

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**October 21, 1994**

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

**THE UNIVERSITY OF WYOMING**

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**October 21, 1994**

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## **THE UNIVERSITY OF WYOMING**

### **MINUTES OF THE TRUSTEES**

**October 21, 1994**

The Board of Trustees of the University of Wyoming held a regular meeting on Friday, October 21, 1994 in the Old Main Board Room. Committee meetings and an executive session were held October 20. Trustees attended a luncheon with College of Health Sciences personnel and a reception to honor scholarship students on Thursday. Trustees also attended the Distinguished Alumni Luncheon on Friday. President John D. "Dave" Bonner called the meeting to order at 10:01 a.m.

### **ROLL CALL**

President Bonner asked Secretary Saunders to call roll. Those present were: John D. "Dave" Bonner, F. Richard Brown, Peter M. Jorgensen Deborah Healy Hammons, Harry Lee Harris, Elizabeth Kail, Forrest "Frosty" Kepler, Daniel L. Kinnaman, Geraldine "Jeri" Kirk, Walter G. "Jerry" Saunders, and David W. "Bud" Updike, as well as ex-officio members Terry P. Roark and Matthew Ward. Trustee W. Perry Dray and ex-officio members Trustee Mike Sullivan and Trustee Diana Ohman were unable to attend.

### **PRESIDENT'S REPORT**

Prior to the business meeting on Friday, UW President Terry Roark gave the following report:

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On October 15 the official headcount report was produced. This is a joint effort between the Academic and Student Affairs divisions. There was a decrease in enrollments, but are up by 72 in Laramie. The University of Wyoming overall is up eight from last year.

Brigadier General Susan L. Pamerleau, a 1968 UW graduate and former Casper resident, is the first woman to command the Air Force ROTC programs. Her responsibilities include recruiting and overseeing the preparation of more than 11,000 officer candidates through college programs at 147 host universities. She also monitors citizenship training for more than 65,000 junior AFROTC at 508 high schools throughout the United States and overseas.

Two programs created and produced by the American Heritage Center have received national and regional recognition. The AHC's education series "Teaching History Through Documents" received awards from the Society of American Archivists, the Wyoming State Historical Society, and the Albany County Historical Society. The videotape "Introduction to the American Heritage Center" received special awards from the Wyoming State Historical Society and the Albany County Historical Society.

The John P. "Jack" and Ruth Ellbogen family was selected as the 1994 Wyoming Family of the Year by the Associated Parents, University of Wyoming. Family members were honored October 8-9. Jack initiated the John P. Ellbogen Meritorious Classroom Teaching Awards to recognize UW's outstanding classroom teachers.

A textbook written by Jeri R. Hanley, UW computer science lecturer, is so popular that it's been translated into Japanese. The UW textbook is now used at more than 100 American universities.

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UW is featured by the National Science Foundation in an Internet package explaining the EPSCoR program. Because of our good track record, NSF is showcasing UW on the Internet to demonstrate what can be done with information coming from individual EPSCoR states.

A new Wyoming Higher Education Course Transfer Guide has been published and distributed. The guide identifies nearly 1,650 courses statewide which transfer from the community colleges to the University.

Daniel A. Buttry, UW chemistry professor, recently received a Fellowship for Research from the Japanese Society for the Promotion of Science. The fellowship supports a collaborative research project with a colleague at the Tokyo University of Agriculture and Technology.

## **APPROVAL OF SEPTEMBER 17, 1994 MINUTES**

It was moved by Trustee Brown, seconded by Trustee Updike, and carried that the September 17, 1994 Minutes of the Trustees be approved.

## **REPORTS AND RECOMMENDATIONS OF COMMITTEES**

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

President Bonner asked Trustee Jorgensen for a report from the Academic and Student Affairs Committee meeting of October 20, 1994. Trustees Hammons, Kinnaman, and Updike attended the meeting, along with other Trustees and University personnel. Trustee Dray was absent.

**Proposed Revisions-Chapter 5, Regulations of the Trustees, Academic Personnel**

The purposes of this revision are four-fold. First, there is a general goal of clarifying the language and organization of the regulations. Second, two new faculty designations are proposed (research professor and clinical professor). Third, new material is added to the academic professional status; this parallels that of the faculty. Finally, the vacation and leave policy which affects academic personnel has been updated.

