

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**January 14-15, 2000**

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING**  
**AGENDA**  
**January 14-15, 2000**

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**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**January 14-15, 2000**

The Trustees attended information sessions at the Foundation House on 1) the Western Research Institute management and its new developments; 2) the Development Campaign; and, 3) a review of the Wyoming Union and Washakie Center projects.

**CALL TO ORDER**

President True called the Business meeting to order at 10:13 a.m. on Saturday, January 15, 2000.

**ROLL CALL**

The following were in attendance: Trustees Taylor Haynes, Kathy Hunt, Ron McCue, John Patrick, Shelly Ritthaler, Walter G. "Jerry" Saunders, Gregory Schaefer, Thomas Spicer, and Hank True. Peter Jorgensen, Deborah Hammons and John D. "Dave" Bonner absences were excused. Ex-officio members Philip Dubois and Nathan Hammons were in attendance. Ex-Officio Trustees Governor Jim Geringer and Superintendent Judy Catchpole were unable to attend.

**ANNOUNCEMENTS**

No announcements were presented to the Board.

### **APPROVAL OF NOVEMBER 12-13, 1999 MINUTES OF THE TRUSTEES**

It was moved by Trustee McCue for approval of the November 12-13, 1999 Minutes. The motion was seconded by Trustee Ritthaler. Motion carried.

A motion was made by Trustee Saunders to approve the minutes from the Executive Committee conference call held on November 23, 1999. The motion was seconded by Trustee Hunt. The Executive Committee met to discuss the sale of the Bar Nunn property. The motion carried. (Enclosure I)

A motion was made by Trustee Hunt to approve the minutes of the conference call made by the Physical Plant and Equipment Committee on November 30, 1999. The Committee met to discuss a request for project authorization and authority to issue bonds for the Washakie renovation and remodel. The motion was seconded by Trustee Spicer. The motion carried. (Enclosure II)

The Executive Committee convened a conference call on December 13, 1999 for a discussion of a land sale and easement to the City of Laramie. A motion was made by Trustee Hunt to approve the minutes of the meeting. The motion was seconded by Trustee Haynes. The motion carried. (Enclosure III)

### **ASUW REPORT**

Ex-officio Trustee Nathan Hammons stated that he hoped the students have enjoyed their very generous break and are getting ready for spring semester. ASUW is working on the Support Services Plan; they are involved in the reorganization of committees; and, ASUW is setting budget priorities. ASUW is looking at legislation that deals with student fees. The students will be back on campus next week and activities will pick up at that time.

## **STAFF SENATE REPORT**

Staff Senate President Jim Kaltenbach stated he hoped everyone had a happy holiday season and thanked the administration for making the Winter Closure possible. President Kaltenbach reported that Governor Geringer will be on campus February 4 to visit with the Staff and Faculty Senates. Staff Recognition Day has been set for March 22<sup>nd</sup> from 10:00-12:00 and the Board is invited to attend. The Staff Senate President-Elect for 2000-2001 is George Longpre.

President Kaltenbach stated he wanted to visit with the Board about upcoming staff salary increases because he wouldn't have an opportunity to do so prior to the March meeting. He stated that it appears considerable monies will be available for raises. He appreciates the consideration of moving the matrix and entry level position salaries. Staff Senate is currently working on Resolution 178 that will be available at the March meeting. The salary decisions made last year were most equitable and seemed fair. However, some issues that need to be addressed are the division of dollars between staff and administration, and the adjustment of the matrix and the MUS. Jim made the recommendation that in the future, matrix and MUS adjustments be taken out of the pool prior to the division of monies between administration, faculty and staff.

President Dubois questioned whether the salary discussion can be postponed until the May meeting. Mr. Baccari replied that if the discussion took place in May, it is extremely difficult to have the salary package in place by June 1.

President Dubois stated he would appreciate receiving the Staff Senate Resolution and he will meet with Staff and Faculty Senates for input prior to final salary decisions.

## **FACULTY SENATE REPORT**

President Klaus Hanson noted that the Board discussed UniReg 804 during committee meetings on Friday. Faculty Senate has been reviewing UniReg 43 which deals with the elimination of programs. The Faculty Senate Executive Committee will see an adjusted version within the next week. Faculty Senate will hear from Roger Baalman on plans for the Union renovation. Faculty Senate is waiting to receive a report from the Parking Committee. The Senate has also heard reports on NCA and NCAA evaluative documents by Rollin Abernethy and Keener Fry. Several individuals from the Executive Committee were reading both reports for input to the respective committees as requested.

