTURE

Bachelor of Science

- Agricultural Business
- Agricultural Communications
- Agroecology
- Animal Science
- Farm and Ranch Management
- Food Science
- General Agriculture
- International Agriculture
- Molecular Biology
- Range Management
- Vocational Agriculture

Bachelor of Science in Home Economics

- Home Economics

Master of Science

- Agricultural Economics
- Agricultural Economics/Water Resources (interdisciplinary)
- Agronomy
- Agronomy/Water Resources (interdisciplinary)
- Animal Science
- Entomology
- Food Science and Human Nutrition (interdisciplinary)
- Home Economics
- Molecular Biology
- Pathobiology
- Plant Pathology
- Range Management
- Range Management/Water Resources (interdisciplinary)
- Reproductive Biology (interdisciplinary)

Doctor of Philosophy

- Agronomy
- Animal Science
- Entomology
- Molecular Biology
- Range Management
- Reproductive Biology (interdisciplinary)

COLLEGE OF ARTS AND SCIENCES

Bachelor of Arts

Administration of Justice
American Studies
Anthropology
Art
Biology
Botany
Broadcasting
Chemistry
Communication
Computer Science
Economics
English
English/Theatre
French
Geography
German
History
Humanities/Fine Arts
International Studies
Journalism
Management Information Systems
Mathematics
Music
Natural Science/Mathematics
Philosophy
Political Economy
Political Science
Psychology
Russian
Social Science
Sociology
Spanish
Statistics
Theatre and Dance
Women's Studies
Zoology and Physiology

Bachelor of Science

Applied Mathematics
Art
Astronomy/Astrophysics
Biology
Botany
Broadcasting
Chemistry
Chemistry (ACS approved)
Communication
Computer Science
Economics
Geography
Geology
Geophysics
History
Journalism
Management Information Systems (Accounting Option)
Management Information Systems (Business Option)
Management Information Systems (Computer Science Option)
Mathematics
Music
Natural Science/Mathematics
Physics
Physics (Professional)
Political Economy
Political Science
Psychology
Recreation and Park Administration (Professional)
Social Science
Sociology
Statistics
Theatre and Dance
Wildlife and Fisheries Biology and Management (Professional)
Zoology and Physiology

Bachelor of Fine Arts

Art

Bachelor of Music

Music Education
Music Performance
Music Theory and Composition

COLLEGE OF BUSINESS

Bachelor of Science

Accounting
Business Administration
Economics
Finance
Management
Management Information Systems (Accounting Option) *
Management Information Systems (Business Option) *
Marketing
Operations Management *
Small Business Management

Master of Science

Accounting *
Economics
Economics/Water Resources (interdisciplinary)
Finance

Master of Business Administration

Business Administration

Doctor of Philosophy

Economics

* Note: Currently not enrolling students in this program, not published.

COLLEGE OF EDUCATION

Bachelor of Arts

Elementary Education
Elementary and Special Education
Secondary Education
Special Education

Bachelor of Science

Business Education
Distributive Education
Industrial Technology Education--changed from Industrial Arts Education 3/5/94
Trades and Industrial Education
Vocational Agriculture
Vocational Homemaking

Master of Arts in Education

Master of Science in Education

Educational Specialist

Doctor of Education

Doctor of Philosophy in Education

COLLEGE OF ENGINEERING

Bachelor of Science in Chemical Engineering

Bachelor of Science in Civil Engineering

Bachelor of Science in Architectural Engineering

Bachelor of Science in Electrical Engineering

Bachelor of Science in Electrical Engineering (Bioengineering Option)

Bachelor of Science in Electrical Engineering (Computer Engineering Option)

Bachelor of Science in Mechanical Engineering

Bachelor of Science in Petroleum Engineering

Master of Science

Atmospheric Science

Bioengineering

Chemical Engineering

Civil Engineering

Civil Engineering/Water Resources (interdisciplinary)

Electrical Engineering

Mechanical Engineering

Mineral Engineering

Petroleum Engineering

Water Resources

Doctor of Philosophy

Atmospheric Science

Chemical Engineering

Civil Engineering

Electrical Engineering

Mechanical Engineering

Petroleum Engineering

COLLEGE OF HEALTH SCIENCES

Bachelor of Science

Health Education
Medical Technology
Physical Education
Physical Education (Non-teaching)
Speech, Language and Hearing Sciences

Bachelor of Science in Dental Hygiene

Dental Hygiene

Bachelor of Science in Nursing

Nursing

Bachelor of Science in Pharmacy

Pharmacy

Bachelor of Social Work

Social Work

Master of Science

Audiology
Nursing
Physical and Health Education
Speech-Language Pathology

COLLEGE OF LAW

Juris Doctor
Juris Doctor

April 15, 1994



ASUW
Business Office

P.O. Box 3625
Room 260, Wyoming Union
Laramie, Wyoming 82071-3625
(307) 766-5216

April 12, 1994

To: Thomas Mattheus, Director of Student Life
James Hurst, Associate Provost of Student Affairs
Daniel Baccari, Vice President of Finance and Administration
Terry Roark, President of the University of Wyoming
Board of Trustees, University of Wyoming

From: A. Lorraine Lupton, ASUW Business Manager
1994 ASUW Senate
Student Publications Board

Re: **FY 95 ASUW/STUDENT PUBLICATIONS BUDGET**

Please find attached the FY 95 ASUW and Student Publications combined budgets as approved by Senate Bill #1770 and the Student Publications Board. A summary of the ASUW student fee sources and uses for FY 95 are:

FUND SOURCES

ASUW Fee	\$408,000.00
ASUW Reserve	42,080.00
ASUW Equipment Reserve	10,677.00
Presidential Grant	3,000.00
Revenue	<u>315,100.00</u>
	\$778,857.00

FUND USES:

ASUW Government and Services	\$350,667.00
ASUW Activities	111,607.00
Student Organizations	18,765.00
Student Publications	294,970.00
1% Equipment Reserve	<u>2,848.00</u>
	\$778,857.00

This budget is based upon a student fee of \$408,000.00 which is calculated on the premise of 8,500 full time students each semester. These full time students pay a fee of \$24.00 each semester. This fee is split between ASUW (\$16.75) and Student Publications (\$7.25) as directed in ASUW Bill #1715.

The ASUW Senate has approved the use of the ASUW Reserve in the amount of \$42,080.00 for FY 95. The March 31, 1994 balance of the ASUW Reserve was \$285,961.58. Current restrictions on the Reserve for FY 94 include \$34,585.00 in the Annual Budget and a \$6,000.00 special request for the AIDS Memorial Quilt and revised ASUW brochure. The FY 95 allocation from the Reserve will be used for possible salary increases, travel, registrations, some programming, and special programs that are new or of questionable implementation in FY 95.

The Equipment Reserve is a diminishing account. The 1% allocation each year amounts to only \$2,848.00. This has not covered the allocations from this account since FY 89. As a result of this trend, the ASUW Senate in Senate Bill #1771 voted to combine the two reserve accounts into the ASUW Reserve. The equipment allocation will continue to be made into the Reserve as well as any revenue realized from the sale of old equipment.

Identified equipment purchases for FY 95 include computer equipment for the students of the College of Law in the amount of \$7,015.00. Other equipment purchases include a new cash register for the ASUW Ticket Office, a video camera for ASTEC, Pagemaker upgrades for the Macs in ASUW Activities, and shelves for the ASUW Student Attorney. The balance in the ASUW Equipment Reserve as of March 31, 1994 was \$30,600.73. The allocation for the FY 95 budget is \$10,677.00 and the restricted amount from FY 94 is \$6,610.00.

The ASUW Ticket Office has exceeded their projected ticket sales for the past two years. An increase of \$20,000.00 in spending authority has been requested for FY 95. Revenues for Student Publications have leveled and have been more accurately estimated the past two years.

Increased operating costs to include postage, copying, external printing, internal computer maintenance costs, and improved salaries are all decreasing the amount of the student fee that can be used for programming and services. The fee has not been increased since 1984. A committee will be established this summer to investigate the advisability of increasing the student fee for FY 96. Particular attention will be directed to the part-time student fee and comparisons of student fees charged at comparator schools. This committee will consist of representatives of both ASUW and Student Publications.

ASUW BUDGET FY 95

ASUW Unit: ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING

ACTUAL FY 89	ACTUAL FY 90	ACTUAL FY 91	FY 92 BUDGET	FY 93 ACTUAL		FY 95 BUDGET
INCOME						
365,672.00	393,848.00	408,000.00	408,000.00	408,000.00	ASUW FEE	408,000.00
	37,880.00	28,300.00	34,023.00	88,810.00	ASUW RESERVE	42,080.00
1,340.00	7,400.00	4,800.00	12,500.00	15,500.00	ASUW EQUIPMENT RESERVE	10,677.00
		3,000.00	3,000.00	3,800.00	GRANT	3,000.00
117,297.38	131,665.53	160,748.00	109,500.00	130,606.04	SALES	131,100.00
130,626.79	141,545.31	156,933.00	133,000.00	163,290.94	ADVERTISING SALES	160,000.00
	6,309.00	8,112.00	8,000.00	7,748.60	COWBOY BUCKS SALES	5,000.00
3,471.04	1,176.80	527.00	700.00	1,208.90	PUBLICATIONS SALES	500.00
466.00	614.50	840.00	550.00	535.00	SUBSCRIPTION SALES	420.00
		595.00	645.00	340.00	DOCUMENT FEE	250.00
272.00	528.00	1,642.00	750.00	431.00	REGISTRATION FEES	780.00
	448.00	456.00	500.00	900.75	HANDLING FEE	1,250.00
98.00	125.00	80.00	125.00	5.00	KEY DEPOSIT	
2,833.17	2,424.58	3,576.00	2,500.00	3,455.00	COMPOSERVICES	5,700.00
8,864.00	7,770.00	8,132.00	6,700.00	11,056.20	TECHNICAL SERVICES	10,100.00
	3,300.00	3,465.00	3,300.00	830.11	EQUIPMENT RENTAL	
6,237.40	2,840.27				CREDITS	
637,177.78	737,874.99	789,206.00	723,793.00	836,517.54	TOTAL INCOME	778,857.00
EXPENSES						
258,890.00	281,176.22	312,071.00	288,945.00	346,983.74	SALARIES	379,477.00
39,282.30	34,839.85	6,925.00	62,005.00		BENEFITS	
8,844.00	3,432.95	10,135.00	3,900.00	10,942.01	TRAVEL	4,400.00
3,354.00	12,475.02	9,021.00	12,850.00	75,315.17	EQUIPMENT	11,877.00
8,796.08	6,267.12	5,743.00	4,550.00	5,866.83	ADVERTISING	3,900.00
993.30	1,482.05	1,445.00	1,225.00	509.84	AWARDS, PRIZES	595.00
4,626.26	8,159.71	4,934.00	5,830.00	5,638.88	COPIER	6,850.00
	34,756.06	42,337.00	6,395.00	7,018.18	COST OF GOODS SOLD	4,200.00
6,188.29	4,079.47	6,792.00	11,630.00	8,978.40	COURTESY	9,365.00
					CRITIQUES	615.00
195.00	2,286.95	1,818.00	905.00	2,355.47	DUES/MEMBERSHIP	2,215.00
12,005.08	11,692.32	16,749.00	12,240.00	5,945.01	EQUIPMENT REPAIR/SUPPLIES	4,570.00
					EQUIPMENT RESERVE	7,863.00
2,284.00	2,444.00	2,564.00	3,048.00	80.30	INSURANCE	420.00
649.90	1,467.64		6,305.00	3,097.08	MISCELLANEOUS	700.00
	12,408.00	12,000.00	12,000.00	12,000.00	NOTES PAYABLE	12,000.00
				335.00	OFFICIATING FEES	2,260.00
3,538.71	5,086.40	4,431.00	5,035.00	4,425.89	POSTAL SERVICES	5,000.00
89,540.08	108,254.05	99,121.00	114,620.00	113,387.52	PRINTING	120,435.00
				506.78	PRIZES	600.00
		68.00	350.00	30.00	PROMOTIONS	
12,193.00	3,936.54	6,491.00	3,240.00	7,501.50	REGISTRATION	4,030.00
100,127.08	91,788.14	106,451.00	100,000.00	127,122.23	REIMBURSEMENTS, REFUNDS	125,500.00
5,859.53	4,100.00				RELOCATION COST	
1,532.00	782.00			869.63	RENTALS	3,000.00
13,487.24	41,767.27	36,652.00	37,830.00	31,615.20	SPECIAL SERVICE CONTRACTS	31,400.00
215.00	239.34	141.00	340.00	50.00	STAFF DEVELOPMENT	100.00
3,028.47	3,153.30	3,662.00	4,225.00	3,905.19	SUBSCRIPTIONS	4,310.00
796.00	712.09	919.00	750.00	522.57	SUPPLIES, AUDIO	700.00
13,864.37	7,100.09	12,397.00	8,900.00	10,013.75	SUPPLIES, OFFICE	8,775.00
3,852.05	2,678.22	3,196.00	2,975.00	1,665.76	SUPPLIES, PHOTOGRAPHY	3,050.00
	1,310.92	2,907.00	2,500.00	3,212.71	SUPPLIES, PRODUCTION	3,000.00
				3,795.54	SUPPLIES, RECREATIONAL	300.00
307.00	(347.60)	1,678.00	500.00	1,000.49	SUPPLIES, VEHICLE	1,000.00
6,954.41	9,209.13	12,618.00	10,700.00	12,778.54	TELEPHONE	12,350.00
				1,897.00	TOURNAMENT FEES	4,000.00
601,403.15	696,737.25	723,266.00	723,793.00	807,469.21	TOTAL EXPENSES	778,857.00
35,774.63	41,137.74	65,940.00	0.00	29,048.33	FUND BALANCE	0.00

FOR FISCAL YEAR 1994-95
 INCOME AND EXPENDITURE STATEMENT

DEPARTMENT: Wyoming Union DATE SUBMITTED: 04-01-94
 ACCOUNT NUMBER: 4-60120
 SUBMITTED BY: Gregory A. Tatham

	CURRENT YEAR JUNE 30, 1994			BUDGET YEAR JUNE 30, 1995
	BUDGET	PROJECTED ACTUAL	% CHANGE	BUDGET REQUEST
				% PREV. YEAR BUDGET

INCOME-----				
FOOD SALES (SCH 1,2,6,8)	758,768	718,874	95%	884,465
RECREATION CENTER (SCH 3)	91,225	84,995	93%	89,300
ACTIVITIES CENTER (SCH 4)	6,000	5,967	99%	6,000
UNION PROGRAMS (SCH 5)	3,900	3,900	100%	2,500
MEDIA SHOPPE (SCH 6)	850	504	59%	0
CANDY/CIGARETTES VENDING	50	300	600%	300
POP VENDING	2,000	1,978	99%	2,000
BOOKSTORE RENT	74,846	74,846	100%	77,091
BARBERSHOP RENT	3,216	3,216	100%	3,313
MEETING ROOM RENT	3,000	5,013	167%	5,000
SUMMER FEES	22,500	19,788	88%	20,000
FALL-SPRING FEES	512,523	505,523	99%	510,000
MISCELLANEOUS	1,000	866	87%	1,000
COPIER SHOP	5,455	5,455	100%	5,619
TOTAL INCOME	1,485,333	1,431,225	96%	1,606,588
EXPENDITURES-----				
FULL TIME PERSONAL SERVICE	322,423	322,186	100%	331,488
PART TIME PERSONAL SERVICE	314,776	314,546	100%	360,523
SOCIAL SECURITY MATCHING	36,200	35,793	99%	35,242
WY STATE RETIREMENT MATCHI	51,741	50,159	97%	50,372
HEALTH AND LIFE INSURANCE	51,828	51,245	99%	50,457
WORKERS COMPENSATION	3,997	4,952	124%	4,571
TOTAL PERSONAL SERVICES	780,965	778,881	100%	832,653
ASSESSMENTS	13,014	13,537	104%	13,537
ADVERTISING AND PROMOTION	5,300	2,731	52%	5,720
DEPRECIATION	47,291	47,872	101%	53,422
INSURANCE	18,500	10,625	57%	12,103
LAUNDRY	3,000	4,155	139%	5,000
MAINTENANCE AND REPAIR	42,250	41,621	99%	56,550
MISCELLANEOUS	15,760	7,140	45%	24,169
PROGRAM ACTIVITIES	34,175	34,175	100%	33,215
PURCHASE FOR RESALE	309,885	306,610	99%	360,791
SUPPLIES	85,003	81,912	96%	88,286
TELEPHONE	11,000	11,715	107%	12,129
TRAVEL	10,950	8,504	78%	12,700
UTILITIES	36,000	35,939	100%	36,000
TOTAL NON PERSONAL EXPENSE	632,128	606,536	96%	713,622
TOTAL EXPENSES & PERSONNEL EXPENSES	1,413,093	1,385,417	98%	1,546,275
NET PROFIT (LOSS)	72,240	45,808	63%	60,313

FEES, CHARGES, REFUNDS AND DEPOSITS
 University of Wyoming
 July 1, 1994 - June 30, 1995

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FEEs, CHARGES, REFUNDS AND DEPOSITS
University of Wyoming
July 1, 1994 - June 30, 1995

PART I - BOARD OF TRUSTEE POLICY

The policies outlined in this document apply to the 1994-95 fiscal year. All prior approvals of fees, charges and deposits are repealed effective July 1, 1994 except as to rights or obligations previously acquired or incurred thereunder.