The revisions have been reviewed by the Faculty Senate Executive Committee, the Academic Planning Committee, the present and past chairs of the University Tenure and Promotion Committee, the Executive Deans' Council and personnel in the Office of Human Resources, among others. Suggestions from these groups have been incorporated into this draft (Enclosure 1).

Based on committee recommendations, it was moved by Trustee Jorgensen the draft document be approved, and that Section 7 of the original follow Section 3 of the draft, seconded by Trustee Hammons, and carried.

**Proposal to Establish the Wyoming Institute for Disabilities (WIND)**

The Wyoming Institute for Disabilities (WIND) is intended to be the organizational vehicle for the establishment of a Wyoming University Affiliated Program for Persons with Developmental Disabilities (UAP). If approved, it will become a unit within the College of Health Sciences. UAPs are sponsored nationally by the Administration on Developmental Disabilities (ADD) in the Department of Health and Human Services (DHHS). Wyoming is currently the only state in the

union without a UAP.

The goal of a UAP is to assist in the education of future service providers, enabling them to provide their services more effectively to, or on behalf of, persons with developmental disabilities. Typical disciplines affected include nursing, social work, speech pathology and audiology, regular and special education, psychology, occupational/physical therapy, vocational rehabilitation, etc.

Specifically, UAPs have five major purposes: (1) To provide interdisciplinary training for persons concerned with disabilities. This training has both pre-service components (i.e., educating students from various disciplines in principles, processes and skills to work with disabled individuals) and in-service components (i.e., delivering training opportunities to existing providers in the state); (2) To develop and test new and cutting-edge services relating to individuals with disabilities; (3) To provide technical assistance to agencies, providers, parents/guardians, consumers, advocacy groups and others interested in increasing the independence, productivity and integration into community settings of individuals with disabilities; (4) To conduct applied and basic research in the area of developmental disabilities; and (5) To disseminate information relating to services, research, etc. to all interested persons and agencies in the disabilities network.

An extensive study was conducted to determine the feasibility of establishing a UAP at the University. The results of that study clearly showed that the need exists and that sufficient expertise and other resources exist in the state and in the University to warrant establishing a UAP. The development of a Wyoming UAP has been endorsed by a wide variety of relevant UW faculty, committees, deans and departmental representatives from every college in the University. Additionally, the Office of the Provost and the Office of Research reviewed the feasibility study and

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concurred with the decision to seek funding to establish the UAP. Externally, the UAP has been reviewed and endorsed by a wide variety of state agencies including the Department of Health, Division of Developmental Disabilities, Division of Vocational Rehabilitation, Governor's Planning Council on Developmental Disabilities, Protection and Advocacy Systems and the Department of Education.

The new institute is proposed to be funded in two major ways. First, core funding to provide the basic organizational structure will come from the Administration on Developmental Disabilities (ADD) in the amount of \$200,000 annually. An additional \$90,000 annually for the UAP's training initiatives is expected from ADD. Second, this core funding is intended to be used to leverage other funding (primarily grant funding) from a variety of public and private sources to carry out the functional responsibilities of a UAP. To date, approximately \$500,000 has already been received in support of WIND's activities. The University's contributions to this project include office space and one half of the director's academic year salary (\$22,716); it has also agreed to accept an overhead rate of eight percent on the core grant.

Based on committee recommendations, approval of WIND was moved by Trustee Jorgensen, seconded by Trustee Hammons, and carried.

#### **Proposed University Regulations of the American Heritage Center**

The purpose of this proposed addition to the University Regulations is to promulgate policies and regulations of the American Heritage Center. The draft, included as Enclosure 2, was developed by American Heritage Center personnel and approved by its advisory committee. The charge includes

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designation of archivists as archival faculty who may earn extended term appointments.

Based on committee recommendations, approval of the addition was moved by Trustee Jorgensen, seconded by Trustee Harris, and carried.

### **Proposed Change in UniReg to Add Law Librarians**

The purpose of the proposed revision to University Regulation 570, Regulations of the College of Law, is to create a faculty status for law librarians which is comparable to the faculty status of University librarians established in University Regulation 631. The proposed revision is included as Enclosure 3.

Based on committee recommendations, approval of the revision was moved by Trustee Jorgensen, seconded by Trustee Kirk, and carried.