President Hanson expressed his thanks to Jim Kaltenbach for arranging for the Governor's visit. President Hanson and President-Elect, Ken Gerow will not be able to attend due to commitments out of town.

## **REPORTS AND RECOMMENDATION OF COMMITTEES**

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

The Academic and Student Affairs Committee met on Friday, January 14, 2000 with the following members present: Ron McCue, chair; Kathy Hunt, Jerry Saunders, and Tom Spicer.

The following items were brought before the full Board:

#### **College of Education – Renaming of Departments**

Consistent with recommendations contained in the College of Education review, the College began the conversion from a two-division structure to a department structure. When the College initially reorganized into six academic departments, it was with the intention of refocusing and reorganizing instructional resources and programs to better serve students. One unresolved issue was how best to administer the Educational Foundations and Counselor Education programs. The current configuration combines the two disparate programs, even though they share little in common. The former Ed Foundations component will be designated the department of Educational Studies. It will continue to have responsibility for the core coursework for undergraduate education majors.

Following extensive discussion, the College proposes splitting the combined unit into two departments: Counselor Education and Educational Studies. The Counselor Education program is academically strong and well subscribed, and it should be an independent department.

President Dubois spoke about the Academic Plan briefing the Board received in November. The President and Dr. Buchanan requested input from the Board on this proposed change and their approval.

Trustee McCue reported the proposal is consistent with the Academic Plan and moved for approval. Trustee Spicer seconded. The motion carried.

**UniReg 804 Revision: Appointment, Evaluation and Removal of Academic Administrators**

THE UNIVERSITY OF WYOMING

**Laramie, Wyoming**

**UNIREG 804, Revision 2  
December 7, 1999 DRAFT**

**UNIVERSITY REGULATION 804, Revision 2**

**Initiating**

**Authority:** President and University Faculty

**Subject:** Appointment, evaluation and removal of academic administrators

**1. STATEMENT OF POLICY**

The Trustees of the University of Wyoming observe a policy of administrative accountability, through the President, for the effective operation and distinctive quality of the University. The President is responsible for recommending the appointment or removal of all administrative and academic officers of the University and assuring regular evaluation of their performance. All such University officers serve at the pleasure of the Trustees and may be removed, upon recommendation of the President, at any time and for any reason that is not illegal.

Academic administrators serve several roles as managers of the university, leaders of their academic units, and representatives of the views and interests of their academic colleagues. Therefore, the appointment, evaluation or removal of academic administrators by the President normally shall involve significant faculty participation. This Regulation sets forth the process for personnel treatment of academic administrators and establishes the manner in which faculty participation is anticipated in the process on a timely and consistent basis.

**2. DEFINITIONS.** As used in this regulation:

- A. "Academic Administrators" means those University Officers designated in Chapter I, Section A of the Regulations of the Trustees as academic officers to whom academic units report.

- B. "Academic Unit" means a department, center, institute, school, college or other academic division to which University faculty are assigned under the aegis of the Vice President for Academic Affairs.
  - C. "Advisory committee" means a committee normally composed of a majority of faculty in the affected academic unit, appointed by a reviewing officer, formed to advise on the selection or review of an academic administrator, and including such non-faculty members (e.g., academic professionals, staff, students, or external advisors) deemed appropriate by the reviewing officer. The reviewing officer may serve on any such Advisory Committee or may designate any representative to serve as a non-voting ex-officio member.
  - D. "Annual review" means the performance assessment of each academic administrator carried out each year by his or her reviewing officer prior to the assignment of any merit increment, with a written summary prepared for both parties.
  - E. "Five Year Review" means the comprehensive review of performance and overall effectiveness of an academic administrator conducted five years following appointment, by a reviewing officer from the point of view of the University and of the unit, with advice on the latter by an advisory committee.
  - F. "Reviewing Officer" means the President, a vice president or a dean with authority to evaluate an academic administrator and recommend his or her appointment or removal.
  - G. "Special Review" means the review of the performance and overall effectiveness of an academic unit which may be conducted at any time by a reviewing officer and, in the case of unit heads, upon request of a majority of the unit faculty accepted by the reviewing officer.
  - H. "Unit Head" means the academic administrator, whether designated as head, chairman, director or similar title, with responsibility for the leadership and management of an academic unit other than a college of the University.
  - I. "University Faculty" means Voting members of the University Faculty as defined by Chapter III, Section 1 of the Regulations of the Trustees.
  - J. "Vice President" means the Vice President for Academic Affairs, Vice President for Research or other principal officer of the university to whom academic units report and to whom the provisions of this regulation apply.
- 3. APPOINTMENT.** Appointment of academic administrators shall be approved by and incumbents shall serve at the pleasure of the Trustees upon recommendation of the President.
- A. The at-pleasure appointment of Unit Heads shall be for a defined term (usually three to five years) to be specified at the time of appointment.

