

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

July 30-31, 1999

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

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES
July 30-31, 1999**

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

July 30-31, 1999

The Trustees attended a barbecue hosted by the President and Mrs. Dubois in Centennial on Friday, July 30, 1999.

Committee meetings were held on Friday, and executive sessions were held on Friday and Saturday to discuss personnel and litigation matters.

The University of Wyoming Trustees conducted their annual business meeting on Saturday, July 31, 1999.

CALL TO ORDER

President True called the business meeting to order at 9:15 a.m. on Saturday, July 31, 1999.

ROLL CALL

The following were in attendance: Trustees John D. "Dave" Bonner, Deborah Healy Hammons, Kathy Hunt, Peter Jorgensen, Elizabeth A. Kail, Ron McCue, Shelly Ritthaler, Walter G. "Jerry" Saunders, Gregory Schaefer, Thomas Spicer, and Hank True. Ex-officio members Philip Dubois and Nathan Hammons also attended the meeting. Trustee John Patrick and ex-officio Trustees Governor Jim Geringer and Judy Catchpole were unable to attend.

ANNOUNCEMENTS

No announcements were brought before the Board.

APPROVAL OF MAY 7, 1999 MINUTES OF THE TRUSTEES

It was moved by Trustee Jorgensen, seconded by Trustee Kail and carried that the May 7, 1999 Minutes of the Trustees be approved.

ASUW REPORT

Ex-officio Trustee Nathan Hammons reported on the activities of ASUW. He and the ASUW Vice President, Jim Keizer, are completing their summer internships. They also worked on addressing an issue before the City Council that proposed eliminating youth night in Laramie, and were instrumental in defeat of that issue. Trustee Nathan Hammons will be going to Israel with 14 other student body presidents before the fall semester begins.

STAFF SENATE REPORT

Staff Senate President Jim Kaltenbach gave a report. There are 20 new senators this year, leaving one empty seat from Physical Plant. The senate is rearranging and combining some of their committees. Jim thanked President Dubois for his support in the form of \$15,000 provided for Staff Recognition Day awards, which has prompted establishment of department and unit awards.

FACULTY SENATE REPORT

Faculty Senate chair Klaus Hanson reported that Faculty Senate was part of the State Department's discussion on phasing in a foreign language for high school students, which will begin in 2002, in line with the K-12 legislative mandate. The administrative review policy has gone to committee and will be reviewed in the fall. Klaus spoke on his reaction to yesterday's discussion and commended the work of the Physical Plant for painting Hoyt Hall, and doing as much as they do without additional funding. He also noted that incoming salaries for faculty are now higher than outgoing salaries for senior professors.

APPROVAL OF EXECUTIVE COMMITTEE MINUTES

It was moved by Trustee True, seconded by Trustee Saunders and carried that the Executive Committee minutes of June 4, 1999 be approved. See Enclosure I.

APPROVAL OF BUDGET COMMITTEE MINUTES

It was moved by Trustee Jorgensen, seconded by Trustee Bonner and carried that the Budget Committee minutes of July 2, 1999 be approved. See Enclosure II.

REPORTS AND RECOMMENDATIONS OF COMMITTEES

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Friday, July 30, 1999 with the following members present: Ron McCue, chair; Dave Bonner, Deborah Hammons, Pete Jorgensen, and Jerry Saunders. Trustee Patrick was not present. The following items were brought before the full Board:

Approval of Campus Academic Plan

It was proposed to the Academic and Student Affairs Committee that the Academic Plan be reviewed for final discussion and approved. Trustee McCue reported that the Academic and Student Affairs Committee had met once in Casper to discuss the academic plan, and ex-officio Trustee Nathan Hammons was able to attend. President Dubois reported that this endeavor is one UW should be proud of, and it provides a full agenda for the next five years. The Plan will need to be reviewed periodically to maintain the initiatives. The Board also discussed implementation issues and the forthcoming review of the non-administrative units. The Plan has been defined as a set of goals, overarching principles, and issues, and it should be viewed as a template for moving forward. The fiscal issues of the Plan emphasize the need for a modest investment, and the anticipated outcome in savings to UW. President Dubois reported that the items listed in the plan will become action items when they are ready for implementation. Those items with the greatest monetary impact are intentionally located at the beginning of the list.

Trustee Hammons spoke to ideas for changes in wording that she will share with Dr. Buchanan.

Trustee Bonner moved for an amendment to action item #110 in the Plan, which would read, “ The administration is directed to explore 4th year exchange programs for UW students at existing regional programs where baccalaureate degrees in Medical Technology are offered.” Trustee Saunders seconded. President Dubois noted that UW will not subsidize the program. Motion carried.

Trustee Hammons noted action item #162, dealing with the issue of tuition by credit, and moved that it be amended to read, “ The President, in consultation with all parties, will explore a plan for conversion to per-credit billing policy. The plan will include revenue-neutral and revenue-enhancing scenarios and will address equity between part-time and full-time students.” Trustee Jorgensen seconded. President Dubois stated that students need to be involved in the discussion of per-credit billing, and any changes would not occur until the fall 2001. The non-resident issue will also need to be addressed in future discussion. Motion carried.

Trustee Schaefer noted that he had hoped to amend the Plan for continuance of the Med Tech program, but there did not appear to be support for that.

Trustee McCue moved that the Trustees of the University of Wyoming approve the Academic Plan as amended; Trustee Saunders seconded. Motion carried.

Administrative Change in Residency Definitions

President Dubois spoke to the Trustees regarding residency regulations of UW. The Board had reviewed the document previously this year, and had discussed two changes in wording. The document was revised by the president to address those students who moved to Wyoming to take a job, and extend residency coverage to children and spouses. Trustee McCue moved that the changes in the residency document become an action item and the Board ratify the action taken by President Dubois; Trustee Spicer seconded. Trustee McCue noted that he appreciated the prompt action taken by the President and Dr. Buchanan. Motion carried.

ADMINISTRATIVE CHANGE IN RESIDENCY DEFINITIONS

MODIFIED

(modifications appear in bold or as a strikethrough)

TRUSTEE REGULATIONS

VIII. STUDENTS

C. STUDENT CLASSIFICATION FOR FEE PURPOSES

The University of Wyoming assesses tuition for Wyoming residents at the in-state rate; non-residents are charged out-of-state tuition. The following guidelines shall be administered by the Associate Vice President for Enrollment Management and Director of Admissions to govern University of Wyoming students for purposes of in-state or out-of-state tuition assessment for courses of study offered at the University. University-sponsored courses of study arranged with institutions outside Wyoming may have different residency requirements.

1. The following students are Wyoming residents:
 - a. Individuals who are financial dependents or under the age of 24 with a parent, guardian or spouse who lives in the State of Wyoming.
 - b. Individuals who are recipients of Wyoming high school credentials.
 - c. Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.
 - d. Individuals **and their spouse and dependents** with a permanent home in Wyoming and who have resided in the State for at least one full year. To determine if a permanent Wyoming home has been established, the following factors are considered:

Evidence that any former home has been abandoned
Full-time employment performed or contracted for in Wyoming for one continuous year
Ownership of home or property in Wyoming
One year of continual presence in Wyoming
Former Wyoming residency and maintaining state ties
Reliance on Wyoming resources for significant financial support
Wyoming vehicle registration
Wyoming address on most recent federal income tax return
A valid Wyoming driver's license
Wyoming voter registration

Residing in Wyoming primarily as a student will not support a claim for resident status.

- e. Graduate students with University-funded fellowships.
- f. Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn.
- g. Individuals who have been awarded resident tuition status at a Wyoming Community college and who attend the University within one year of leaving the Wyoming Community College.
- ~~h. The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to this Regulation.~~

Academic Plan Implementation Priorities

Dr. Tom Buchanan provided updated materials showing relative timelines and responsibilities relating to the implementation of the academic plan, included as Enclosure III. The initial list of 11 items that was determined at the retreat indicates items requiring immediate attention, and designation of the appropriate parties to work on them. The community colleges will have input into some of the processes, and currently have a representative on the University Studies Committee.

Merger of the University Laboratory School with the Albany County School District

Transfer of the UW Lab School ("Prep") to the Albany County School District has been completed pending final signatures by UW officials.

The Albany County School District has received confirmation from the Superintendent of Public Instruction that their full funding request was approved, thereby eliminating the only remaining financial concerns. Continuing UW Lab School teachers have been sent termination letters from the University and have received contracts from the school district. With the start of fall classes, the Lab School will become part of the Albany County School District.

Dr. Buchanan reported that the merger is completed. Trustee Schaefer noted that he was pleased that UW did not have to subsidize the transfer. Dan Baccari and Phill Harris will prepare information for the governor, indicating the amount of money that will be returned.

The University Strategic Plan

As part of a performance-budgeting process, state agencies specified in W.S. 28-1-115 (f) must submit strategic plans to the Governor every two years. The University's next strategic plan is due on September 1, 1999; the format has been specified. The new plan builds on the *1997 Strategic Plan Update* and is grounded in the University's mission statement. The four goals (teaching, research, public service, and environment) have remained the same. The situation analysis has been rewritten to reflect current conditions. The objectives are prioritized and have been reduced from 11 to 8 items. (Objectives 1.2/1.3, Objectives 2.1/2.2, and Objectives 4.1/4.2 from the previous plan were combined.) All "action items" from the *UW Academic Plan* have been incorporated as "strategies" within the basic structure of the four goals. (The action item

numbers have been noted in the margins.) Some strategies from the *1997 UW Strategic Plan* were retained until the non-academic support units complete their planning exercise next year. We are currently discussing the performance measures to be used. The *1997 UW Strategic Plan Update* can be found on the Web at: <http://www.uwyo.edu/OM/unirel/htm/stratpla/1997.htm>.

President Dubois reported that the governor requires each state agency to provide an annual document with goals of the institution. UW's plan has been reduced in the amount of measures that are being reported each year. Donna Bagby is the University's liaison with the state auditors, and has completed the updated plan to be submitted by September 1. The strategic plan is available for review on the university's web page. Trustee McCue asked that members of the Board be notified by e-mail when the revised document is available by electronic format.

Pharmacy Accreditation Report

The School of Pharmacy was granted Candidate accreditation status by the American Council on Pharmaceutical Education (ACPE) at its January 11-13, 1997 meeting. At that time, an on-site evaluation was scheduled for 1998-1999, which represented the customary two-year review cycle for professional programs in Candidate status. This on-site evaluation visit was conducted on April 13-15, 1999. The Evaluation Team assessed the progress of the School of Pharmacy in meeting accreditation standards with regard to implementation of the first three years of the professional program. The review team also reviewed plans and capabilities for the delivery of the fourth (and final) year of the program. A report was submitted to the ACPE that was reviewed at their meeting of June 11-13, 1999, and the decision that Candidate accreditation

status of the program be continued was transmitted to President Dubois on June 14, 1999. When the first class graduates in the Spring of 2000, the final step in the accreditation process will be implemented. At that time, and after another site visit, the professional program will be considered for advancement from Candidate to Accredited status.

Dr. Buchanan reported on the accreditation and noted Pharmacy is now on track to receive their accreditation.

Changing the Administration of Justice Program to a Department

In accordance with the Arts and Sciences College Plan, it is requested that the Administration of Justice program be re-designated the Department of Criminal Justice.

Administration of Justice (or Criminal Justice, as it is more commonly known) is a well-established discipline. Degrees are offered in nearly all major American colleges and universities. The large majority of degrees nationwide are conferred by academic departments. Administration of Justice (AJ) is one of the University of Wyoming's largest majors. According to latest figures, 242 students have declared Administration of Justice as their major. Of these students, 66 are off-campus. AJ is one of few academic units that has been increasing in size in the past several years. In addition, the director has forged a strong working relationship with the state's law enforcement community and maintains an official relationship with the state Law Enforcement Academy in Douglas.

Historically, academic programs have drawn their instructional faculty from other academic departments. Because of high student demand, this is no longer the case for Administration of Justice. AJ has five faculty members directly associated with the program and

a curriculum that is no longer dependent upon courses from other units for core courses in the major. The faculty also contend that they are at a disadvantage when competing for grant dollars because they lack traditional department status. The AJ budget and level of clerical support are both similar to other comparable A&S departments. It is felt that the titling change to the “Department of Criminal Justice” will raise the unit’s profile, give students a more clearly identifiable home, and allow it to better compete for scarce resources.

No alterations in curriculum, faculty, or budgetary support are implied or intended by this administrative change. Dr. Buchanan spoke to the Board about the title change, and answered questions.

The Academic and Student Affairs Committee requested that the change of name be presented to the Board at their September meeting as an action item. Trustees also asked for an opportunity to visit the program at some point to learn more about it.

Relocation of the Industrial Arts Program to UW/CC

Consistent with College of Education and University academic plans, discussions are continuing with the UW/CC Center and Casper College to transfer the Industrial Technology Education program (currently located in Laramie) to Casper. Implied by this move is a newly organized program jointly delivered in a partnership between UW/CC and Casper College. A committee of Casper College and UW faculty is currently preparing a curriculum plan for the new program. The Industrial Technology Advisory Committee, comprised of private sector representatives from the construction and skilled trade industries, have by letter strongly endorsed the program redesign and relocation.

Dr. Buchanan noted this is an update in response to a letter from external constituent groups complimenting the work of Judy Powell, Maggie Murdock, and Charles Ksir in gaining community and state support for the program redesign and relocation.

BUDGET COMMITTEE

The Budget Committee of the Trustees met on Friday, July 30, 1999 with the following members present: Pete Jorgensen, chair; Dave Bonner, Shelly Ritthaler, and Greg Schaefer. The following items were presented to the full Board:

2001-2002 Biennium Budget Proposal

DRAFT (7/29/99)

University of Wyoming Budget Request for the 2001-2002 Biennium

Summary

The University of Wyoming requests a Section I General Fund (GF) appropriation of \$209.7 million, an increase of \$26.3 million over the current 1999-2000 appropriation for the operating budget. The Standard Budget GF request is for 1) salaries (\$13,452,971), 2) an equipment base adjustment (\$140,525); and 3) a scholarship budget adjustment (\$989,252). The Expansion Budget GF request includes funds for 1) WWAMI (\$605,666); 2) a recruitment initiative (\$1.0 million); 3) support for student retention and timely graduation (\$500,000); 4) facilities maintenance (\$3.0 million); 5) instructional equipment (\$5.6 million); and 6) library acquisitions (\$1.0 million).

The budget request also includes a total Section II spending authority of \$189,919,795 for the 2001-2002 biennium, an increase of 2.65% above the authorization approved for the current period.

Section I Budget Request

Standard Budget

1. Increase Salaries for Faculty and Staff (\$13.45 million): Despite support from the State Legislature and the Governor to increase faculty and staff salaries during the 1999-2000 biennium by an average of 3.08%, the University's salary situation continues to deteriorate. Notwithstanding the increase granted, faculty salaries dropped by 2% relative to the average salaries paid in public four-year, land-grant institutions for faculty members in the same disciplines and at the same professorial rank. Faculty salaries now stand 19% below the average paid by institutions with which we compete. Staff salaries are inadequate to a similar degree relative to the local or regional market comparisons used for specific job categories.

The University estimates that the sum of \$21,086,161 would be required to bring faculty and staff salaries up to the State goal of 90% of the market average. Using the University's existing revenue profile (of 64% state funds and 36% University income), the Standard Budget request is for an increase of \$13.45 million in General Funds, with the balance of \$7.63 million to be funded by tuition increases.

In accordance with the University's policies, funds received for salary distribution are allocated principally upon the basis of merit. Faculty members undergo rigorous evaluation for appointment, promotion, and tenure; in addition, this year the University is instituting a new post-tenure review process to assure the ongoing performance of senior members of the faculty. Funds for staff salary increases are also allocated principally on the basis of merit evaluations by supervisors, although some funds are also used periodically to adjust the salary ranges of the classified staff.

Depending upon the salary distribution methodology employed (to distribute all of the salary increase in the first year or to distribute it over two years), the required tuition increase to

bring UW salaries to 90% of market would be from 4.4% to 9.9% per year. Pending the more complete review of tuition rates (to be completed during the 1999-2000 academic year as called for by the *UW Academic Plan, 1999-2004*), the University's goal is to hold the tuition for resident undergraduate students at the 20th percentile of public doctoral-granting universities and at about the median of regional comparator institutions. Although one can only guess at what the tuition levels of other institutions might be in 2001-2002, an analysis of tuition trends over several years suggests that a UW tuition increase of 3-5% in each year of the biennium would permit us to maintain the benchmarks noted above. Should the review suggest that tuition not be raised as high as 4.4%, the University would not be able to achieve the 90% salary benchmark within the next biennium.

2. Adjust Equipment Base (\$140,525): The University request reflects a change incorporated into the Standard Budget with respect to the equipment base. The calculated equipment base utilized by the State was revised slightly for the next biennium allowing a \$200,749 increase in the budget (\$140,525 General Fund and \$60,224 UW funds).

3. Adjust Scholarship Budget (\$989,252): A second change within the Standard Budget is a \$1,535,214 adjustment to the scholarship budget, reflecting the increased cost of scholarships resulting from the tuition increase that takes effect this fall. This increase was funded at the same UW/State funding ratio as other Standard Budget items yielding a General Fund adjustment of \$989,252 and UW funding adjustment of \$545,962.

Expansion Budget

1. Provide Final Installment for Participation in WWAMI Medical Education Program (\$605,666): The Governor and Legislature have already committed to funding the medical

contract program with the University of Washington over three biennial periods. This represents the “final” planned installment on that contractual commitment to the University of Washington and is the amount that was provided to the Governor and 1998 Legislature. The request consists of \$356,514 for contract-cost increases that will occur as UW moves from the Creighton program to the University of Washington (WWAMI) and an increase of \$249,152 for administrative fees to the University of Washington for supporting the larger number of students participating as the program moves into accepting its third class of entering Wyoming students.

2. Improve Student Recruitment (\$1.0 million): The *University Academic Plan* includes a comprehensive set of recommendations to enhance UW's ability to recruit the highest quality undergraduate students from Wyoming as well as other states and other countries. It is estimated that the University could manage an additional 1,500 to 2,000 students without a significant increase in the size of the tenure-track faculty and only modest increases in the number of other instructors. An additional 2,000 undergraduate students (distributed among residents, nonresidents, and Western Undergraduate Exchange [WUE] scholarship recipients in the proportions that currently exist at UW) would generate at least \$6.1 million annually to help address the institution's high priority needs.

Although the University currently achieves a respectable “yield” rate (the ratio of accepted applicants to enrolled students), we lack the resources necessary to generate new applications through visits to schools, production and distribution of high quality publications and recruitment materials, effective use of mass media marketing and advertising strategies, and so forth. A declining population of Wyoming high school graduates will pose additional challenges for recruitment. Currently, the University of Wyoming Admissions Office budget is

about 31% of Colorado State's recruitment budget and about 38% of the University of Colorado-Boulder's budget. A biennial General Fund appropriation of \$1.0 million is requested. If approved, UW's undergraduate recruitment efforts would be more competitive. Such an investment would come back to the University in tuition payments from the successful recruitment of fewer than 350 students.

3. Improve Student Retention and Graduation (\$500,000): The *University Academic Plan* states as a major campus goal improvement of the University's retention and graduation rates through the creation of a new Academic Success Center. Despite significant increases over the past decade in the freshman-to-sophomore retention rate (from 67.7% in 1989-90 to 76.0% in 1997-98), the University's four- and six-year graduation rates (20.1% and 47.3%, respectively) continue to lag behind comparable institutions. A long-term goal of the University is to increase overall graduation rates to at least 60% and, optimally, 65%. Such increases would not only result in the more cost-effective use of the State's investment in the education of each student, but would have positive consequences for the University's ability to generate tuition revenue. A 1% increase in overall retention results in the generation of approximately \$360,000 in tuition revenue (at current tuition rates).

Analysis by UW staff suggests that students are at greatest risk of dropping out of school within the first two years of enrollment. Approximately 88% of the full-time students who fail to complete their degrees drop out before their junior year. Moreover, although students leave the University for a variety of reasons, it is clear that a student's risk for failure is directly related to the adequacy of their academic preparation, their awareness of financial aid options, and the clarity of their career goals. The Academic Success Center will combine and strengthen a

variety of services needed by high-risk freshman and sophomore students, including focused academic assessment and guidance, tutoring and remediation, financial aid advising, and career counseling. Formation of the Academic Success Center will be accompanied by the establishment of baseline retention rates and goals for each group of targeted high-risk students and a comprehensive evaluation process to assess the effectiveness of each intervention strategy.

4. Solve the Maintenance Problem (\$3.0 million): Although the University spends nearly \$9.0 million annually on facility maintenance, it is an insufficient amount to address the institution's true needs. With 72% of its buildings more than 30 years old, the University has an ongoing need to address maintenance issues, including roof repair and periodic replacement; maintenance of electrical power, plumbing, heating, and air-conditioning systems; and ongoing routine maintenance and repair of grounds, buildings, fire protection systems, elevators and the like. Inflation has eroded the purchasing power of the maintenance budget. As a result of the annual shortfall, "deferred" maintenance now exceeds \$45 million.