Trustee Jorgensen reported the following informational items which will be carried forward to the December meeting as action items:

### **Changes in Degree Titles in the College of Health Sciences**

a. The faculty in the School of Physical and Health Education, request the following changes in degree titles in order to clarify the established undergraduate specializations within the School of Physical and Health Education:

<u>From</u>	<u>To</u>
Physical Education	Physical Education Teaching
Physical Education (non-teaching)	Exercise and Sport Science

b. The faculty in the School of Health and Human Services request the following change in degree title in order to make this professional program more comparable to others in the College and at other universities.

<u>From</u>	<u>To</u>
Bachelor of Science	Bachelor of Science in Medical Technology

**Medicine Bow Post**

The Department of Communications and Mass Media and the College of Arts and Sciences have reviewed the operations of the Medicine Bow Post. After fully exploring the options, it is recommended that the newspaper be offered for sale. In the event that no sale is forthcoming, it is recommended that the newspaper be closed.

There are no continuing legal responsibilities associated with the gift of the Medicine Bow Post to the University and the lease on the building will be terminated upon the sale or closing of the office.

In the future, students will gain practical writing experience and distribute their work to newspapers statewide using E-Mail as a distribution mode.

Prior to submitting the issue as an action item in December, a determination will be made regarding outstanding contractual obligations (placement of a plaque in Medicine Bow, disposition of assets, etc.). Trustees also are interested in hearing from the Department of Communications on alternatives for giving students practical experience.

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## **BUDGET COMMITTEE**

President Bonner called on Trustee Harris for a report from the Budget Committee meeting held on October 20. Committee members Brown, Hammons, Harris, and Jorgensen, and ex-officio members Bonner and Roark attended the committee meeting, along with other Trustees and University staff. Committee Chairman Dray was absent. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

### **Approval of Contracts and Grants, Gifts and Scholarships**

Based on a recommendation from the Budget Committee, it was moved by Mr. Harris, seconded by Dr. Saunders, and carried, that the Trustees of the University of Wyoming accept contracts and grants in the amount of \$2,823,993 for the period August 23, 1994, through September 26, 1994, and gifts and scholarships in the amount of \$134,570.48 for the period August 1, 1994, through September 15, 1994.

### **Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period July 1, 1994 to September 30, 1994**

A report prepared by Mr. Van Jacobson, on the internal audit activity for the period July 1, 1994, through September 30, 1994, conducted in accordance with the audit plan, was presented to the Budget Committee. Vice President Baccari responded to questions regarding the deficit in the Campus ID program.

### **Internal Budget Development for 1997-98 Biennium**

President Roark outlined the process that will be used in developing the University's budget request for the 1997-1998 biennium. The five major areas of the mission statement will serve as the principal areas under which budget proposals will be developed and justified: (1) offering excellent undergraduate, graduate, and continuing education opportunities; (2) attracting and retaining qualified students; (3) providing an environment in which educational, professional, cultural, social, athletic, and other activities are experienced in a manner benefitting students and Wyoming citizens; (4) conducting basic and applied research and creative activities in an atmosphere of free inquiry and expression; and (5) employing the special capabilities, resources, and expertise within the University to solve societal problems and to enrich the quality of life for Wyoming people. The President may add more specific priorities, especially those that may cut across unit lines.

The planning process should include a review within and between colleges and divisions of the past three years outside of the ARC and NARC recommendations approved by the Trustees in 1990. The Executive Council will develop a biennial budget target. Biennium budget target appropriate to anticipated state revenues and university's own source funding streams.

Based on their share of the target, units will submit their needs and resubmit their request. The requests will be reviewed and prioritized at the dean/ director level, and further prioritized by the Executive Budget Committee, which will make recommendations to the President. The President will make recommendations to the Trustees.

President Roark reported that the UW Foundation would like to initiate a major fund raising campaign. By the April Foundation Board meeting, the administration anticipates having prioritized

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programs that would be appropriate for a fund raising campaign. All priorities must receive Trustee approval.

#### **Visit to University of Denver - Resource Management Review**

President Roark reported on a visit to Denver University on October 6 with several University administrators to look at how a private institution operates. He expressed appreciation to the administrators at the University of Denver for their willingness to spend time with the UW contingent and to answer questions and provide information.

Of particular interest was what private institutions use as incentives for cost containment. DU has a gain-sharing program whereby academic departments that increase enrollments can keep a portion of the increased tuition revenues. Tuition accounts for 80 percent of DU's budget as compared to less than 20 percent of UW's budget, thus making it difficult for UW to simply clone the DU model. However, aspects of DU's approach can certainly be a part of the UW's unique plan.