- B. The appropriate dean or vice president may provide a nomination for the appointment of a department head; however personal review and individual recommendations of such appointments by the President shall be required.
- 4. SELECTION.** Unless otherwise approved by the President or the Trustees, selection of academic administrators normally shall be pursuant to a national search by the appropriate reviewing officer in accordance with University equal employment opportunity principles with the significant participation of an advisory committee.
- A. The selection process must include direct consultation with unit faculty.
  - B. A selection process may be limited to internal candidates with prior authorization by the President.
  - C. Consultation on the internal appointment or reappointment of a unit head may be limited to direct consultation with unit faculty.
  - D. No individual shall be appointed as an academic administrator unless he or she qualifies for tenure and, on appointment, has been recommended for tenure by the appropriate faculty.
- 5. EVALUATION.** The President, vice president or dean, as appropriate, shall evaluate each academic administrator on an annual basis and shall, each five years following appointment, conduct an assessment of the effectiveness of the academic administrator's leadership of the academic unit. The reviewing officer shall seek input from the unit faculty as part of the assessment.
- A. Annual Review
    - 1. Annual review shall be conducted by the appropriate reviewing officer each year prior to the approval of the University's annual budget with a written summary prepared for both parties.
    - 2. The reviewing officer shall maintain a performance file containing comments and suggestions received in the previous year related to the performance of the academic administrator under review.
    - 3. The annual review shall include an assessment of the following factors:
      - a. effectiveness in meeting the goals of the academic unit and the University
      - b. leadership, professional competence and working relationships
      - c. review of the performance file and other materials that have been brought to the academic administrator's attention prior to the annual review by the reviewing officer.
    - 4. The reviewing officer may consult with individual faculty members, an ad hoc committee, or any other persons familiar with the administrator's performance.

5. Any merit increment awarded to an academic administrator shall be linked to the annual review.

**B. Five Year Review**

1. Every five years, or more often if circumstances warrant, and prior to the reappointment of any unit head, the appropriate reviewing officer shall conduct a comprehensive review of the performance and overall effectiveness of each academic administrator.
2. The review shall reflect the views of both the University and the academic unit; and the reviewing officer shall be advised in the latter by an advisory committee which shall:
  - a. Consider the annual reviews of the academic administrator; solicit the opinions of faculty, students, staff and administrators; and examine objective data regarding the progress of the academic unit.
  - b. Submit a confidential, reasoned report, a draft of which shall be submitted to the academic administrator for comment, assessing the strengths and weaknesses of the academic administrator, and providing suggestions for improvement, as appropriate.
  - c. Develop a summary of their report in cooperation with the reviewing officer, who shall distribute the summary to the academic unit.

**C. Special Reviews**

1. A reviewing officer may conduct a special review of an academic administrator at any time, which shall follow the procedures established for a five year review.
  2. A majority of an academic unit may request a special review of its unit head at any time.
  3. In the event a reviewing officer, after consultation with a unit faculty, does not support a request for a special review and the faculty do not recede from the request, the matter shall be referred to the vice president for a decision.
  4. At the discretion of the Vice President for Academic Affairs, a special review, pursuant to this Regulation, may be conducted for any academic support unit as such is designated by the Vice President.
- 6. REMOVAL.** Reviewing officers may recommend the removal of an academic administrator at any time for any reason that is not illegal. However, no removal of an academic administrator shall be final until acted upon by the Trustees upon recommendation of the President.

**FACULTY SENATE  
LEGISLATION CHARTING DOCUMENT**

.....  
Date received in Faculty Senate office: **3-23-99** Sent by: **VPAA Buchanan**

Document description: **Proposed Revision of UniReg 804**

Executive Committee action: **Refer to Faculty Academic Standards, Rights & Responsibilities Committee**

Standing committee recommendation: **Refer Committee's revision to Executive Committee; Executive Committee referred Senate Resoluton 285 and Senate Bill 285 to Faculty Senate**

.....  
Resolution No. **285** Adopted on meeting date of: **December 6, 1999**

Title of legislation: **A Resolution Regarding University Regulation 804**

Introduced by: **Executive Committee**

.....  
Date transmitted to President: **12-10-99** Date received & initials\* 12-13-99 *nmr*

Referred by President, date, and comments+: \_\_\_\_\_

\_\_\_\_\_

President approval, date, and comments+: I respectfully disagree with the substance of the resolution, but wish to acknowledge its receipt and to thank the Faculty Senate for its comments on the proposed revision. Philip Dubois 12/15/99

President disapproval, date, and comments+: \_\_\_\_\_

\_\_\_\_\_

(\*Please send a copy of this charting document with date received by President's Office to the Faculty Senate office.)