I. Authority

The Trustees of the University of Wyoming, a constitutional body, are responsible for the "management of the university" (Wyoming Constitution, Article 7, 17). The Trustees "possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law and shall have custody of the books, records, buildings and all other property of the university" (W.S. 21-17-203). The Trustees may "(e)xpend the income placed under their control from whatever source derived, and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments" (W.S. 21-17-204).

The Wyoming Constitution directs that the "university shall be equally open to students of both sexes" and that the instruction furnished should be "as nearly free as possible" (Wyoming Constitution, Article 7, 16). The statutes also provide that "tuition shall be as nearly free as possible" (W.S. 27-17-105).

Section 2 of Chapter VIII (STUDENTS) of the Regulations of the Trustees stipulates that "(a)ll student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate University publications."

Therefore, pursuant to constitutional and statutory provisions, the Trustees are responsible for the establishment of all fees, charges and deposits assessed and refunds afforded to individuals applying for admission to the University, enrolled students, University employees, and the general public.

II. Tuition and Mandatory Fees, Regular Academic Year

The Tuition policy of the Trustees for the 1994-95 academic year includes the following:

- a. The tuition fee is established to provide support for the costs of enrollment in University classes, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy; and
- b. Tuition is payable within 30 days of the first day of scheduled classes and a student not completing payment within the 30 day period will not allowed to complete the current term, except upon specific authorization of the Vice President for Administration and Finance.

Mandatory fees assessed each full-time student during the regular academic year and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Intercollegiate Athletics: The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.

Student Loans: The income is specified for the support of short-term student loans.

Wyoming Union: The income is split with a portion (\$30.00) specified for the support of operations, replacement of equipment and bond retirement for the Wyoming Union. The balance (\$15.00) is earmarked for planning, renovation and construction of the Wyoming Union as authorized by the Trustees.

ASUW: The income is specified for the support of student publications, student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees.

Intramural Fee: The income is specified for the support of the University intramural and open recreation programs.

Computer Fee: The income is specified for the support of the computer education environments of the University.

Optional fees assessed each student who has elected the option during the regular academic year are as follows:

Student Recycling Fee: The income is specified for the support of the University's recycling program.

Fees are payable within 30 days of the first day of scheduled classes and a student not completing payment within the 30 day period will not be allowed to complete the current term, except upon specific authorization of the Vice President for Administration and Finance.

Financial assistance received by students through the Office of Student Financial Aid will be applied to assessed tuition and mandatory fees first and to all other University assessed fees, charges and deposits second, prior to distribution to the student.

Tuition and mandatory fees for the fall 1994 and spring 1995 semesters are as follows. Full-time refers to undergraduate, pharmacy and law students enrolled for 12 through 20 hours, and graduate students enrolled for 9 through 17 hours; and part-time refers to undergraduate, pharmacy and law students enrolled for less than 12 hours, and graduate students enrolled for less than 9 hours. Special college and course fees are assessed in addition to the fees shown here.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Full-time Undergraduate Students:		
Tuition	804.00	2,844.00
Mandatory Fees	<u>150.00</u>	<u>150.00</u>
Tuition and Mandatory Fees	954.00	2,994.00

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Part-time Undergraduate Students (Each Credit Hour):		
Tuition	67.00	237.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	70.75	240.75
Full-time Graduate Students:		
Tuition*	1,008.00	3,042.00
Mandatory Fees	<u>150.00</u>	<u>150.00</u>
Tuition and Mandatory Fees	1,158.00	3,192.00
Part-time Graduate Students (Each Credit Hour):		
Tuition*	112.00	338.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	115.75	341.75
Full-time Pharmacy Students:		
Tuition	804.00	2,844.00
Differential	204.00	750.00
Mandatory Fees	<u>150.00</u>	<u>150.00</u>
Tuition and Mandatory Fees	1,158.00	3,744.00
Part-time Pharmacy Students (Each Credit Hour):		
Tuition	67.00	237.00
Differential	17.00	63.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	87.75	303.75
Full-time Law Students (3rd Year):		
Tuition	1,008.00	3,042.00
Differential	125.00	125.00
Mandatory Fees	<u>150.00</u>	<u>150.00</u>
Tuition and Mandatory Fees	1,283.00	3,317.00
Part-time Law Students (3rd Year, Each Credit Hour):		
Tuition	84.00	254.00
Differential	11.00	10.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	98.75	267.75
Full-time Law Students (1st and 2nd Year):		
Tuition	1,008.00	3,042.00
Differential	500.00	500.00
Mandatory Fees	<u>150.00</u>	<u>150.00</u>
Tuition and Mandatory Fees	1,658.00	3,692.00
Part-time Law Students (1st and 2nd Year, Each Credit Hour):		
Tuition	84.00	254.00
Differential	42.00	41.00
Mandatory Fees	<u>3.75</u>	<u>3.75</u>
Tuition and Mandatory Fees	129.75	298.75

*Graduate Assistants employed for 10 hours or more weekly as Teaching or Research Assistants will be assessed tuition at the resident rate.

The Student Fee Package is available, as an option, to part-time undergraduate students and graduate and professional students enrolled for a minimum of 6 hours. The benefits received shall be the same as those afforded full-time students. This option is not available to employees exercising employee fee benefit privileges.

The Optional Student Fee Package is also available to graduate students who have essentially completed their coursework and are working on their required research projects. These students may register for 1 (master's candidates) or 2 (doctoral candidates) credit hours and be eligible for the Optional Student Fee Package by satisfying the following conditions:

- a. Have filed his/her program of study with the Graduate School and have coursework substantially completed;
- b. Have completed at least one academic year as a full-time, full fee paying student in his/her graduate program at the University of Wyoming;
- c. Be in pursuit of a Thesis Option (Plan A) if a master's candidate, or have successfully completed his/her preliminary examination if a doctoral candidate;
- d. Have major professor and department head certification that he/she will be working full time on his/her research project; and submit said certification at least one week prior to the first scheduled day of classes; and
- e. Be registered for at least a credit hour load equal to the credit hour minimum established by the School of Graduate Studies.

The master's candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed four (4) academic terms (excluding summer sessions). The doctoral candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed six (6) academic terms (excluding summer sessions).

As part of tuition and mandatory fees, international students will be required to purchase a University of Wyoming Student Health Insurance Plan, unless their government specifically provides them with adequate insurance; determination of adequate coverage shall be made by Student Health Services. The Student Health Insurance Plan premium shall be determined annually by the University.

In addition to tuition and mandatory fees, international students will be required to pay an international student service fee. This fee will be exclusive of any grant-in-aid payments for scholarships or graduate assistantships and associated stipends provided by the University of Wyoming.

In addition to tuition and mandatory fees, students declaring a major within the College of Education will be required to pay a laboratory fee in support of the purchase and maintenance of teaching laboratory equipment within the College of Education.

In addition to tuition and mandatory fees, students declaring a major within the College of Engineering will be required to pay a laboratory fee in support of the purchase and maintenance of teaching laboratory equipment within the College of Engineering.

IV. Tuition and Mandatory Fees, Summer Session

The tuition policy of the Trustees for the 1995 Summer Session is as follows:

- a. The tuition fee is established to provide support for the costs of enrollment in a University class, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy; and

- b. Tuition is payable within 30 days of the first day of scheduled classes and a student not completing payment within the 30 day period will not be allowed to complete the current term, except upon authorization of the Vice President for Administration and Finance.

Mandatory fees assessed each student during the summer session and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Activity Programs: The income is specified for the support of summer session activity, recreation, and cultural activities.

Wyoming Union: The income is split with a portion (\$2.00 per credit hour) specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union. The balance (\$1.00 per credit hour) is earmarked for planning, renovation and construction of the Wyoming Union as authorized by the Trustees.

Fees are payable within 30 days of the first day of scheduled classes and a student not completing payment within the 30 day period will not be allowed to complete the current term, except upon specific authorization of the Vice President for Administration and Finance.

Tuition and mandatory fees for the 1995 summer semester are as follows: All students will be charged the hourly rate for each credit hour of enrollment.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Undergraduate Students (Each Credit Hour):		
Tuition	67.00	237.00
Mandatory Fees	<u>8.00</u>	<u>8.00</u>
Tuition and Mandatory Fees	75.00	245.00
Graduate Students (Each Credit Hour):		
Tuition*	112.00	338.00
Mandatory Fees	<u>8.00</u>	<u>8.00</u>
Tuition and Mandatory Fees	120.00	346.00
Pharmacy Students (Each Credit Hour):		
Tuition	67.00	237.00
Differential	17.00	63.00
Mandatory Fees	<u>8.00</u>	<u>8.00</u>
Tuition and Mandatory Fees	92.00	308.00
Law Students (3rd Year, Each Credit Hour):		
Tuition	84.00	254.00
Differential	11.00	10.00
Mandatory Fees	<u>8.00</u>	<u>8.00</u>
Tuition and Mandatory Fees	103.00	272.00
Law Students (1st and 2nd Year, Each Credit Hour):		
Tuition	84.00	254.00
Differential	42.00	41.00
Mandatory Fees	<u>8.00</u>	<u>8.00</u>
Tuition and Mandatory Fees	134.00	303.00

*Graduate Assistants employed for 10 hours or more weekly as Teaching or Research Assistants will be assessed tuition at the resident rate.

V. Tuition, Off-Campus Credit Courses

The tuition policy of the Trustees for the 1994-95 year includes the following:

- a. The tuition fee is established to provide support for the costs of instruction in an off-campus credit course, excluding laboratory and special course fees authorized by the Trustees and defined in Section I of this policy; and
- b. Tuition is payable in advance and no student shall be admitted to classes until such tuition has been paid except upon specific authorization of the Vice President for Administration and Finance.

Financial assistance received by students through the Office of Student Financial Aid will be applied to assessed tuition first and to all other University assessed fees, charges and deposits second, prior to distribution to the student.

Tuition for off-campus credit courses for the enrollment period from July 1, 1994 through June 30, 1995 are as follows. Full-time refers to undergraduate, pharmacy and law students enrolled for 12 through 20 hours, and graduate students enrolled in 9 through 17 hours; and part-time refers to undergraduate, pharmacy and law students enrolled for less than 12 hours, and graduate students enrolled for less than 9 hours.

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Undergraduate Students:		
Full-time	954.00	2,994.00
Part-time (Each Credit Hour)	67.00	237.00
Graduate Students:		
Full-time	1,158.00	3,192.00
Part-time (Each Credit Hour)	112.00	338.00

VI. Tuition and Mandatory Fees, Concurrent Joint Enrollments

Concurrent Joint Enrollment shall be defined as: A student enrolled in one or more regular on-campus courses and in one or more off-campus credit courses during the same academic term will be considered to be concurrently jointly enrolled.

The total hours of concurrent joint enrollment shall be utilized in determining the student's part-time or full-time status.

Any concurrently jointly enrolled student enrolled in 6 to 11.5 hours of credit courses (excluding correspondence courses), will be eligible to participate in the student fee package program as outlined in Section II of this policy.

The tuition and mandatory fee policies as defined in Sections II, IV and V of this policy shall be applied to the applicable individual enrollments except that no student's total assessment for the concurrent joint enrollment shall exceed the following:

	<u>Resident Students</u>	<u>Non-Resident Students</u>
Maximum Tuition and MANDATORY Fees		
Undergraduate	954.00	2,994.00
Graduate	1,158.00	3,192.00

VII. Other Student Fees, Charges and Deposits

1. Tuition and Other Charges, Correspondence Courses: Tuition for enrollment in credit Correspondence Courses, whether for students classified as resident or non-resident, shall be \$67.00 per credit hour for undergraduates, and \$112.00 per credit hour for graduate students. Tuition for non-credit Correspondence Courses varies with the length and number of lessons in the course. Mandatory campus fees are not to be assessed to students enrolled solely in Correspondence Courses. Textbook rental charges for students using textbooks from the Correspondence Study Library, and reasonable refundable deposits on audio and visual tapes, slides, prints and kits are not included in tuition. A nominal charge is assessed for transferring a registration from one course to another, or for extending the normal completion date of a course. Charges for course syllabi for individuals not registered in a course, or to institutions other than the University of Wyoming, shall be \$10.00 for college and \$7.00 for high school and non-credit. Tuition is payable in advance, except upon specific authorization of the Vice President for Administration and Finance.
2. Tuition and Other Charges, Off-Campus Credit Courses: Tuition for enrollment in courses administered by the School of Extended Studies and Public Service are shown in Section V. above. Mandatory campus fees are not to be assessed to students enrolled solely in Extension Credit Courses. Reasonable charges may be assessed for supplementary educational materials, guest resource instructors, or charges required to support telecourses, such as line charges or licensing fees. Tuition and related charges are payable in advance, except upon specific authorization of the Vice President for Administration and Finance.
3. Fees, Non-Credit Educational Services: The fees established for individual non-credit courses and conferences shall be sufficient to cover the instructors/speakers and other related expenditures, as well as a reasonable charge for administrative overhead.
4. Fees, Departmental Examination for Credit Program: The fees for the Departmental Examination for Credit Program, whether for students classified as residents or non-residents, shall be fifty percent (50%, rounded to the nearest dollar) of the resident undergraduate hourly tuition rate for each hour (or portion) of earned credit. Mandatory campus fees are not to be assessed to students solely taking a Departmental Examination for Credit.
5. Tuition, Wyoming Center for Teaching and Learning (University School): The tuition established for enrollment in the University School is payable in advance, except upon the specific authorization of the Vice President for Administration and Finance.
6. Graduate School Fees.
 - a. Thesis Binding Fee: Each masters degree candidate on Plan A (Thesis Option) is assessed a fee to cover the cost of binding two copies of the thesis.
 - b. Dissertation Binding Fee: Each doctoral degree candidate is assessed a fee to cover the cost of binding a copy of the dissertation (Ph.D) or project report (Ed.D).