It is not reasonable to believe that all deferred maintenance can be eliminated; all public institutions must expect to live with some. However, increasing the maintenance budget to at least \$12.0 million will stem the growing tide of deferred maintenance and hold it at a level deemed reasonable by facility managers. It will also eliminate the need for the University to make its ongoing biennial pilgrimages to the State Legislature to seek one-time funds to address deferred maintenance needs. However, future maintenance budgets must be regularly adjusted or the University's deferred maintenance backlog will return to the same situation.

The University seeks a \$1.5 million annual increase (\$3.0 million biennially) in the State appropriation for maintenance during the 2001-2002 biennium. Beginning in FY 2004, the

University will match the State contribution by reallocating \$1.5 million currently committed to the payment of facility construction bonds which will be retired in that year. By 2004, then, the total maintenance budget for the University will be at least \$12.0 million annually. (The University's ability to augment the maintenance budget is dependent upon no significant reduction in its mineral royalty revenues or equivalent replacement funds.)

5. Budget for Instructional Equipment Replacement (\$5.6 million): The University of Wyoming maintains an inventory of instructional and related equipment valued at more than \$25 million. The inventory includes a variety of pieces of equipment used directly in the instruction of students, including microscopes, spectrophotometers, centrifuges, audiovisual equipment, and computers. Yet much of that equipment is, at best, outdated or, at worst, nonfunctioning. The University's ability to replace this expensive equipment, on a schedule that recognizes depreciation over time, has been hindered by the absence of cost adjustments to the University budget over the past decade and, in the 1999-2000 biennial budget, an outright budget reduction of \$1,126,784 in General Fund support. The current formula used by the State Budget Office, under guidance from the Joint Appropriations Committee of the Legislature (*i.e.*, 7.5% of all equipment valued between \$1,000 and \$5,000), is totally inadequate to address equipment replacement needs for an academic institution. Many pieces of scientific equipment, such as laboratory microscopes, typically cost more than \$5,000. And no University can maintain currency in its ability to instruct students on rapidly changing computer technologies if it is budgeted to replace that equipment only every 13.33 years as is implied by the JAC formula.

Up to the present time, the University has addressed its most critical equipment needs by using end-of-year budget savings as provided for by the "block grant" concept. However, the

availability of those one-time funds is not predictable on an annual basis, and the use of those funds to address a recurring problem does not make good sense. It also reduces the availability of those one-time funds for other critical needs. For instance, the use of end-of-year savings has permitted the University to deal with all of its Y2K needs and other critical information technology upgrades (including a new library information system and a web-based interface for the Student Information System) without seeking supplemental State support. Fully funding the equipment budget will provide the University with much-needed flexibility to address similar needs in the future.

Using proposed depreciation schedules that would replace most instructional equipment every ten years, computer-related equipment every five years, and all other capitalized equipment every fifteen years, the University estimates that it should budget \$3.2 million on an annual basis (\$6.4 million biennially). Its current biennial state appropriation for equipment is just \$559,733, augmented by \$239,886 from University resources. The requested State General Fund appropriation of \$5.6 million represents the difference between existing University funds currently budgeted biennially for equipment and the documented need. UW will continue to supplement the State appropriation with the reallocation of funds.

6. Strengthen Library Collections (\$1.0 million): Inflation has cut deeply into the acquisition of journals and books. Although the current acquisition budget is slightly more than \$2.67 million on an annual basis, UW's purchasing power has been eroded by 20-50% since 1991, depending upon whether one uses the traditional Consumer Price Index or the University Book and Serials Price Index, which is pegged to the actual cost of library materials. As a result,

the University has canceled 3,999 serial titles in the last decade and reduced annual book purchases by more than 80%.

Although the UW Libraries are now positioned to take full advantage of electronic resources, there are few anticipated cost savings in electronic information over printed material, at least in the near term. More than 70% of the costs of publishing a journal are expended on production of the first copy; preparation of an electronic journal for network distribution doesn't eliminate the labor-intensive first steps associated with reviewing and editing scholarly work. Moreover, most scholarly journals are not available electronically. Thus, the cost associated with electronic access generally add to—rather than replace—the cost of obtaining printed materials.

The \$250,000 (annual) acquisitions boost from the 1998 Legislature still leaves us behind in funding an important State resource. The UW Libraries support not only our students but also students at Wyoming community colleges and in grades K-12. UW's collections are used by citizens from around Wyoming—as well as by faculty and staff at the University. There is no substitute within the State for UW's library collections.

Section II Budget Request

The University must also submit to the Legislature a request for spending authorization for the self-sustaining programs budgeted in Section II. The Section II budget request for the 2001-2002 biennium contains the same salary adjustments as were outlined for the Section I request. It also includes the estimated cost adjustments required to provide for the debt service payments associated with the upcoming Series 1999 bond issue for acquisition of the Spanish Walk Apartment Complex and the renovation and expansion of the Wyoming Union.

The overall Section II request for spending authority will be \$189,919,795 for the 2001-2002 biennium reflecting an increase of 2.65% above the authorization approved for the current period.

**UNIVERSITY OF WYOMING
 2001-2002 BIENNIUM**

<u>STANDARD</u>	GENERAL FUND	UW FUND	TOTAL
SALARIES	\$ 13,452,971	\$ 7,633,190	\$ 21,086,161
EQUIPMENT	140,525	60,224	200,749
SCHOLARSHIPS	989,252	545,962	1,535,214
TOTAL STANDARD INCREASE:	\$ 14,582,748	\$ 8,239,376	\$ 22,822,124
<u>EXCEPTION</u>			
WWAMI	\$ 605,666	\$ -	\$ 605,666
RECRUITMENT INITIATIVE	1,000,000	-	1,000,000
STUDENT RETENTION & GRADUATION	500,000	-	500,000
FACILITIES MAINTENANCE	3,000,000	3,000,000 ⁽¹⁾	3,000,000
INSTRUCTIONAL EQUIPMENT	5,600,000	-	5,600,000
LIBRARY ACQUISITIONS	1,000,000	-	1,000,000
TOTAL EXCEPTION INCREASE:	\$ 11,705,666	- ⁽²⁾	\$ 11,705,666
TOTAL STANDARD & EXCEPTION:	\$ 26,288,414	\$ 8,239,376 ⁽²⁾	\$ 34,527,790

(1) Beginning in fiscal year 2004.

(2) The UW match of \$3 million is not included.

**2000 LEGISLATIVE SESSION-CAPITAL OUTLAY REQUEST -
2001 - 2002 BUDGET REQUEST**

AGENCY NAME: University of Wyoming
AGENCY NUMBER:

PROJECT TITLE: Critical Maintenance and Repair Request - Priority 1
AGENCY PRIORITY#: 1

PROJECT COST: \$4,245,000
SOURCE OF FUNDS: Legislative Appropriation – Capital Funding

PROJECT DESCRIPTION: Critical Maintenance and Repair Request - Priority 1

Although the University spends nearly \$9 million annually on the maintenance and repair of its facilities, it is an insufficient amount to address the institution's true needs. Over 70% of the University's facilities are now 30 years old and older. The University's aging physical plan requires an increasingly higher level of maintenance and repair. In addition to routine annual maintenance and the periodic replacement of roofing systems, maintenance costs have accelerated as the mechanical systems in these aging facilities reach the end of their useful lives and have to be repaired or replaced. In many instances, repair is not an option due to the fact these systems are out of date and parts are no longer available.

As a result of inadequate funding, the University's maintenance backlog has grown increasingly larger over the past decade and is now estimated to exceed \$45 million. There are three principle reasons why the University has been unable to adequately fund its past maintenance needs: 1) reductions in maintenance staffing and funding as a result of budget cuts in prior biennia; 2) the construction of new facilities with no accompanying increases in maintenance funding; and, 3) failure of state appropriations to keep pace with inflation. For these reasons, the University has relied on periodic capital appropriations to supplement

maintenance funding to the point that this need has been the top priority in its last two capital biennium requests.

The need to adequately maintain University facilities and grounds cannot be overly emphasized. Maintaining and upgrading these facilities can bring the performance of their systems up to today's standards and extend the building's functionality, thereby eliminating the need for new replacement facilities. Additionally, the University's new five year Academic Plan has made recruitment and retention one of its primary action items. The condition of the facilities and grounds and the ability of the facilities to support University programs are major factors contributing to successful recruitment and retention. This applies not only to students, but to faculty and staff as well.

The attached document identifies the University's highest priority maintenance and repair projects, which are considered to be critical life safety issues. These projects have been identified by the University's professional engineers and by the University's Risk Management Office. Some projects have involved outside consultants or the State Department of Fire Prevention and Electrical Safety. These are identified in the project write-up.

ESTIMATED ADDITIONAL ANNUAL

OPERATING EXPENSE OR SAVINGS: The additional costs and savings will offset one another.

ADDITIONAL INFORMATION MAY BE REQUESTED

SUMMARY PRIORITY ONE ITEMS

1. Fire Alarm Repair and Replacement	\$400,000
2. Electrical System Repair	\$600,000
3. Chiller Replacement at the Central Energy Plant	\$200,000
4. Arts and Science Auditorium Emergency Lighting	\$ 20,000
5. Fume Hood Repairs	\$800,000
6. Structural Masonry Repair	\$250,000
7. Transformer Repair	\$465,000
8. Heating, Ventilating & Air Conditioning) Equipment Rebuild	\$385,000
9. West Stadium Structural Repair	\$900,000
10. Building Domestic Water System Repair	\$100,000
11. Drainage across sidewalks	\$ 10,000
12. Replacement of Irrigation Water Lines	\$100,000
13. Replacement of Lead Containing Drinking Fountains	\$ 15,000

Total Critical Maintenance and Repair - Priority One \$4,245,000

PRIORITY ONE ITEMS

1. Fire Alarm Repair and Replacement \$400,000

Fire alarm systems in the University's older facilities do not meet current standards, including those required by the 1997 Uniform Building Code (UBC) and the Americans With Disabilities Act (ADA). In 1996, two engineering and architectural firms, Malone Belton Abel and Barrier Free Environments, conducted an ADA compliance survey. This study pointed out

many non-compliance issues relating to the fire alarm systems around campus, including inaccessible pull stations, lack of visual fire alarms in hallways, and inadequate volume of the alarm systems. In most cases, these systems function poorly and are obsolete. They have been repaired and modified to the point that their effectiveness is minimal at best and repair parts are no longer available. The situation with these alarm systems has deteriorated to the point where it is now a critical life safety issue. Upgrading these systems improves the safety of the occupants and provides great savings in time and materials required for maintenance. Fire alarm system repair and upgrading has been a high priority on every deferred maintenance budget request in past years, but funding has not been adequate to address the size of the problem.

2. Electrical System Repair

\$600,000

Several of the University's buildings have serious electrical code violations. These have been documented by the State Fire Marshal's Office during two inspections of campus, one on October 20, 1998 and the other on May 1, 1999. Again, these conditions create a critical life safety issue. Problems range from grounding violations to main distribution equipment replacement. Two buildings are currently "Red-Tagged," indicating that the main electrical distribution does not meet code and must be upgraded, which is indicative of the seriousness of some of these situations. These repairs would improve student, faculty, and staff safety, and provide operating efficiencies and savings in reduced maintenance costs. The functionality of these facilities would be enhanced as well by greatly improving their electrical systems for future use as new computerized equipment is introduced into the classrooms, laboratories and offices.

auditorium does not have adequate lighting for emergency egress and is in violation of the Uniform Building Code (UBC), section 1012, the National Electric Code (NEC), section 700, and the Uniform Fire Code (UFC), section 1211. All of these codes have been adopted by the state and the city of Laramie, the appointed authorities having jurisdiction. This project would correct this situation and bring the emergency lighting up to current codes and standards.

5. Fume Hood Repairs

\$800,000

The University has 361 fume hoods throughout the main campus used for teaching and research. Of these hoods, 160 are 30 years old or older. Most of these older hoods suffer from poor control systems, inadequate airflow rates and do not meet current codes and standards for user safety, putting both the hood users and building occupants at risk, a critical life safety issue. The fume hoods are subject to Occupational Safety and Health Administration (OSHA) Lab Standard 29cfr1910.1450, requiring regular inspection and maintenance. We have been doing these inspections, with associated reports and maintenance since 1993. During this time frame, we have red-tagged approximately 10% of the fume hoods, placing them off-line for use. This is a critical legal issue potentially subjecting the University to major fines from Wyoming Workers Safety and Federal OSHA, and civil litigation. Users of improperly functioning fume hoods have threatened the University with civil litigation. Hood repairs and upgrades have been a top priority of the University's Physical Plant and the Environmental and Health Safety Office since we began the inspections in 1993. Prior allocations of deferred maintenance funds have been used to improve the airflow through the older fume hoods and to repair fume hood controls to keep as many of the older fume hoods operating as possible. Further repair and replacement of

these hoods cannot be accomplished within the limited maintenance budget for Physical Plant and must be addressed through supplemental funding.

6. Structural Masonry Repair

\$250,000

On many of the University's older facilities, the masonry grout joints have deteriorated to a point where water works freely through the entire joint. Freeze/thaw cycles then work to pop the stone or brick loose. Two buildings need immediate attention in order to correct critical safety problems. On the Iverson Building, deterioration has reached the point where there are large sections of the brick on the parapet that are in danger of falling either onto the adjacent roofs or walkways. During a reroofing project at Half Acre Gym, one-inch cracks were discovered between the exterior wall and the roof deck, showing the possibility of major movement of the exterior wall. This is a critical life safety emergency and corrective action must be taken. This funding would repair the masonry at the Iverson Building, and provide for structural review and stabilizing the wall movement at Half Acre.

7. Transformer Repair

\$465,000

Most transformers on the main campus are 22 plus years old. Several of these transformers have code violations that have been documented by the State Fire Marshal's Office during two inspections of campus, one on October 20, 1998 and the other on May 1, 1999. There are transformers with improper grounding, inadequate access, and non-compliant wiring connections. The University is experiencing approximately one transformer failure per year. These failures can create fire and electrical safety hazards and severely disrupt activities within the affected facility. This situation is a threat to the life safety of both building occupants and maintenance personnel, and is a potential legal liability. This work would substantially reduce

the safety risks and the outages as well as reduce maintenance costs. Funding this request would allow the university to replace transformers feeding five campus buildings, and to also address systems that are in violation of code, unreliable and in need of modifications, such as exist at the Field House and Pharmacy Building.

8. Heating, Ventilating & Air Conditioning, Equipment Rebuild \$385,000

With heating, ventilating and air conditioning (HVAC) equipment not operating properly, interior spaces suffer from poor air circulation, poor temperature control and wasted energy. Conditions such as “sick building syndrome” have occurred and been reported to the University Risk Management Department, with symptoms ranging from headaches, sinus infections, chemical sensitivity, and respiratory difficulties. This is a life safety problem, which has caused documented loss of services at the University. Facilities have been shut down and students, faculty and staff dismissed until the problems were corrected. The institution has been threatened with lawsuits and problem is a potential legal liability. Long-term effects (up to thirty years) can expose the University to future liability. Documented problems that are not corrected can lead to extensive fines from OSHA and the EPA. It is necessary to maintain the building equipment at standards that satisfy the UBC, OSHA, ADA and EPA. Non-conforming systems exist campus-wide.

9. West Stadium Structural Repair \$900,000

The upper risers on the west side of the stadium were made using lightweight aggregate in the concrete that absorbs moisture. The freeze/thaw cycle then causes spalling of the concrete, which compromises its structural integrity. Currently the University spends approximately \$50,000 per year in keeping the structure safe. This is not adequately addressing

the whole problem. In 1990, two sections of seating were closed due to structural concerns. A forensic engineering firm, Wess, Janney, Elstner Associates, was hired to review the structure. They found damage from minor to serious. Their report stated that “the nature of concrete deterioration is such that it is much more cost effective to prevent rather than repair after the damage is done. Once deterioration begins, it usually accelerates at an increasing rate.” They prescribed a repair and an ongoing maintenance procedure. In 1990, the stadium was stabilized but the existing funding has not been able to maintain the structural integrity of the facility. The stadium is now at a condition very similar to that in 1990, with the deterioration rate of the concrete increasing. It is imperative that repairs to structural components made of lightweight concrete are completed before the structure becomes a critical life safety emergency and sections again have to be closed.

10. Building Domestic Water System Repair

\$100,000

Hot water is required by code for building occupation. Several buildings on campus have hot water storage tanks that are in need of replacement due to internal corrosion. If a hot water tank is replaced, the rest of the water system must be up to code. Back-flow prevention is now required by the Uniform Plumbing Code (UPC), to protect the city water supply from contamination from University buildings. Without proper back-flow prevention, it is possible to siphon water from a sink, which may contain chemicals, or bacteria involved in a research project; or from equipment, such as a dishwasher, back into the domestic water supply. This could contaminate the water supply and affect people throughout the community. We have reports from city water department inspections going back several years, stating that the back-

flow prevention is not adequate, making this situation a critical life safety issue and a potential legal liability.

11. Drainage across sidewalks

\$20,000

On a number of University facilities, roof downspouts drain across sidewalks. During wintertime, these areas freeze creating a safety hazard and potential legal liability. Many accidents have been reported to the Department of Risk Management as a result of individuals falling on ice. Additionally, Risk Management receives an average of 40 threats of legal action annually; some of which are actually filed as lawsuits. This project would reroute the water, minimizing the ice buildup on the sidewalks around campus and reducing the hazard of slipping and falling. Fixing this problem is a high priority for the institution because more than 10,000 faculty, staff and students traverse the campus on a daily basis during the academic year.

12. Irrigation Water Back-flow Prevention

\$100,000

The City of Laramie has also notified the University that, in accordance with the UPC section 603, back-flow protection is now required on all irrigation systems. Back-flow prevention is both a critical life safety issue and a potential legal liability. Irrigation systems can siphon water containing fertilizer, pesticides and herbicides back into the domestic water system, creating a health hazard to the entire community. The city has sent a report to the University requesting the correction of the back-flow issues around campus. If these systems are not corrected, we are subject to penalties and potential litigation.

13. Replacement of Lead Containing Drinking Fountains

\$15,000

This project would replace the older, high maintenance and high energy consuming drinking fountains that contain lead components. Several of these older machines allow levels of lead above those permitted by the EPA for drinking water, a critical life safety emergency. These same drinking fountains are not in compliance with ADA. These drinking fountains are described in the Malone Belton Abel and Barrier Free Environments ADA compliance survey. Replacing these old machines with new, lead- free units will provide for safer use, more comfort for the building occupants, comply with code requirements, and reduce energy and maintenance costs.

**2000 LEGISLATIVE SESSION-CAPITAL OUTLAY REQUEST -
2001 - 2002 BUDGET REQUEST**

AGENCY NAME: University of Wyoming
AGENCY NUMBER:
PROJECT TITLE: ADA - Americans with Disabilities Act
AGENCY PRIORITY #: 2
PROJECT COST: \$589,625.00
SOURCE OF FUNDS: Legislative Appropriation - Capital Funding
PROJECT DESCRIPTION:

The Americans with Disabilities Act (ADA) mandates the University of Wyoming provide facilities accessible not only to the mobility impaired but also for the other disabilities. The ADA mandate does permit the University to choose alternatives to make our programs and facilities accessible. The University does and will continue to use alternatives. In many situations, however, accessibility cannot be achieved by alternatives.

In addition to the University the State of Wyoming could also be exposed to any claims related to a University facility. It is prudent to continue to make improvements to University facilities to indicate the good faith efforts to reach a proper level of accessibility.

The attached spreadsheets identify the projects proposed within certain facilities at the University to improve the accessibility. A consultant's report completed February 1996 continues to be used to prioritize the most critical issues that should be improved to meet accessibility. The request is for the highest of five levels of priorities identified in that report as the most critical. The Access Committee of the University prioritized the issues in this request based upon the following criteria:

1. Greatest impact to the University Mission and levels of occupancy.
2. Highest public occupancy
3. Safety to those disabled
4. Getting in the door
5. Accessible routes
6. Restrooms accessible on the main level.
7. Proper signs

**ESTIMATED ADDITIONAL
ANNUAL
OPERATING EXPENSE OR
SAVINGS:**

The additional costs and savings will offset one another.

ADDITIONAL INFORMATION MAY BE REQUESTED

HIGH "A" PRIORITY PROJECTS Ranked Buildings -- Campus Access Committee -- June, 1999

Individual items in this request were included on UW's previous capital requests within a building priority. The items have become a high priority as individual items in lieu of a building by building request.