(+Please send a copy of this charting document with President's comments along with the original legislation to the Faculty Senate office.)

.....  
Final action by Legal Counsel (i.e., date of revised UniReg publication) \_\_\_\_\_

(Faculty Senate office will complete this section.)

Senate Resolution 285

Introduced by  
Executive Committee

A RESOLUTION REGARDING  
UNIVERSITY REGULATION 804

1           WHEREAS, the University Administration has proposed language amending  
2 UniReg 804, "Appointment, evaluation and removal of academic administrators," that  
3 would clarify the University's treatment of administrators as at-will appointees; and  
4

5           WHEREAS, the Faculty Senate opposes this language because it could render  
6 meaningless the University's interest in treating all employees fairly and could  
7 compromise the University's commitment to diversity and equity; and  
8

9           WHEREAS, the Faculty Senate nonetheless supports affording the University  
10 broad discretion in decisions relating to its administrators, and opposes review of such  
11 decisions for trivial matters.  
12

13           NOW , THEREFORE, BE IT RESOLVED that the Faculty Senate supports  
14 procedures that require the University to exercise discretion in making decisions  
15 affecting administrators by a fair process.

***AUTHENTICATION:*** *The foregoing Senate Resolution 285 was duly adopted by the Faculty Senate of the University of Wyoming under date of December 6, 1999, and is hereby transmitted to the President of the University of Wyoming for review in accordance with the Regulations of the Trustees.*

*Curt Cramer*  
Curt Cramer  
Secretary of the Faculty Senate

President Dubois noted the revision of UniReg 804 is in response to a question raised on appointment of deans; changes in a department; and the makeup of search committees. The amended form was that a majority of faculty would be included in the search with the final question handled by the Vice President of Academic Affairs. Another concern expressed by President Dubois was that there was no role for the President in selecting department chairs.

Dr. Hanson provided some background on the revision. The revision has been reviewed and revised by Faculty Senate, Legal Counsel, and again by Faculty Senate. Faculty Senate voted down their first version and accepted the version from Legal Counsel. President Hanson would like to go on record that making appointments should in some way reflect due process and they should not be arbitrary.

President Dubois believes this is a good sensible policy and is reflective of what occurs in other institutions. It also memorializes the idea that all administrators will be evaluated.

Trustee McCue reported that the Committee moved this Information Item to an Action Item during committee meetings on Friday. Trustee McCue moved for approval with some slight grammatical adjustments to be made by the President. Trustee Hunt seconded the motion. Motion carried.

### **Proposal for Selective Notification of Parents of Alcohol and Drug Violations**

The Higher Education Amendments of 1998, reauthorizing the Higher Education Act of 1965, were passed by the House of Representatives on September 28 and by the Senate on September 29, 1998. The President of the United States signed the bill shortly thereafter. The section of the bill dealing with alcohol and drug abuse prevention permits institutions of higher education to disclose to parents or legal guardians of a student under the age of 21 information

regarding the violation of any federal, state, or local law and institutional regulations related to the use or possession of alcohol or a controlled substance. Prior to the passage of this bill, institutions of higher education have not shared disciplinary records with parents in order to be in compliance with the Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment). The Higher Education Amendments of 1998 now allow colleges to inform parents any time a student under the age of 21 violates drug or alcohol laws or university regulations pertaining to alcohol and drugs. The bill neither prohibits nor mandates but rather permits disclosure to parents or legal guardians of violations of rules or policies by a son or daughter.

Across the country, the response of the higher education community to this provision is being determined locally. Responses range from informing parents of all alcohol or drug violations their son or daughter may have been involved in to continuing the practice of never informing parents. Preparatory to the University of Wyoming establishing a policy regarding disclosure to parents or legal guardians, a committee was convened under the chairship of the vice president for student affairs for the purpose of drafting a recommendation to the president. The committee consisted of the director of Housing and Residence Life, coordinator of the Drug Education Resource Center (DERC), director of the Office of Student Life, university magistrates, chief of the University of Wyoming Police Department, the president and vice president of the Associated Students of the University of Wyoming (ASUW), co-presidents of the Associated Parents of the University of Wyoming (APUW), and the executive assistant to the vice president for student affairs. During the fall 1999 semester, a draft of a proposed policy was reviewed by ASUW, the Residence Hall Association, and the President's Executive Council.