- c. University Microfilms Fees: Each doctoral candidate is assessed a fee to cover the cost of microfilming the dissertation or project report. This fee also covers the cost of publishing the abstract of the dissertation or project report in Dissertation Abstracts International.
- d. Application Fee: A fee assessed all degree seeking students applying for admission to the University graduate school.

7. Admission Office Fees.

- a. Application Fee, New, Undergraduate Non-International Students: A fee assessed all new, undergraduate non-international students applying for admission to the University.
- b. Application Fee, New, Undergraduate International Students: A fee assessed all new, undergraduate international students applying for admission to the University.
- c. Orientation Fee: A fee assessed to all applicants for admission who participate in the summer orientation program.

8. Registration Office Fees.

- a. Late Registration: A fee assessed to students enrolling as late registrants during the first ten days of University scheduled classes for a regular semester (\$25.00), and such other late period as may be designated and announced for the summer term (\$10.00).
- b. Late Payment Service Charge: A service charge assessed to students on the amount owed the University after the final due date.
- c. Late Graduation Check Sheet: A fee assessed to students failing to complete the check sheet at least six months prior to the scheduled graduation.
- d. Graduation Fees: A fee assessed to all graduating students to cover the costs of diplomas, signature plates, mailing and overtime; this fee must be paid six weeks prior to the scheduled graduation date.
- e. Late Payment, Graduation Fees: A fee assessed to all graduating students failing to pay the graduation fee as prescribed.
- f. Transcript Fees: A fee assessed for all transcripts issued by the Registrar's Office in excess of one per individual; an additional fee will be assessed those individuals requesting 24-hour service.
- g. Lost Check Sheet for Graduation: A fee assessed to students for loss of a Graduation Check Sheet.
- h. Replacement Diploma: A fee assessed to graduates requesting a replacement diploma for a lost, destroyed or stolen diploma. Only the large size diploma may be ordered as the replacement diploma. The new diploma will carry the original date of graduation but signatures will be those of current University officials.
- i. Reissued Diploma: A fee assessed to graduates requesting a diploma be reissued with a name change. The new diploma will carry the original date of graduation but signatures will be those of current University Officials.

9. Laboratory and Special Course Fees: Laboratory or special course fees assessed in addition to mandatory tuition and fees are subject to approval of the Trustees.

10. Other Student Fees, Charges, Fines, Penalties and Deposits. Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of University funds, equipment, facilities, services and materials.

VIII. Refunds and/or Cancellations of Tuition and Fee Charges

The refund policies of the Trustees for the 1994-95 academic year and the 1995 summer session are:

- a. Fees, other than late registration fees and deposits, will be refunded, in accordance with the Trustee Fixed Schedule of Refunds/Cancellations, to students who formally withdraw from the University after registration and the payment of fees. Charges will be cancelled in accordance with the schedule for those students who withdraw before completing payment.
- b. Fees, other than late registration fees and deposits, will be refunded and/or cancelled, in accordance with the Trustee Fixed Schedule of Refunds/Cancellations, to students who formally change status (i.e. non-resident to resident or full-time to part-time).
- c. Refunds due to students who receive financial assistance through the Office of Student Financial Aid will be distributed first to the various aid programs from which the student received funds. Refund monies are returned in the following order to the federal student assistance accounts, up to the full amount awarded in each program, until the refund monies are exhausted: (1) Federal Unsubsidized Stafford Loan, (2) Federal Stafford Loan (3) Federal PLUS Loan, (4) Federal Perkins Loan, (5) Federal Pell Grant, (6) Federal SEOG Grant, and (7) other Title IV aid programs. Refund monies will be returned to non-federal program accounts in the following order, up to the full amount awarded in each program: (1) state funded tuition scholarship or award, (2) other tuition scholarship or award, (3) other scholarship or award.
- d. Refunds due to students who have debts owed the University will be distributed to outstanding debts owed the University after required refunds have been distributed to the various aid programs from which the student received funds.

The Vice President for Administration and Finance may authorize refunds and/or cancellations inconsistent with these policies in unusual and infrequent circumstances and only when such actions are in the best interest of the University.

In accordance with Federal law, registration fees for "first-time students" who withdraw will be refunded and/or cancelled on a pro-rata basis through sixty percent (60%) of the semester.

IX. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed of non-students may be established, subject to authorization by the Trustees.

Enclosure 1
Enclosure 2
Enclosure 3
Enclosure 4

X. Auxiliary Enterprises

1. Residence Halls

Each student seeking application to live in the University residence halls must comply with the following:

- a. The student must enter into an agreement with the University; the agreement is the Application-Agreement and incorporates the terms and conditions by reference.
- b. The student must submit a \$50.00 deposit with the signed Application-Agreement.
- c. The \$50.00 deposit will be refunded upon cancellation provided the student notifies the Division of Housing of intent to cancel at least one month prior to the first day of registration. If such intent to cancel is not submitted at least one month prior to the first day of registration, the deposit is forfeited.
- d. The \$50.00 deposit will be held by the University for the period the student resides in the residence halls and will be applied toward payment of any room and board obligations prior to refunding to the student upon notification of intent to no longer reside in the residence halls.
- e. The student must elect one of two room and/or board payment plans: 1) lump sum within one week of the first day of each regular academic semester; or 2) ten month payment plan for the regular academic year, starting in August and ending in May of the regular academic year of attendance. Summer session room and/or board is due in full the first day of the summer session of attendance.
- f. Students wishing to cancel room and/or board contracts, to move off-campus, may do so. These students, however, will be held responsible for 100 percent of the housing contract and 75 percent of the food service contract in force at the time of the move out. This policy does not apply to individuals withdrawing from the university. Application of this policy may be appealed under guidelines established by the President, or designee.
- g. Failure to properly check in or out of the hall will result in the assessment of a \$50.00 charge, plus room and board. This includes a person who does not check out before semester break when they voluntarily do not return for the Spring Semester.
- h. A resident may be required to vacate his room in one week and terminate meal privileges immediately if room and board charges are not paid; or must have made arrangements for payment upon receipt of notice of an overdue payment. The policy discussed in paragraph (f) applies to students evicted for non-payment.
- i. In the case of loss or damage, the student will be billed for the cost of replacement or repair, unless at check-in time the check-in report lists the losses and/or damages.
- j. If a student loses a key, an emergency key may be provided. The privilege is allowed five times each semester without charge. After five times, the charge will be \$5.00 for each additional check out.

k. Residents residing in the residence halls during the spring semester may continue through summer months without academic enrollment provided the occupant pre-registers for at least six credit hours for the succeeding fall term.

l. Planned residence in a residence hall for a period of less than 4 weeks will be on a guest card basis.

2. University-Owned and University-Leased Apartments

Each student seeking application to live in a University-owned or University-leased apartment shall comply with the following:

- a. An application form must be submitted and must be accompanied by a \$75.00 application deposit.
- b. The \$75.00 deposit will be refunded only if a thirty-day notice of intent to vacate is provided to the Division of Housing and only after a proper check out has been completed; this includes tenants intending to vacate at the end of any given semester or term.
- c. \$25.00 of the application deposit is forfeited if the application is withdrawn after an assignment is offered but refused or if the response is not submitted in a timely manner.
- d. \$50.00 of the deposit will be forfeited if written notification of intent to not accept assignment is not received by the Division of Housing prior to the anticipated move-in.
- e. Rent is payable on or before the first working day of each month at the Cashier's Office in Knight Hall. The monthly rental rates include local telephone service, water, trash disposal, furnishings, appliances, parking and newsletters. Gas and electricity is also included for the two-story apartments and Spanish Walk apartments.
- f. Failure to pay monthly charges on schedule will be considered a breach of contract, unless the occupant makes special arrangements with the Accounts Receivable Office for delayed payments. The tenant agrees to pay all charges arising from the failure to pay rent according to the agreement. This may include eviction charges and collection agency fees.
- g. Apartment rental will be based on a 30 day minimum; scheduled rental for a period of less than 30 days will not be allowed.
- h. Rental computation for less than a month, after the 30 day minimum has been met shall be based on the number of days in that month.
- i. Tenants vacating before the end of a month for which rent has been paid in advance shall receive rental refunds for the remaining nights in the month if they do not owe any other money to the University and if the 30 day minimum has been met.
- j. The contract is valid for the academic year or summer term in which occupancy is taken. Tenants may terminate the contract by giving at least 30 day notice to the Housing Office (15 days for summer-only students). Renewal of the contact must be made at least 30 days prior to the expiration of the present contract.
- k. Subletting or subleasing the premises or any equipment therein is prohibited.

- l. Use of the premises or University equipment for activities of a business or commercial nature is prohibited.
- m. Tenants residing in the apartments during the spring semester may continue through summer months without academic enrollment provided the occupant pre-registers for at least six credit hours for the succeeding fall term.
- n. Tenants wishing to move out for the summer may reserve an apartment for the fall term (not necessarily the same apartment) by contacting the Housing Office at the time of completing the "Intent to Vacate" form.
- o. The deposit paid by the tenant is to secure the tenant's obligation under the rental contract. The deposit will be refunded when the contract is terminated and after deductions for non-payment of rent, damages or losses in the apartment, necessary cleaning charges, penalty fee charges, and other debts owed to the University. The deposit will be forfeited in cases where tenant fails to file an "Intent to Vacate" form in the Housing Office within the time period prescribed under "Length of Contract." Cases of eviction resulting from failure to abide by the Terms and Conditions stated herein will result in forfeiture of deposit.
- p. The apartment contract may be terminated after 30 days notice by the tenant. This notice is given by completing the "Intent to Vacate" form in the Housing Office. The University reserves the right to terminate any apartment contract upon written notification and justification. When vacating, the tenant agrees to leave the apartment clean and in good repair.
- q. If the tenant vacates or abandons their apartment and leaves any personal property in the apartment or about the premises, the property shall be deemed abandoned.

3. Identification Cards

Students, faculty and staff, on initial registration or employment, are issued a University identification card free of charge. Dependents and spouses of University students, faculty and staff and employees of cooperating agencies are assessed a \$5.00 charge for an initial identification card. Replacement identification cards will be replaced as follows: a. lost/stolen \$20.00; b. deterioration \$5.00; c. dependent \$5.00; d. picture at student's request \$20.00. The cardholder is assessed a \$5.00 handling charge for the return of a lost card and is responsible for all use and/or misuse of their card until its loss or theft is reported to the I.D. Office or to the Campus Police (after hours only).

4. Other Student Fees, Charges, Fines, Penalties and Deposits

Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of the University funds, equipment, facilities, services and materials. In no instance shall the fee, charge, fine, penalty or deposit in Auxiliary Services exceed the direct cost appropriately amortized plus a reasonable administrative overhead.

5. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students maybe established, subject to authorization by the Trustees; such fees, charges, fines, penalties and deposits in Auxiliary Services shall be limited to the recovery of the full cost of equipment, services, facilities and materials appropriately amortized, if applicable, plus a reasonable administrative overhead.

XI. Failure to Pay Fees, Charges, Fines, Penalties or Deposits

A student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied registration at the University or copies of his/her transcripts until such fees, charges, fines, penalties or deposits are paid in full. A non-student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied use of University facilities and services until such fees, charges, fines, penalties or deposits are paid in full. Procedures for adjudication of disputes over payment of fees, charges, fines, penalties or deposits shall be prescribed by the Vice President for Administration and Finance.

XII. Student Loans and Scholarships

Interest rates for 1) loan funds established by the University of Wyoming; 2) loan funds established by trust agreement, will or similar instrument with no stipulated interest rate; and 3) loan funds established by the State of Wyoming without statutory interest rates: shall be established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

Interest shall be established at prescribed rates for 1) loan funds established by trust agreement, will or similar instrument with interest rate provisions; and 2) loan funds established by the State of Wyoming with statutory interest rates.

Interest rates for the Medical School Student Loan Program and Family Practice Residency Loan Program shall be consistent with Trustee actions on student loan interest rates prescribed by the Trustees on July 9, 1985 and November 9, 1985.

The interest rate for the Medical Student Contract Support Program shall be consistent with the actions of the 1993 52nd General Session of the State of Wyoming Legislature (Wyoming Statute, Chapter 203).

The interest rate for the Superior Student in Education Loan Program shall be consistent with Trustee action on student loan interest rates (April 11, 1985) and established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

XIII. Fees, Charges and Deposits, Student Publications

The Trustees delegate the authority for the establishment of advertising, subscription and related rates or charges for student publications, including the Branding Iron, Frontiers and Owen Wister Review, to the Publications Board. Rates or charges established by the Publications Board shall be filed annually with the Office of the Vice President for Administration and Finance.

XIV. Internal Fees, Charges and Deposits

The Vice President for Administration and Finance is authorized to establish such fees, charges or deposits assessed by a University department for services provided internally within the University to another department or departments. The authority of the President, or designee, to establish such fees, charges or deposits includes fees, charges and deposits for University sponsored activities, including training programs, whether paid by the employee or the employee's department. In no case shall the assessment of such fee, charge or deposit exceed the direct cost, including reasonable administrative overhead, to the department or University, and in no case shall the fee, charge or deposit be assessed to a student without authorization from the Trustees.

XV. Exclusion

For purposes of this policy, a fee, charge or deposit does not include recovery of direct costs of University facilities, equipment, services or materials provided to students, faculty, staff or the general public on an individual basis. This exclusion shall not be abridged in any way to avoid the Trustees authority to establish fees, charges and deposits, but is intended to permit University departments to recover direct costs for ad hoc voluntary use of University facilities, equipment, services or materials.

The Trustees authority to establish fees, charges and deposits is delegated to the Vice President for Administration and Finance for the establishment of casual food service rates in the University food service operations, resale of items in the University bookstore, and other similar resale activities within the University; and is contingent upon the establishment of rates for such items or commodities being consistent with recovery of actual cost, including reasonable indirect cost. In no instance shall the rates be authorized for such items or commodities which will create unreasonable competition with the private sector.

The Fees, Charges, Fines, Penalties, Refunds, and Deposits are subject to change without notice.