The approach of various other institutions will be studied to gather information that will help the University manage better as a state assister, rather than a state supported institution.

#### **PERSONNEL COMMITTEE**

President Bonner asked Chairperson Kirk for a report from the Personnel Committee meeting of October 20, 1994. Trustees Kirk, Harris, and Kinnaman attended the meeting, along with other

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Trustees and University Personnel. Trustee Dray was absent. Based on committee recommendations, it was moved by Trustee Kirk, seconded by Trustee Harris, and carried that the following items be approved:

### **Faculty Appointments**

#### **COLLEGE OF ARTS AND SCIENCES**

- a. Shivakant Mishra as assistant professor of computer science, effective August 25, 1994, at an annual (9-month) salary of \$48,000. This is a tenure-track appointment.

Dr. Mishra holds the Ph.D. (1992) from the University of Arizona; the M.S. (1987) from Southern Illinois University; and the B. Tech. (1985) from Indian Institute of Technology, Bombay. From 1992 to the present he was post-doctoral researcher at the University of California, San Diego. From 1987 to 1992 he was at the University of Arizona in the following capacities: from 1989 to 1992 he was research associate; and from 1987 to 1989 he was teaching assistant. From 1985 to 1987 he was teaching assistant at Southern Illinois University.

- b. Chanyoung Lee Shader as assistant professor of mathematics, effective August 25, 1994, at an annual (9-month) salary of \$42,000. This is a tenure-track appointment.

Dr. Shader holds the Ph.D. (1992) and the M.A. (1991) from the University of Wisconsin-Madison, and the B.S. (1985) from Yonsei University, Seoul, South

Korea. From 1992 to the present she was visiting assistant professor at the University of Wyoming, and from 1986 to 1992 she was teaching assistant at University of Wisconsin-Madison.

#### COLLEGE OF EDUCATION

c. Margaret H. Cooney as assistant professor in the Division of Lifelong Learning and Instruction, effective August 25, 1994, at an annual (9-month) salary of \$33,504. This is a tenure-track appointment.

Dr. Cooney holds the Ph.D. (1994) from the University of Wyoming; the M.S. (1966) from the University of Wisconsin-Madison; and the B.S. (1964) from Cornell University. From 1984 to the present she was with the University of Wyoming in the following capacities: From 1984 to the present she was instructor, child and family studies; from 1990 to 1994 she was consultant, school-age child care; and from 1984 to 1991 she was director, UW child care center. From 1964 to 1984 she was a school teacher with American School, Guatemala City; Wilson School, Janesville, Wis.; Coronado School, Richmond, Calif.; Canton Central School, Canton, N. Y.; Parishville Central School, Parishville, N. Y.; and Laramie Cooperative Nursery School.

d. Richard F. Flor, Jr. as instructor in the Division of Leadership and Human Development, effective August 25, 1994, at an annual (9-month) salary of \$33,000. This is a tenure-track appointment. Mr. Flor anticipates receipt of the Ph.D. from the University of Minnesota - Twin Cities in 1995, at which time his title will be

assistant professor in the Division of Leadership and Human Development.

Mr. Flor holds the B.S. (1983) from the University of Wisconsin-Madison.

From 1985 to the present, he was course director, staff trainer and instructor at Voyageur Outward Bound School, Minneapolis, Minn. From 1988 to 1993, he was at the University of Minnesota in the following capacities: From September 1991 to June 1993, he was consultant, and from 1988 to 1992, he was teaching/research assistant.

e. Karen A. Sealander as assistant professor in the Division of Leadership and Human Development, effective August 25, 1994, at an annual (9-month) salary of \$35,004. This is a tenure-track appointment toward which Dr. Sealander will be given two years of credit.

Dr. Sealander holds the Ph.D. (1990), the M.A. (1980) and the B. A. (1979) from the University of Florida. From 1991 to the present she was assistant professor at Northern Illinois University; from 1989 to 1991 she was associate professor in education at the University of Florida; from 1983 to 1989 she was a graduate student at the University of Florida; and from 1980 to 1983 she was a teacher at Keystone Heights Elementary School, Keystone Heights, Fla.

### **Academic Professional Appointments**

#### **COLLEGE OF ARTS AND SCIENCES**

a. Kathleen M. McKeage as assistant lecturer, Department of Music, effective

September 1, 1994, at an annual (9-month) salary of \$23,016. This appointment is eligible for extended term appointment.