<u>BUILDING</u>	<u>Category</u>	<u>"A" PRIORITY PROJECTS</u>	<u>Building Ranking</u>	<u>Cost Estimate</u>	<u>Running Total</u>	<u>Fire Alarm Estimate</u>	<u>Building Total w/o Area of Refuge</u>
<u>Arts and Sciences Auditorium Access</u> Academic	Getting in the door	Elevator access to the stage and basement level dressing rooms from main access routes, accessible seating and assistive listening system..	1	\$233,935.00	\$233,935.00		\$233,935.00
<u>College of Business Auditorium Access</u> Academics	Other	Provide accessible seating with wheelchair spaces, in auditorium classrooms with fixed seats + operators on doors and assistive listening	1	\$ 8,500.00	\$242,435.00		\$ 8,500.00
<u>Education Building Auditorium Access</u> Academics	Getting in the Door	Provide second accessible entrance at the front side of the building preferably near the auditorium entrance, accessible seating and assistive listening system.	1	\$ 71,670.00	\$314,105.00		\$ 71,670.00
<u>Law Building Classroom Access</u> Academics	Other	Install ramps to front of sunken classroom.	1	\$ 51,930.00	\$366,035.00		\$ 51,930.00

<u>BUILDING</u>	<u>Category</u>	<u>“A” PRIORITY PROJECTS</u>	<u>Building Ranking</u>	<u>Cost Estimate</u>	<u>Running Total</u>	<u>Fire Alarm Estimate</u>	<u>Building Total w/o Area of Refuge</u>
<u>Fine Arts Building Auditoriums Access</u> Academics	Getting in the Door	West ramp not visible from street, install signage on outer wall; install handrail on both sides of ramp; provide level landing at bottom; reconstruction ramp to provide intermediate landing (for every 30” rise) and to provide maximum 1/12 slope; provide curb ramp at street. Modify door swings and door widths at one of each of the two entries at top level of seating in both concert hall and theater. At top seating rows of both auditoriums, several fixed chairs need to be removed to provide wheelchair seating.		\$ 72,170.00	\$438,205.00		\$ 72,170.00
<u>Biological and Physical Science Class Laboratory Accessibility</u> Academics	Other	Revise a portion of the class laboratory cabinets for accessibility to wheelchairs	1	\$ 80,000.00	\$518,205.00		\$ 80,000.00
<u>Geology Museum Accessibility</u> Academic Support	Getting in the Door	Approach to Building – Revise south entry to provide proper door width, provide minimum of 4 feet between inside and outside doors, provide wider entries into rock display and provide lift to upper mezzanine	1	\$ 71,420.00	\$589,625.00		\$ 71,420.00

President Dubois spoke to Board regarding the necessity to review the documents included in the 2001-2002 biennium budget proposal. The state budget office has granted UW additional time to turn in budget requests. The two budget requests prepared for submission were the critical maintenance and repair request, and the ADA request.

The \$4.4 million dollar critical maintenance and repair request addresses utilization of some supplemental funding. It is now estimated that the problems at UW will total \$45 million dollars at the end of the year. The items identified on the request were critical life safety issues, and covered the following areas: fire alarms, electrical systems, chiller replacement, A&S auditorium emergency lighting system, fume hoods, structural masonry repair on older buildings, transformers, heating/ventilation/air conditioning repair, west stadium structural repair, internal and external building domestic water repair, drainage across sidewalks, and drinking fountain replacement. This request will be made separately from the general fund request.

The ADA request is the second request to be sent to the state budget office. A report was done on ADA needs in 1996, resulting in \$2 million dollars being allocated to address critical issues. The ADA request is for \$586,000 dollars, although the current backlog is over \$7 million dollars.

The general fund request was structured to identify the needs of the institution. UW has lost \$34 million dollars of purchasing power over the last decade, and tuition cannot be adjusted to replace the reduced funding. UW has requested \$26 million dollars for the next biennium, with a modest adjustment in equipment. The equipment need was calculated using a formula from the Joint Appropriations Committee. President Dubois advised the Board that he hopes to provide figures on how salaries have fallen over the last 15 years at the next Board meeting.

Emphasis was also placed on the fact that total family income in Wyoming has stayed at the median over the last ten years, while tuition has risen 200%.

The expansion budget addressed several areas:

- The final installment on the WWAMI education program
- The initiative related to the academic plan requesting assistance in start-up funding
- Creation of an academic success center
- Adjustment of operating budget to address deferred maintenance without requesting assistance in the supplemental budget session
- Equipment budget established as a portion of the state funding
- Library collections funding

The Section II request is for spending authority. UW will continue to work on remaining as “nearly free” for students as possible. The answer to many of the budgeting needs is an increase in the number of students attending UW. Trustee Jorgensen moved acceptance of the proposed budget for the 2001-2002 biennium budget proposal, including the exception budget. Trustee Ritthaler seconded. Motion carried.

FY2000 Budget Adjustments

UNIVERSITY OF WYOMING

**1999-2000 BIENNIUM
 FUNDING SOURCES**

SOURCE	FY 1999	FY 2000	FY 2000 Adjustments	Biennial Total
General Fund ⁽¹⁾	\$ 91,697,164	\$ 91,697,164	\$ 499,329	\$ 183,893,657
Agricultural Land Income	500,000	500,000	-	1,000,000
University Land Income	1,100,000	1,100,000	-	2,200,000
UW Income Fund ⁽²⁾	33,806,212	33,086,849	110,465	67,003,526
Sales and Service	3,547,400	3,552,900	-	7,100,300
Family Practice Income	2,000,000	2,000,000	-	4,000,000
Mineral Royalties	8,385,069	4,466,455	-	12,851,524
Federal Funds	2,457,808	2,457,809	-	4,915,617
Foundation Income	403,163	397,663	-	800,826
Medical Contract Income	500,000	500,000	-	1,000,000
Total Section I Budget	\$ 144,396,816	\$ 139,758,840	\$ 609,794	\$ 284,765,450

- 1) Carryover of General Fund reversion from 1997-98 biennium of \$100,594 approved for salary adjustments for 1999-2000 biennium. An increase of \$398,735 General Fund contribution for the \$25 monthly increase in employee benefits for health and life insurance passed by the 1999 legislature.
- 2) UW Income portion of the \$25 increase in employee benefits.

Legislative authorization for the EPSCOR match was approved during the 1999 legislative session and will be expended in accordance with the footnote to the appropriation bill as indicated:

“Three million dollars (\$3,000,000) is appropriated from the statutory reserve account for purposes of funding the National Science Foundation’s Experimental Program to Stimulate Competitive Research (EPSCOR) for a three (3) year period. Not less than one-third (1/3) of the total funds made available due to this appropriation shall be expended for energy research projects. These funds shall be expended only for the EPSCOR program, shall not be transferred to any other program or agency and shall not be included in the university’s block grant request in the 2001-2002 biennial budget request. Notwithstanding all other

provisions of law, these funds shall not revert on June 30, 2000 and shall be used to continue funding for the EPSCOR program for the entire three (3) year period.”

The Budget Committee met on Friday, July 30, 1999 and reviewed the recommended increase of \$609,794 in the Section I operating budget for salary and benefit adjustments as outlined in the report, and \$3,000,000 for the special appropriation passed by the 1999 legislature to support the match requirement for EPSCOR. Trustee Jorgensen recommended to the full Board approval for the recommended increase and special appropriation as stated above; Trustee Ritthaler seconded. Motion carried.

Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period April 1, 1999-June 30, 1999

Audit reports and financial statements were presented as part of the July 30-31, 1999

Trustees' Report:

The following audit has been completed. Audit report is attached as indicated.

1. The Off-Campus Credit Courses cash handling procedures have been audited. The text of the audit report is on the following pages.

The following audits and related activities are in process:

1. The comprehensive audit of NCAA compliance in the area of Financial Aid was completed and the audit report has been drafted. The audit report will be issued when the Athletic Planning Committee has approved the Athletic Department's responses to the audit recommendations. This is the second audit in a series of five annual audits that will cover all NCAA compliance areas.

2. The Child Care Center cash handling procedures are being audited.
3. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

Audit recommendations from the following audits have not been fully implemented:

1. Campus-wide policies on documentation of business travel paid by IDR and documentation of business meals were recommended in an audit report that was issued in December of 1994. Changes to travel and business meal documentation will not be fully implemented until after the PeopleSoft Financial Management System has been implemented.
2. The Telecommunications (Chartfield Organization codes 12584, 12585, 14847, 14915, 16008) audit report was issued in April 1996. Recommendations will be fully implemented by December of 1999.
3. The Moving Expense audit report was issued in April of 1997. Recommendations will not be fully implemented until after the PeopleSoft Financial Management System has been implemented.
4. The Faculty and Staff Insurance Holding Account (Chartfield Organization code 14874) audit was issued in July of 1998. Recommendations will not be fully implemented until non-exempt hourly paid employees that work at least 80 hours per month, but work less than 12 months are converted to be paid over 12 months. All employees will be converted by January of 2000.

5. The Off-Campus Credit Courses audit report was issued in April of 1999.
Recommendations will be fully implemented by September of 1999.

Off-Campus Credit Courses

April 12, 1999

To the Board of Trustees of the
University of Wyoming

I have completed a review of Off-Campus Credit Courses cash handling procedures from the Fall of 1998. Off-Campus Credit Courses is a division of the School of Extended Studies and Public Service. Off-Campus Credit Courses has seven regional offices across the State that collect cash (currency, checks and credit card charges) for course fees and text books. The following observations, recommendations and Off-Campus Credit Courses responses resulted from this review.

1. CASH RECEIPT FORMS

Observation

Payments for books and registration fees are collected at the regional offices. Each regional office has developed its own cash receipt form policy. Some of the regional offices use generic multiple part forms. One office used a generic one-part form with a stub that was retained by the office, but no information was recorded on the stub.

Recommendation

According to University cash handling policy, activities that are characterized by numerous transactions should use a cash register to provide a record of receipts. When sales activity is less frequent, cash receipt forms can be used. Cash receipt forms must be pre-numbered, multi-copy, and include identification of the University of Wyoming and the department or division. All cash receipt forms must be accounted for and all copies of voided forms must be kept on file.

Actual cash collections are to be reconciled with the amount of revenue documented by the receipting system at the close of each business day or as soon as possible following an event. When control of cash is transferred from one individual to another a record of the amount transferred should be signed by both individuals and kept on file with the reconciliation.

Off-Campus Credit Courses Response

The School of Extended Studies welcomes the assistance provided by this audit. Many of the School's procedures were developed when the School offered only 8 courses to several hundred students. The School now offers more than 170 courses each semester and handles approximately 3000 individual registrations for approximately 1300 students. The School accepts the recommendations concerning the use of pre-numbered, multi-copy customized receipt forms. The receipt forms have been ordered. The School also accepts the recommendations concerning reconciling the amount of revenue with the receipting system at the close of each business day or as soon as possible following an event. When control of cash is transferred from one individual to another, e.g., from the regional outreach office to the School on campus, a record of the amount transferred will be signed by both individuals and kept on file with the reconciliation.

The original will be given to the student and the second copy of the receipt form will be sent to Laramie, with the third copy retained in the regional office. For voided receipts, the original and second copy will be sent to Laramie. This policy will be implemented as soon as the customized receipt forms are received, with additional training of staff from the regional office scheduled for June 1999.

2. TIMELY DEPOSITING

Observation

Class registration fees are collected at the regional offices. Cash in any form (checks, money orders, credit card slips and currency) is accepted. Cash is transferred to the Laramie office on a daily basis during busy periods of time. Currency is converted to money orders prior to being transferred to Laramie. The Laramie office normally keeps cash from registration fees in a file for each course until the day after the first class and then it is deposited. As a result, cash can be held for up to two months before it is deposited.

Cash from sales of textbooks are also collected at the regional offices. Cash is transferred to the Laramie office for deposit when textbook sales for the semester are complete.

Recommendation

According to University cash handling policy, cash should be deposited as soon as possible. Security needs are greater when the proportion of currency is significant, but checks, money orders and credit card slips may be lost and may not be replaceable. Deposits should be made when \$300 has accumulated, but no less frequently than weekly regardless of the amount of cash on hand.

Off-Campus Credit Courses Response

Historically, the policy of holding checks until the first day of class developed as a way to avoid processing refunds to students when classes had insufficient enrollments, or classes were canceled. That was at a time when the School offered fewer classes and more classes were canceled due to single students per site. The School accepts the recommendation of the

auditor. Deposits will be made when \$300 has accumulated, but no less frequently than weekly, regardless of the amount of cash on hand. Refunds will be issued to students when classes must be canceled due to insufficient enrollments statewide or at a single site. This policy will be fully implemented for Fall, 1999. Staff of the regional offices will be trained in Laramie in June, 1999.

3. DEPOSIT RECONCILIATION

Observation

Cash is collected from various course files as the first day of classes occurs. These are the cash items that are ready to be deposited. Each cash item to be deposited is listed on a spreadsheet so there is a record of the items that were deposited. Most deposits are comprised of cash collected at various times in more than one of the regional offices. There is no attempt to reconcile cash transferred from the regional offices to the amount of money that was subsequently deposited.

Recommendation

When cash is transferred from the regional offices to Laramie, it should be accompanied by a copy of the cash receipt forms that add up to the amount of cash being transferred. There should be a deposit receipt on file in Laramie to document that the amount of cash received from the regional office was deposited intact in a timely manner. The cash receipt form copies should be filed, making a separate spreadsheet unnecessary to document the cash items that were deposited.

Off-Campus Credit Courses Response

The School accepts the recommendation on reconciling transferred cash with receipts that add up to the amount of cash being transferred. The details of the deposit will be documented by the receipt form copies received from the regional office. Training of regional office staff will take place in June, 1999. Implementation of the policy will be effective for Fall 1999.

Van Jacobson
Internal Auditor

cc: Judith Powell, Associate Vice President
Academic Affairs
Susan Benson, Division Head
Outreach Credit Programs
Jeannie Peacock, Office Associate Senior
Flexible Enrollment

Trustee Jorgensen moved for approval of the above internal audit recommendations.

Trustee Ritthaler seconded. Motion carried.

Authorization for Stock Transfers

Brokerage firms are requesting certification of resolutions carrying a date within six months of the transaction.

RESOLVED that the President of The University of Wyoming and the Treasurer of the Board of Trustees, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose; further that any past action in accordance herewith is hereby ratified and confirmed; and

FURTHER RESOLVED that the President of The University of Wyoming and the Treasurer of the Board of Trustees, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to act as agents for and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer; and further that said agents are fully authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own

right or in any fiduciary capacity pursuant to this authorization, and to execute any and all instruments necessary, proper or desirable for the purpose; and

FURTHER RESOLVED that any corporate officer of The University of Wyoming is here by authorized to certify this Resolution to whom it may concern.

It was moved by Trustee Jorgensen, seconded by Trustee Schaefer and carried that the University of Wyoming Board of Trustees adopt the resolution.

Approval of Contracts and Grants

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period April 8, 1999, through June 30, 1999.

ALABAMA PEER HELPERS ASSOCIATION - 02/13/1998 – Open	\$	600
Scott Winnail; Physical and Health Education - Participant evaluation of the Annual Alabama Peer Helpers Association conference.		
ALBANY COUNTY, WYOMING - 03/15/1999 - 04/30/1999	\$	5,000
G. Fred Doll; Survey Research Center - Albany County Public Library user survey.		
AMERICAN INSTITUTE OF CERTIFIED PLANNERS - 05/24/1999 - 08/31/2000	\$	9,000
William Gribb; Geography and Recreation - Series of workshops.		
AMERICAN LUNG ASSOCIATION - 07/01/1998 - 06/30/2000	\$	24,753
Scott Boitano; Zoology - Intercellular signaling in the lung.		
AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 – Open	\$	15,000
Gregory Brown; Botany - Secretarial and clerical support.		
BULK MOLDING COMPOUNDS, INCORPORATED - 08/01/1997 - 06/30/1999	\$	2,040
Donald Adams/Scott Coguille; Mechanical Engineering - Elevated temperature Creep testing.		
CAMPBELL COUNTY, WYOMING - 05/15/1999 - 12/31/2000	\$	15,000
Katta Reddy/Quentin Skinner/Kent Drake; Renewable Resources – Coal bed		

Methane product water.

CC TECHNOLOGY, INCORPORATED - 05/21/1999 - 05/20/2000	\$	55,200
Robert Corcoran/Keith Carron; Chemistry - Monitoring specific neurotransmitters.		
CIRRUS DESIGN CORPORATION - 06/10/1997 - 06/30/1999	\$	2,170
Donald Adams/Scott Coguill; Mechanical Engineering - Composite material Characterization.		
COLORADO DIVISION OF WILDLIFE - 03/31/1999 - 06/30/1999	\$	15,000
Elizabeth Williams; Veterinary Sciences - Epidemiological investigations and host Range of chronic wasting disease.		
COLORADO, UNIVERSITY OF - 09/01/1998 – Open	\$	2,800
Suzanne Pelican; Family and Consumer Sciences - Restaurant worker food Safety attitudes and behaviors.		
COLORADO, UNIVERSITY OF - 01/01/1999 - 12/31/1999	\$	18,000
Fay Whitney; Nursing - Community-based health professions education.		
COMMERCIAL SPONSORS - 01/12/1993 – Open	\$	15,000
Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil Recovery.		
CONSORTIUM FOR INTERNATIONAL DEVELOPMENT - 04/25/1999 - 07/23/1999	\$	7,500
Lewis Bagby/Quentin Skinner; International Programs - Watershed training project.		
CYANAMID - 01/01/1999 – Open	\$	10,000
Thomas Whitson; Plant Sciences - Rangeland weed management.		
DELAWARE, UNIVERSITY OF - 09/15/1994 - 09/14/2000	\$	15,000
Harold Bergman; Zoology - Metal bioavailability to aquatic biota.		
DELTA WATERFOWL FOUNDATION - 03/01/1998 - 09/30/1999	\$	4,500
James Lovvorn; Zoology - Foodweb structure in wetlands of different salinity.		
DOW AGROSCIENCES - 01/01/1999 – Open	\$	11,000
Thomas Whitson; Plant Sciences - Rangeland weed management.		
ELECTRONIC INDUSTRIES ASSOCIATION - 08/01/1999 - 07/31/2000	\$	10,000
Eva Ferre-Pikal; Electrical Engineering - Amplitude/phase noise measurement Techniques.		
ELF ATOCHEM NORTH AMERICA, INCORPORATED - 01/01/1999 – Open	\$	19,000

Gary Franc; Plant Sciences - Regional plant diseases.

CENTRAL FLORIDA, UNIVERSITY OF - 01/01/1998 – Open	\$	2,500
Jason Shogren; Economics and Finance - Experiments in environmental economics.		
FMC CORPORATION - 01/01/1999 – Open	\$	4,000
Stephen Miller; Plant Sciences - Weed biology and control.		
GENERAL ELECTRIC COMPANY - 04/01/1999 - 03/31/2000	\$	8,460
John Ackerman; Chemistry - Secondary swirl coat.		
GORDON PLASTICS, INCORPORATED - 04/14/1997 - 06/30/1999	\$	3,525
Donald Adams/Scott Cogull; Mechanical Engineering – Characterize composite Material.		
HAGLER BAILLY SERVICES, INCORPORATED - 08/26/1998 – Open	\$	296
Joseph Meyer; Zoology - Analytical chemistry task.		
HARVARD UNIVERSITY - 01/01/1999 - 12/31/1999	\$	20,000
Joni Hersch; Economics and Finance - Emerging labor market institutions.		
HEALTH CANADA - 04/01/1997 - 08/30/2002	\$	206,886
James Jacobs; Agricultural Experiment Station - Services of Lee Thompson.		
HYDROQUAL, INCORPORATED - 01/01/1998 - 12/31/1999	\$	40,300
Harold Bergman/Joseph Meyer; Zoology - Invertebrate copper bioavailability.		
IDAHO DEPARTMENT OF GAME AND FISH - 06/03/1999 - 06/30/2001	\$	4,000
Gregory Hayward; Zoology - Idaho nest box monitoring.		
INSTITUTE FOR EDUCATIONAL INQUIRY - 07/06/1998 - 06/30/1999	\$	15,000
Omwale Akintunde/Timothy Rush; Lifelong Learning and Instruction - Diversity in Teacher education initiative.		
THE INSTITUTE FOR WETLAND AND WATERFOWL RESEARCH - 03/01/1998 - 02/28/2000	\$	7,200
James Lovvorn; Zoology - Salinity effects on waterfowl foodwebs.		
ISK BIOSCIENCES CORPORATION - 01/01/1999 – Open	\$	10,000
Gary Franc; Plant Sciences - Regional plant diseases.		
J R HYDRO TECH - 05/15/1999 - 05/14/2000	\$	19,479
Katta Reddy; Renewable Resources - Develop a commercial process to remove Nitrate from drinking water.		