PART II - SCHEDULES OF FEES, CHARGES, REFUNDS AND DEPOSITS

I. TUITION, MANDATORY UNIVERSITY FEES AND REFUNDS

A. Tuition

Tuition, Academic Year (Fall and Spring Semesters), per semester

Undergraduate

Resident

12 credits through 20 hours 804.00
Per credit hour, up to 12 and over 20 hours 67.00

Non-Resident

12 credits through 20 hours 2,844.00
Per credit hour, up to 12 and over 20 hours 237.00

Graduate (surcharge of 25% of undergraduate resident tuition rate)

Resident

9 credits through 17 hours 1,008.00
Per credit hour, up to 9 and over 17 hours 112.00

Non-Resident

9 credits through 17 hours 3,042.00
Per credit hour, up to 9 and over 17 hours 338.00

College of Pharmacy

Resident (Graduate surcharge)

12 credits through 20 hours 804.00
Plus differential 204.00
Per credit hour, up to 12 and over 20 hours 67.00
Plus differential 17.00

Non-Resident (surcharge of \$750 per semester)

12 credits through 20 hours 2,844.00
Plus differential 750.00
Per credit hour, up to 12 and over 20 hours 237.00
Plus differential 63.00

College of Law

3rd year (Graduate surcharge plus \$125 per semester)

Resident

12 credits through 20 hours 1,008.00
Plus differential 125.00
Per credit hour, up to 12 and over 20 hours 84.00
Plus differential 11.00

Non-Resident

12 credits through 20 hours 3,042.00
Plus differential 125.00
Per credit hour, up to 12 and over 20 hours 254.00
Plus differential 10.00

1st and 2nd year (Graduate surcharge plus \$500 per semester)

Resident

12 credits through 20 hours 1,008.00
Plus differential 500.00
Per credit hour, up to 12 and over 20 hours 84.00
Plus differential 42.00

Non-Resident

12 credits through 20 hours 3,042.00
Plus differential 500.00
Per credit hour, up to 12 and over 20 hours 254.00
Plus differential 41.00

Tuition, Summer Session, per credit hour

Undergraduate	
Resident	67.00
Non-Resident	237.00
Graduate	
Resident	112.00
Non-Resident	338.00
College of Pharmacy	
Resident	67.00
Plus differential	17.00
Non-Resident	237.00
Plus differential	63.00
College of Law	
3rd Years	
Resident	84.00
Plus differential	11.00
Non-Resident	254.00
Plus differential	10.00
1st and 2nd Year	
Resident	84.00
Plus differential	42.00
Non-Resident	254.00
Plus differential	41.00

Tuition, Correspondence Courses, per credit hour

Undergraduate, Resident and Non-Resident	67.00
Graduate, Resident and Non-Resident	112.00

Tuition, Off-Campus Courses, per credit hour

Undergraduate	
Resident	67.00
Non-Resident	237.00
Graduate	
Resident	112.00
Non-Resident	338.00

Tuition, Departmental Examination for Credit (as percentage of resident undergraduate hourly tuition rate) 50.0%

Tuition, Wyoming Senior Citizens (Age 65 and over admitted to University on space available basis; student benefits not available) 0.00

Tuition, Wyoming Center for Teaching and Learning (University School),
Per Semester

Minimum Tuition	75.00
Pre-school	200.00
Grades 1-9	275.00

B. Mandatory Fees

Fees, Mandatory, Academic Year, all Full-time Students, per semester	
Student Health Services	52.00
Intercollegiate Athletics	19.00
Student Loan	2.50
Wyoming Union	45.00
ASUW	24.00
Intramural Fee	5.50
Computer Fee	2.00
Total Mandatory Fees	150.00

Fees, Mandatory, Academic Year, all Part-time Students, per semester	
Wyoming Union Fee, per credit hour	3.75

Fees, Mandatory, Summer Session, all Students, per credit hour	
Wyoming Union	3.00
Student Health Services	2.58
Student Activities	2.42
Total Mandatory Fees, per credit hour	8.00

C. Optional Fees

Optional Part-time Student Activity Fee to Obtain Full-time Benefits Undergraduate Students registered for 6 or more credit hours, or Graduate and Professional Students satisfying established conditions	105.00
Optional Student Recycling Fee, per semester	1.00

D. Refunds

Schedule of Refunds/Cancellations
July 1, 1994 - June 30, 1995

Tuition, Mandatory and Special Fees
Academic Year and Summer Session

University Class Days Elapsed to Date With- drawal is Complete (Not by Class Meeting Pattern)	Length of Semester or Course and Percent of Registration Fees to be Refunded/Cancelled				
	9-15 Weeks	6-8 Weeks	3-5 Weeks	2 Weeks	1 Week
Before 1st Day of Classes	100%	100%	100%	100%	100%
1-10 Days, Inclusive	65%	45%	25%	0%	0%
11-15 Days, Inclusive	45%	25%	0%	0%	0%
16 Days or More	0%	0%	0%	0%	0%

In accordance with Federal law, registration fees for "first-time students" who withdraw will be refunded and/or cancelled on a pro-rata basis through sixty percent (60%) of the semester.

Tuition
Correspondence Courses

- 100% if enrollment is not accepted by the University of Wyoming
- 60% if student withdraws within 1 month of the date of enrollment
- 40% if student withdraws within 2 months of the date of enrollment
- 20% if student withdraws within 3 months of the date of enrollment
- 0% if student withdraws after 3 months of the date of enrollment

All 20 - 60% refunds will be reduced by \$5.00 for each lesson submitted and by a one-time \$7.00 administrative fee.

Tuition
Off-Campus Courses

Sessions Elapsed From Official Course Start	Course Credit Hours:				
	1 Cr Hr	2 Cr Hr	3 Cr Hr	4 Cr Hr	5 Cr Hr
1 Session	60.0%	80.0%	80.0%	80.0%	80.0%
2 Sessions	20.0%	60.0%	80.0%	80.0%	80.0%
3 Sessions	0.0%	40.0%	60.0%	60.0%	60.0%
4 Sessions	0.0%	20.0%	40.0%	60.0%	60.0%
5 Sessions	0.0%	0.0%	20.0%	40.0%	40.0%
6 Sessions	0.0%	0.0%	0.0%	20.0%	40.0%
7 Sessions	0.0%	0.0%	0.0%	0.0%	20.0%
8 Sessions	0.0%	0.0%	0.0%	0.0%	0.0%

II. UNIVERSITY FEES, CHARGES AND DEPOSITS

Fees, International Students	
International Student Fee, per semester	25.00
Student Health Insurance Plan annual premium	determined by competitive bid
English Proficiency, testing battery, regular screening	25.00
Regular screening and videotaping	30.00
Graduate School	
Thesis binding fee	10.00
Dissertation binding fee	10.00
University microfilms fee	60.00
Application Fee, all students applying for admission to a graduate program	
Students (application and re-application)	40.00
Admissions Office	
Application fee, new, undergraduate non-international students (one time fee)	25.00
Application fee, new, undergraduates international students (one time fee)	30.00
Orientation fee	20.00
College of Education	
Clarence Jayne Media Center	
Comprehensive media support services will be provided to the College of Education at no charge. "Out of College" departments and sponsored projects/programs will be charged for services based on replacement cost value.	
Media Center, service for University units	
Video dubbing, per tape	3.00
Video editing, per hour	25.00
Lost/damaged equipment	repair or replacement cost
University School Gym rental, per hour (outside groups, exclusive use)	15.00
Geology and Geophysics	
Application fee, non-UW students	
Summer field course	10.00
College of Health Sciences	
Application for upper division status (degree entry)	30.00
School of Nursing	
Transfer student transcript evaluation (converted to upper division application fee for students who enroll at UW)	30.00
School of Pharmacy	
Drug Information Center	
Copies, per page	0.10
Minimum charge	1.00
Fax	2.00
College of Law	
Application fee	35.00
Registration Office Fees	
Late registration	
Summer session	10.00
Regular semester	25.00
Late payment service charge	10% of outstanding balance

Late graduation check sheet	
0-5 months late	3.00
6 months late	6.25
Graduation fees	12.50
Late payment, graduation fees	
0-5 weeks late	3.00
6 weeks late	6.00
Transcript fee	
First	0.00
After 1st, each	3.00
24-hour service, each	6.00
Lost check sheet for graduation	1.00
Replacement diploma fee	25.00
Reissued diploma fee	50.00
Student Financial Operations	
Payment date extension fee	12.00
Reinstatement fee,	
reinstatement after payment deadline	50.00
Student Loan Interest Rates	
Loan Funds, interest rate not established by trust agreement, will or similar instrument or loan fund established by University of Wyoming or loan fund established by State of Wyoming without statutory interest rate:	
Minimum interest charge	2.0%
Maximum interest rate	6.0%
Penalty interest rate for default, per annum	2.0%
Superior Students in Education Loan	
Maximum interest rate, per annum	6.0%
Penalty interest rate for default, per annum	2.0%
Medical Student Contract Support Program	
Maximum interest rate, per annum, Starting 4 years after execution of contract	8.0%
Penalty interest rate of default, per annum	2.0%
Student Admission Charges (Full-time students only)	
Public exercises sponsored by Cultural Affairs Committee (as % of regular admission)	50.0%
Music Department	
Recording and program production fee	
Music major student concert	35.00
Sponsored concerts, ticket sales	
Adult	4.00
High school students and senior citizens	2.00
University of Wyoming students (with UW I.D.)	0.00
University Theatre Productions	
Regular event	
Adults	4.00
Children	2.00
University of Wyoming students (with UW I.D.)	0.00
Special guests	
Adults	5.00
Children	2.50
University of Wyoming students (with UW I.D.)	0.00
Season pass	16.00
Patron	50.00

Art Museum	
General Admission	
Adults	3.50
UW Students	0.00
Students, K-12	1.50
Senior Citizens	1.50
Children under 7	0.00
Organized classes, K-College	0.00
All visitors on Thursdays	0.00
Annual Membership Programs	
Student	10.00
Student Family	20.00
Senior Citizen	20.00
Individual	35.00
Family	40.00
Sustaining	100.00
Donor	500.00
Patron	1,000.00
Counseling and Testing Center	
Testing charge	
American College Testing Program, residual only	19.00
Vocational and Personality Inventories	5.00
As required, charges for administration of other tests are established to recover cost of test to the Center and reasonable administrative expenses.	
ACT Career Planning Program (ACT-CPP), per program	5.00
Colo. Educational Interest Test (CEIT), per test	5.00
Myers-Briggs Type Indicator (MBTI), per test	5.00
16 Personality Factors (16PF), per test	5.00
Career Assessment Inventory (CAI), per inventory	5.00
Temperament & Values Inventory (TVI), per inventory	5.00
Math Placement Test	5.00
Placement Services	
Placement file maintenance fee, per fiscal year	5.00
Placement service fee, alumni, per fiscal year	30.00
International Programs	
Administrative fee, international students (as % of program costs)	10.0%
Sponsored Student	
Per semester	250.00
Per summer session	150.00
Student Health Services	
Charges for services in the Student Health Services (e.g., laboratory services, x-ray services, I.V. solutions, bandages, casting and medical supplies) include the cost of such services and supplies to Student Health Services. Charges to students for such services may include the direct cost only to Student Health Services. Inasmuch as full-time students are assessed a mandatory student fee, which includes \$40.00 for Student Health Services, the charges to students for services for items other than x-ray exams and pharmacy charges may not exceed thirty percent of the usual and customary charges in the Laramie medical community, including the local emergency rooms.	
Microfilm records, per page	0.10
Department of Athletics	
Student spouse activity card	15.00
Student dependent child activity card	5.00

Wyoming Center for Teaching and Learning
 Summer program, variable based on program and hours
 (maximum) 275.00

Libraries

Audio Visual Service

Equipment rental, personal use only, 24 hour period	5.00
Caramate	5.00
35mm carousel slide projector	3.00
Dissolve control	3.00
8mm editor	5.00
8mm film projector	10.00
16mm film projector	
Film Rental Schedule (in-state)	
Black and white	7.00
0-11 minutes	8.00
12-22 minutes	10.00
23-33 minutes	14.00
34-44 minutes	15.00
45-55 minutes	17.00
56- minutes	
Color	8.00
0-11 minutes	10.00
12-22 minutes	14.00
23-33 minutes	16.00
34-44 minutes	19.00
45-55 minutes	21.00
56- minutes	2.00
Mailing fee	
Film Rental Schedule (out-of-state)	
Black and white	8.00
0-11 minutes	9.00
12-22 minutes	11.00
23-33 minutes	16.00
34-44 minutes	17.00
45-55 minutes	19.00
56- minutes	
Color	9.00
0-11 minutes	11.00
12-22 minutes	16.00
23-33 minutes	18.00
34-44 minutes	21.00
45-55 minutes	23.00
56- minutes	2.00
Mailing fee	5.00
Filmstrip projector	2.00
Microphone mixers	
Miscellaneous	1.00
Easel	1.00
Flashlight pointer	2.00
Lens	5.00
Megaphone	2.50
Microphones	1.00
Projection table	1.00
Stack loader	5.00
Opaque projector	5.00
Overhead projector	3.00
Record players	0.00
Screens, with other equipment	2.00
Screens, without other equipment	3.00
Tape recorder	35.00
1/2" VHS video projection unit	

Video receiver and player	25.00
Video rental schedule	
3/4" U-matic	10.00
0-60 minutes	35.00
61 minutes	
1/2" VHS	10.00
0-60 minutes	25.00
61 minutes	10.00
Card Fee, out-of-state user, per year	
Carrel Fees	10.00
Rental, per year	10.00
Lost Key fee	
Computer Literature Searches (faculty, staff and students)	direct cost
Fee Based Information Services	
Document delivery (non-UW patrons)	4.00
Books and photocopying (on-campus)	6.00
Books and photocopying (off-campus)	0.10
Photocopying charge, per page	
Faxed requests	5.00
In-state	7.00
Out-of-state	7.00
International	2.50
plus, per page	10.00
Rush fax (within 24 hours), per item	
Special mailing (U.S. Mail Overnight, Next Day, Federal Express, U.P.S.)	direct cost plus 10.00
Rush document delivery handling fee, per document	direct cost plus 15.00
Research Services	
Wyoming Government Agency, Association and Individual, per hour	15.00
Wyoming business or for-profit corporation, per hour	25.00
Non-Wyoming group or individual	35.00
Computer literature search	direct cost plus hourly rate
Rush research service handling fee (immediate response)	10.00
	plus hourly rate
Special Services	
Interlibrary loan	15.00
	plus borrowing fee
Current Awareness services, per month	20.00
Verification, per reference/citation	1.00
Fiche duplication, per fiche	0.50
Fines, overdue library materials	
Materials, 3 day check-out	0.25
Each day overdue, per day per item	25.00
Maximum	
Other library materials	0.00
First two days overdue	0.10
Over two days, per day per item	10.00
Maximum	
Book called	0.00
First seven days	1.00
Over seven days, per day	25.00
Maximum	
Reserve materials	1.00
Per hour or any part of an hour overdue	
Special Approval materials	1.00
Per hour or any part of an hour overdue	25.00
Maximum	

Health Sciences Information Network (HSIN) Fee Schedules

Table I - Membership Schedule

Classification	Number of Beds	**#Benefitted Transactions	*Member Cost
Acute & chronic care facilities	0- 50	23	50.00
	51-100	46	100.00
	101-150	69	150.00
	151-200	92	200.00
	201-250	115	250.00
Individuals	N/A	23	50.00
Outpatient clinics	N/A	23	50.00
Research facilities	N/A	115	250.00
Public libraries	N/A	23	50.00
Community colleges	N/A	23	50.00
Corporations	N/A	115	250.00
All UW units	N/A	115	250.00

*There will also be a .10 per page photocopy charge.

**The number of benefitted transactions is based on \$2.17/transaction in multiples of 13 for each membership level plus bonus transactions in multiples of 10 for each membership level. Transactions beyond membership allowance will be charged at \$4.00/transaction.

Fax delivery of information is considered a special service and will be billed at the rate listed in Table II; therefore, a fax response will not be counted against the total of Benefitted Transactions.

#If a member chooses, bundles of additional transactions (1 bundle = 25 transactions @ \$3.00 each = \$75.00) may be purchased after original membership allotment has been reached. There is no limit of the number of bundles a member may purchase during the fiscal year (July - June). Any charges incurred, not specifically identified in the HSIN Fee Schedule, are made in accordance with the fee schedule of the University of Wyoming Libraries.