Ms. McKeage holds the M.A. (1989) from the University of Wyoming, and the B.A. (1976) from the University of Northern Colorado. She has been at the University of Wyoming since 1987 in the following capacities: From 1987 to 1989 as a graduate teaching assistant; from 1988 to the present as bass instructor at the UW summer musical camp; and from 1989 to the present as part-time lecturer.

COLLEGE OF HEALTH SCIENCES

b. Loren A. Thompson as assistant lecturer and coordinator of professional experience programs, School of Pharmacy, effective October 1, 1994, at a fiscal (11-month) salary of \$50,004. This appointment is eligible for extended term appointment.

Mr. Thompson holds the B.S. (1967) from the University of Wyoming. From 1990 to the present he has been prescription manager and preceptor at PayLess Drug in Laramie; from 1979 to 1990 he was prescription manager and preceptor at Buttrey Food and Drug in Sheridan, Wyoming; from 1972 to 1979 he was prescription manager and preceptor at Osco Drug in Boise, Ida.; from 1971 to 1972 he was assistant store manager at Osco Drug in Huron, S. D.; and from 1969 to 1971 he was prescription manager and assistant store manager at Osco Drug in Boise, Ida.

**Administrative Reappointments**

COLLEGE OF ENGINEERING

a. Samuel D. Hakes as dean of the College of Engineering and professor of electrical engineering, effective July 1, 1994. Dr. Hakes joined the faculty of the University of Wyoming in 1958 as an instructor in electrical engineering. He was promoted to the rank of assistant professor in 1960, granted tenure in 1962, promoted to associate professor in 1963, and professor in 1969. Dr. Hakes served as head of the Department of Electrical Engineering from 1972 to 1974. He has served as dean of the College of Engineering since 1974.

UW/CC CENTER

b. Margaret M. Murdock as dean of the UW/CC Center and professor of political science, effective July 1, 1994. Dr. Murdock joined the faculty of the University of Wyoming in 1975 as a supply assistant professor of political science. She was appointed assistant professor of political science in 1979, granted tenure and promoted to associate professor in 1984, and promoted to professor in 1993. She has served as dean of the UW/CC Center since 1990.

**Adjunct Appointments**

An adjunct appointment carries no tenure rights. These individuals will serve in this capacity without remuneration. The following adjunct and clinical appointments were approved under the conditions cited.

COLLEGE OF ARTS AND SCIENCES

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- a. Merrick Posnansky as adjunct professor of anthropology for a three-year period effective October 1, 1994, through September 30, 1997. Dr. Posnansky is currently professor of anthropology at the University of California, Los Angeles.

**COLLEGE OF ENGINEERING**

- b. Ann W. Peck as adjunct assistant professor of mechanical engineering for a three-year period effective September 1, 1994, through August 31, 1997. Dr. Peck is currently senior technical specialist at Boeing Company, Defense and Space Group, Helicopters Division, Philadelphia, PA.

**Clinical Faculty Appointments**

The appointments listed below in support of student programs are recommended in the College of Health Sciences for the period designated.

**COLLEGE OF HEALTH SCIENCES**

<u>NAME</u>	<u>CLINICAL TITLE</u>	<u>LOCATION</u>
Goldman, Stephen J. (09/21/94 - 06/30/97)	Clinical Faculty in Health Sciences	Laramie

**SCHOOL OF PHARMACY**

Almy, Cynthia A. (08/11/94 - 06/30/97)	Clinical Faculty in Pharmacy	Fort Collins
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**Change in Assignment**

**COLLEGE OF HEALTH SCIENCES**

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a. Keith A. Miller, professor of social work, be reassigned as director of Wyoming Institute for Disabilities (WIND) and professor of social work. Pending the award of the core grant, Dr. Miller's employment will be converted from an academic to a fiscal year administrative appointment. His salary will be \$66,288.

### **Retirements**

The individuals listed below have requested retirement on the dates and under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Retirement Date</u>
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Opie, Vandia	Manager, Food Service Wyoming Union	09/11/38	09/01/69	09/30/94 with designation as
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Retired

Worthington, R.O.-Manager, Campus Shop Physical Plant	09/14/34	10/01/75	10/28/94 with designation as
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Retired

### **UW Employee Suggestion Awards Program**

Ms. Nancy Chase, office technician for admissions, has proposed the use of fax labels to decrease expenses in the Admissions Office. Replacing fax cover sheets with fax labels decreases the amount of time the fax machine is in use and as a result, decreases office expenses.