LARAMIE, WYOMING, CITY OF - 04/15/1999 - 05/31/1999	\$	500
William Gribb; Geography and Recreation - Casper aquifer protection land use Changes.		
ANDREW W. MELLON FOUNDATION - 11/01/1995 - 06/30/2001	\$	100,000
William Reiners; Botany - Transport modeling and preparation of book.		
MID-AMERICA MANUFACTURING TECHNOLOGY CENTER - 04/01/1999 - 03/31/2000	\$	369,055
Larry Stewart; Mid-America Manufacturing Technology Center – Manage the Wyoming offices.		
MONSANTO COMPANY - 01/01/1999 – Open	\$	35,500
Stephen Miller; Plant Sciences - Weed biology and control.		
MONTANA JOB TRAINING PARTNERSHIP, INCORPORATED - 10/01/1998 - 09/30/1999	\$	44,989
Keith Miller; Wyoming Institute for Disabilities - Create employment for people with Disabilities.		
MONTANA STATE AUDITOR'S OFFICE - 06/07/1999 - 08/20/1999	\$	4,520
John Spitler; Mathematics - Actuarial intern.		
NATIONAL RESEARCH COUNCIL - 09/01/1999 - 08/31/2000	\$	30,000
Stephen Gomez; Botany - Postdoctoral fellowship for minorities.		
NATIONAL RESEARCH COUNCIL - 07/01/1999 - 06/30/2000	\$	7,500
Kellie Trujillo; Geology - Ford Foundation predoctoral fellowship program.		
NATIONAL SUNFLOWER ASSOCIATION - 01/01/1999 – Open	\$	850
Stephen Miller; Plant Sciences - Weed biology and control.		
NEW MEXICO TECH - 02/01/1999 - 01/31/2002	\$	105,000
Norman Morrow; Chemical Engineering - Wettability and imbibition.		
NORTH DAKOTA, UNIVERSITY OF - 03/01/1999 - 12/31/2002	\$	89,199
E. Raymond Hunt; Botany - Regional earth science applications center.		
NORTH DAKOTA, UNIVERSITY OF - 03/01/1999 - 12/31/2002	\$	195,600
Patricia McClurg; Natural Science Program - Regional earth science applications center.		
NOVARTIS CROP PROTECTION, INCORPORATED - 01/01/1999 – Open	\$	3,500
Gary Franc; Plant Sciences - Regional plant diseases.		
NOVARTIS CROP PROTECTION, INCORPORATED -	\$	15,000

01/01/1999 – Open

Stephen Miller; Plant Sciences - Weed biology and control.

PFIZER, INCORPORATED - 12/01/1998 – Open \$ 42,495

John Lloyd/James Waggoner; Renewable Resources - Comparative efficacy of doramectin and moxidectin.

POPLAR LIVING CENTER - 02/12/1993 - 12/31/1999 \$ 1,250

Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.

PURDUE UNIVERSITY - 07/01/1999 - 07/31/1999 \$ 8,126

Donald Polson; Civil Engineering - Malasian construction/engineering technology.

ROCKY MOUNTAIN COMPOSITES, INCORPORATED - \$ 175

12/15/1995 - 06/30/1999

Donald Adams/Scott Coguill; Mechanical Engineering - Flex and shear testing of glass/epoxy panels.

SHEPHERD OF THE VALLEY CARE CENTER - \$ 2,500

02/12/1993 - 12/31/1999

Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.

STRATUS CONSULTING, INCORPORATED - 06/01/1999 - 08/31/1999 \$ 1,058

Joseph Meyer; Zoology - Analytical chemistry for toxicity studies.

STRATUS CONSULTING, INCORPORATED - 06/01/1999 - 08/31/1999 \$ 23,854

Joseph Meyer; Zoology - Toxicity of copper to bull trout.

SWEETWATER COUNTY, WYOMING - 04/25/1999 - 06/15/1999 \$ 6,050

G. Fred Doll; Survey Research Center - Resident opinions of school district #2.

TEAM SIMPSON RACING, INCORPORATED - \$ 200

03/15/1999 - 06/30/1999

Donald Adams/Scott Coguill; Mechanical Engineering - Investigate composite helmet material.

TENNESSEE WATERCRAFT, INCORPORATED - \$ 800

03/15/1999 - 06/30/1999

Donald Adams/Scott Coguill; Mechanical Engineering - Flexure testing of composite boat hulls.

TEXAS A&M RESEARCH FOUNDATION - 04/01/1999 - 12/31/1999 \$ 29,310

Maureen Steiner; Geology - Ocean drilling project.

TRIHYDRO CORPORATION - 05/01/1999 - 12/31/1999 \$ 1,800

Marjorie Bedessem; Civil Engineering - Microbial enumeration of degraders.

UNION PACIFIC FOUNDATION - 05/22/1998 – Open \$ 30,500
Kelly Collini; Wyoming Public Radio - Public radio expansion.

UNITED STATES AIR FORCE - 05/11/1999 - 09/30/1999 \$ 800
Walter Fertig; Wyoming Natural Diversity Database - Inventory exotic noxious weeds on F E Warren Air Force Base.

UNITED STATES AIR FORCE - 05/11/1999 - 09/30/1999 \$ 2,475
Walter Fertig; Wyoming Natural Diversity Database - Inventory of Colorado butterfly plant on F E Warren Air Force Base.

UNITED STATES ARMY - 07/01/1998 - 06/30/1999 \$ 47,733
Joelanne Berrigan; Student Financial Aid - Reserve Officer's Training Corps (ROTC) scholarships.

**UNITED STATES BUREAU OF LAND MANAGEMENT -
06/03/1999 - 09/30/1999** \$ 10,000
George Gill; Anthropology - Museum property inventory and curation.

**UNITED STATES BUREAU OF LAND MANAGEMENT -
05/07/1999 - 09/30/2000** \$ 10,000
Gary Beauvais; Wyoming Natural Diversity Database - Mountain plover in the Jack Morrow Hills.

**UNITED STATES BUREAU OF LAND MANAGEMENT -
07/01/1998 - 06/30/1999** \$ 3,000
Walter Fertig; Wyoming Natural Diversity Database - Rare plant data gathering and mapping on public lands.

**UNITED STATES BUREAU OF LAND MANAGEMENT -
07/01/1998 - 06/30/1999** \$ 2,000
Walter Fertig; Wyoming Natural Diversity Database - Rare plant data gathering and mapping on public lands.

**UNITED STATES BUREAU OF LAND MANAGEMENT -
05/07/1999 - 04/30/2000** \$ 5,000
George Jones; Wyoming Natural Diversity Database - Survey of *Spiranthes diluvialis*.

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE - 09/15/1997 - 09/14/2002** \$ 17,385
E. Raymond Hunt; Botany - Remote sensing of leafy spurge.

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE - 09/03/1998 - 09/30/2000** \$ 17,845

Mark Ferrell; Plant Sciences - Perennial grasses to replace leafy spurge.

UNITED STATES DEPARTMENT OF AGRICULTURE \$ 17,385
AGRICULTURAL RESEARCH SERVICE - 09/15/1997 - 09/14/2002
 David Kazmer; Renewable Resources - Remote sensing of leafy spurge.

UNITED STATES DEPARTMENT OF AGRICULTURE \$ 7,689
COOPERATIVE STATE RESEARCH, EDUCATION AND
EXTENSION SERVICE - 01/01/1999 - 12/31/1999
 Mark Ferrell; Agriculture Experiment Station - Grazing strategy for perennial grasses.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 4,000
SERVICE - 01/05/1998 - 09/30/1999
 Ronald Hartman; Botany - Floristic inventory of San Isabel National Forest.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 4,500
SERVICE - 05/26/1999 - 05/30/2000
 Ronald Hartman; Botany - Floristic survey of the Payette National Forest.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 7,369
SERVICE - 06/01/1998 - 09/30/1999
 Dennis Knight; Botany - Plant species and diversity of post-harvest forests in the Medicine Bow Mountains.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 45,000
SERVICE - 04/26/1999 - 09/30/2001
 Quentin Skinner/Wayne Hubert; Renewable Resources - Inventory Yellowstone Cutthroat Trout in north central Wyoming.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 3,000
SERVICE - 03/10/1999 - 11/30/1999
 Walter Fertig; Wyoming Natural Diversity Database - Distribution and biology of *Rubus acaulis*.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST \$ 8,810
SERVICE - 04/23/1999 - 09/29/2000
 Gregory Hayward; Zoology - Boreal owl blowdown.

UNITED STATES DEPARTMENT OF AGRICULTURE WESTERN \$ 144,000
ASSOCIATION OF AGRICULTURAL EXPERIMENT STATION
DIRECTORS - 01/01/1993 - 12/31/2002
 Robert Heil; Agriculture Dean's Office - Executive director appointment.

UNITED STATES DEPARTMENT OF EDUCATION - \$ 12,695
07/01/1984 – Open
 John Nutter; Student Financial Aid - Pell grant administration.

UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1998 - 06/30/1999 John Nutter; Student Financial Aid - Pell grant funding.	\$	32,581
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1999 - 06/30/2000 John Nutter; Student Financial Aid - Student educational opportunity program.	\$	380,929
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1999 - 06/30/2000 John Nutter; Student Financial Aid - Federal work study program.	\$	558,317
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000 Kenneth Heinlein; Wyoming Institute for Disabilities - Innovation and development of special education programs.	\$	154,182
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1998 - 09/30/1999 Thomas McVeigh; Wyoming Institute for Disabilities - New options in technology.	\$	23,170
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000 Keith Miller; Wyoming Institute for Disabilities - New options in technology.	\$	599,074
UNITED STATES DEPARTMENT OF EDUCATION - 08/01/1999 - 07/31/2000 Gail Zahn; Wyoming Institute for Disabilities - Autism training initiative for frontier areas.	\$	100,000
UNITED STATES DEPARTMENT OF ENERGY - 06/15/1998 - 06/14/2001 Robert Hurtubise; Chemistry - Solid-matrix luminescence analysis.	\$	95,000
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/1999 - 06/30/2000 Joe Schoeber; Casper Family Practice - Graduate training in family medicine.	\$	88,070
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 05/01/1999 - 04/30/2000 Kurt Miller; Molecular Biology - Topogenesis of polytopic membrane proteins.	\$	142,777
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/1999 - 06/30/2000 Marcia Dale; Nursing - Professional nurse traineeship.	\$	37,978

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/1999 - 06/30/2000 Cindy Stoffers/Andrew Turner; University Counseling Center – Interdisciplinary health training for rural areas.	\$	206,117
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/1999 - 06/30/2000 Keith Miller; Wyoming Institute for Disabilities - Program development for the disabled.	\$	200,000
UNITED STATES DEPARTMENT OF JUSTICE - 11/15/1998 - 07/14/1999 Bryan Vila; Administration of Justice - Utility of forms-scanning software.	\$	84,614
UNITED STATES ENVIRONMENTAL PROTECTION AGENCY - 08/17/1998 - 08/16/2000 Robert Champlin; Civil Engineering - Demonstration of state training.	\$	50,000
UNITED STATES FEDERAL AVIATION ADMINISTRATION - 03/15/1994 - 09/30/1999 Donald Adams; Mechanical Engineering - Mechanical test methods for composite materials.	\$	44,982
UNITED STATES GEOLOGICAL SURVEY - 06/29/1998 - 05/31/2003 Stephen Jackson; Botany - Development and dynamics of coastal wetlands of Lake Superior.	\$	53,839
UNITED STATES GEOLOGICAL SURVEY - 03/01/1999 - 02/29/2000 Barry Lawrence/Anthony Bergantino; Civil Engineering - Wyoming water resources program.	\$	30,730
UNITED STATES GEOLOGICAL SURVEY - 06/18/1999 - 05/31/2000 William Baker; Geography and Recreation - Disturbance history of Rocky Mountain National Park.	\$	23,000
UNITED STATES GEOLOGICAL SURVEY - 03/01/1999 - 02/29/2000 Steven Gloss; Spatial Data and Visualization Center - Wyoming water resources program.	\$	37,448
UNITED STATES GEOLOGICAL SURVEY - 07/17/1998 - 09/30/2002 James Lovvorn; Zoology - Foraging and contaminants in birds.	\$	33,000
UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 01/17/1990 - 10/15/1999 Gabor Vali; Atmospheric Science - Stratospheric aerosol and gas experiment.	\$	15,000
UNITED STATES NATIONAL AERONAUTICS AND SPACE	\$	20,093

ADMINISTRATION - 05/01/1999 - 04/30/2000

Jonathan Naughton; Mechanical Engineering - Automatic fringe detection for oil film interferometry skin-friction measurement.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 15,000
ADMINISTRATION - 03/01/1997 - 02/28/2000

Patricia McClurg/Paul Johnson; Natural Science Program - Space grant consortium.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 197,500
ADMINISTRATION - 03/01/1997 - 02/28/2000

Paul Johnson; Physics and Astronomy - Space grant consortium.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 155,194
05/01/1999 - 04/30/2000

Francis Flynn; Psychology - Neuropeptides and salt appetite.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 94,291
06/01/1999 - 05/31/2000

Robert Heinzen; Molecular Biology - Actin-based motility by Rickettsia Rickettsii.

UNITED STATES NATIONAL PARK SERVICE - \$ 2,600
06/01/1999 - 07/31/1999

Audrey Shalinsky/Danny Walker; Anthropology - Archeological and geophysical survey.

UNITED STATES NATIONAL PARK SERVICE - \$ 25,000
02/26/1999 - 12/31/1999

Harold Bergman; Institute for Environment and Natural Resources - Open space and grazing study.

UNITED STATES NATIONAL PARK SERVICE - \$ 28,000
04/26/1999 - 04/25/2001

Steven Buskirk; Zoology - Black-footed ferrets conservation genetics.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 127,422
01/01/1999 - 12/31/2003

John Marwitz/Alfred Rodi; Atmospheric Science - King Air airplane as a national facility.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 12,500
06/15/1998 - 08/31/2001

Stephen Jackson/Kenneth Gerow; Botany - Late holocene expansion of Utah juniper in Wyoming.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 10,000
05/20/1997 - 07/31/2000

Thomas Vogelmann/John Nishio; Botany - Scanning photoacoustic instrument.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 14,470
07/14/1997 - 08/31/2000

Thomas Vogelmann/William Smith; Botany - Photosynthesis and snow alga.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 137,111
09/02/1997 - 08/31/2000

William Smith; Botany - Quantify carbon sources.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 30,000
09/02/1997 - 08/31/2000

William Smith/E. Raymond Hunt/Robert Kelly/William Reiners/Jeffrey Welker; Botany - Quantify carbon sources.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 10,000
06/01/1998 - 05/31/2002

Homer Hamilton III; Civil Engineering - Durability of FRP repaired concrete and masonry structures.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 10,000
05/19/1998 - 12/31/2000

William Baker; Geography and Recreation - Catastrophic blowdown in subalpine forests.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 89,956
03/15/1999 - 02/29/2000

Carrick Eggleston; Geology - Electron transfer at the iron oxide/fluid interface.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 41,259
04/15/1997 - 03/31/2000

Neil Humphrey; Geology - Ice-core analysis of galena rock glacier.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 28,484
06/01/1999 - 11/30/2000

Nancy Peck; Mechanical Engineering - Cost minimization of advanced composite rotorcraft structures.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 40,851
07/15/1998 - 06/30/2000

Donald Jarvis; Molecular Biology - Genetic modifications and environmental factors influencing glycoprotein processing in Sf-9 cells.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 3,125
01/01/1997 - 12/31/1999

Peter Thorsness; Molecular Biology - Biochemical and genetic analysis of vacuole-mediated mitochondrial turnover.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/1998 - 02/28/2001	\$	4,000
Scott Shaw; Renewable Resources - Systematics of the parasitoid wasp.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/01/1998 - 04/30/2000	\$	102,885
Jeffrey Welker; Renewable Resources - Winter c-flux in arctic ecosystems.		
UNITED STATES NAVY - 02/01/1999 - 12/31/2001	\$	38,000
Daniel Buttry; Chemistry - Combinatorial, highly automated electrocatalyst development.		
UTAH DEPARTMENT OF NATURAL RESOURCES - 03/01/1999 - 06/30/1999	\$	4,500
Stephen Jackson; Botany - Red Valley bog paleoecology.		
VARIOUS NURSING SCHOOLS - 02/22/1994 – Open	\$	2,612
Marcia Dale; Nursing - Develop nursing programs.		
VARIOUS SPONSORS - 03/01/1998 – Open	\$	2,468
Bret Hess; Animal Science - Vitamin digestion.		
VARIOUS SPONSORS - 11/25/1998 - 06/30/2000	\$	20,000
John Turner; Civil Engineering - Evaluate a soil nail wall for slope stabilization.		
VARIOUS SPONSORS - 09/01/1994 – Open	\$	2,313
William Gribb; Geography and Recreation - Wyoming geographic alliance.		
VARIOUS SPONSORS - 01/01/1997 – Open	\$	48,000
Ronald Steel; Geology - Sequence stratigraphy and sedimentology.		
VARIOUS SPONSORS - 05/20/1999 – Open	\$	500
Randolph Lewis; Molecular Biology - Genetic research.		
VARIOUS SPONSORS - 02/01/1994 – Open	\$	2,955
Duane Keown; Natural Science Program - Wyoming's conservation connection.		
VARIOUS SPONSORS - 07/01/1998 – Open	\$	115
Michael Brewer; Renewable Resources - Research mileage.		
VARIOUS SPONSORS - 10/01/1998 - 09/30/1999	\$	14,736
Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers.		
VARIOUS SPONSORS - 04/27/1999 – Open	\$	600
Keith Miller; Wyoming Institute for Disabilities - Virginia Commonwealth University		

down-link broadcasts.

VARIOUS SPONSORS - 10/01/1998 – Open Keith Miller; Wyoming Institute for Disabilities - Workshop fees.	\$ 1,100
VARIOUS SPONSORS - 10/01/1998 – Open Mary Neighbours; Wyoming Natural Diversity Database - Database management.	\$ 450
WRIGHT, WYOMING, TOWN OF - 06/15/1999 - 06/14/2001 Katta Reddy/Kent Drake/Quentin Skinner; Renewable Resources – Coal bed methane product water.	\$ 1,100
WYOMING ARTS COUNCIL - 07/01/1999 - 06/30/2000 Scott Boberg; Art Museum - Support for in-house education programs.	\$ 3,000
WYOMING ARTS COUNCIL - 07/01/1999 - 06/30/2000 Susan Moldenhauer; Art Museum - Contemporary exhibits and residencies.	\$ 2,100
WYOMING ARTS COUNCIL - 04/07/1999 - 04/10/1999 Wendy Fanning; Cultural Programs - Residency for Les Ballets de Montreal.	\$ 400
WYOMING ARTS COUNCIL - 06/17/1999 - 06/18/1999 Vicki Lindner; English - Wyoming conference on English.	\$ 400
WYOMING ARTS COUNCIL - 06/17/1999 - 06/18/1999 Vicki Lindner; English - Visiting writer program.	\$ 450
WYOMING ARTS COUNCIL - 07/01/1998 - 06/30/1999 Jon Schwartz; Wyoming Public Radio - Classical music program.	\$ 4,000
WYOMING BUSINESS COUNCIL - 06/09/1999 - 12/31/2000 William Gern; Research Office - Small business assistance phase 0 awards.	\$ 240,000
WYOMING COMMUNITY COLLEGE COMMISSION - 04/01/1989 – Open John Nutter; Student Financial Aid - State student incentive grant.	\$ 16,457
WYOMING COUNCIL FOR THE HUMANITIES - 04/27/1999 - 12/15/1999 Scott Boberg; Art Museum - Dinosaur lecture series.	\$ 2,000
WYOMING DEPARTMENT OF COMMERCE - 08/15/1999 – 12/31/1999 Audrey Shalinsky; Anthropology - Intern for state archaeologists.	\$ 2,000
WYOMING DEPARTMENT OF COMMERCE - 05/01/1999 – 08/31/1999 Mary Hopkins/Audrey Shalinsky; Anthropology - Cultural resource interns.	\$ 6,840

WYOMING DEPARTMENT OF CORRECTIONS - 06/01/1999 - 06/30/2000	\$ 20,000
Anne Bowen; Psychology - Intensive supervision program.	
WYOMING DEPARTMENT OF EDUCATION - 04/01/1999 - 12/31/1999	\$ 25,000
Ward Gates; Physical and Health Education - Physical and health education core curriculum.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 04/14/1999 - 12/31/1999	\$ 10,000
Barry Lawrence/Victor Hasfurther; Civil Engineering - Public water supply database.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 05/06/1999 - 03/31/2001	\$ 149,917
Roger Wilmot; Research Office - Data management and model integration tool for coal mine permitting and reclamation.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 05/06/1999 - 03/31/2001	\$ 150,000
Roger Wilmot; Research Office - Ambient fine particle measurement in the Powder River Basin.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 04/01/1999 - 12/31/1999	\$ 56,204
Jeffrey Hamerlinck; Spatial Data and Visualization Center – Vulnerability of aquifers in Wyoming.	
WYOMING DEPARTMENT OF HEALTH - 10/01/1998 - 09/30/1999	\$ 3,750
Kent Becker; Leadership and Human Development - Chemical abuse and research and education program.	
WYOMING GAME AND FISH COMMISSION - 06/14/1999 – 06/30/2002	\$ 4,000
Angela Hild/Thomas Whitson; Renewable Resources - Saltcedar ecology and control.	
WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 – Open	\$ 55,778
Stanley Anderson; Zoology - Wyoming wildlife research.	
WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 – Open	\$ 8,063
Stanley Anderson; Zoology - Habitat studies in Wyoming.	
WYOMING GOVERNOR - 01/01/1999 - 12/31/2000	\$ 48,000
Joseph Hiller; Cooperative Extension Service - Public policy education.	
WYOMING GOVERNOR - 04/01/1999 - 12/31/1999	\$ 31,472
Kenneth Heinlein; Wyoming Institute for Disabilities - Community capacity	

assessment.