Table II - Individual Transaction Schedule

Interlibrary Loan Charges	
Non-members - In-state	6.00
Out-of-state	8.00
Special Services	
Article requests HSIN <u>FILLS</u> by fax	
1-2 hour turn-around	14.00
3-4 hour turn-around	12.00
24 hour turn-around	9.00
Article requests HSIN <u>FILLS</u> by ARIEL	8.00
Article requests HSIN <u>PLACES</u> by fax	9.00-12.00
Special delivery (U.S. Mail Next Day, Federal Express, U.P.S.)	direct cost plus 25.00

Table III - Special Services

Photocopying/document delivery	
Document delivery, per article (on-campus from UW libraries only via campus mail)	6.00
	plus, per page 0.10
	8.00
Direct delivery, per article	plus, per page 0.10
Verification of references/citations	
Per reference/citation	1.00
Quality filtering of medical/healthcare information, per search (does not include processing/photocopying charges)	10.00
Consultation Services	

Bibliographic instruction (non-UW patron), per hour	50.00	
Grateful MED/LOANSOME Doc training, per hour	25.00	
Full day	negotiable	
Current Awareness services, per topic, per month	20.00	
Selective Dissemination of Information (SDI)	20.00	
Per month		plus online charges
Consultation for grants/articles/papers		
Per hour	50.00	
Extended research consultation, per hour	50.00	
Literature search		
Manual, per hour	20.00	
Computer, per database	20.00	
Compact disk	20.00	
Online		plus online charges
Specialized mailing service		
U.S. Mail Overnight or Next Day, Federal Express, U.P.S.		direct cost plus 25.00
Contracted Medical Library Service (CMLS)		negotiable
Interlibrary Loan		
Borrowing		
Primary patrons (UW students, staff and faculty) - If cost to UW Library is over \$10.00, patron will pay excess		
Rush handling fee (24 hour turnaround)	5.00	
ILL ownership label removal fee, per label	1.00	
Overdue interlibrary loan books, per day	0.25	
(if book is lost, borrower pays costs charged to UW)		
Lending		
Primary patrons (libraries)		
Request - photocopy, up to 50 pages	7.00	
over 50 pages, per page	0.10	
Request - photocopy - cooperative agreement, 1-19 pages	0.00	
20 pages and over, per page	0.10	
Request - book		reciprocal charges
Photocopying thesis (with author's permission) per page	0.25	
Fax charge	5.00	
In-state	7.00	
Out-of-state	7.00	
International, basic charge		plus per page fee of 2.50
Rush handling (24 hour turnaround)	10.00	
Photocopying thesis (with author's permission) per page	0.25	
Lost item fee		cost plus fee of 25.00
If actual replacement cost can be determined		
Additional fee if replacement material is available in paperback only and requires binding	7.50	
If actual replacement cost cannot be determined	65.00	
Books	175.00	
Bound periodicals	50.00	
Cassettes	250.00	
CD-ROM disk	75.00	
Kits	35.00	
Maps	65.00	
Microforms	50.00	
Records	375.00	
16mm films	35.00	
Unbound periodicals, per issue	225.00	
Video Cassettes		

Mutilation charges

Any person mutilating library materials or damaging library facilities is subject to the following charges:

Mutilation of materials	replacement cost plus fee of 25.00
Processing fees, per item	
Billing charges if complete replacement is necessary	25.00
Fine per item when intentional mutilation	10.00
Rebinding fee (if tip-in is not applicable)	7.50
Reordering and shipping costs	direct cost
Staff time fee, per hour (1 hour minimum)	8.00
Tip-in (2 xeroxed pages maximum)	5.00
Mutilation of facilities, including equipment	replacement cost
Fine per item when intentional mutilation has occurred	10.00
Reordering and shipping costs, if applicable	direct cost
Staff time fee, per hour (1 hour minimum)	8.00
Photocopy charges	
Microform machines, per copy	0.10
Photocopy card	
Replacement card	1.00
Public machines, per copy	0.05
Transparencies, each (plus \$0.05 for copy)	0.20
Science locker rental, per year	5.00
Science locker lost key fee	10.00

ASUW and Student Service Programs

Activities	
Student Juried Art Show	
Student, per entry	3.00
Per three (3) entries	8.00
Spring Daze	
Per contestant/team	2.00
Associated Students Students' Attorney	
Fee, legal documents, per document	20.00
Associated Students Technical Service Program	
Labor costs	
ASTEC Coordinator, per hour	10.00
Technician, per hour	6.00
Recording, per hour	10.00
Equipment rental, per day	
Concert sound	20.00
PA system	
Large - outdoor	35.00
Large - indoor	20.00
Small	15.00
Stage lighting	15.00
Video taping	5.00
Dance system	20.00
Speakers, effects, tapedeck, phonograph, each	10.00
Microphones, direct box, each	5.00
Mixing consoles	20.00
Sales Commissions	
Participation voucher, per item	0.50
Sales to students	10.0%
Sales to non-students	15.0%
Owen Wister Review	
Students, faculty, staff, per issue	2.50
Mailing charge	1.00

Frontiers	
Students	10.00
Mailing charge	2.00
ASUW Compuservice (average per hour)	14.00
ASUW key deposit, per key	10.00
Student Affairs	
Academic Decathlon fee, per school	65.00
University Ticket Sales	
Handling fee, per order, maximum	2.00

III. UNIVERSITY AUXILIARY ENTERPRISES FEES, CHARGES AND DEPOSITS

Board and Room	
Academic year (Fall and Spring Semesters)	
Board (excluding Thanksgiving, Christmas, Spring & Easter Vacation breaks)	
Unlimited access plan	1,960.00+
Any 12 access plan	1,854.00+
Any 9 access plan	1,457.00
Any 7 access plan	1,170.00
Any 5 access plan	866.00
Any 3 access plan	529.00
Lunch only, 5 per week	703.00
Room (excluding break between semesters; excludes linen)	
Double Occupancy Room (includes social fee)	1,462.00
Single Occupancy Room (includes social fee)	2,192.00
Summer session 1994 (8 Weeks)	
Board (excluding July 4)	
3 meals per day, Monday through Friday	403.00+
Any 9 access plan	328.00
Room	
Double occupancy room	342.00
Single occupancy room	514.00
Apartment rental rates	
Academic Year, per month (includes social fee),	
University-owned, student	
1 bedroom	200.00*
2 bedroom, 1 story	244.00*
2 bedroom, 2 story	360.00**
New apartments - 2 bedroom	425.00**
3 bedroom	465.00**
1111 Lewis - 1 bedroom	325.00**
2 bedroom	400.00**
University-leased (Spanish Walk), student, 1 bedroom	330.00**
University-owned, faculty/staff	
1 bedroom	256.00*
2 bedroom, 1 story	314.00*
2 bedroom, 2 story	463.00*
New apartments - 2 bedroom	544.00**
3 bedroom	595.00**
1111 Lewis - 1 bedroom	400.00**
2 bedroom	475.00**
University-leased (Spanish Walk), faculty/staff, 1 bedroom	385.00**
+ Resident Hall students must take one of these	
* Excludes gas and electricity	
** Includes gas and electricity (AND CITY IF APPLICABLE)	
Summer Session 1995	
Summer only, per month (includes social fee),	
University-owned, student	
1 bedroom	255.00**
2 bedroom, 1 story	300.00**
2 bedroom, 2 story	377.00**
New apartments - 2 bedroom	425.00**
3 bedroom	465.00**
1111 Lewis - 1 bedroom	345.00**
2 bedroom	420.00**
University-leased (Spanish Walk), student, 1 bedroom	350.00**
University-owned, faculty/staff	
1 bedroom	310.00**
2 bedroom, 1 story	367.00**
2 bedroom, 2 story	471.00**
New apartments - 2 bedroom	544.00**
3 bedroom	595.00**

1111 Lewis - 1 bedroom	425.00**
2 bedroom	500.00**
University-leased (Spanish Walk), faculty/staff, 1 bedroom	410.00**
<u>** Includes gas and electricity (AND CITY IF APPLICABLE)</u>	

Housing Fees and Charges to Students	
Loss of key (re-key charge)	30.00
Deposit with application, Residence hall summer and fall	50.00
Cancellation without proper notification (forfeiture of deposit)	50.00
Residence hall, carpet damage, per room	75.00
Residence hall, pillar damage, patch and paint, per pillar	20.00
Storage fee for students not returning, one time	45.00
Improper check-out of residence halls	50.00
Application fee, Apartments	100.00
(Fee is not refundable after an apartment is offered; if apartment is accepted, the fee becomes the damage deposit)	
Pet Policy violation, per incident	25.00
Forfeiture of apartment deposit for failure to notify 30 days in advance of move out of apartment (maximum)	75.00
Cancellation fee, conferences, less than 48 hours notice	250.00
Fee for excessive key check-outs (over 5 per semester)	5.00
Apartment cleaning and damage charges	
Floors scrubbed and waxed (no carpet)	
Kitchen	15.00
Bathroom	8.00
Each additional room	15.00
Clean bathroom	15.00
Clean closet	4.00
Clean stove/oven	36.00
Clean stove vent	3.00
Clean stove hood	12.00
Clean heater vent, per vent	3.00
Clean heating vents/air ducts, each	1.50
Change lock, 1 story, two locks	48.00
Change lock, 2 story & Spanish Walk	24.00
Change door combination, after two changes per semester	6.00
Damaged keys	
Each	5.00
Spanish Walk closet key	7.50
Mailbox	5.00
Clean couch or chair	
Vacuum	3.00
Spot clean chair, additional	8.00
Spot clean couch, additional	15.00
Clean refrigerator	12.00
Replace refrigerator glass shelf	16.50
Clean blinds or drapes, each window	5.00
Clean utility room	15.00
Clean cabinets	9.00
Clean walls (hourly)	8.80
Clean floor heat vents/ducts, each	1.50
Clean furniture exterior	1.50
Plunger, replacement	3.50
Vacuum carpet	8.50
Vacuum cleaner rental, per day after first day	5.00
Vacuum cleaner rental, per semester	20.00
Shampoo carpet, per room	15.00
Clean all windows	10.00
Clean window sills (hourly)	7.00
Clean exterior grounds and stairwells	10.00

Repair and/or replacement of damaged sustained by the apartment (to include but not limited to windows, walls, furniture, doors, floors and property) will be billed at actual time and material	2.00
University phone directory	8.95
Laramie phone directory	
Housing charges, other	25.00
Rental of rooms, Washakie Center, per room	
Rental, Wyoming Room	
set-up and cleaning, non-university and profit making, per reservation	75.00
Book locker deposit, Washakie Center	0.25
Billiard tables	
Per game, or	0.25
Per minute	0.02
Rental of dormitory rooms, per night	10.00
Double occupancy (per occupant)	15.00
Single occupancy	
Rental, Apartment Community Center,	25.00
Per usage	25.00
Bike removal/storage charge	
Food Service fees and charges to students	5.00
Charge, loss of temporary card	5.00
Service charge, student without valid i.d. card eating at Washakie	25.00
Cancellation of off-campus meal contract	
Change of meal plan	15.00
(one free per semester - on-campus mandatory plans only)	10.0%
Discount for purchase of \$20.00 or more, individual meal tickets	
Conference and guest food service rates, plus sales tax	
Less than one day	3.80
Breakfast	4.88
Lunch	7.04
Dinner	12.95
Conference daily rate	
Food Service Charges, Other	
Knight Watkins Science Camp rental and deposit	400.00
Deposit	
Rental	
First day (due on booking and forfeited if not used)	250.00
All other days	200.00
Banquet Room Rental, per event, without food	300.00
Crane-Hill Cafeteria (All)	150.00
Crane-Hill Cafeteria (1/2)	500.00
Washakie Cafeteria	150.00
Ross Hall	50.00
Snack Bar	
Kitchen rental, per day, plus any repair	100.00
Crane-Hill Kitchen	100.00
Washakie Kitchen	50.00
Snack Bar Kitchen	
Rental of Tents	
On-campus	
40x40 tent	300.00
40x60 tent	420.00
40x80 tent	540.00
40x100 tent	660.00
Off-campus	
40x40 tent	420.00
40x60 tent	588.00
40x80 tent	756.00
40x100 tent	924.00

Wyoming Union

Classification I - UW recognized student clubs and organizations, faculty or staff work-related meetings or activities; Non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or UW department, with participants primarily students, faculty and Staff

Classification II - University departments, recognized student clubs and organizations co-sponsoring events with commercial entities OR EVENTS WHERE ADMISSION IS CHARGED. Non-profit organizations and Wyoming state agencies, not primarily involving students, faculty and staff; Regional or national student or department educational conferences

Classification III - Commercial off-campus groups

Union facility fees

Meetings and Conferences

Classification I

0.00

Classification II - Half day

East Ballroom	50.00
West Ballroom	50.00
Ballroom Lounge	30.00
Gallery 234	30.00
Room 216	20.00
Room 231	15.00
Room 233	15.00
Room 235	15.00
Room 250	15.00
Room 332	15.00
Room 333	15.00
Room 334	15.00
Daytimer Area	15.00
Dining Room	50.00
Snack Bar	50.00
Club U-Dub	50.00

Classification II - Full Day

East Ballroom	75.00
West Ballroom	75.00
Ballroom Lounge	45.00
Gallery 234	45.00
Room 216	45.00
Room 231	25.00
Room 233	25.00
Room 235	25.00
Room 250	25.00
Room 332	25.00
Room 333	25.00
Room 334	25.00
Daytimer Area	25.00
Dining Room	75.00
Snack Bar	75.00
Club U-Dub	75.00

Classification III - Half day

East Ballroom	70.00
West Ballroom	70.00
Ballroom Lounge	50.00
Gallery 234	50.00
Room 216	50.00
Room 231	40.00
Room 233	40.00
Room 235	40.00
Room 250	40.00
Room 332	40.00
Room 333	40.00
Room 334	40.00

ENCLOSURE 2

ENCLOSURE 3

ENCLOSURE 4

Daytimer Area	40.00
Dining Room	70.00
Snack Bar	70.00
Club U-Dub	70.00
Classification III - Full day	
East Ballroom	100.00
West Ballroom	100.00
Ballroom Lounge	75.00
Gallery 234	75.00
Room 216	60.00
Room 231	60.00
Room 233	60.00
Room 235	60.00
Room 250	60.00
Room 332	60.00
Room 333	60.00
Room 334	60.00
Daytimer Area	100.00
Dining Room	100.00
Snack Bar	100.00
Club U-Dub	100.00
Solicitation Tables	
Classification I	0.00
Classification II - fixed charge or	25.00
percent of sales, whichever is greater	15.0%
Classification III - fixed charge, or	50.00
percent of sales, whichever is greater	15.0%
Special Set-Up Costs	
Tables, per table	2.00
Chairs, per 100	25.00
Risers, per 4'x8' section	10.00
Labor, per hour	5.00
Technical Services	
Small PA, per day	10.00
Large PA, per day	15.00
Stage lighting, per day	10.00
Dance system, without lights, per day	15.00
Dance system, with lights, per day	20.00
Technician, per hour	5.00
Dance Floor	
Oak dance floor, 3'x3' sections, 324 sq. ft.	25.00
Video Projection Unit, all groups, per day	25.00
Union Media Shoppe	
Banners	
Outdoor banner, 4'x8' plywood, per banner	50.00
Vinyl banner 2'x6', per banner	70.00
Indoor paper banner, per banner	
Size range: 6-10 feet	25.00
Instant poster (23 1/2 x 33 inch), per poster	5.00
5-10 posters, per poster	4.00
10 or more posters, per poster	3.00
Union or ASUW Activities, per poster	3.00
Bookstore, per poster	3.50
Buttons: 0-99, each	1.50
100 or more, each	1.00
Nameplates	5.00
Display Cases	
Design and preparation	supply cost plus fee of 25.00
Hourly labor charge	6.00
The charge listed for each service is inclusive of labor for standard design and production. Labor charges are assessed for special projects or for design and production work beyond the standard amount.	