Previous annual costs for admissions using a full page fax cover sheet totaled \$184. By utilizing fax labels instead of the full page cover sheet, the office reduced overall transmittal time by 187 minutes. Based upon average long distance charges this reduction in time resulted in an annual savings of \$79.92.

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This suggestion was evaluated by the Director of Admissions. It is recommended that the Personnel Committee recommend to the Trustees of the University of Wyoming that Ms. Chase be granted, based upon the suggestion award guidelines, a cash award of \$25. Because the annual savings are below \$250, this award qualifies for a minimum award of \$25. Funding for the award is to be paid from an admissions operating account.

Mr. Nolan 'Whiz' Beck, associate director for housing has submitted documentation for cost savings resulting from a two-part proposal for improving carpet installation within the residence halls. The first part of this proposal was acted upon by the Trustees in October, 1993. The second phase of the proposal has been under evaluation during the past year.

The second phase of Mr. Beck's suggestion was to change the type of carpet purchased for the residence halls. During 1993, housing implemented a plan to systematically replace worn carpets to maintain visual appearance in the halls and eliminate disruptions caused by periodic replacement. This plan required a carpet that was easy to install and maintain. Nylon carpets were previously used because of anticipated durability. Investigation of these carpets revealed, however, that durability and maintenance were not substantially better than other material. Over the past year housing has been using a different carpet material. This change in carpet material has resulted in a cost savings of approximately \$10 per yard. Based upon the amount of carpet that has been replaced it is estimated that housing has realized approximately \$115,000.

Although this suggestion was part of the initial plan to implement a carpet replacement program within housing, the recommendation to award Mr. Beck with the full amount of the suggestion award was delayed to evaluate the viability of the new carpet. This suggestion has now been

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evaluated by the Director of Housing and based upon the guidelines of the Employee Suggestion Award Program, it is recommended that the Personnel Committee recommend to the Trustees of the University of Wyoming that Mr. Beck be granted \$574, the remaining balance on his original suggestion. This award will be paid from a housing operating account.

Phill Harris stated that the award is based on State program - five percent or \$1,000 to employee. The part-time appointments and update on the classification/compensation study shown below were reported to the Trustees for their information.

#### **Part-Time Faculty Appointments**

Name	Department	Rank
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##### **COLLEGE OF AGRICULTURE**

Rafsnider, Giles (09/01/94 - 12/31/94)	Agricultural Economics	Visiting Associate Professor
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##### **COLLEGE OF ENGINEERING**

Wilson, Robert Eugene (09/01/94 - 10/31/94)	Electrical Engineering	Visiting Assistant Professor
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#### **Part-Time Academic Professional Appointments**

Name	Department	Rank
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##### **COLLEGE OF AGRICULTURE**

Hinman, Michael B. (10/01/94 - 06/30/95)	Molecular Biology	Temporary Research Scientist
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Ji, Inhae (08/01/94 - 12/31/94)	Molecular Biology	Temporary Senior Research Scientist
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Williams, Karen C.      Home Economics      Temporary Assistant Lecturer  
(8/25/94 - 5/12/95)

## **COLLEGE OF ARTS AND SCIENCES**

Huet De Perez, Valerie M.      Modern and Classical      Temporary Assistant Lecturer  
(07/01/94 - 06/30/95)      Languages

Lundy, Thomas J.                      Mathematics                      Temporary Assistant Lecturer  
(09/01/94 - 12/22/94)

Miller, Margaret P.      Modern and Classical Languages      Temporary Assistant Lecturer  
(07/01/94 - 06/30/95)

Rhoades, Jimmy Dee      Mathematics      Temporary Assistant Lecturer  
(08/25/94 - 06/30/94)

Singer, Virginia Sue      Mathematics      Temporary Assistant Lecturer  
(08/25/94 - 12/22/94)

Vadnais, Cynthia E. Mathematics Temporary Assistant Lecturer  
(08/25/94 - 06/30/95)

## COLLEGE OF BUSINESS

Lukanty-Nkosi, Jadwiga  
(09/01/94 - 12-22-94)      Economics and Finance      Temporary Assistant Lecturer