WYOMING IMPORT EXPORT LIMITED - 04/01/1999 - 12/31/1999	\$	5,900
Katta Reddy/Stephen Williams; Renewable Resources - Testing water quality and biological activity.		
WYOMING LEGISLATIVE SERVICE OFFICE - 05/18/1999 – 06/30/1999	\$	5,000
Shelby Gerking; Economics and Finance - Econometric study of mineral tax incentive.		
WYOMING LEGISLATIVE SERVICE OFFICE - 06/04/1999 – 07/31/1999	\$	4,434
Shelby Gerking; Economics and Finance - Analysis of employment cost indices.		
WYOMING STATE BAR - 05/01/1999 - 07/31/1999	\$	4,066
Robert Cochran; Statistics - Bar member survey.		
WYOMING WATER DEVELOPMENT COMMISSION - 07/01/1998 - 06/30/2000	\$	116,592
Barry Lawrence/Victor Hasfurther; Civil Engineering - Water resources data system.		
ZOLTEK - 07/01/1998 - 06/30/1999	\$	420
Donald Adams/Scott Cogull; Mechanical Engineering - Fiber volume determination of various composite materials.		
TOTAL - Contracts and grants approved April 8, 1999, through June 30, 1999.	\$	7,424,467
TOTAL - Contracts and grants previously approved:		
07/01/98 - 08/12/98		9,542,531
08/13/98 - 10/14/98		8,605,093
10/15/98 - 12/02/98		4,316,902
12/03/98 - 02/10/99		7,654,826
02/11/99 - 04/07/99		4,471,280
	<u>\$</u>	<u>34,575,632</u>
TOTAL - Contracts and grants approved July 1, 1998 through June 30, 1999.	\$	42,000,099

It was moved by Trustee Jorgensen and seconded by Trustee Schaefer that contracts and grants in the amount of \$42,000,099 for fiscal year 1999 be approved. The motion carried. Trustee Jorgensen noted that this was an all-time record, and is the thirteenth consecutive year the University has achieved a record in sponsored funding.

Risk Management Report

The University of Wyoming Risk Management and Insurance report for 1999 was provided under separate cover. The report discusses the University's risk management program, provides a historical perspective of the insurance program, and the services provided by the University's insurance broker, Arthur J. Gallagher & Co. The report further illustrates the University's current insurance coverages and outlines the future direction of the risk management program. Bruce Hooper, director of risk management and insurance programs, was available to address questions on the University of Wyoming's insurance and risk management program and the report. President Dubois noted that the report was impressive in expanding coverage.

Family Practice Center Deficits

President Dubois spoke on the family practice center deficits, and noted that he had sent letters to the two Centers, proposing a stop-loss strategy for the next year. This will provide time to develop a permanent solution and aid in the continuation of the programs. The Board discussed the different opportunities for residency assistance programs, as well as a possible reduction in the number of residents to be trained. President Dubois has been in contact with the American Academy of Family Practice regarding a review. Trustee Hammons noted the family practice centers have changed the delivery of health care in her community and services are greatly improved. Board members commented that the legislature needs to be brought into the discussion, and President Dubois added that this will have societal impacts on the state.

PERSONNEL COMMITTEE

The Personnel Committee of the University of Wyoming Trustees met on Friday, July 30, 1999 with the following members present: Debbie Hammons, chair; Dave Bonner, Kathy Hunt, and Ron McCue. It was moved by Trustee Hammons that items for action in the Trustees' Report on the following pages be approved. The motion was seconded by Trustee McCue and carried.

PHYSICAL PLANT & EQUIPMENT COMMITTEE

The Physical Plant and Equipment committee met on Friday, July 30, 1999 with the following members present: Pete Jorgensen, chair; Kathy Hunt, Shelly Ritthaler, and Thomas Spicer. Trustee Jorgensen reported the following:

Historic Preservation Plan

In 1993, the University of Wyoming entered into an agreement with the Wyoming State Historical Preservation Office (WSHPO) which stipulated the University, in consultation with WSHPO, would develop a Historical Preservation Plan for the University Campus. This agreement was an outgrowth of a Section 106 review of certain historic properties triggered by construction of the Minerals Research and Reclamation Center and the Botany Conservatory addition, which were federally funded projects.

The University's Plan has been prepared with the assistance of Jason Marmor, a historic preservation consultant. The Plan contains a brief historical review of the development of the University of Wyoming campus and the process the University will follow for preserving the historic attributes of the campus.

The fundamental objectives of the Historic Preservation Plan are to:

- Present a historical overview of the growth and development of campus;
- Identify the core campus as a historical district, define the boundaries of the district and classify the structures within the district as either contributing or non-contributing to its historic fabric;

- Specify procedures and organizational responsibilities necessary to achieve a balance between preservation of historically significant features of the University of Wyoming campus and the University's educational mission; and
- Enable the University to achieve compliance with Section 106 of the National Historic Preservation Act.

Trustee Jorgensen recommended that the Trustees' Physical Plant and Equipment Committee recommend to the Trustees of the University of Wyoming approval of the Historic Preservation Plan for the University of Wyoming Campus. Trustee Hunt seconded. Trustee Spicer asked for clarification on the process for reviewing buildings on the historic registry that might be considered for removal. Dan Baccari noted that if federal funds are involved, a review under the Historic Preservation Plan of 1996 is elicited. If there are no federal funds to be considered, there will still be a similar process, although the decision would become UW's responsibility. The Historic Preservation Coordinator position was also discussed, which will utilize a current UW employee and require no additional funding. Motion carried.

Oil and Gas Leases, Sheridan Research and Extension Center, Johnson County

Wilbanks Resources Corporation, Denver, Colorado, is offering the University of Wyoming a five (5) year Paid-Up Oil & Gas Lease for Coal Bed Methane development on 120.0 acres of the S2SE4 Section 10 and NE4NE4 Section 15, Township 56N, Range 83W. The land is a portion of the deeded land for the Sheridan Research & Extension Center. Wilbanks is offering \$50.00 per net mineral acre or \$6,000.00 plus a one sixth (1/6) royalty. In the S2SE4 of

Section 10 drilling operations will be limited to that area south of Wyoming Highway 336. The area north of the highway contains research plots.

On 21 October, 1991, one Henry S. and Helen McKown Quit Claimed "all rights, title, and interest in and to all oil, gas, and mineral rights in Lots 1, 2, 3, and 4, E2, E2W2 Section 7, Township 48N, Range 81W, situated in Johnson County, Wyoming, and containing 620.44 acres, more or less," to the University of Wyoming.

Jordan Exploration Company, L.L.C., of Traverse City, Michigan, is offering the University of Wyoming a five (5) year Paid-Up Oil & Gas Lease for \$20.00 per net mineral acre on 310.22 net acres or \$6,204.40 plus a one sixth (1/6) royalty.

The best guess, based on the above-described lease request from Wilbanks Resources Corporation, is that this too is potential coal bed methane development.

The Trustees reviewed the above information provided on the proposed lease agreements for oil and gas leases at the Sheridan Research and Extension Center on 120.0 acres, and the site situated in Johnson County, Wyoming, containing 620.44 acres that belong to the University of Wyoming. After discussion, Trustee McCue asked if the values of the leases could be researched further. Trustee Jorgensen moved to defer action on these items to the Executive Committee; Trustee Hammons seconded. The motion carried.

Land Sale at Paradise Farm

The University owns a small triangular parcel of land (3.66 acres) in west Laramie, which is isolated from the rest of its property and operations in the area (see attached map). The property, which is located in the W2NE4NE4 Section 1, Township 15N, Range 74W, is bounded on the north by Wyoming Highway 230. The east boundary of the UW Paradise Farm is approximately 300 yards west towards Woods Landing. Couple this isolation with its proximity to a mobile trailer court and the lack of available water, and utilization is minimal. One to two tons of hay are cut from this parcel each year, more to present a neat appearance rather than for the hay.

Mel Riley, Department Head, Animal Science, and James Jacob, Director, Agricultural Experiment Stations, concur this parcel is of minimal value to the operation of the Animal Science Livestock Center.

An inquiry has been received asking if UW would sell this parcel. A 19 June, 1999 appraisal estimated the market value to be \$20,000.00.

Trustee Jorgensen moved that the Physical Plant and Equipment Committee recommend to the Trustees of the University of Wyoming approval of the public advertisement for sale of this land to the highest responsible bidder over the appraisal price, in accordance with the Wyoming State Statues 36-9-102 to 36-9-104. Trustee Ritthaler seconded. The motion carried.

Removal of Dwelling at 1308 Bradley

The forty-five year-old frame, ranch style house contains 1,342 gross square feet on the main floor and 264 gross square feet of garage. The house contains one bathroom, two bedrooms, eat-in kitchen, living room, den/bedroom, laundry and an attached garage with a slab-on-grade. The facility is heated by a forced air furnace of significant age with a humidifier. The electrical system, which has been red-tagged by the City of Laramie, is ungrounded with wiring and outlets that have malfunctioned and caused electrical shocks to former residents. It must be totally replaced to maintain a safe environment. A crawl space exists under the framed floor. The back yard portion of the site is nearly flat and does not have proper drainage. The lot is grassed with several deciduous bushes and a couple of large deciduous trees.

Environmental Analysis

The facility is a wood frame structure with asphalt shingle roofing, stucco siding, and a concrete foundation.

Most materials indicate a lack of maintenance. The service life of most materials would be limited if brought up to reasonable standards. The estimated life of building is 20 to 25 years with reasonable maintenance and replacement schedules. The heating/ventilation system shows a lack of maintenance and must be renewed prior to occupancy. The electrical system is ungrounded, lacking expandability and reasonable safety. Doors, windows and associated hardware show heavy use and maintenance needs, and the roof is reasonable.

The facility is within one block of the campus and is contiguous to a proposed parking area on the east and residential property not owned by the University to the west. There are no special or hazardous conditions except for those noted in the electrical and heating systems.

Topographic and drainage conditions are marginal at the present time. Street and alley rights-of-way exist on two sides of the property. The east property line is common to University properties. The property is zoned R3 by City Ordinance, with no other restrictions noted.

Facility Flexibility and Usability

The facility was originally constructed as a single-family residence. As such, its use is limited to residential, light office, or storage that does not exceed the capacities of the floor. The facility cannot be reoccupied until the electrical system is corrected, which will require a complete rewiring of the structure.

Cost Benefit Analysis

In developing a cost-benefit analysis, three options were considered. The property was purchased by UW in January 1991 for its appraisal value of \$63,500. The acquisition was consistent with the goal of the University's Campus Master Plan to acquire properties north of campus for future development of the university's academic core. The University had been renting the house until recently, when the severity of the electrical problem was determined.

The directors of Housing, Physical Plant, and Facilities Planning consulted on the existing condition of the facility and its potential uses. In the short-term, north campus properties are being used either for housing, if the condition of the property warrants, or for parking.

The first option is to correct the electrical and mechanical deficiencies, and continue to utilize the house as a rental for \$644 per month, including utilities, yielding an annual income of \$7,728. Maintenance for the apartment would be \$21,00 per year, with the assumption that the apartment dweller would clean the facility, water and mow the lawn, etc. This would be a total

annual income of \$7,728, with annual costs of \$2,100, leaving an annual net income of \$5,628.

The minimum improvements for occupancy are estimated at \$12,500.

The second option would be to utilize the area as a storage facility. The annual value of the storage is calculated at \$2.75 per sq. ft., for a total of \$4,417, with no income generated for the university. The university can always use storage, but the facility does not efficiently lend itself to this purpose, due to the small areas and capacity of the facility. The annual utility costs would be \$550, and maintenance costs \$500. The total costs would be \$1,050 annually, with no annual income recognized.

The third option involves converting the site and adjoining university-owned properties to a parking lot for an estimated cost of \$80,000. The lot would accommodate 20 parking spaces, which would generate approximately \$350 annual income, based on present rates with 10 spaces for "C" permit parking and 10 spaces for "A" permit parking.

Recommendation

The facility, which exhibits high levels of deferred maintenance due to its age and problems associated with the electrical system, does not permit reasonable reclamation of capital as an occupied residence. While these investments would extend the life of the building, a certain level of investment is required to bring the facility to present codes for safe use as a residence. Nor is the house practical or efficient for use as a storage facility, due to its limited size and small rooms.

Information was provided in the meeting on the physical and environmental conditions of the above named property. The Trustees indicated their desire that UW take reasonable care to preserve the trees on the lot wherever possible. Trustee Jorgensen moved to remove the house

and develop a parking lot on the site, utilizing all four of the University-owned lots. Trustee McCue seconded. The motion carried.

Stadium Lights

The University has not received an executed agreement from the Blue and White Network for the television rights to Cowboy Football games. Until the Mountain West League approves the agreement, the funds cannot be made available for the Stadium lighting.

The Facilities Planning Office has proceeded to put the Construction Documents for the lighting installation out to bid. The first advertisement date for the bidding was July 9, 1999. Bids will be received on July 21, 1999. The bids will be good for 30 days.

Current indications are the funding will be available within the term of the bids.

Lee Moon was asked to provide a status report on the stadium lights to the Board. He reported that he anticipates knowing where UW stands on Monday. Sports West is working to finalize the agreements on Monday. The first opportunity where lights will be needed will be the CSU game. Under the Sports West contract, UW must have lights either permanently installed or rented for the game. Several tentative and confirmed game times were also discussed, as well as an arbitration provision, which is not in UW's contract.

Dan Baccari reported that UW has canceled the previous bid while waiting for the lighting agreement. Trustee Jorgensen stated there is not enough information available at this time to consider rescinding the action for lights.

Fine Arts Update

The construction documents were scheduled to be completed by the end of June, 1999. In mid-June, a misunderstanding of the architectural/engineering services to be provided relative to the specialty equipment and installation was discovered. The University anticipated purchasing the theater lighting, theater sound, and the video equipment with specialty contractors installing the equipment. This specialty equipment was to be bid separately and not part of the construction project. The infrastructure necessary for the specialty equipment installation was to be part of the general construction.

In mid-June, the Architect requested the information from the University for the infrastructure to be installed by the general contractor. The University anticipated the Architect and their consultants were providing the infrastructure design. A September construction date is anticipated, instead of an August start.

Wyoming Union Renovation Update

The initial proposal for architectural/engineering services presented by the Architect on July 2, 1999, included a request for significant changes to the University's standard agreement for architectural services. The requested changes have been discussed with Gorder/South Group. Gorder/South is considering the University's position.

If negotiations cannot be completed with Gorder/South, then the University will follow its procedures for securing architectural services by terminating further negotiations and proceed to open negotiations with the second ranked firm.

The Architect is expected to provide a second proposal response on July 9, 1999.

Dan Baccari spoke to the changes in the University's standard agreement for architectural services. The University's agreement with Gorder South has been completed satisfactorily with them.

Rochelle Athletic Center Update

The design process for the RAC began again with reconfirming the program presented in October 1997. There has and will continue to be several meetings with the Architect to complete the design and respond to the concerns of the President and the Board of Trustees. The process at this time (design development) is to clarify and define in detail the requirements of each space. The architectural team will then provide design documents translating the details into building space, building systems, and building finishes for approval of the University.

The schedule at this time is to complete the construction documents in January, 2000. The project can be bid for a spring (March) construction start.

President Dubois has scheduled the architect and Roger Baalman to brief the Trustees on construction drawings at the September Board meeting. The decision at that point will be whether or not to proceed with ground-breaking. Fund-raising for the project relates to donor recognition, and was clarified for the Board. The RAC will be reviewed with the full Board at the September meeting.

Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the May 1999 Trustee meeting. Also reported are approved change orders to the Renovations to the Half Acre Gymnasium, and Student Union Elevator.

PROJECTS IN CONSTRUCTION

1. ADA Modifications 1998

Contractor: Marshall Contracting Inc., Laramie, Wyoming
 Bid Price \$798,159.59

Original Completion Date: Classroom Building – 21 August, 1998
 Coe Library – 15 September, 1998
 Knight Hall – 30 October, 1998

Present Completion Date: Classroom Building – 21 August, 1998
 Coe Library – 15 September, 1998
 Knight Hall – 30 October, 1998

Contract Substantial Completion Date: Classroom Building – 21 August, 1998
 Coe Library – 15 September, 1998
 Knight Hall – 30 October, 1998

	Total	Design	Construction	Contingency	Admin.	Signage
Budget	\$979,989.59	\$65,600.00	\$798,159.59	\$71,880.00	\$32,350.00	\$12,000.00
Expended	\$942,125.02	\$59,040.00	\$798,159.59	\$61,216.31	\$20,452.63	\$3,256.49
Obligate	\$12,957.79	\$6,560.00	-0-	\$4,093.60	\$2,304.19	-0-
Un-Obligate	\$24,906.78	-0-	-0-	\$6,570.09	\$9,593.18	\$8743.51

Remarks: Coe Library Certificate of Occupancy has been received.
 Classroom Building – Certificate of Occupancy has been received.
 Knight Hall – Certificate of Occupancy has been received.
 Final payment has been advertised and the 41-day advertising period ends on 7 July, 1999.

2. Centennial Complex Elevator Lobby Addition

Architect: Malone, Belton Abel Architects. P.C., Sheridan Wyoming
 Contractor: Spiegelberg Lumber & Building Company, Laramie, Wyoming
 Bid Price: \$363,900.00
 Original Completion Date: 4 September, 1998
 Present Completion Date: 4 September, 1998
 Contract Substantial Completion Date: 4 September, 1998

	Total	Design	Construction	Contingency	Administrative	Security
Budget	\$456,750.00	\$37,704.25	\$363,900.00	\$25,145.75	\$20,000.00	\$10,000.00
Expended	\$417,676.93	\$35,676.25	\$363,900.00	\$6,365.01	\$11,735.67	-0-
Obligated	\$8,241.63	\$2,028.00	-0-	-0-	\$613.63	\$5,600.00
Un-Obligated	\$30,831.44	-0-	-0-	\$18,780.74	\$7,650.70	\$4,400.00

Remarks: UW is waiting for Contractor to make notification the project is Substantially Complete

3. Student Union Elevator

Architect: Malone Belton Abel, P. C., Sheridan Wyoming
 Contractor: Arcon Inc., Laramie, Wyoming
 Bid Price: \$274,000.00
 Original Completion Date: 30 October, 1998
 Present Completion Date: 30 October, 1998
 Contract Substantial Completion Date: 30 October, 1998

	Total	Design	Construction	Contingency	Administrative	Telephone Config.
Budget	\$371,100.00	\$36,000.00	\$274,000.00	\$27,400.00	\$13,700.00	\$20,000.00
Expended	\$347,044.33	\$35,640.00	\$274,000.00	\$15,407.82	\$7,949.01	\$14,047.50
Obligated	\$4,288.90	\$360.00	-0-	\$3,651.02	\$277.88	-0-
Un-obligated	\$19,766.77	-0-	-0-	\$8,341.16	\$5,473.11	\$5,952.50

Remarks: The elevator remains on the punch list.

4. Renovation and Asbestos Abatement – Geology Library

Architect: Gorder/South Group, Casper, Wyoming

Contractor: Renovation – Spiegelberg Lumber & Building Company, Laramie, Wyoming

Asbestos Abatement – DLM Incorporated, Denver Colorado

Bid Price: Renovation - \$54,900.00

Asbestos Abatement – \$34,480.00

Original Completion Date: Renovation – 1, February, 1999

Asbestos Abatement – 31, July, 1998

Present Completion Date: Renovation – 1, February, 1999

Asbestos Abatement – 7 August, 1998

Contract Substantial Completion Date: Renovation – 1, February, 1999

Asbestos Abatement – 7 August, 1998

	Total	Design	Construction	Contingency	Adminis.	Furnishings	Signage, Etc.
Budget	\$983,170.00	\$61,020.00	\$579,380.00	\$58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
Expended	\$700,560.75	\$61,020.00	\$579,380.00	\$26,036.94	\$14,477.34	\$19,646.47	-0-
Obligated	\$214,298.00	-0-	-0-	\$117.42	\$5,233.31	\$208,947.27	-0-
Un-obligated	\$68,311.25	-0-	-0-	\$31,845.64	\$9,259.35	\$21,406.26	\$5,800.00

Remarks: Advertisement for final payment will start upon receipt of Certificate of Occupancy.