Recreation Center	1.60
Bowling, per line	2.80
Billiards, per hour per table	1.20
Table Tennis, per hour per table	0.50
Shoe rental, pair	
Union Locker Charges	5.00
Recreation Center Locker	8.00
Semester	1.00
Year	
Key deposit (student, faculty, staff)	9.00
Public Lockers	
Top two rows, per semester	
(\$5 refundable upon key return)	
Bottom three rows, daily use only	0.00
Use	5.00
Overtime use fee	5.00
Lost key charge	
Parking and Vending Services	
Refrigerator and microfridge and Bicycle Locker Rentals	10.00
Deposit for refrigerator	5.00
Refrigerator rentals	9.00
One month	15.00
Summer session	30.00
One academic year semester	45.00
Two academic year semesters	
One calendar year	25.00
Microfridge	
Deposit, refundable	50.00
Rental	75.00
Summer session	140.00
One academic year semester	190.00
Two academic year semesters	
One calendar year	
Bicycle locker rentals	5.00
Deposit for bicycle locker	5.00
One month	10.00
Summer session	25.00
One academic year semester	50.00
Two academic year semesters	60.00
One calendar year	
Laundry Facilities	0.75
Washing machines	0.50
Dryers	
Fleet Operations	
Buses	
Shuttle bus	0.40
Single ride	12.00
Monthly pass	44.00
Semester pass	75.00
Two semester pass	
Charter, Shuttle Bus	15.00
Per hour, and	1.50
Per mile	25.00
Minimum charge	
Charter, Tour Bus	400.00
Per day, one day min., plus meals/lodging	plus per mile charge of 1.00
	18.00
Per hour over 10 hours, per day	100.00
2nd driver, per day, plus meals and lodging	100.00
Cancellation charge, if less than 48 hours notice	

Identification Card Charges	
Initial Card	0.00
Students, faculty/staff	5.00
Dependents, spouses or employees of cooperating agencies, each	
Replacement cards	20.00
Lost/stolen	5.00
Deterioration	5.00
Dependent	20.00
Picture, at student's request	
Return of lost card	5.00
Handling fee	10.00
Loss of temporary card	5.00
Campus service card, no picture	
Rental, ID equipment for access control	100.00
Per use, 50% refundable upon return of equipment	
University Licensing	
Mailing Lists	31.00
In-state inquiries	62.00
Out-of-state inquiries	50.00
Administrative fee, manufacturer	
Parking	
Parking Permits, On-Campus	25.00
Faculty/Staff, per year	10.00
Per summer term, May - August	10.00
Students, per year	5.00
Per summer term, May - August	20.00
"V" Permit, per year	10.00
Per summer term, May - August	5.00
Replacement, lost or stolen permit	
Special Event Parking	50.00
Basketball and Football (S Lot)	2.00
Per athletic event, per passenger vehicle	3.00
Per recreation vehicle	5.00
Per recreation vehicle overnight	3.00
Per athletic event, per passenger vehicle (HC Lot)	
Fines, Violation of University Parking Regulations	0.00
Visitor's Permit	30.00
False information in any application or misuse of parking permit	15.00
Failure to report change of status or change of address	10.00
Parking in area not covered by permit held	10.00
Motorcycle on main campus	10.00
Improper parking	10.00
Overtime, 30 minute zone	30.00
Handicapped violation	30.00
Yellow/Fire zone	
Telecommunications	
Students in Residence Hall/Apartment	40.00
Data Line Connection, per semester	5.00
Collect call acceptance charge	

IV. PROGRAM AND SPECIAL COURSE FEES

International Student Services	
International/Exchange Program Application Fee	150.00
National Student Exchange Program	
Application fee	100.00
Fees, Lab and Equipment Maintenance, Per Semester	
College of Education, Per College Major	25.00
College of Engineering, Per College Major	50.00
College of Agriculture	
Molecular Biology	
Fee, 4350 Field Applications	175.00
Minimum	225.00
Maximum	
Range Management	
Fee, 4350 Field Applications of Range Management	200.00
College of Arts and Sciences	
Internship Program sponsored by the Washington Center	200.00
Anthropology	
Fee, 4140 Field Work in Wyoming Archaeology	350.00
Geology and Geophysics	
Fee, 4717 Summer Field Course	1,000.00
History	
Fee, 4660 Topics (estimate)	500.00
(fee variable, dependant upon actual costs)	
Music	
Applied Music Fees with Faculty Member	
One lesson per week	
Per semester, academic year	100.00
Summer session	60.00
Two lessons per week	
Per semester, academic year	200.00
Summer session	120.00
Fee, 4510 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4520 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4530 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4540 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4550 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Fee, 4560 Applied Music Methods and Materials	
Per semester, academic year	90.00
Summer session	60.00
Practice Rooms	
One hour daily, per semester	2.50
Two hours daily, per semester	5.00
Organ Practice	
One hour daily, per semester	5.00
Two hours daily, per semester	7.00

College of Education	
Student Teaching, applicable once as an undergraduate and once as a graduate	125.00
Service fee, out-of-state students enrolled in non-Wyoming institutions student teaching in Wyoming and supervised by UW	700.00
Service fee, UW students requesting out-of-state student teaching placements	100.00
Testing fee, California Achievement Test, teachers and outside applicants not enrolled at UW or Wyoming community colleges seeking teacher certification in states other than Wyoming	30.00
Charge per sub-test, repeat of sub-test	6.00
Wyoming Institute for the Development of Teaching	80.00
Wyoming Whole Language Conference Registration	
Education Placement Fee	20.00
File activation	50.00
Activation fee, non-UW graduates, per placement year	20.00
Subsequent activation fee, per placement year	3.00
Credential processing	25.00
Credential development, non-UW graduate	10.00
Teacher placement	6.60
Vacancy notices	
Career Services	
List, certified Education Placement clients	
Subscriptions, on-line real-time access, computer list	100.00
In-state school districts	200.00
Out-of-state school districts	
School of Extended Studies	
Summer Tour, London, England, per student (in lieu of tuition)	150.00
Audio Teleconferencing fees	
Academic/Instructional	7.50
Per port/per hour (Meet Me)	7.50
Per port/per hour (Meet Me) non-regular hours	7.50
Per port/per hour (Dial-up)	7.50
Per port/per hour (Dial-up) non-regular hours	
Non-instructional/educational groups	10.00
Per port/per hour (Meet Me)	10.00
Per port/per hour (Dial-up)	
Governmental Agencies	10.00
Per port/per hour (Meet Me)	10.00
Per port/per hour (Dial-up)	
Commercial/private sector	15.00
Per port/per hour (Meet Me)	10.00
Per port/per hour (Dial-up)	
Compressed Video Fees	
Academic/Instructional	10.00
Per Site/Per Hour	
Non-instructional/Educational Groups	10.00
Per Site/Per Hour	
Governmental Agencies	10.00
Per Site/Per Hour	
Commercial/Private Sector	10.00
Per Site/Per Hour	100.00
Instructional Design Services	10.00
Use of Computer Laboratories in Public Schools, per student	
College of Health Sciences	
Medical Technology Program	25.00
Personal protective equipment, per semester	

School of Nursing	
Fee, 4870 Transition Practicum (3 hrs)	30.00
Fee, 4870 Transition Practicum (8 hrs)	80.00
Fee, 5300 Clinical Practice: Rural Health (3 hrs)	30.00
Fee, 5300 Clinical Practice: Rural Health (7 hrs)	70.00
Uniforms	75.00
Travel fee (Cheyenne)	150.00
Hepatitis B Vaccination	direct cost
School of Pharmacy	
Fee, 4420 Clinical Anatomy	150.00
Fee, 4870 Pharmacy Externship	80.00
Fee, 4890 Pharmacy Clerkship	80.00
School of Physical and Health Education	
Fee, 1221 First Aid and Safety	10.00
Fee, 1253 Beginning Bowling	35.00
Fee, 1258 Beginning Skiing	75.00
Six (6) Classes	80.00
Seven (7) Classes	85.00
Fee, 1284 Beginning Horsemanship	90.00
Fee, 2053 Intermediate Bowling	35.00
Fee, 2058 Intermediate Skiing	75.00
Six (6) Classes	80.00
Seven (7) Classes	85.00
Fee, 4015 Clinical Experience in Movement Science	120.00
Fitness/Exercise Program	
Students, seven week session	20.00
Faculty/Staff, seven week session	30.00
Computer diet analysis, per analysis	15.00
Adult Fitness, physician referred, per month	35.00
Adult Fitness, per month	20.00
Swim Program	
UW student/employee, per session	25.00
Non-UW individuals, per session	30.00
Cholesterol test, per test	5.00
Cholesterol, triglyceride & glucose, per test	10.00
Computer diet analysis, per analysis	15.00
Weight loss class, per session	35.00
Motor Development Program (PEPR 3012)	
Pre-school age children, per child	25.00
Cooperative A.S./B.S. Program in Dental Hygiene	
Program Fee, assessed students in clinical component of the program, collected in 2nd, 3rd and 4th years, per semester	100.00
Social Work	
Fee, 4990 Social Work Practicum, per credit hour	10.00
Speech Pathology/Audiology	
The following fees are assessed for each credit hour.	
Enrollment in these courses will range from one to twelve hours, with the fee varying accordingly.	10.00
Fee, 5270 Public School Practicum	10.00
Fee, 5290 Off-Campus Clinical Practicum	10.00
Fee, 5350 Hearing Resource Practicum	10.00
Office of Correspondence Study	
Handling Charge, Per Registration, Per Course	15.00
Rentals	
Textbooks, half year	10.00
Deposits	
Textbooks	
High school courses	30.00
Video tapes	20-110.00
Audio tapes	10-30.00

Video/audio tape package	20-60.00
Kits	10-30.00
Slides	10.00
Changes in Registration	
Transfer to another course	10.00
Extension of completion date	10.00
Sales of Course Syllabi	
College	10.00
High school and non-credit	7.00

V. MISCELLANEOUS FEES, CHARGES AND DEPOSITS

American Heritage Center - public use areas rental	
Additional charges may be imposed for all classifications when expense is incurred by the AHC for set-up, clean-up or to secure the facility during an event. Ask at the time of reservation if there will be any additional charges.	
Classification I - UW departments, organizations, recognized student clubs, faculty or staff work-related activities and non-profit organizations and Wyoming state agencies sponsored by a recognized student organization or university department	
During regular hours (8:00 am - 4:00 pm in summer and 8:30 am - 4:30 pm in winter)	0.00
For hours outside of regular hours (as specified above), per hour, with 2-hour minimum charge	20.00
Classification II - UW departments, organizations, recognized student clubs, faculty or staff work-related activities co-sponsoring events with commercial entities, non-profit organizations and Wyoming state agencies not primarily involving students, faculty and staff, and regional or national student or departmental educational conferences.	
During regular hours (as specified above)	30.00
Loggia, per hour	30.00
Loggia extension, per hour	30.00
Stockgrowers Conference Room, per hour	
LaBarre Conference Center/Woolgrowers Seminar Room, per hour	30.00
For hours outside of regular hours	60.00
Loggia, per hour, 2-hour minimum	60.00
Loggia extension, per hour, 2-hour minimum	60.00
Stockgrowers Conference Room, per hour, 2-hour minimum	60.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour, 2-hour minimum	60.00
Classification III - "Off-campus" or commercial groups	
During regular hours (as specified above)	60.00
Loggia, per hour	60.00
Loggia extension, per hour	60.00
Stockgrowers Conference Room, per hour	
LaBarre Conference Center/Woolgrowers Seminar Room, per hour	60.00
For hours outside of regular hours	120.00
Loggia, per hour, 2-hour minimum	120.00
Loggia extension, per hour, 2-hour minimum	120.00
Stockgrowers Conference Room, per hour, 2-hour minimum	120.00
LaBarre Conference Center/Woolgrowers Seminar Room, per hour, 2-hour minimum	120.00
American Heritage Center duplicating services	
Photocopies	0.10
Self service (8x10 or 11x14), per page	0.30
Copies by AHC staff (8x10 or 11x14), per page	0.35
Copies by AHC staff (11x17), per page	
Color Slides and Transparencies	2.50
35mm (2x2 mounted)	3.75
35mm - rush order	40.00
Transparency (4x5 unmounted)	
Black and white photographic prints	5.50
4 x 5 print	6.50
5 x 7 print	8.50
8 x 10 print	13.00
11 x 14 print	20.00
16 x 20 print	37.00
20 x 24 print	

Additional per photograph if a new negative must be produced	6.00
Additional per photograph for sepia tone	2.00
Cassette tapes	5.25
Duplicating a 60 minute tape	6.00
Duplicating a 90 minute tape	
Mailing costs	
Photographs	5.00
1-7	6.00
8-25	actual cost
Over 25	3.00
Plus handling fee	
Cassette tapes	5.00
1-5	6.00
6-10	actual cost
Over 10	3.00
Plus handling fee	
Photocopies	5.00
1-50	6.00
51-100	1.00
Over 100, additional per 100	
Commercial use fees	
Books	0.00
Scholarly and non-profit publishers	25.00
1-5,000 copies, per image	50.00
5,001-10,000 copies, per image	100.00
10,001-25,000 copies, per image	250.00
Over 25,000 copies, per image	
Magazines and Periodicals	0.00
Scholarly and non-profit publishers	50.00
Under 50,000 circulation, per image	100.00
50,000-100,000 circulation, per image	250.00
Over 100,000 circulation, per image	
Miscellaneous commercial use	250.00
Commercial display, per image (office, store, etc.)	250.00
Book jacket, per image	250.00
Motion picture, radio or television, per image	250.00
Advertising use, per image	
Commercial use sliding scale - multiple images	
\$25 per image	25.00
1-5 images, per image	20.00
6-15 images, per image	17.50
16-25 images, per image	15.00
26-35 images, per image	12.50
Over 35 images, per image	
\$50 per image	50.00
1-5 images, per image	40.00
6-15 images, per image	35.00
16-25 images, per image	30.00
26-35 images, per image	25.00
Over 35 images, per image	
\$100 per image	100.00
1-5 images, per image	80.00
6-15 images, per image	70.00
16-25 images, per image	60.00
26-35 images, per image	50.00
Over 35 images, per image	

\$250 per image	250.00
1-5 images, per image	200.00
6-15 images, per image	175.00
15-25 images, per image	150.00
26-35 images, per image	125.00
Over 35 images, per image	
Anaconda Geological Document Collection	
Memberships	
Gold Club	7,500.00
Annual Fee (Archives access - included)	
Reproduction	
Documents, per page	1.00
Maps, per sq. ft.	2.00
Computer search	50% of regular rate
Phone requests, per hour	15.00
Silver Club	2,500.00
Annual Fee (Archives access - included)	
Reproduction	
Documents, first 100 pages, per page	1.00
Next 100 pages, per page over 100	3.00
Over 200 pages, per page over 200	6.00
Maps, first 100 sq. ft., per sq. ft.	2.00
Over 100 sq. ft., per sq. ft. over 100	6.00
Over 200 sq. ft., per sq. ft. over 200	12.00
Computer search	regular rate
Phone requests, per hour	30.00
Bronze Club	1,000.00
Annual Fee (Archives access - included)	
Reproduction	
Documents, first 25 pages, per page	1.00
Next 25 pages, per page over 25	3.00
Over 50 pages, per page over 50, limit 200	6.00
Maps, first 25 sq. ft., per sq. ft.	2.00
Next 25 sq. ft., per sq. ft. over 25	6.00
Over 50 sq. ft., per sq. ft. over 50	12.00
Computer search	regular rate
Phone requests	not offered
Academic and Historical Membership	15.00
Annual Fee	15.00
Archives access, per day	not offered
Reproduction	50% of regular rate
Computer search	not offered
Phone requests	
Federal Government Agency Membership	3,600.00
Annual Fee	
Reproduction	
Documents, per page	1.00
Maps, per sq. ft.	2.00
Computer search	regular rate
State Government Agency Membership	500.00
Annual Fee	
Reproduction	
Documents, per page	1.00
Maps, per sq. ft.	2.00
Computer search	regular rate
Computer Search	1.00
Per search, per minute	0.10
Located file, per locate	