COLLEGE OF EDUCATION

Bidstrup, Wendy (08/29/94 - 05/26/95)	Wyoming Center For Teaching and Learning - Laramie	Temporary Assistant Lecturer
Bryant, Carol (08/29/94 - 05/13/95)	Lifelong Learning and Instruction	Temporary Assistant Lecturer
Ellsworth, Judith Zimmerman (8/25/94 - 5/13/95)	Lifelong Learning and Instruction	Temporary Assistant Lecturer
Flynn, Nichole M. (08/29/94 - 05/26/95)	Wyoming Center For Teaching and Learning - Laramie	Temporary Assistant Lecturer
Huskey, Kara L. (08/29/94 - 05/26/95)	Wyoming Center For Teaching and Learning - Laramie	Temporary Assistant Lecturer
MacDonald, Bryan D. (08/29/94 - 05/26/95)	Wyoming Center For Teaching and Learning - Laramie	Temporary Assistant Lecturer
T		
Welch, Sherry J. (08/29/94 - 05/13/95)	Leadership and Human Development	Temporary Assistant Lecturer
Yovich, Sharon G. (08/25/94 - 05/13/95)	Lifelong Learning and Instruction	Temporary Assistant Lecturer

COLLEGE OF ENGINEERING

Kerr, Greg L. (07/01/94 - 06/30/95)	Civil and Architectural	Temporary Research Associate IV
Plancher, Henry (08/29/94 - 10/25-94)	Chemical and Petroleum	Temporary Research Scientist

COLLEGE OF HEALTH SCIENCES

Barnes, Sandra S.	School of Nursing	Temporary Assistant Lecturer
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(08/22/94 - 06/30/95)

Hardigan, Patrick C. (08/29/94 - 05/12/95)	School of Pharmacy	Temporary Assistant Lecturer
Keintz, Constance K. (08/29/94 - 05/12/95)	Speech Pathology and Audiology	Temporary Assistant Lecturer
Killean, Catherine L. (08/22/94 - 12/22/94)	School of Nursing Off-Campus Nursing Program/Casper	Temporary Assistant Lecturer
Myers, Karen (08/29/94 - 05/12/95)	Speech Pathology and Audiology	Temporary Assistant Lecturer
Teixeira, Maria Glauzia (08/25/94 - 05/13/95)	School of Pharmacy	Temporary Assistant Lecturer

**UW/CC CENTER**

Burke, Carolyn G. (09/01/94 - 06/30/95)	School of Pharmacy	Assistant Professor
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**Update on Classification/Compensation Study**

During a meeting last week with William Mercer, Inc. a progress report was given. Dr. Roark gave an overview of the study.

**Project Objectives**

The project scope consisted of three components:

- Creation of new job descriptions for the 457 job titles currently maintained for UW's classified staff;
- Compilation of market data to establish the institution's competitive pay position and;

- Development of a new system of pay grades and salary ranges based upon market position and job responsibilities.

### Market Analysis

Based upon a thorough review of job descriptions, market analysis data were compiled for 26 percent of UW's jobs. Mercer's data indicated that UW's current salary position was approximately 85 percent of market value.

### Job Evaluation

William Mercer has recommended adopting a new job evaluation plan centered on six job factors including such items as knowledge and experience and complexity. This plan would provide for a comprehensive program for classified staff including a greater value to be placed on compensable factors such as internal and external contacts (social interaction dimension).

In conjunction with the job evaluation review, Mercer has recommended that the institution restructure many of its existing job titles to reflect consistent organizational reporting lines and that jobs within a career path be evaluated to determine if distinct job duties could be determined. A project steering team consisting of UW employees and administrators has undertaken this review.

### Remaining Activities

Several tasks remain to be completed over the next few months including:

- Finalizing cost calculations for implementing program
- Board review of proposed program
- Communication with staff
- Classification appeals process

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- Development of final report

## **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

President Bonner called on Chairman Updike for a report from the Physical Plant and Equipment Committee meeting held on October 20. Committee members Updike, Jorgensen, Kail, Kepler, and Kirk, and ex-officio members Bonner and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following reports were presented to the full Board.

### **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.

### **Policy for Use of Revenues from Sale of University Properties**

Discussion was held on the desire to have a policy for determining the use of revenues generated by the sale of University real property. The administration will develop a recommendation to be discussed in the Committee of the Whole at the December meeting.

### **Fencing at Student Housing**

Trustees received a petition from several occupants of student apartments requesting fencing

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for the safety of young children living in the apartments. The administration will follow up and report to the Trustees at the next meeting.