5. Renovations to the Half Acre Gymnasium

Architect: Gorder/South Group, Casper, Wyoming

Contractor: Arcon, Inc., Laramie, Wyoming

Bid Price: \$668,886.00

Original Completion Date: 11 December, 1998

Present Completion Date: 25 January, 1999
 Contract Substantial Completion Date: 25 January, 1999

	Total	Design	Construction	Contingency	Adminis.	Climbing Wall	Misc.
Budget	\$862,801.00	\$87,500.00	\$668,886.00	\$61,755.00*	\$25,820.00	\$15,000.00	\$3,840.00
Expended	\$848,386.40	\$86,298.00	\$668,886.00	\$51,710.00	\$24,670.24	\$12,982.16	3,840.00
Obligated	\$7,486.00	\$1,202.00	-0-	\$6,187.00	\$97.00	-0-	-0-
Un-obligated	\$6,928.60	-0-	-0-	\$3,858.00	\$1,052.76	\$2,017.84	-0-

Remarks: Rolling smoke doors waiting to be tested by City of Laramie Fire Department and State Fire Marshall. UW does not yet have a Certificate of Occupancy.

- Increase of \$6,401.00 - \$2,455.00 from Insurance Claim against Builders Risk Policy and \$3,946.00 from 1999 Deferred Maintenance account.

The following Change Orders are reported for the information of the Trustees.

Renovation to the Half Acre Gymnasium

Change Order No. 5

Item 1	Modify vent piping in men's shower area	\$649.00
Item 2	Steam Room Modifications	\$2,455.00
Item 3	Installing oak trim at fire panel	\$225.00
Item 4	Removal and replacement of lockers in the women's swim team area	\$250.00
Item 5	Credit for deleting signage	(\$427.00)
Total Change Order #5		Add: <u>3,152.00</u>

Change Order No. 6

Add controls to operate existing dampers in outside air shaft, relocate static pressure sensor for the pool, relocate static pressure sensor in outside air shaft, and delete work describe in request for proposal # 14 incorporated into the project in Change Order 4.

Add: \$2,543.00
 \$2,543.00

Statement of Contract Amount

Original Contract Amount	\$702,000.00
Total Change Orders # 1-6	<u>+34,825.00</u>
Adjusted Contract Price	\$736,825.00

Student Union Elevator, University of Wyoming

Change Order No. 4

Item 1	Add flex for phone junction box to elevator control panel.	\$75.69
Item 2	Add conduit, raceway and box for lights in Branding Iron Office.	\$208.75
Item 3	Extend existing lighting circuit and add light in Janitor Closet.	\$281.07
Item 4	Extend existing lighting circuit and add light and switch in Communication Room	\$355.15
Item 5	Add power receptacle in Communication Room	\$202.12

Item 6	Share expense of All-West trouble shooting fire alarm system			\$500.00
Item 7	Re-routing and additional conduit as a result of conduits and wire uncovered during demolition of floor slabs.			\$1,028.24
		Total Change Order #4	Add:	<u>\$2,651.02</u>
<u>Statement of Contract Amount</u>				
	Original Contract Amount	\$274,000.00		
	Total Change Orders # 1-4	<u>+16,537.83</u>		
	Adjusted Contract Price	\$290,537.83		

Year 2000 IT Compliance Update

Information Technology

Overview

Over the past two months a considerable amount of work has been accomplished in meeting UW's Year 2000 implementation schedule. Work continues on the few remaining systems. New hardware has been purchased to support two key areas; touch-tone registration and historical financial data. All implementations are on-track. We don't expect any significant problems in meeting our Year 2000 compliance requirements and schedules. Most departments on campus have assigned Y2K Coordinators. The Year 2000 Awareness Campaign Committee conducted a series of seminars focused on using the IT Year 2000 Departmental Assessment Tool and the steps to identify and correct Year 2000 problems. The Coordinators are preparing their departments to ensure that important work conducted via department, academic and research-based equipment and systems is not lost or disrupted.

Table 1 identifies the remaining Year 2000 projects for IT supported systems. Table 2 identifies the completed Year 2000 projects.

Centrally Supported Systems

The PeopleSoft Financial system upgrade to Version 7 has been delayed to the third quarter primarily due to vendor delays and 'end of year' financial processing needs.

What's Remaining

The Development and Alumni system replacement project, BSR Advance, continues on schedule. The new system, BSR Advance C/S, is currently running parallel with the old system

New hardware has been ordered to replace our current VOCOM system (i.e., the touch-tone registration system). The anticipated project completion date is November 1999.

The hardware has been ordered to support the migration of legacy financial

data to a data warehouse. We are currently developing a prototype of the data warehouse application. This project should be completed in third quarter.

Departmental Systems

As mentioned above, strides have been made regarding non-IT supported departmental equipment and systems. 72% of the departments on campus have assigned Departmental Coordinators. The Coordinators list is published on the UW Y2K web site. In addition, an electronic mailing list has been developed for the Coordinators to facilitate sharing of information.

In April and May the Y2K Awareness Campaign committee conducted a series of Year 2000 Seminars. These were attended by approximately 150 faculty and staff. IT distributed the Year 2000 Departmental Assessment Tool and the National Standards Testing Lab (NSTL) hardware testing software to the seminar participants. Additional seminars are being planned for the Fall semester.

The new telemanagement and billing system (AXIS) project is progressing on schedule. Both new hardware and software are being installed. The project schedule for completion in 3Q99.

Year 2000 Readiness Disclosure

Information Technology and University Legal Counsel published the University of Wyoming Year 2000 Readiness Disclosure Statement in accordance with the federal Year 2000 Information and Readiness Disclosure Act, October 1998. The statement is sent in response to requests regarding the University's Year 2000 readiness.

Web Site

The University of Wyoming Year 2000 web site has the latest information up-dates and tools: <http://www.uwyo.edu/infotech/year2000>.

Table 1: Remaining Centrally Support Systems and Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
HARDWARE:					
<i>Touch-tone Registration (VOCOM)</i>	Replacement	Brite	1/99 Research options (completed) 11/99 Production	No	Waiting for the new hardware and software to arrive.
TELECOMMUNICATIONS MANAGEMENT SYSTEM:					
<i>Telemanagement & Billing System</i>	Replace	Pinnacle	3Q99	No	Implementation is on schedule
CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:					
<i>Financials (FRS)</i>	Migrate historical data	UW	9/99	No	Waiting for the

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
Historical Data	to warehouse				new hardware to arrive. Developing prototype application.
Advancement Services System (BSR)	Replacement	Business Systems Resources	7/98 Biographical 10/98 Prospect Tracking 3Q99 Gifts 3Q99 Membership	No	On Schedule
<u>PISTOL Financial Sys</u>	Upgrade	PeopleSoft	7/99; Delayed to 9/99	Partial	Delayed to due vendor and financial year end processing
Time Management System (Time Card and VSL)	Modify	UW	7/99	No	Final testing stage
Year 2000 Testing	NA	UW	10/99 Completion	NA	Begin 7/99

Table 2: UW Year 2000 Completed Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
OPERATING SYSTEMS AND DATABASES:					
Solaris	None required	SUN		Yes	
MVS OS/390	Vendor update	IBM	11/97	Yes	Complete
Oracle	None required	Oracle		Yes	
<u>IDMS</u>	None required	Computer Associates	9/99 Version 14.X	Components are Y2K compliant	
Sybase	None required	Sybase		Yes	
CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:					
Financials (FRS)	Replaced by PeopleSoft	Pinnacle	2/98 A/P and Purchasing 7/98 General Ledger	Yes	Complete
Human Resources (HRS)	Phase 1: Vendor update and rewrite UW Modifications	Pinnacle & UW	11/98	Yes	Complete
	Phase 2: Replace by PeopleSoft		4Q99	Yes	Delayed due to software upgrade
Student Information System (SIS)	Vendor updates and rewrite UW modifications	Pinnacle & UW	10/96 Admissions 6/97 Student Records 12/97 Registration 5/98 OnCourse 6/98 Billing/Receivables 6/98 Voice Response 10/98 Financial Aid	Yes Yes Yes Yes Yes Yes	Complete Complete Complete Complete Complete Complete

<i>Budget Prep</i>	Modify	UW	1/99 Production	Yes	Complete
<i>Budget Balance Available (BBA)</i>	Modify	UW	2/99	Yes	Complete
<i>Pooled Investments</i>	Rewrite in conjunction with PeopleSoft financials	UW	7/98	Yes	Complete
<i>DATA AND TELEPHONE SYSTEMS:</i>					
<i>UW Data Network</i>	Vendor Update	Cisco	6/98	Yes	Complete
<i>UW Telephone System (PBX)</i>	Vendor Update	NorTel	3/98	Yes	Complete

Administration and Finance

Overview With only six months remaining until January 1, 2000, the Division of Administration and Finance is close to reaching its goal toward having all major systems year 2000 compliant. Our main focus now is on external entities and determining how they will affect us and what we need to do to deal with them.

Table 1 lists the items that we are currently working on and their respective statuses.

Table 2 lists the items that we have completed our work on with respect to year 2000 issues.

Progress to Date Since our last report we have made more progress and have identified additional items that need attention. Please see the following sections for more information.

Systems and Software The Physical Plant has been running a test version of their new Work Order System in parallel with their old one and are now planning on running production versions of both systems in parallel during the month of July, with a go live date for the new system on August 1.

AT&T patches that were to arrive in February for Auxiliary Enterprises failed to arrive. Auxiliary Enterprises are now going to have AT&T remotely apply the patches in either late October or early November. Once the patches have been applied, the associated card reading systems will be Y2K compliant.

A representative from Informed Decisions was here in April and updated the Cashnet system in the cashiers office. It is now Y2K compliant.

Food Service decided to upgrade their current Winstar system instead of replacing it with the Kronos system and have finished the project.

Microsoft continues to test and release upgrades and patches for their products to

make them Y2K compliant. Microsoft has recently released Service Pack 5 for Windows NT 4.0 as well as a patch for Windows 95 which should cover known Y2K issues with both operating systems. We are currently in the process of applying these patches to the PC's within our division.

Hardware Last summer we began an aggressive campaign to replace all non compliant PC's within the division. While there are a handful of PC's remaining in the division that were not upgraded, they have been tested and determined to be OK.

Outside Influences As previously stated, we have now reached the point where we need to begin to focus our attention on the numerous entities with which we deal whose own year 2000 compliancy could seriously affect the university. We are currently in the process of identifying those entities and contacting them about their Y2K status.

Table 1: Administration and Finance Year 2000 Issues to be Completed

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	Current Status
OPERATING SYSTEMS AND DATABASES:						
<i>HP Unix</i>	ID Office	Vendor will remotely apply patches	Hewlett Packard	4Q99	Yes with minor issues	AT&T will remotely apply patches in either late October or early November.
<i>Windows 95a, b & c</i>		Apply patches	Microsoft	3Q99	Yes with minor issues	On schedule – Microsoft has released a new patch for Windows 95.
<i>Windows NT 4.0 Workstation</i>		Apply Service Pack 5.	Microsoft	3Q99	Yes with minor issues	Are in process of applying SR5 to workstations (We have roughly 100 workstations running NT 4.0 SR 3 that will need updated to SR 5)
<i>Windows NT 4.0 Server</i>	Budget Office	Apply Service Pack 5.	Microsoft	3Q99	Yes with minor issues	Are in process of determining how to apply service pack 5.
<i>FilePro (chemical inventory/hazmats)</i>	Environmental Health and Safety	Replace with Y2K compliant system	Unsupport- ed	3Q99	No	HP Assistant was installed and takes care of the radiation materials, however, another piece was discovered to be needed for chemicals. “Terralink” was obtained for the chemicals and is almost finished being set up.
<i>SQL Server 6.5</i>	Budget Office	Apply service pack 5	Microsoft	1Q99	Yes with minor issues	Latest version of Service Pack 5 was released by Microsoft on 1/25/99. We will download this and install it.
SOFTWARE AND APPLICATIONS:						
<i>Advanced REVelation</i>	Property	Replace with PeopleSoft’s Asset Management system		1999	No	Converting to PeopleSoft “Asset Management” in July 1999. Conversion of PISTOL from version 6.0 to 7.0 may affect what is available.
<i>Facilities Inventory System</i>	Facilities Planning	PC issues are OK, Mainframe database needs moved to new platform – use new WOS that Physical Plant is pursuing		7/99	No	As of 2/4/99 stated that the new WOS that Physical Plant is installing will take care of remaining issues.
<i>MAS 90 Accounting</i>	Duplicating	Replace with PeachTree		7/99	No	Software will be installed and switched at

		(Analysis in progress)				Fiscal Year End.
Fuel Rite	Fleet Operations	Replace with Petrovend's system or piggy back with new state system depending on choice of Reservation System (<i>see below</i>).		1999	No	Are going with "Trak Engineering" and are finalizing installation arrangements with the vendor.
Reservation System (Fleet Operations)	Fleet Operations	Either replace with CSI's or Prototype's product or update current system with Access.		1999	No	A decision was made to go with "Peregrine Systems" (formerly Prototype) and installation is being scheduled.
Lotus	Duplicating	Move to Excel		7/99	No	Will go with Excel when MAS 90 replaced with PeachTree at Fiscal Year End.
FrontPage 97		Upgrade version to FrontPage 98	Microsoft	4Q99	No	A-squared team will assess divisional needs with respect to licensing and upgrade software by July 1.
Microsoft Office 4.x		Upgrade version to Office 97 – Service Release 2	Microsoft	4Q98	No	A-squared team will need to determine if anyone is still using older versions of Office.
Time Card System	Financial Services	Reformat Date Fields.		1999	No	InfoTech is working on this.
Kraftlink	Food Service	Kraft has a compliant release and it's on its way.	Kraft	3Q99	No	Kraft has yet to send the upgrades. This is not a critical issue as orders to Kraft can be placed via phone if need be.
C-Board Menu Management	Food Service	Apply upgrade when it becomes available		7/99	No	Received upgrade in June, are currently testing and will put into production in early July.
DataCard	ID Office	Conducting Testing		5/99	No	See HP Unix status. Are currently planning on sending 1 of 2 machines in to be upgraded, then will send in the second when machine #1 returns.
Work Order System (WOS)	Physical Plant	Replace with Y2K compliant system	Asset Works	7/99	No	Data from the old WOS system has been put into the new system which will run parallel as a "test" system with the old system until July 5, when the new system will "go live" as the production system.

PeopleSoft HR 7.5	Human Resources	This new system will be installed and will eventually replace the current HRS/Pinnacle system. (<i>see HRS section</i>)	PeopleSoft		Yes	Initial work on PeopleSoft HR 7.5 has been started.
BBA		Changes have been identified and are now being implemented.	UW	1999	No	IT is working on this.
Budget Prep		Correct date related problems.	UW	1999	No	IT has implemented corrections and Budget Prep is now being tested before moved into production.
VSL		Work with IT to determine what changes are necessary.	UW	1999	No	IT is working on this.
Internet Server 3.0		Apply patches when available from vendor	Microsoft	3Q99	Unkown	Waiting on Microsoft to finish testing and issue status/patches.
Microsoft Office 95/97		Apply Service Release 2 from Microsoft.	Microsoft	4Q98	Yes with minor issues	Service Release 2 is now available and is in the process of being applied. (There are almost 400 PC's within the Division.)
HARDWARE:						
COMPAQ Proliant 5000 (SHOTGUN)	Budget Office	Determine if RTC chip is compliant or not	COMPAQ	4Q98	Yes with minor issues	Compaq supplied software will be used to determine any Y2K issues.
EXTERNAL ITEMS:						
Computer Viruses		In February '99 we installed "Command Antivirus" software on Division PC's. This software will update itself as new virus information becomes available.		3Q99	Unknown	Will continue to provide necessary updates to software as they become available.
Electricity			Pacific Power	2Q99	Unknown	Pacific Power is on schedule to complete their revisions by 2Q99

Table 2: Administration and Finance Year 2000 Completed Items

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	Current Status
OPERATING SYSTEMS AND DATABASES:						
SCO Unix 3.2.4.2	Cashiers	Vendor upgrade to version 5.x	Informed Decisions	4/99	Yes	This was part of a larger process that involved 1) an upgrade of the Operating System (SCO Unix) 2) an upgrade of the database (Informix) and 3) an upgrade of the Cashnet software. Completed.
<i>Informix</i>	Cashiers	Vendor update	Informed Decisions	2Q99	Yes	See above. Completed.
<i>Windows NT 3.5x Server/Workstation</i>	Duplicating	Apply vendor supplied service packs to make Y2K compliant. If new system is purchased, will be paid for by University Printing and Graphics per Jan Tibbets.	Microsoft	2Q99	Non-issue at this point.	See <i>RipMate Software</i> section. Completed.
<i>Oracle 7.3.3</i>	Budget Office	None required	Oracle	3Q98	Yes	Completed
<i>AIX Server</i>	Bookstore			4Q98	Yes	Completed
<i>OS2 Server</i>	Bookstore		IBM	4Q98	Yes	Completed
<i>Unix ??</i>	Duplicating	Leased equipment – 2 servers – vendor OK'd.		4Q98	Yes	Completed
<i>Dataflex 2.3</i>	Student Financial Operations	Upgraded to version 3.1	Data Access	3Q98	Yes	Completed
<i>Novell 3.11</i>	NOTE: this is used extensively throughout the	Novell's minimal lack of compliance has been determined to not be a	Novell	4Q98	Yes	Completed

	division	problem for the departments not replacing their Novell systems with NT				
SOFTWARE AND APPLICATIONS:						
<i>CASHNET</i>	Cashiers	Applied vendor supplied upgrade	Informed Decisions	2Q98	Yes	Completed
<i>PostalSoft</i>	Bulk Mail	Tested for compliancy		4Q98	Yes	Completed
<i>Facilities Management System</i>	Facilities Planning	Is OK.		4Q98	Yes	Completed
<i>RipMate Software</i>	Duplicating	Upgrade	Duplicating leases equipment from Multi-graphics	1Q99	Non-issue at this point.	Duplicating has been unable to get a definitive answer from Multigraphics as to whether or not RipMate will run on NT 4.0 or not. They have decided to apply patches to NT 3.51 that will bring it into Y2K compliancy. Whether or not RipMate is compliant is not an issue. Completed
<i>Winstar</i>	Food Service	Upgrade to new version (\$3049) or find replacement.		1Q99	Yes	A decision to upgrade was made over replacing with KRONOS. Completed
<i>RasterPlus</i>	PhotoService	Has been determined to have no Y2K problems per Ed Rasmussen.		1Q99	Yes	Completed
<i>LFR System</i>	Photo Service	Has been determined to		1Q99	Yes	Completed

		have no Y2K problems per Ed Rasmussen.				
<i>Dbase x</i>	Licensing Bulk Mail Photo Service	Replaced with MS Access	Ashton Tate	1Q99	Yes	Completed
<i>CMS Software</i>	Mail Room	Will meet with Pitney Bowes in 1Q99 to get updates on upgrades/replacements.		2Q99	Yes	Pitney Bowes installed the free DOS upgrade in May. Completed.
<i>OPTIM 4.89 ID system</i>	ID Office	Applied vendor supplied upgrades to v 4.9	AT&T	12/8/98	Yes	Completed
<i>Nebraska Book System</i>	Book Store	Unknown – waiting on vendor – 10/13/98 OK!		4Q98	Yes	Completed
<i>Textbook software</i>	Bookstore	Contacted vendor		4Q98	Yes	Completed
<i>Credit Card System</i>	Bookstore	Contacted vendor		4Q98	Yes	Completed
<i>Scheduler Plus Reservation Software</i>	Union	None required	CEO software	1Q98	Yes	Completed
<i>Cheyenne ARC Serve 6.0 Tape Backup</i>	Budget Office	None required	Computer Associates	3Q98	Yes	Completed
<i>Javelin (security camera system)</i>	University Police	Have performed testing and will reset system clock (this is running on a 486) on 1/1/2000. Chris Heck reports that this should be OK.	Javelin	1Q99	Yes	Completed
<i>PointCount</i>	Human Resources	Tested	Mercer	1Q99	Yes	Completed
<i>HRS</i>	Human Resources	Implemented upgrades sent by Pinnacle to make Y2K compliant.	Pinnacle	11/98	Yes	Completed
<i>Carillon</i>	Union	None required		4Q98	Yes	Completed
<i>FRS</i>		Replaced with PeopleSoft	Pinnacle	2/98 AP/Purchasing 7/98 General Ledger	Yes	Completed
<i>Washer/Dryer</i>	Vending	Contacted vendor		1Q99	Vendors	Completed