Art Museum Facility Rental

Category I - University-related and non-profit or arts-related organizations and groups	
Large galleries (1,900 sq. ft.) - half day	50.00
Full day	75.00
Small galleries (800 sq. ft.) - half day	25.00
Full day	35.00
Multi-purpose room - half day	25.00
Full day	35.00
Full gallery receptions with exhibits undisturbed	250.00
Full gallery receptions/dinners with exhibits modified to accommodate the event	850.00
Category II - For-profit organizations or groups	75.00
Large galleries (1,900 sq. ft.) - half day	100.00
Full day	35.00
Small galleries (800 sq. ft.) - half day	50.00
Full day	35.00
Multi-purpose room - half day	50.00
Full day	400.00
Full gallery receptions with exhibits undisturbed	
Full gallery receptions/dinners with exhibits modified to accommodate the event	1,050.00
Category III - Non-University fundraising/revenue producing events	
Large galleries (1,900 sq. ft.)	200.00
Small galleries (800 sq. ft.)	100.00
Multi-purpose room	100.00
Full gallery receptions with exhibits undisturbed	650.00
Full gallery receptions/dinners with exhibits modified to accommodate the event	1,550.00

University Photo Service

Charges to students and University personnel are on the same basis as to University departments

Wyoming Career Information Service

Computerized package	
Community Colleges (no additional long distance telephone charges)	950.00
Other (long distance telephone charges are additional)	575.00
Micro-Quest package	275.00
Information books only	
Additional materials	25.00
Diskette	75.00
Set of information books	25.00
Implementation book	0.40
User's handbook	

Jacoby Golf Course

Green Fees:

General Public:	
9 holes	9.50
18 holes	13.50
Juniors (18 years old and younger):	
9 holes	6.50
18 holes	9.00
UW students:	
9 Holes	6.50
18 Holes	9.00

Memberships:	235.00
Adult Single	140.00
Add Spouse	95.00
Add Junior	565.00
Family maximum (immediate family)	130.00
Single Junior	30.00
Locker rentals, per year	
Wyoming State Veterinary Laboratory	
Basic Services	
Accession fee	6.00
Minimum	
Maximum-Includes Accession Fee, Necropsy, Histopathology, Bacteriology, Virology, Electron Microscopy, Serology, Parasitology and Mycology on 1 animal tissue from 1 animal (does not include Toxicology or referred tests)	45.00
Each additional animal or tissues from 1 animal submitted as part of same case and at same time as animal #1. (Does not include Toxicology.)	30.00
Referral Fee	6.00
For those tests not run by WSVL	
No Referral Fee for those tests offered by WSVL but referred because of unforeseen difficulties	
No Referral Fee for specimens delivered to Wyoming State Chemical Lab Pathology	25.00
Necropsy (includes disposal)	
(see maximum fee for Necropsies with associated tests)	
Histopathology	16.00
1 - 3 tissues	20.00
4 - 6 tissues	24.00
More than 6 tissues	8.00
Cytology (per slide)	2.00
Extra slides (per slide)	4.00
Immunocytochemistry, per antigen	
Electron Microscopy	20.00
E.M. scan for viruses, per fecal or tissue	
Cremations (disposal only: no ashes returned)	6.00
Small animals	4.00
Large animals, per nearest 100 lbs.	
Bacteriology	6.00
Aerobic	8.00
Anaerobic	6.00
Mycoplasma Culture	2.00
K99 E. Coli Elisa	5.00
Antibiotic Sensitivity	10.00
FA exam	6.00
Clark's Media for Campylobacter (incl. culture)	20.00
Animal Inoculation for Toxins	4.00
Fungi (KOH direct exam)	
Mycology	8.00
Culture (includes special stains)	8.00
Serology battery for Systemic Mycoses/Nocardia	
Parasitology	4.00
Fecal Flotation	4.00
Trichomoniasis culture	4.00
Special stain for Cryptosporidia	5.00
Heartworm (ELISA for antigen)	10.00
Giardia (ELISA)	
Other (ID for parasites, occult blood, fecal trypsin, fecal lipase, etc.)	2.00

Clinical Pathology	
Serum chemistries	
Profiles Not Routinely Offered	2.00
Individual chemistries, each	4.00
Hematology (CBC + differential)	5.00
Urinalysis	
Virology (per sample)	2.00
FA tests exam (each)	15.00
Virus isolation	15.00
Chlamydia Isolation	20.00
Electron microscopy	2.00
Special stain	
Serology (per sample)	
Test kits	
Fip, FeLeuk, BoLeuk, B.Canis, Eq.Preg., Rotavirus, Heartworms, Toxoplasmosis, etc.	5.00
EIA (Coggins Acid Test, in-state)	5.00
EIA (Coggins Acid Test, out-of-state)	8.00
EIA (Elisa Test, in-state)	8.00
EIA (Elisa Test, out-of-state)	10.00
SN tests for viral antibody (PI3, IBR, BVD, BRSV, EQ.Rhinopneum)*	4.00
Haemophilus Somnus*	4.00
Leptospirosis (5 Serovars)*	5.00
Anaplasmosis (CF)	2.00
Bluetongue (AGID)	4.00
Bovine Leukosis (AGID)	5.00
Brucella abortus	0.00
Canine RF (Latex Agglutination)	12.00
Canine Distemper (SN)	4.00
Canine Coombs	8.00
Lyme (ELISA; dogs only)	12.00
M. Paratuberculosis (Johne's; AGID)	4.00
OPP/CAE (AGID)	4.00
Progesterone (pregnancy; most species)	5.00
Pseudorabies (latex agglutination)	2.00
Necropsy (Without Additional Tests)	10.00
Hematology (CBC)	2.00
Toxoplasmosis (latex agglutination)	6.00
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* No charge for 2nd sample if acute and convalescent sample mailed together	
Toxicology	
4-Aminopyridine	15.00
Aflatoxin	20.00
Alkaloid (screen)	30.00
Aluminum	R
Anticoagulants	30.00
Arsenic	R
Barium	R
Cadmium	R
Calcium	R
Carbamate (screen)	30.00
Chloride	R
Chlorinated hydrocarbons	30.00
Cholinesterase (brain)	10.00
Cholinesterase (blood)	5.00
Chromium	R
Cobalt	R
Copper	R
Cyanide	15.00
Dicoumarol	15.00
Ethylene Glycol (GC/MS)	15.00
Fluoride	R

Herbicides - call for availability	R
ICP (screen for metals except SE, AS, HG)	20.00
Ionophores	R
Iron	R
Lead	R
Magnesium	R
Mercury	R
Molybdenum	30.00
Mycotoxins (screens)	R
Na Monofluoroacetate	R
Nickel	15.00
Nicotine	5.00
Nitrate (aqueous humor, semiquant)	20.00
Nitrate (any sample, quantitative)	30.00
Organophosphates (screen)	30.00
Paraquat	30.00
Petroleum Hydrocarbons	R
Phosphorous	10.00
Potassium	30.00
Pyrethroids (limited screen)	10.00
Reinsch (screen for inorganic As, Hg)	15.00
Selenium	R
Stone analysis	15.00
Strychnine (also included in alkaloid screen)	R
Sulfate	R
Thallium	R
Tin	R
Urea	R
Vanadium	R
Vitamin A & E (serum)	20.00
Vitamin A (all other samples)	20.00
Vitamin E (all other samples)	R
Zinc	20.00
Zinc Phosphide	
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R = referred to out-of-state lab	
Public Health Service	0.00
e.g. Rabies, Plague, etc.	
Plant, Soil and Insect Sciences	
Certification fees	
Wyoming Crop Improvement Assoc.	10.00
Annual dues and	0.25
Assessment per acre	
Wyoming Seed Certification Annual	10.00
Application fee, each variety	25.00
Late application fee	
Field inspection fees	10.00
Minimum, each variety	3.00
Grasses, large-seeded (small grains), per acre	3.00
Grasses, small-seeded, per acre	3.00
Legumes, large-seeded (beans), per acre	3.00
Legumes, small-seeded, per acre	4.00
Potatoes, per acre	2.00
Potato Latent "Virus X" (WCIA Fee), per acre	0.00
New seeding of perennials (annual application fee of \$10.00)	
Potato bin inspection fee, same owner	30.00
First sample	15.00
Each additional sample per inspection trip	
Tag fees	0.10
Blue tag for all crops (.01 to WCIA), per tag	0.10
Potato "Virus X" tested tags (.02 to WCIA), per tag	0.05
Sealed in the Dirt Tags, per tag	

Metal Seals, per tag	0.05
Bulk certification for all crops based on application for bulk sales certificate (.01_to WCIA), per cwt.	0.05
Soil Testing	
Standard soil tests for fertility:	12.00
Standard fertility	3.50
AB-DTPA K	3.50
AB-DTPA Fe	3.50
AB-DTPA Zn	3.50
Nitrate on subsoil	
Special soil tests:	3.50
Nitrate only	4.00
Organic matter only - PSIS depts.	8.00
Other depts.	4.00
Available phosphate only - PSIS depts.	8.00
Other depts.	5.00
AB-DTPA Mn, Cu, Pb, Cd, Ni, Mo, or B by ICP - PSIS depts.	10.00
Other depts.	10.00
AB-DTPA Se or As by Hydride - PSIS depts.	20.00
Other depts.	6.00
S or B by saturation extract - PSIS depts.	12.00
Other depts.	12.25
B by hot water - PSIS depts.	24.50
Other depts.	16.00
Soluble cations (Mg, Ca, Na, K) - PSIS depts.	32.00
Other depts.	22.00
Extractable cations (Mg, Ca, Na, K) - PSIS depts.	44.00
Other depts.	13.00
CEC Standard (ammon. acet.-Na acet.) - PSIS depts.	26.00
Other depts.	21.00
CEC (Rhoades method) - PSIS depts.	42.50
Other depts.	7.50
Total N - PSIS depts.	15.00
Other depts.	7.50
Gypsum - PSIS depts.	16.00
Other depts.	11.00
S by MgNO3 digest - PSIS depts.	22.00
Other depts.	11.00
P by MgNO3 digest - PSIS depts.	22.00
Other depts.	7.50
KCI extractable NH4N - PSIS depts.	15.00
Other depts.	7.50
KCI extractable NO3N+NO2N - PSIS depts.	15.00
Other depts.	25.00
Mechanical analysis - Pipette - PSIS depts.	50.00
Other depts.	10.00
Bulk density - PSIS depts.	20.00
Other depts.	5.00
Calcium Carbonate equivalent - PSIS depts.	10.00
Other depts.	5.00
Coarse fragments - PSIS depts.	10.00
Other depts.	12.00
Pressure plate analysis - 15 Bar - PSIS depts.	24.00
Other depts.	8.00
Any lower Bar - PSIS depts.	16.00
Other depts.	25.00
If fewer than 4 samples per plate - PSIS depts.	50.00
Other depts.	11.00
Gypsum requirement - PSIS depts.	23.00
Other depts.	

Plant Tissue:	
Tissue grinding (up to 50g.) - PSIS depts.	4.00
Other depts.	8.00
Nitric Acid digest - PSIS depts.	4.00
Other depts.	8.00
HF-Nitric Acid digest - PSIS depts.	6.00
Other depts.	12.00
MgNO3 digest - PSIS depts.	6.00
Other depts.	12.00
Dry Ash - PSIS depts.	4.00
Other depts.	8.00
Elemental analysis of digest or Ash/per element by ICP	
PSIS depts.	3.50
Other depts.	7.00
Elemental analysis S, Hg, As, Se by ICP - PSIS depts.	4.00
Other depts.	8.00
Total N - PSIS depts.	7.50
Other depts.	15.00
Plant problem diagnosis, per sample	10.00
Turf problem diagnosis, per sample	15.00
Weed identification, per specimen	5.00
Plant mounts, per plant or seed mount	0.75
Forage tests, per entry per location	200.00
Corn tests, per entry, per location	
Wyoming seed dealers	30.00
Non-Wyoming seed dealers	50.00
Variety testing, sugar beets	
Per variety, selected location	726.00
Per variety, each additional location	363.00
Solution Analysis	
Water dilute extracted solution by ICP - PSIS depts.	3.50
Other depts.	7.00
S, Hg, As, Se by ICP - PSIS depts.	4.00
Other depts.	8.00
NO3N-NO2N - PSIS depts.	4.00
Other depts.	8.00
Ammonia wet chemistry - PSIS depts.	4.00
Other depts.	8.00
PO4P - PSIS depts.	4.00
Other depts.	8.00
Insect Identification	
Identification and management options, per specimen	10.00
Identification and management options, insects that feed on humans that are of medical importance, per specimen	30.00
Wool Evaluation Fees, Animal Science	
Clean Wool Determination	
In-state, per fleece	15.00
Out-of-state, per fleece	20.00
Diameter Determination	
Air Flow (Port-Ar), per sample	2.50
Microprojection, per sample	5.00
Information cores of bag lots	
Machine use	1.00
Yield	5.00
Diameter (by microprojection of 200 fibers)	3.00
Purebred flocks raised in Wyoming, "on farm performance testing program," fleece evaluation	
Clean wool determination, per fleece	10.00
Diameter determination	
Air-flow	2.50
Microprojection	5.00

Processing charges	0.50
Scour, per grease pound	3.00
Scoured wool, per pound	3.50
Card Sliver, per pound	1.50
Grease wool, per pound	
Civil Engineering	
Soils Laboratory and Rock Mechanics Laboratory	10.00
Atterberg Limit test equipment, per day	15.00
Sieve Analysis equipment, per day	20.00
Soils Direct Shear test equipment, per day	15.00
Proctor test equipment, per day	10.00
Inplace Density test equipment, per day	70.00
CBR test equipment (test run by user), per test	20.00
Soil Resistivity test equipment, per day	
Structural Test Facility and Wet Room	
MTS test equipment,	250.00
Per hour	1,250.00
Per day	
Instron test equipment,	150.00
Per hour	750.00
Per day	
Tinius Olson test equipment,	100.00
Per hour	500.00
Per day	
Surveying Laboratory and Surveying Equipment	25.00
Electronic Distant Meter w/2 tripods and prism	30.00
Theodolite 1" with tripod	15.00
Theodolite 10" with tripod	10.00
Transit Vernier with tripod	8.00
Level, automatic with tripod	1.00
Level rod	1.00
100' steel tape	
Home Child Care Provider Program	20.00
Registration fee (non-refundable), per child	1.35
Per child, per hour, maximum	1.50
Per child, per hour, special care, maximum	
(a sliding fee scale based on income at the time of enrollment will be used to determine rate charged)	
Child Care Center	25.00
Registration fee (non refundable), per child	14.00
Per child, per day	7.75
Per child, per half day	
Child Development Center	210.00
Per child, full day care, per semester	105.00
Per child, half day care, per semester	
Wyoming Center for Teaching and Learning	
Elementary Milk and Juice Program	6.00
Grades N-K, juice, per semester	7.00
Grades 1-4, milk, per semester	
Facilities Fees, School of Physical and Health Education	5.00
Facility access pass (excluding students, faculty, staff)	5.00
Replacement, lost or stolen pass	15.00
Facility access, part-time student, student spouse, per semester	
Facility access plus locker, part-time student, student spouse, per semester	20.00