## **INVESTMENT COMMITTEE**

President Bonner called on Trustee Saunders for a report from the Investment Committee meeting held on October 20. Committee members Kepler and Saunders and ex-officio members Bonner and Roark attended the committee meeting, along with other Trustees and University staff. Committee member Dray was absent. Based on the committee meeting, the following reports were presented to the full Board.

### **Quarterly Report, University Investments**

A quarterly report on the status of the investments managed by the University as of September 30, 1994, was provided to the Investment Committee for information only.

### **Summary of September 30, 1994 Investment Committee Meeting**

Chairman Kepler reported to the Investment Committee on the Investment Committee Meeting that was held on October 30, 1994 in Sheridan, Wyoming. Committee members Kepler and Saunders attended the committee meeting, along with Vice President Baccari and Director of Financial Services, Kathleen Hicks.

The meeting was held to visit with the Investment Advisor and Investment Managers to review the investment objectives and performance. All managers were queried and all assured the

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Committee that the UW portfolios contained no derivatives. All managers were on goal, and the committee felt it was a very valuable meeting.

## **DEVELOPMENT COMMITTEE**

There were five items for information.

### **Report on Foundation Meeting-October 14-15, 1994**

President Roark and Vice President Simpson gave a report on the October 14-15, 1994 Foundation meeting. Both thought the meeting went well.

### **Current Fiscal Year Fundraising Report/ Approved Projects/Capital Projects/Annual Fund Update**

Information was distributed concerning fund raising and an update on capital projects.

President Roark reported that the Class of 1944 had decided to give their reunion gift of money to the libraries

## **COMMITTEE OF THE WHOLE**

### **Wyoming Technology Development Plan**

University of Wyoming personnel have been involved with state and private sector representatives in drafting a state technology development plan for Wyoming. The draft plan (Enclosure 4) was presented for discussion. In December, Trustees may be asked to endorse the final plan.

After discussion, it was decided to bring the final plan before the Board in December.

### **UNFINISHED BUSINESS**

Trustee Hammons felt that a time frame needed to be set for reports from standing committees to be submitted to the Long Range Planning committee. Several committee chairs noted that they would be holding meetings the day before the next Trustee meeting (December 15). It was decided that the reports should be sent to Trustee Hammons for distribution with discussion at the January meeting.

Trustee Saunders noted that the NCAA self-study had been distributed. The external peer review team will be here in November. Trustees were invited to provide comments on the study to Trustee Saunders or David Baker.

Trustee Bonner noted that the Trustees have the authority to set two salaries, that of the President and the Internal Auditor. The salary of the President is to be increased to \$126,050 (five percent) - moved by Trustee Kirk, seconded by Trustee Updike and carried. The salary for the Internal Auditor is to be increased to \$48,120 (six percent) - moved by Trustee Jorgensen, seconded

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by Trustee Updike and carried. Both salary increases are retroactive to October 1. The same considerations/guidelines were used to set these salaries as was used campus-wide for faculty and staff.

#### **NEW BUSINESS - PUBLIC COMMENTS**

Trustee Updike thanked Dr. Hurst for the Superior Student reception held Thursday afternoon.

ASUW President Matthew Ward noted that a survey had been taken about the Student Health Insurance. The results will be available for the December meeting. There has been discussion about legislation to create an ex-officio position for an international student and to create an international student center. Tuesday the Student Senate discussed the plus/minus grading. Mr. Ward said ASUW was pleased with the new royalty system. There was more participation this year from individuals/organizations that would not have participated in the past. ASUW passed legislation to increase student fees from \$16.75 to \$20.00. This is the first increase in 12 years.

Pat Wolfinbarger, Staff Senate chair, discussed the Mercer study and said the classification/compensation committee would be meeting with Jim Pew. The budget committee met last week and endorse the concepts of the Deans' Council and the President. There is concern over reallocation and they want to make sure consideration is given to workplace/resources to do the job/training.

Malcolm Holmes, Faculty Senate Vice Chair/Chair-elect, noted the grading proposals would

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be ready by the end of the semester.

#### **ADJOURNMENT AND DATE OF NEXT MEETING**

The next meeting of the Trustees will be held December 16-17, 1994.

The meeting adjourned at 11:03 a.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Kellie A. Southards". The signature is fluid and cursive, with "Kellie" and "Southards" being the most distinct parts.

Kellie A. Southards  
Deputy Secretary *Pro Tem*