<i>programming software</i>		(Whirlpool)			(Whirlpool) state that there should be no problems with this.	
<i>PeachTree Accounting</i>	Fleet Operations Housing Food Service Auxiliary Ent- Directors Office Bookstore Vending	Version was upgraded	PeachTree	1Q99	Yes	Completed
HARDWARE:						
<i>Pentium based PC's</i>		None required	Gateway & others	1Q99	Yes	Completed
<i>486 based PC's</i>		Upgraded BIOS or replaced with pentium class machines	Gateway & others	1Q99	Yes	Completed
<i>4DX2-66E (OM2)</i>	Budget Office	Retired	Gateway	4Q98	Yes	Completed
<i>G6/233 (DURANGO)</i>	Budget Office	None required	Gateway	4Q98	Yes	Completed
<i>COMPAQ Server (CASHIERS)</i>	Cashiers	Informed Decisions determined that the existing hardware is Y2K compliant.	COMPAQ	1Q99	Yes – Please see <i>SCO Unix</i> section.	Completed
<i>Card Readers</i>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<i>Bar Code Scanners</i>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<i>Cash Registers</i>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<i>Landis Gyr System 600 (Heating & Ventilation)</i>	Physical Plant	Determined that they will need to change system clock.	Landis Gyr	2Q99	Yes	Completed
<i>Scale</i>	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
<i>Postage Meters</i>	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
<i>Pumps & digital/programmable controls</i>	Physical Plant	Tested for Y2K compliancy		4Q98	Yes	Completed
<i>Fire Alarms</i>	Physical Plant	Replaced non-compliant chips with compliant ones		4Q98	Yes	Completed
<i>Elevators</i>	Physical Plannt	Tested for Y2K		4Q98	Yes	Completed

		compliance				
Liquid Scintillation Counter	Environmental Health and Safety	Conducted testing	Beckman	4Q98	Yes	Completed
Telephones		Telecomm conducted tests		4Q98	Yes	Completed
Photocopiers		Ran Y2K tests – These have been tested and are Y2K compliant or will be replaced with Y2K compliant machines.		2Q99	Yes	Completed
Facsimile Machines		Ran Y2K tests – Most have been tested and are Y2K compliant. Those that are not will be replaced.		2Q99	Yes	Completed
Washers & Dryers	Vending	Contacted vendor (Whirlpool)	Whirlpool	1Q99	Vendors (Whirlpool) state that there shouldn't be any problems with this.	Completed
Vending Machines	Vending	Vending contacted the vendor (Crane) and they indicate no Y2K problems.	Crane	1Q99	Yes	Completed.
McIntosh PC's	Union Graphics	Testing and upgrades have been completed.	Apple	1Q99	Union has done necessary work to make Y2K compliant.	Completed
Cash Registers	Union Bookstore	Ran Y2K tests		4Q98	Yes	Completed
EXTERNAL ITEMS:						
PageOne Paging System	Housing	Worked with vendor and determined what needs to be done	PageOne	4Q98	Yes	Completed

INVESTMENT COMMITTEE

The Investment Committee of the Trustees met on Friday, July 30, 1999. The following members were present: Thomas Spicer, Chair; Deborah Hammons and Ron McCue.

Coe Budgets

William Robertson Coe began giving gifts to the University of Wyoming in 1952, with the creation of a summer session institute for high school teachers. Mr. Coe's gifts expanded over the next fifteen years, culminating with major gifts for construction of a new American Studies building and the William Robertson Coe library, as well as endowed gifts for the maintenance and development of the American Studies program. These gifts were designated the Coe Estate and Coe School endowments.

The Coe Estate Endowment supports library acquisitions, undergraduate scholarships, graduate fellowships, summer fellowships for teachers, partial or whole salaries for several faculty members, the stipend for the Coe Chair in American Studies, and equipment and quarters for the program. The program has been very effective in bringing national attention and prestige to the university.

The Coe School Endowment is primarily dedicated to supporting acquisitions, as well as collection activities in the American Heritage Center, with a small percentage placed in the American Studies program.

It should be noted that Coe funds are managed as part of the University's endowment portfolio, in the following manner:

- The **Coe Estate** is divided into the endowment and reserve. The endowment is invested with our managers, and the reserve is invested by Bruce Parrill, manager of Taxes and Investments, in government securities of less than one year duration.
- The **Coe School** is divided into the endowment and reserve, again invested by UW money managers, with the reserve being invested by Bruce Parrill, manager of Taxes and Investments.

In accordance with Mr. Coe's instructions, the annual budgets for both the Coe Estate and Coe School are presented for Trustee review and approval.

Trustee Spicer noted the description of Coe Budgets presented for the Board's information.

Quarterly Report, University Investments and Endowments

A quarterly report on fixed income investments and a statement of endowments for the period 3/1/99 – 6/30/99 was presented to the Trustees for their information and a summary of the University-managed investments as of June 30, 1999, is presented below.

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 3/1/99 - 6/30/99

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 3/31/99	<u>\$ 113,543.00</u>	<u>\$ 57,029,204.07</u>
Ending Balance 6/30/99	<u>\$ 135,219.66</u>	<u>\$ 54,974,640.92</u>
Average Return	<u>4.59%</u>	<u>5.12%</u>

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 3/1/99 - 6/30/99

Investments, Beginning of Period		\$ 113,543.00
Add		
Received, Current Period	\$ 24,584.04	
Uninvested, Prior Period		
Deduct		
Uninvested, End of Period	<u>\$ (2,907.38)</u>	\$ 21,676.66
Deduct		
Endowments Refunded	\$ 0.00	
Transfers to External Managers	<u>\$ 0.00</u>	<u>\$ 0.00</u>
Investments, End of Period		<u>\$ 135,219.66</u>

Investments are changed every Monday for increases or decreases in available cash, regardless of the amount. Investments are changed on any day on which the increase or decrease is a minimum of \$10,000.

Investment Committee Membership

Trustee Hammons advised the Board that she was resigning from her position on the Investment Committee due to other obligations. She has enjoyed participating on the committee, and moved that her resignation be accepted, and Trustee Dave Bonner be selected by the Board for the Investment Committee. Trustee McCue seconded the motion, and the motion carried.

COMMUNITY COLLEGE AND OUTREACH COMMITTEE

The Community College and Outreach Committee met on Friday, July 30, 1999, with Trustees Ritthaler, Chair, Jerry Saunders and Greg Schaefer in attendance. The following was reported to the full Board:

Report on July 21, 1999 WEPCC Meeting

President Dubois provided a report in Dr. Judy Powell's absence. Under Governor Geringer's direction, WEPCC has been organized to involve community colleges and K-12 discussion. An agreement on agenda items for has been reached. Dr. Ken Griffin will facilitate the program through the governor's office, and it should become a valuable asset for the state.

Report on Community College Transfer Scholarship Proposal

President Dubois reported that the President's High School Honors Scholarships do not provide funding for students to attend a community college, and continue their education at UW. The Hoyt Scholarship has been established to address this need and the funding has been doubled. The community college presidents, in concert with UW, have worked to resolve the situation. Discussion has also occurred on developing an automatic method to track community college students with a 3.0 GPA or better, and whether or not UW can afford continued scholarships. There is an equity issue for UW students with the same GPA who are not guaranteed a scholarship while attending UW. The President's High School Honors Scholarship provide for eight semesters of support over six years.

President McFarland has proposed that if a student receives a President's High School Honor Scholarship and chooses to attend a community college, they would be funded by the community college while there, and use the President's Scholarship when they attend UW. President Dubois spoke to this meeting as being very cooperative and maintaining ties with all involved. Trustee Ritthaler commented that she appreciated the president's efforts to rebuild the relationships with the community colleges.

It was noted that Evanston public radio is back on the air.

ATHLETIC COMMITTEE

The Athletic Committee of the Trustees met on Friday, July 30, 1999. The following committee members were in attendance at that meeting: Dave Bonner, chair; Ron McCue, and Jerry Saunders. Trustee Patrick was absent.

The following items of information were presented to the full Board:

NCAA Certification Process/Update

Scott Farris reported to the Board on the work for the NCAA Certification, and noted it is progressing well. The review team will be arriving in April 2000 to complete the process through their site visit.

Mountain West Conference Update/Bowls

President Dubois gave a report to the Board on the upcoming bowls UW is involved in this year: the Liberty Bowl and the Las Vegas Bowl. UW will hold these bowl commitments to no more than three years in order to pick up different games during renewal contracts.

NCAA governance issues are in discussion and involve whether or not the new conference will have an automatic bid into the NCAA basketball tournament.

The official launch date for the new Mountain West Conference is September 16, 1999, at the BYU/CSU game in Provo. Lee Moon noted that the recently held media day had the largest turnout ever, and Trustee Hunt commented that she had seen coverage on the new conference on Denver news stations. Trustee Bonner told the Board that President Dubois is the first president of the new Mountain West Conference.

Staff Minority Assessment Update

The Athletics department continues to work to address equity issues, and has increased the number of coaches on women's staff to eight. They have also had success in working on the minority issues. A table updating the Athletics staff is shown below.

**Staff Minority Assessment
 For Year 1999-2000**

NAME	POSITION	SEX	RACE
Adams, John	Asst. Men's Basketball Coach	M	C
Barone, Clancy	Asst. Football Coach	M	C
Bartee, Jane	Asst. M/W Swimming Coach	F	C
Bennett, Scott	Head Strength Trainer	M	C
Burke, Barbara	Assoc. AD	F	C
Burman, Tom	Assoc. AD	M	C
Carroll, Chris	Asst. Women's Basketball Coach	M	C
Coles, Sidney	GA, Men's Basketball Office	M	B
Dambros, Amy	Asst. SID	F	C
Davis, Pam	Head Tennis Coach	F	C
deGoede, Sharon	Asst. M/W Track Coach	F	C
Dimel, Dana	Head Football Coach	M	C
Ellerbe, Dawn	Asst. M/W Track Coach	F	B
Falcosky, Mary Ann	Asst. Women's Basketball Coach	F	C
Fisher, Cindy	Head Women's Basketball Coach	F	C
Fry, Keener	Senior Assoc. AD	M	C
Goffigan, Walt	Academic Counselor	M	B
Gosar, Steve	Development Officer/Cowboy Joe	M	C
Greener, Trent	Asst. Strength Trainer	M	C
Harkins, Tim	Asst. SID	M	C
Hemphill, Bruce	Assoc. AD	M	C
Jackson, Je'ny	Asst. Strength Trainer	M	B
Jimenez, Carlos	Asst. M/W Swimming Coach	M	H
Johnson, Jill	Head Women's Golf Coach	F	C
Johnson, Matt	Asst. Wrestling Coach	M	C
Johnson, TJ	Head M/W Swimming Coach	M	C
Judge, Larry	Head M/W Track Coach	M	C

Judge, Susan	Head Volleyball Coach	F	C
Knutsen, Chris	Asst. Football Coach	M	C
Koenning, Vic	Asst. Football Coach	M	C
Landrus, Steve	Asst. Ticket Office Manager	M	C
Lyons, Bill	Director of Sports Medicine	M	C
Matsakis, Manny	Asst. Football Coach	M	C
McClain, Steve	Head Men's Basketball Coach	M	C
McKinney, Kevin	Director of Sports Information	M	C
Meyer, Jeff	Academic Counselor	M	C
Michaelis, Hallie	Asst. Sports Medicine	F	C
Moon, Lee	Director of Athletics	M	C
Moore, Anne	Head Soccer Coach	F	C
Murphy, Kim	Asst. Soccer Coach	F	C
Prenzlow, Roger	Head Men's Golf Coach	M	C
Pride, Travis	Asst. Football Coach	M	C
Roccaforte, Steve	Asst. Men's Basketball Coach	M	C
Sanchez, James	Asst. M/W Track Coach	M	H
Shepard, Derrick	Asst. Football Coach	M	B
Simon, David	Asst. Volleyball Coach	M	C
Sparks, Bill	Exe. Business Manager	M	C
Stafford, Joe	Asst. Wrestling Coach	M	C
Stephenson, Jon	Asst. Volleyball Coach	M	C
Stoops, Mark	Asst. Football Coach	M	C
Suder, Steven	Head Wrestling Coach	M	C
Sullivan, Kelly	Marketing and Promotions	F	C
Swenson, Lonnie	Asst. Sports Medicine	M	C
TBA	Asst. Soccer Coach	F	C
TBA	GA, Women's Basketball Office	F	B
Toye, Pete	Asst. AD/Academics	M	C
Wallerstedt, Matt	Asst. Football Coach	M	C
Webb, E. Vonn	Asst. Men's Basketball Coach	M	B
Welch, Denise	Asst. Sports Medicine/ Insurance	F	C
Welniak, Randy	Assoc. AD/Cowboy Joe	M	C
Wildt, Matt	Ticket Office Manager	M	C
Wilson, Trina	Asst. Women's Basketball Coach	F	B
Yentes, Don	Asst. M/W Track Coach	M	C
Zenger, Sheahon	Asst. Football Coach	M	C

1999-2000	C	H	B	TOTALS
Male	39	2	5	46
Female	15	0	3	18
Totals	54	2	8	64

Faculty by Gender Ethnicity College												
College	1996			1997			1998			1999		
	Total	Female	Minority									
Casper College	8	2	0	9	2	0	10	3	0	8	2	0
Agriculture	88	12	15	85	12	4	83	13	3	88	17	5
Athletics	46	7	5	45	8	4	42	10	1	47	10	3
Arts & Sciences	246	52	20	252	51	20	249	51	21	247	53	19
Business	37	6	1	34	5	1	36	7	1	36	5	0
Education	48	26	0	47	21	1	44	24	1	46	25	1
Engineering	62	1	6	58	1	6	57	2	6	59	3	6
Health Sciences	58	29	4	57	30	4	57	29	4	51	26	4
Law	17	7	0	17	8	0	16	7	0	17	8	0
School of Ext. Studies	4	1	0	6	2	0	6	3	0	5	2	0
Libraries	27	21	1	27	20	0	26	19	0	25	19	0
American Heritage	9	5	0	8	5	0	7	4	0	7	4	0
Water Research	2	0	1	2	0	0						
Research				4	0	0	2	1	0			
TOTAL FACULTY	652	169	53	651	165	40	635	173	37	636	174	38
Executive Group	14	2	1	14	2	0	15	3	0	11	1	0
Executive Support	129	29	6	130	34	7	140	36	6	130	35	7

National and Regional TV Broadcast Update

UW has ESPN regional television, and there are three stations in the west that carry the televised broadcasts. A schedule of national and TV broadcasts were provided in the materials given to the Board.

Analysis of Wyoming Prospective Student Athletes

Lee Moon provided information to the Board on the numbers of scholarships offered, accepted, pending, and not accepted. Trustee Bonner reported that over twenty percent of the athletes signed at UW this year are from Wyoming.

University of Wyoming
 Analysis of Wyoming Prospective Student-Athletes
 Scholarships Offered for 1999-2000
 As of June 29, 1999

SPORT	OFFERED	SIGNED	PENDING	<u>NOT</u> ACCEPTED
Men's Basketball	1	1	0	0
Football	6	5	0	1
Men's Golf	0	0	0	0
Men's Swimming	0	0	0	0
Men's Track	5	4	1	0
Wrestling	2	2	0	0
	14	12	1	1
Women's Basketball	0	0	0	0
Women's Golf	2	0	2	0
Women's Soccer	3	3	0	0
Women's Swimming	4	4	0	0

Women's Tennis	0	0	0	0
Women's Track	7	5	1	1
Volleyball	1	1	0	0
	17	13	3	1
GRAND TOTAL	31	25	4	2

Update on Total In-State Student Athletes

A list of UW athletes was provided to the Trustees for their review. Seventy of the athletes noted are Wyoming high school graduates.

Report on Student Athlete Achievements

The most recent NCAA graduation report stated that 48% of the student athletes from UW graduated in 1992-93, and the number has increased to 57%. The percentage is higher than the UW non-athletes' graduation rate.

Update on Wrestling Competitions

Trustee Bonner reported that wrestling is currently not accepted by the PAC 10. A proposal was sent to the Mountain Pacific Sports Federation in conjunction with the other Mountain West Conference teams to request the NCAA approve the certification for wrestling.

COMMITTEE OF THE WHOLE

UW Research Corporation Board Appointments

Mr. R. Brent Erickson is a UW alum. He received a BS in Biology in 1975 and an MA in International Studies in 1981. Mr. Erickson worked for the Department of Energy's Laramie Energy Technology Center and subsequently served for a number of years on Senator Alan Simpson's staff. Mr. Erickson is currently representing the American Petroleum Institute in Washington, DC.

It was recommended that he be appointed to the UW Research Corporation Board. Trustee Schaefer moved that the appointment of Mr. R. Brent Erickson be moved to an action item; Trustee Kail seconded. Motion carried. Trustee Greg Schaefer moved that the Board approve the appointment of Mr. R. Brent Erickson to the UW Research Corporation Board; Trustee Spicer seconded. The motion carried.

Support Unit Planning Process 1999-2004

With the completion of the Academic Plan, the University of Wyoming enters into the next phase of the planning process with the UW Support Services Plan. This process will involve the University Libraries and the Divisions of Administration and Finance, Information Technology, Intercollegiate Athletics, and Student Affairs. The following is a draft of the document that is designed to provide the structure and timeline within which the UW Support Services Plan will proceed.

UW Support Services Plan Introduction

A vision for the future of the university that inspires faculty, staff, and students to work together toward shared goals is the result of careful planning and strong leadership. The 1998-99 academic year at the University of Wyoming was dedicated to the development of an academic plan to serve the institution for the years 1999-2004. The purpose of the plan is to guide decisions concerning the number, scope, and focus of academic programs; the activities of academic personnel and staff; and the allocation of resources and institutional energy.

A process that involved academic departments, colleges, Academic Affairs, the President, the Trustees, and internal and external constituents from across the state in the creation of academic plans became the foundation for what has emerged as the UW-Academic Plan. Not all of the ideas that surfaced in department plans during that process have been incorporated into the Academic Plan, but departments and colleges have been encouraged to pursue those ideas which have merit and are consistent with the Plan.

The UW Academic Plan does not constitute a complete strategic plan. Rather, its focus is the academic core of the institution and, therefore, represents the hub around which additional plans will be developed to provide overall direction for the collaboration and cooperation of academic, administrative, and student support units.

The purpose of this document is to provide a framework within which the planning process will proceed for the University Libraries and the Divisions of Student Affairs, Administration and Finance, Information Technology, and Intercollegiate Athletics, as well as

other units not included in the UW Academic Plan. The planning process will occur during the 1999-2000 academic year.

The Planning Context

The follow-up phase to the academic planning process will initially focus on the 167 action items in the UW Academic Plan. Support units will consider each of the action items to determine if there is a role, either direct or indirect, they may play to support implementation of these items. Support units may also recommend supplementary action items in response to opportunities to enrich the Academic Plan.

The second step for support units will be a self-study. The breadth of support services goes far beyond what has been identified in the 167 action items of the UW Academic Plan. To focus on these items alone would ignore both opportunities and challenges not identified in the Academic Plan. Therefore, support units will prepare self-studies that examine, among other things: what function(s) are provided and the services or product delivered to fulfill the function(s); the institutional need for each service or product; the quality, cost, and efficiency of delivery; and whether or not alternative delivery systems are available and should be considered. An open invitation will be issued to the campus community to help identify issues and opportunities to be considered in the self-studies.

To assist support units with the preparation of their plans, the following documents, in addition to the Academic Plan, provide an appropriate context in which support plans can be considered. These include:

- President Dubois' installation address
- President Dubois' fall 1998 convocation address

- President Dubois' white paper on the Academic Plan of January 19, 1999
- The University Academic Plan list of action items
- The University of Wyoming mission statement
- The Division of Student Affairs mission statement
- The Division of Administration and Finance mission statement
- Information and Technology mission statement
- The University Libraries' mission statement
- Intercollegiate Athletics mission statement
- Selected supplementary documents

Environmental Factors to Guide the Planning Process

The introduction to the UW Academic Plan contains 10 significant factors that will impact the university's policy and programmatic efforts during the next five years. These topics, in some cases slightly modified for adaptation to support unit-planning activities, are included here as factors to be considered for UW support services.

1. UW's unique role as the only four-year, state-supported higher education institution.

Expectations for a broad array of educational programs to serve the needs of the state will, in all likelihood, continue along with pressure to deliver many of those programs across the state. Therefore, the data-based demonstration of need for such programs will be essential.

2. Understanding that scholarship, quality teaching, student learning, and the transmission and creation of knowledge in the classroom and laboratory is

fundamental to the higher education experience. In addition, the student's total experience in a comprehensive learning environment is an essential factor in a quality education. The creation of such an environment is a shared obligation of faculty, administration, staff, and students.