Facility access for UW employees and spouses	20.00
Per semester	40.00
Annual fee (payable in Aug. and Sept. only)	
Facility access plus locker, UW employees	30.00
Per semester	50.00
Annual fee (payable in Aug. and Sept. only)	
UW employees spouses; UW appointees and spouses; and Cooperative Agencies and spouses	30.00
Per semester	60.00
Annual fee (payable in Aug. and Sept. only)	
Dependent children of UW employees, UW appointees and Cooperative Agencies (Dependent child - 19 years or younger not having graduated from high school)	5.00
Per semester	10.00
Annual fee (payable in Aug. and Sept. only)	5.00
Towel plus laundry service, per towel	
Intramural participation fee (part-time non-benefitted students, employees and spouses)	5.00
Adult Education, non-credit classes, per student	2.00
Adult Education, Summer Conference conferees, Per person up to four weeks, paid by conferee	8.00
Per person over four weeks, paid by conferee	15.00
Summer Athletic camp participants, per person per week	5.00
Administrative fee, clearing locker	10.00
Guest passes (purchased with UW Campus Express Card), per day	3.00
7-Day punch pass	12.00
Facility rental fees (outside groups, exclusive use)	
Half Acre	
Pool	16.00
Per hour	80.00
Per day	300.00
Per week	10.00
Main Gym, per court, per hour	10.00
Exercise Room, per hour	10.00
Infield, per court, per hour	15.00
Weight Room, per hour	10.00
Racquetball Courts, per court, per hour	
Corbett Building	
Pool	20.00
Big Pool, per hour	10.00
Diving Well, per hour	10.00
Tennis Complex, per court, per hour	
Equipment rental fees	5.00
Racquetball racquet, per semester	
Fees for Lost Items	5.00
Campus Express Facility Access Pass	6.00
Lock	25.00
Badminton racquet	30.00
Basketball	25.00
Volleyball	25.00
Racquetball racquet	50.00
Tennis racquet	25.00
Weight training belt	
Service Fees, Energy Research Laboratory (group rates available upon request)	80.00
Exercise electrocardiogram (EKG)	100.00
Aerobic capacity and exercise EKG	160.00
Exercise Stress Test	25.00
Hydrostatic Weighing	50.00
Aerobic Capacity Determination	25.00
Forced Expiratory Volume in 1 second	20.00
Exercise Prescription	

Cholesterol test, per test	5.00
Cholesterol, triglyceride, glucose, per test	10.00
Computer diet analysis, per analysis	15.00
Skinfold measurement (body composition)	10.00
Weight loss program	35.00
Pulmonary function test (FEV1)	20.00
Speech Pathology and Audiology	
Diagnostic Evaluations	
Speech-Language	50.00
Articulation evaluation	60.00
Dysphagia evaluation	50.00
Fluency evaluation	50.00
Language evaluation	50.00
Phonological evaluation	30.00
Re-evaluation	15.00
Speech/Language Screening	50.00
Voice evaluation	
Audiology	60.00
Auditory Assessment with personal aid	100.00
Auditory brainstem (ABR)	40.00
Basic audiometric evaluation	60.00
Central auditory process	5.00
Ear impression	
Hearing aid evaluation	60.00
HAE	50.00
HAO	20.00
Hearing aid analysis	12.00
Industrial audiogram	12.00
Screening	20.00
Special tests	
Therapy Services	
Speech and Language	20.00
Individual, per hour	12.00
Group, per hour, each	
Speech and Language Remediation	
Charges determined on sliding scale based on income for 30, 45 and 60 minutes time periods	

School of Human Medicine

Fees, Charges and Deposits (methodology)

The Family Practice Centers maintain a formal fee schedule for physician services based on a relative value scale. A relative value guide correlates the difficulty of performing a certain procedure and the time it takes and then assigns a unit value to the procedure. There are over 7,000 procedures listed in the Relative Value Scale and each procedure has a unique code associated with it as well as a unit value. The fee to be charged for the procedure is obtained by multiplying the unit value by a conversion factor. The conversion factor used at the Family Practice Centers is updated once a year by reviewing the charges of other family practice physicians in the community. The average conversion factor for the family physicians is calculated and the fees are adjusted to correspond with the median office fees in the community. In the past, the current economic condition of the community and the impact of raising fees would have on the indigent and lower income patients have been taken into consideration.

School of Nursing, Nursing Center

Clinic Services

History, physical exam, developmental screening, maximum	35.00
Dipstick urinalysis	3.00
Hematocrit	2.00
TB skin test	4.00
Pap smear	11.00
Rubella, Rubeola screen	direct cost plus fee of 5.00
Wet prep	4.00
Screening, school-aged children (vision/Scoliosis)	
One-half day	65.00
One day	125.00
Parenting classes (7 - 2 hour sessions), per series	80.00
Early periodic screening/development testing (EPSDT) (Medicaid-eligible children - sliding fee scale) as listed under clinic services	
Nursing intervention (sliding fee scale), maximum	35.00
Education/Consultation	
Groups (7 contact hours), per person	50.00
Individual, per day	125.00

Division of Extended Credit Programs - Television

(Overtime hours incurred performing any service will be paid by the initiating agency.)

Television Production

Research/Institutional

Production, per hour (full studio with engr.)	155.00
Production (single camera studio)	100.00
Remote Unit (one camera)	65.00
Pre-production (2-person crew)	30.00
Editing, per hour	40.00
Dubbing, per hour, plus tape cost	20.00
Planning, per hour	15.00
Administration, per hour	15.00
AMIGA graphics computer animation, per hour	30.00

Commercial

Production, per hour (full studio w/engr.)	260.00
Production (single camera studio)	130.00
Remote Unit (one camera)	70.00
Pre-production (3-person crew)	75.00
Editing, per hour	70.00
Dubbing, per hour, plus tape cost	25.00
Planning, per hour	35.00
Administration, per hour	15.00
AMIGA graphics computer animation, per hour	40.00

Television Library, stock footage

Commercial, Institutional

Search fee, per hour	30.00
Dub fee, per hour, plus tape	35.00
Minimum fee, per request	50.00

Television Satellite Reception

Reception, per hour

Research/Institutional	30.00
Commercial	40.00

Campus cable distribution

Research/Institution

8:00 a.m.-5:00 p.m.	30.00
After hours, per hour	45.00

Commercial

8:00 a.m.-5:00 p.m.	40.00
After hours, per hour	60.00

ENCLOSURE 2
ENCLOSURE 3
ENCLOSURE 4

Radio Production and Recording	
Production room self-use, per hour	6.00
Research/Institutional (minimum of 1 hour)	12.00
Commercial	
Production room plus technical, per hour	12.00
Research/Institutional	18.00
Commercial	
Dubbing charges	
Instructional	0.50
Cassettes, each, plus tape cost	0.50
Reel-to-reel	4.00
Service charge, per hour	
Research/Institutional	0.50
Cassettes, each, plus tape cost	0.50
Reel-to-reel	4.00
Service charge, per hour	
Commercial	0.75
Cassettes, each, plus tape cost	0.50
Reel-to-reel	4.00
Service charge, per hour	
Environmental Health and Safety Office	
Film Badge Exchange, late return	0.00
First late badge, calendar year	6.00
Second late badge, calendar year	10.00
Third late badge, calendar year	
Wyoming Water Research Center	
Publications:	0.00
In stock	0.10
Out-of-print, per page	
Water Resources Data System	
Data retrieval and analysis will be provided on a cost recovery basis	
University of Wyoming-National Park Service	
Research Center	
Living facilities, restricted to investigators whose research is based at the Research Center, and to their associates, assistants and immediate families	
Less than 1 week (1-2 people per unit), per day	15.00
1 week but less than 4 weeks (1-2 people per unit), per day	13.00
Longer than 4 weeks (1-2 people per unit), per day	11.00
Additional occupancy over 2 people, per person, per day	3.00
Unit Cleaning and Repair Fee	25.00
Boat use fee (research purposes only)	10-20.00*
Canoe, rowboat, rubber raft, per day	10-20.00*
Outboard motor boat (less than 20 HP), per day	25-40.00*
Monarch (19 foot research boat), per hour	
Facility use fees	
Meeting rooms	
One to three rooms	0.00
University	20-125.00**
Others	

* Depends on amount of special research equipment required.

** Depends on room size, University affiliation, educational, research or governmental unit.

Department of Intercollegiate Athletics

Facilities use fees

Fieldhouse

University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics) direct costs

Non-University

Non-profit organization direct costs plus fee of 365.00
 No admission, per day direct costs plus fee of 605.00
 Admission charged, per day

Commercial

No admission, per day direct costs plus fee of 605.00
 Admission charged, per day direct costs plus fee of 908.00

Practice Gymnasium

University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics) direct costs

Non-University

Non-profit organization direct costs plus fee of 110.00
 No admission, per day direct costs plus fee of 165.00
 Admission charged, per day

Commercial

No admission, per day direct costs plus fee of 165.00
 Admission charged, per day direct costs plus fee of 220.00

Football Stadium

University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics) direct costs

Non-University

Non-profit organization direct costs plus fee of 605.00
 No admission, per day direct costs plus fee of 1,210.00
 Admission charged, per day

Commercial

No admission, per day direct costs plus fee of 1,210.00
 Admission charged, per day direct costs plus fee of 3,025.00

Arena-Auditorium

University events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics) direct costs

Arena

direct costs

Concourse

Non-University

Non-profit organization, no admission direct costs plus fee of 605.00
 Arena, per day direct costs plus fee of 303.00
 Concourse per day

Non-profit organization, admission charged direct costs plus fee of 1,210.00
 Arena, per day direct costs plus fee of 605.00
 Concourse, per day

Commercial, no admission

Arena, per day direct costs plus fee of 1,210.00
 Concourse, per day direct costs plus fee of 605.00

Commercial, admission charged

Arena, per day direct costs plus fee of 3,025.00
 Concourse, per day direct costs plus fee of 825.00

Meeting rooms

University events (including ASUW, and Cultural Affairs, but excluding Intercollegiate Athletics) direct costs

Non-University events direct costs plus fee of 30.00

Tailgate Park

University events (including ASUW and Cultural Affairs, but excluding Athletics)

Non-University

Non-profit organization direct costs
 No admission, per day direct costs
 Admission charged, per day

ENCLOSURE 1
ENCLOSURE 2
ENCLOSURE 3

Commercial	
No admission, per day	direct costs
Admission charged, per day	direct costs
Extra Services and Equipment Rental	
Barricades, each	5.00
Chairs, each	0.25
Cowboy Joe tent	800.00
Golf carts, each	20.00
Tables, each	1.75
Table skirting, per table	1.00
Spotlights, each	50.00
Forklift, with operator, daily rate	100.00
4,500 pounds, hourly rate	25.00
Floor covering, per square foot	0.05
Portable stage (maximum size 60 x 40, sound wings 12 x 16)	825.00
Portable stage ramp	350.00
Risers, each	20.00
Podium, each	20.00
Towels, each	1.00
Sound system (Electro Voice with Yamaha P.M. 1000 console and one microphone)	60.00
Microphone, each	5.00
T-shirt security, per person, per hour	5.25
Police (required), per person, per hour	15.25
Medical staff (2 required), per person, per hour	15.25
Ushers, per person, per hour	5.25
Ticket takers, per person, per hour	5.25
Stagehands, per person, per hour	5.25
Technicians, per person, per hour	5.25
Electricians, per person, per hour	27.75
On-site commercial sales (percentage of gross)	20.0%
Tickets	
Men's Basketball	
Individual game	
Adults - above concourse	8.00
Below concourse	9.00
UW Faculty/Staff - above concourse	6.00
Child	3.00
Season (based on number of home games)	
Adult - above concourse	110.00
Below concourse	120.00
UW Faculty/Staff - above concourse	88.00
Below concourse	96.00
Knothole (based on number of home games)	40.00
Football	
Individual game	
Adult	13.00
Child	4.00
Season (based on number of home games)	
Adult	72.00
UW Faculty/Staff	58.00
Knothole (based on number of home games)	20.00
Baseball	
Double Headers	
Adult	3.00
Child	1.00
Season	
Adult	20.00
Child	10.00
Family (UW faculty/staff - 80% of face value)	40.00

Volleyball		
Single Match		3.00
Adult		1.00
Child		
Tournaments		5.00
Adult		2.50
Child		
Season		24.00
Adult		12.00
Child		48.00
Family (UW faculty/staff - 80% of face value)		
Women's Basketball		
Individual Game (excluding men's doubleheader)		3.00
Adult		1.00
Child		
Preliminary to Men's Game		7.00
Adult		3.00
Child		
Season (excluding men's doubleheader)		16.00
Adult		8.00
Child		32.00
Family (UW faculty/staff - 80% of face value)		
Wrestling		
Dual Meets		3.00
Adult		1.00
Child		
Tournaments		5.00
Adult		2.50
Child		
Season		22.00
Adult		11.00
Child		44.00
Family (UW faculty/staff - 80% of face value)		
Four Sports (Baseball, Volleyball, Women's Basketball, Wrestling)		
Season		41.00
Adult		27.00
Child		82.00
Family (UW faculty/staff - 80% of face value)		
Auditorium and Classroom, Facilities Use Fees		
Arts and Sciences Auditorium		30.00
Four hour minimum, per hour		15.00
Rehearsal, per hour		
Agriculture Auditorium		5.00
Four hour minimum, per hour		1.50
Additional charge, after 6p.m. per hour		
Commerce and Industry Auditorium		5.00
Four hour minimum, per hour		1.50
Additional charge, after 6p.m. per hour		
Education Auditorium		5.00
Four hour minimum, per hour		1.50
Additional charge, after 6p.m. per hour		
Classrooms		
150-250 capacity		10.00
Per hour		60.00
Per Day		
77-150 capacity		7.50
Per hour		30.00
Per Day		
Under 77 capacity		5.00
Per hour		20.00
Per Day		

Information Technology

Computer use (slack periods only)	
Microcomputer, by external parties	100.00
Per CPU hour	
Printers, by external parties	0.20
Letter quality, per page	0.10
Daisy wheel, per page	0.10
Other non-letter quality, per page	
Printer, high quality laser	0.25
Students, faculty, staff, per page	
VAX-8800 Computer	
University (Department allocation/non-billable)	275.00
CPU time, per hour	3.00
Connect time, per hour	0.06
Disk use*, per day	0.005
Line printer, per page	
Private Consulting (University faculty/staff)	330.00
CPU time, per hour	3.60
Connect time, per hour	0.072
Disk use*, per day	0.006
Line printer, per page	
Non-University	412.50
CPU time, per hour	4.50
Connect time, per hour	0.09
Disk use*, per day	0.0075
Line printer, per page	
Computer Manuals	5.00
VAX User's Guide	1.00
A-1 Mail Manual	
Computer Label Service	0.015
Labels, each	5.00
Minimum charge	
Computer Maintenance Contracts (annual charge)	
Apple computers, University departments, employees, and students	90.00
<100 MB hard drive	150.00
<250 MB hard drive	240.00
<500 MB hard drive	300.00
<1.5 GB hard drive	18.00
Apple Imagewriter printer	150.00
Apple laser printer	201.60
Apple Laserwriter	75.60
Macintosh Plus/SE	<u>126.00</u>
Macintosh II	

*measured in thousands of blocks (1 block = 512 bytes)

Miscellaneous

Copy machines, per copy	0.05
Minimum	0.15
Maximum, not to exceed cost	
Key deposit	1.00
Minimum	10.00
Maximum	
Charge for lost key	
Regular key	1.00
Minimum	10.00
Maximum	
Outside door key	2.50
Minimum	25.00
Maximum	

Master key	50.00
Minimum	250.00
Maximum	
Sheet laminating, per foot	0.40
Wordprocessing, per hour, without operator	2.00
Minimum	10.00
Maximum	
Visitor Information Center	
Fax Service	
Transmitted message, per 5 pages	phone charge plus fee of 1.00
Received message, per 5 pages	1.00
Check Cashing	
Dishonored (insufficient) Check Service Charges	
1st through 15th day	10.00
16th through 30th day	50.00
After 30th day, face value but not less than	50.00
University General Bulletin	
New and transfer students, first copy	0.00
Per copy	4.00
Directory Information Fees	
Standard set-up (labor, packaging and mailing)	75.00
Charge per selection	10.00
Charge per list from same selection	10.00
Address labels, each	0.05
Phone charges, actual, minimum	10.00
Bicycle Registration (one-time charge for each bicycle; City of Laramie and University accept either's registration)	4.00
Violations	
Class I (e.g., speeding, carelessness, failure to register)	10.00
Class II (parking outside designated areas)	5.00