3. Funding constraints. UW will continue to fulfill its educational role in a context of funding constraints. Traditional sources of income are declining as a percentage of the budget; thus, a larger percentage of the university's budget will come from self-generated revenue. Therefore, the support planning process must avoid expectations for infusions of additional funding and, instead, emphasize new efficiencies and effectiveness that better utilize limited resources. However, true excellence will be pursued and supported as hallmarks of distinction for UW. Such unique efforts leading to distinction and excellence are encouraged. In addition, the rate of transfer of funds from Section II enterprises to support Section I functions will be explored.

4. Changing student demographics and characteristics. National trends suggest continuing changes in student populations that include increasing numbers of women and ethnic minorities; an increase in part-time students; more students engaged in part-time employment; and increasing numbers seeking mid-career changes, job retraining, and re-education, particularly for site-bound students. Changes in the student cohort demands vigilance if the university is to fulfill its educational mission for these students in an effective manner.

5. Enrollment and access. Recent declines in the university's student enrollment are exacerbated by the expectation that there will be an 18 percent decline in Wyoming high

school graduates over the next decade. Every effort must be made to maintain and increase student enrollment through recruitment, retention, distance education, and other innovative initiatives.

- 6. Partnerships.** It will be increasingly important to maintain existing partnerships and to develop new ones to better serve Wyoming's students and citizens. In particular, it will be important to develop further linkages and cooperation between UW departments and colleges; with K-12 schools; and with the community colleges for more refined articulation of degree requirements, for academic preparation and recruitment, and for collaboration in workforce preparation for the demands of an improved state economy.
- 7. Accountability, rewards, and priorities.** Institutions of higher education throughout the nation face persisting demands for greater accountability, outcomes assessment, and process evaluation. Although assessment programs are in place at UW, the standard of accountability and evaluation is not consistent across all units. If the pursuit of excellence is to be managed with precision, attention to systematic assessment throughout the university is imperative.
- 8. Attention to a national and international context.** Although the principle focus of the University of Wyoming will always be on Wyoming and its people, the informational, economic, and cultural needs of the state can only be met by a university that has a regional, national, and international perspective. It is important to weave this perspective throughout the fabric of the institution.
- 9. Wyoming economic development.** The U.S. Census Bureau has estimated that in the age groups from 25 to 35 there has been a 20 to 28 percent decline in Wyoming's population

between 1990 and 1996. The decline is rooted primarily in a lack of good paying jobs, which is, in turn, the result of a stagnant economy. Inasmuch as the university is considered a major catalyst for economic change in Wyoming, traditional faculty and administrative roles must be redefined to address UW's partnership with Wyoming's economic development.

10. Commitment to progress. Given this mix of demands, constraints, and opportunities, the UW community must commit itself to creating and managing change that is dedicated to institutional excellence. This commitment to progress must be institutional in scope, bold, and proactive. It must also share a common vision for the future.

Planning Values and Principles

In addition to the 10 essential factors that will guide the self-studies and the plan contents, there are fundamental planning values and principles that will define the process. These include:

- 1. Effective university planning and decision making requires collaboration among all the university stakeholders, including administrative officials, faculty, staff, students, and external constituents.** Planning should be an open, iterative, and responsive process grounded in mutual recognition of and shared respect for the statutory duties of the Trustees and the delegated responsibilities of the president; the vice presidents; deans; and the faculty, staff, and student senates.
- 2. The university's first mission is to provide an excellent baccalaureate education.** The university's unwavering attention to high quality undergraduate teaching and learning targets not only the classroom and laboratory but also the creation of an entire

campus culture that facilitates the teaching/learning process both in and outside of the classroom.

3. **There is value in the university's research function. The university exists both to transmit and to expand the horizons of knowledge.** Support services that sustain and facilitate research, as well as teaching and learning, are essential to the university maintaining its stature as a Carnegie Research II institution.
4. **The work of the faculty needs judicious support.** The main foci of faculty work should be teaching and research. Support structures for the faculty should provide the facilities, equipment, and technology required to function with excellence. In addition, co-curricular programming should be coordinated with and complement classroom and instructional activities.
5. **The primary mission of students as learners needs judicious support.** The main foci of students should be the acquisition, application, and expansion of knowledge. Support structures should be designed to deliver students to the classroom ready to learn.
6. **A major strength of the institution lies in the diversity it is able to develop and maintain.** Preparation for productive life in a multicultural, multi-ethnic society requires a multi-ethnic, multicultural educational preparation at the university. Diversity among faculty, staff, and students is a cornerstone of preparation for productive contributions in today's world. Interactions with those different from oneself go beyond tolerance to a celebration of the differences that make up the university's population.
7. **All support programs have benefits and costs. Every program or activity represents a resource allocation decision.** There are four key questions in assessing existing and

envisioned programs. First, how does the program contribute to the university's academic mission? Second, are there surmountable obstacles that prevent programs from delivering benefits to their full potential? Third, is there duplication of effort? Fourth, does a new program or initiative have a higher priority than existing ones?

8. The successful university is more than a collection of discrete programs.

Interactions, functional ties, and personnel links among programs are key components to collaboration and cooperation. Cultivating such an environment requires attitudes and actions that reflect a commitment to institutional values and goals as opposed to just the welfare of the employee's unit.

9. High quality service goes beyond knowledge and experience in one's area of expertise.

An uncompromising commitment to friendly and thoughtful delivery of service is essential to a total quality experience for those who receive our services. All services should be delivered in a manner that personalizes the teaching/learning environment.

Charge for UW Support Services Plan

The purpose of this support services planning process is to participate in charting a course that will guide future actions and decisions for the development of the University of Wyoming in support of its fundamental mission. The UW Support Services Plan will be developed through a series of interactions between university constituencies, external consultants, and the participants in this planning process, namely, the University Libraries and

the Divisions of Administration and Finance, Information Technology, Student Affairs, and Intercollegiate Athletics.

Plans developed by each unit will be reviewed and evaluated at the division level and by the Coordinating Committee on Support Services Planning. These plans will include a self-study component and will also be made available to the general university community via a web site that will be established for that purpose. Comments from the campus community will also be incorporated into the draft plans that emerge from this initial step.

Unit self-studies will include, but are not limited to:

- Description of the unit
- Addressing those elements of the UW Academic Plan that obligate and encumber unit resources
- Description of those who are served
- Functions performed and how they support the university and division mission statements
- Description of the need for the service
- Description of unfunded externally mandated services and requirements
- Assessment of quality of the services including the use of professional standards for service delivery if such standards are available
- Service delivery alternatives (e.g., outsourcing)
- Comparator data from selected institutions to provide a benchmark perspective of resource allocation and service delivery
- Recommendations for innovative structural and functional changes that increase the

effectiveness of support for the UW mission (e.g., realignment of reporting lines, combining of offices, elimination or enhancement of function, etc.)

The vice presidents and directors will incorporate the unit self-studies and plans in developing division support service plans. These will be compiled into an UW Support Services Plan document. The document will include a separate section and action items for every division and a final section that describes collaboration and cooperation of all divisions with the UW Academic Plan and with each other. Drafts of the Support Services Plan will be shared with the campus community prior to finalizing the overall plan for presentation to the president and the Board of Trustees.

11-STEP PROCESS

The following page contains a flow chart with an 11-step process that defines and summarizes the charge.

- STEP 1 The steering committee, consisting of the vice presidents, directors, and associates, develops the planning process, the charge, and the format for the plan.
- STEP 2 An invitation is extended campus-wide to help identify issues and content to be addressed by the unit self-studies.
- STEP 3 Unit self-studies prepared.
- STEP 4 Unit self-studies are compiled into division draft reports.
- STEP 5 Division draft reports are made available for general comment.

- STEP 6 Draft reports are reviewed internally by the Coordinating Council on Support Services Planning; the Deans' Council; and faculty, staff, and student senates.
- STEP 7 Draft reports are also reviewed by external reviewers, who may also conduct site visits on campus.
- STEP 8 The steering committee, with editorial assistance, develops the UW Support Services Plan.
- STEP 9 Continuing feedback on the plan is invited.
- STEP 10 The final draft is presented to the president and Executive Council.
- STEP 11 The final draft is presented to the Trustees.

(The flowchart appears at the end of the document)

UW Support Services Planning Process Timeline

August 15, 1999 to December 15, 1999

Units and divisions undertake planning efforts. Invitations sent via e-mail distribution lists to faculty, staff, and students to identify ideas, issues, and functions that should be addressed. Division plans due December 15, 1999. Vice presidents will plan and coordinate iterated planning strategies with units to reflect the uniqueness and particular needs of each division. Units and the divisions will work together simultaneously and collaboratively to create, in tandem, both the unit plan and the division plan. The process will require continual communication and interaction between the unit and the division.

Vice presidents will set deadlines within each division, as well as articulate specific divisional goals to be integrated into unit plans.

December 15, 1999 – February 15, 2000

First draft of division support services plans sent to Coordinating Committee on Support Services Planning (CCSSP); Deans' Council; and student, faculty, and staff senates for review and comment. Draft also placed on the web for comment by campus community.

February 15, 2000 – March 24, 2000

Second draft prepared by vice presidents and directors incorporating the responses of the specified councils and senates and the public comments.

March 24, 2000 – April 7, 2000

Second draft reviewed by the CCSSP and the web site responses.

April 7, 2000 – April 21, 2000

Final draft prepared for final review.

April 21 – May 8, 2000

UW Support Services Plan transmitted to the president.

May 8, 2000

Plan submitted to the Board of Trustees for final approval.

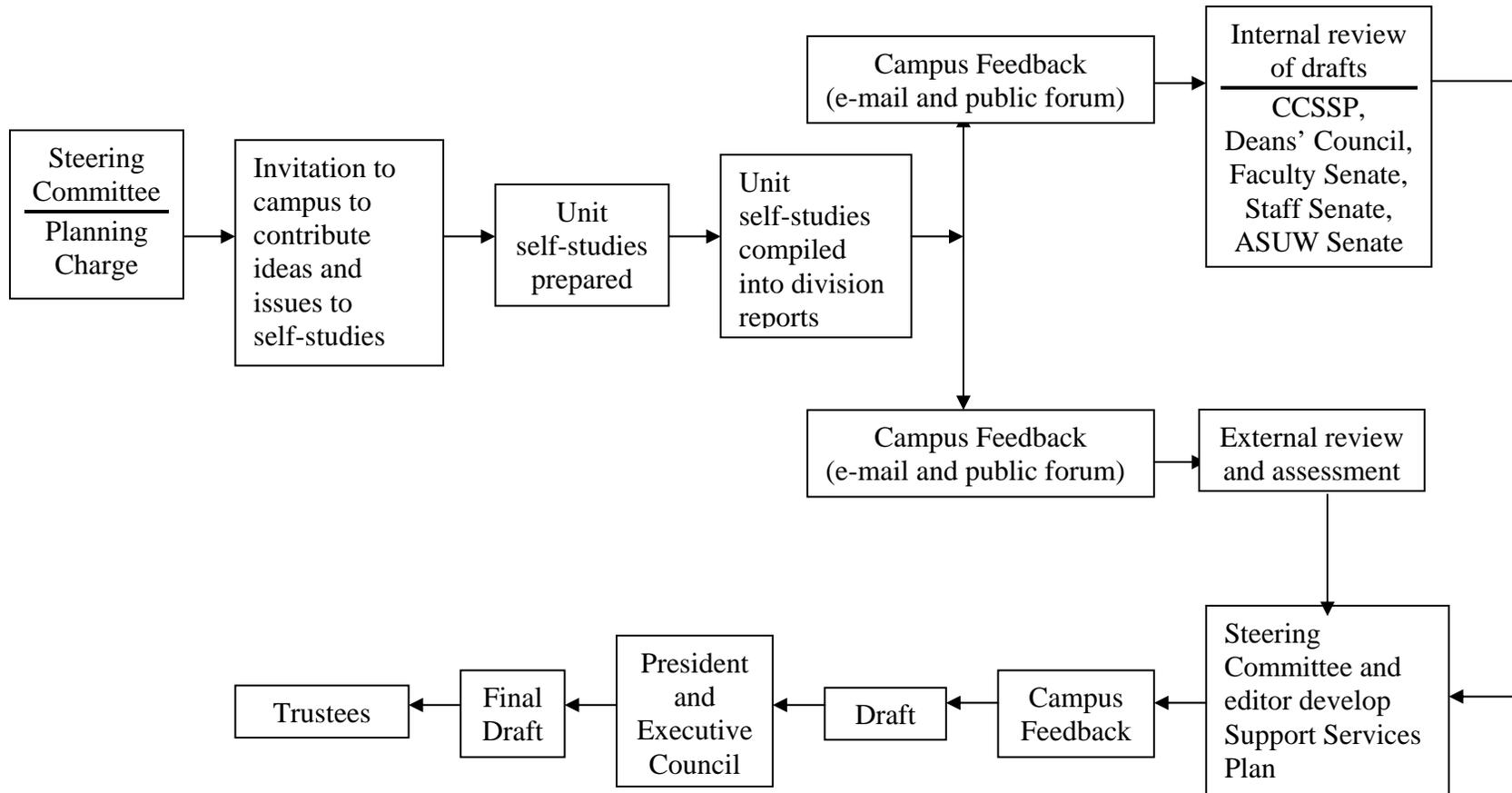
University of Wyoming
Coordinating Committee on Support Services Planning (CCSSP)
(to be appointed by President Dubois)

Chair (1)
Academic Affairs (1)
Deans' Council and Outreach (2)
Faculty/Faculty Senate (2)
Staff/Staff Senate (2)
Students/Student Senate (2)
Office of Research (1)
Women and Minorities (1)
Development (1)
Administration and Finance (1)
Athletics (1)
Information Technology (1)
Student Affairs (1)
University Libraries (1)

Consultants to the CCSSP:

Robert Aylward
Keith Cottam
Dan Baccari
Jim Hurst
Lee Moon

10-STEP PROCESS



The draft document prepared by the support services units at UW was presented to the Board. Dan Baccari explained the process and asked the Board for their input. The support units will work to tailor the plan in conjunction with the Academic Plan, following the same model, and refer to the action items of the Plan.

The document is designed with the following charges to the support services units:

1. The support units will look at each of the action items in the Academic Plan and identify linkages to participate directly or indirectly in supporting those actions;
2. Units will conduct a self-study process. Included in the review will be the functions of each unit; services or products delivered and the institutional need for them; and the quality, cost, efficiency of delivery, and whether or not an alternative delivery system is available and should be considered.

Mr. Baccari identified the documents that will be used in working on the process, and noted that the ten environmental factors were borrowed from the Academic Plan, with slight adaptations. The process to complete the support services plan will follow the same track as the Academic Plan, with a timeline of December 15 for the draft; a final draft by April 2000; and the finished plan to the Trustees by their May 2000 meeting.

President Dubois will appoint a committee identified in the support services plan to review and comment on the initial work during development. The committee will also look at suggestions coming forward from the campus at the outset.

The process for the support services plan will begin immediately. The Board discussed who will challenge the individuals in the service units. The Board was also told that external reviewers will be invited by each vice president to visit the campus.

Trustee Hammons commented that she was pleased with item 9 under values and principles, and the other written ideas, but cautioned the support units regarding item 6 on diversity. The diversity issue is of widespread concern, and UW may never come to grips with it.

President Dubois noted that it has come to his attention that the staff are uncomfortable with this process, and they may be contacting the Trustees to discuss their concerns.

Development Report

Ben Blalock reported to the Board on Development. UW has a new record this year, which includes cash, in-kind gifts, and pledges, for a total of \$18,345,000. The annual fund is up to \$1,000,000. President Dubois is working with a committee to write a statement on the campaign development, and will present that to the Board in September. The gift report is included on the next page.

Trustee Saunders moved that the Board approve the memorandum of agreement between the Foundation and the University as discussed in Executive Session; Trustee Spicer seconded. Motion carried. The memorandum of agreement is included as Enclosure IV.

FY99 Monthly Gift Report Through June 30, 1999

Compares funds raised in the current fiscal year to funds raised in the previous fiscal year. Current month gifts are also shown.

FUND	ALL GIFTS							ANNUAL FUND GIFTS						
	FY99 GOALS	Month		FY99 to date		FY98 same date		FY99 GOALS	Month		FY99 to date		FY98 same date	
	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL		DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	
A & S	\$ 750,000	143	\$ 59,886	2,419	\$ 1,205,146	2,424	\$ 3,078,649	\$201,500	69	\$ 15,135	1,670	\$ 281,379	1,862	\$191,992
AGRIC	\$ 651,500	29	\$ 6,914	973	\$ 461,135	1,056	\$ 5,446,489	\$ 51,500	22	\$ 755	855	\$ 106,680	771	\$ 44,458
BUSINESS	\$ 293,500	28	\$ 5,950	923	\$ 216,027	996	\$ 258,975	\$ 81,500	22	\$ 1,350	825	\$ 84,888	891	\$ 72,254
EDUCATION	\$ 315,250	23	\$ 3,383	738	\$ 131,211	851	\$ 135,439	\$ 39,250	18	\$ 2,793	685	\$ 38,588	775	\$ 34,337
ENGR	\$ 1,015,500	45	\$ 62,029	1,598	\$ 1,655,453	1,690	\$ 624,997	\$202,500	36	\$ 5,983	1,339	\$ 199,630	1,400	\$184,201
HEALTH SCI	\$ 1,240,000	26	\$ 53,766	670	\$ 637,239	750	\$ 500,721	\$ 50,000	18	\$ 1,390	553	\$ 47,494	636	\$ 43,578
LAW	\$ 225,000	9	\$ 2,658	285	\$ 248,842	442	\$ 201,354	\$ 35,000	8	\$ 2,158	239	\$ 29,245	304	\$ 29,747
STUD AFFRS	\$ 30,500	33	\$ 1,705	1,114	\$ 35,827	959	\$ 34,232	\$ 28,500	32	\$ 1,700	1,098	\$ 34,022	940	\$ 32,272
AHC	\$ 128,000	8	\$ 52,746	246	\$ 224,992	320	\$ 789,372	\$ 22,000	5	\$ 2,575	218	\$ 24,179	201	\$ 18,270
ALUMNI	\$ 30,000	3	\$ 700	157	\$ 54,315	199	\$ 58,190		0	\$ -	15	\$ 6,510	55	\$ 2,440
ART MUS	\$ 447,000	4	\$ 10,530	424	\$ 132,974	459	\$ 411,792	\$ 2,000	1	\$ 500	111	\$ 27,200	15	\$ 5,880
ATHLETICS	\$ 2,200,000	254	\$ 80,004	4,065	\$ 5,673,338	3,978	\$ 1,172,155	\$ 3,500	4	\$ 6,300	54	\$ 17,920	60	\$ 3,297
IENR	\$ 200,000	3	\$ 7,000	52	\$ 201,543	68	\$ 189,301	\$ 40,000	2	\$ 2,000	33	\$ 45,710	23	\$ 11,654
LIBRARY	\$ 90,500	10	\$ 1,033	281	\$ 86,388	183	\$ 204,997	\$ 20,500	10	\$ 1,033	245	\$ 32,629	99	\$ 17,255
UNIV. FUND	\$ 150,000	35	\$ 10,106	736	\$ 127,941	495	\$ 68,628	\$150,000	35	\$ 10,106	736	\$ 127,941	495	\$ 68,628
OTHER	\$ 3,233,250	322	\$148,637	6,098	\$ 3,406,758	6,488	\$ 2,260,323	\$ 7,000	67	\$ 3,716	290	\$ 49,410	324	\$ 67,160
JUNE GIFTS NOT YET BOOKED					\$ 5,973									
TOTAL	\$11,000,000	975	\$507,045	20,779	\$ 14,505,101	21,358	\$15,435,613	\$934,750	349	\$ 57,493	8,966	\$1,153,424	8,851	\$827,422

**Total DNRS (columns C, E, G, K, M, and O) do not reflect column totals. Donors may give to more than one dept./division.)*

UNFINISHED BUSINESS

No unfinished business was brought before the Board.

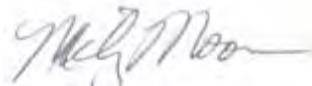
NEW BUSINESS

President Dubois asked about the Board's previous discussion on a retreat to be held when the new Trustees were comfortable. President True will take the idea under advisement and work out a recommendation that will be brought back at the meeting in September.

ADJOURNMENT AND DATE OF NEXT MEETING

There being no further business to come before the Board, it was moved by Trustee Kail and seconded by Trustee Hunt that the meeting be adjourned. The motion carried. The next meeting will be held September 10-11, 1999.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



Crystal R.M. Bennett
Staff Assistant

Enclosure I

Trustees' Executive Committee Conference Call

Enclosure II

Budget Committee Conference Call

Enclosure III

UW Academic Plan Implementation

Enclosure IV

Memorandum of Agreement