Following is the final draft of the proposed policy for the Trustees information and review:

PROPOSED POLICY FOR THE SELECTIVE NOTIFICATION OF PARENTS  
OF ALCOHOL AND DRUG VIOLATIONS  
(DRAFT)

The Higher Education Amendments of 1998 permit institutions of higher education to disclose to the parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law and institutional disciplinary rule or policy related to the use or possession of alcohol or a controlled substance. Pursuant to the provisions of this Act, the University of Wyoming may inform parents of students under the age of 21 of severe or repeated violations of alcohol or controlled substance possession or use when such violations endanger the health or welfare of the student or others. Parental notification shall be given only after:

- A due process finding under existing institutional procedures that the student is responsible for such violation.
- The student has been consulted or informed.
- The notification has been endorsed and coordinated by the Director of the Office of Student Life in consultation with the directors of the University Counseling Center and Student Health Services or their designees.

This policy will be evaluated annually by the Vice President for Student Affairs and the President of ASUW who shall jointly appoint a committee composed of students, faculty, and staff to determine if the policy should be continued, modified, or eliminated.

For the Trustees information, following is: a) background on student concerns regarding the proposal; and b) a description of UW's current procedures for addressing alcohol and drug violations.

a) Background Information on the Proposed Policy for the Selective Notification of Parent about Alcohol and Drug Violations

The initial draft of the proposed University of Wyoming policy for notifying the parents of minor students involved in alcohol or drug violations was reviewed by the President's Executive Council on August 20, 1999. It was determined at that time to use fall semester to invite student reaction to the proposed draft preparatory to consideration by the President, his Executive Council, and the Board of Trustees. Pursuant to that objective, personal visits were made to ASUW, to the Residence Hall Association (RHA), and interviews were held on multiple occasions with reporters or guest editors from *The Branding Iron*. In addition, several undergraduate classes were visited by invitation, and a number of e-mails were received and noted in response to *The Branding Iron* coverage of the issue. Following is a summary of the comments and concerns that were raised by students in this process followed by a commentary on the stated concern. There is no implied priority in the listing of these concerns.

**Concern #1:** While the intent of the policy to advocate for the welfare of students and their academic and personal success is desirable, the fact that Congress reversed its Family Educational Rights and Privacy Act policy on this issue is repugnant to many students. Using the policy to enable notification of parents concerning the behavior of minor students is an unfair intrusion of student rights to privacy as legal adults.

**Response:** The Higher Education Amendments of 1998 and the reauthorization of the Higher Education Act of 1965 are legal documents, and the authorization they provide to institutions of higher education to disclose to parents or legal guardians of students under the age of 21 information regarding the violation of federal, state, or local law and

institutional disciplinary rules or policies related the use of possession of alcohol or a controlled substance is legal. Although an argument concerning the unfair intrusion into students' rights can be made, the legality of the matter is not at issue.

**Concern #2:** The vagueness of the proposed policy does not provide sufficient protection for a future circumstance wherein the Director of the Office of Student Life might adopt an overzealous approach toward informing parents in most or all cases. Leaving the notification decision up to the judgment of the Director of the Office of Student Life and those with whom he or she consults doesn't provide adequate protection in a case where a future director would choose to inform parents of all violations without exception.

**Response:** The proposed policy has sufficient structure in that it specifies that parents will only be notified if the violations by their son or daughter endangered the health or welfare of the student, or the health or welfare of others. One or more of these conditions would have to be met prior to the notification of a parent. However, in response to the students' concerns, the draft has been modified to now specify that the Director of the Office of Student Life will inform parents only after consultation with the directors of the University Counseling Center and the Student Health Service or their designees and after either consulting with or notifying the violating student.

**Concern #3:** The rationale for avoiding more specific criteria in the proposal is that it allows for maximum judgment by professionally competent and humane staff. However, forbidding notification for a first offense would allow time for other University resources for extending help to be mobilized in support of the student.

**Response:** Currently, when a first offense violation occurs it triggers the application of all appropriate interventions by the university. This policy would not alter that practice. However, some first offenses are of such an extreme nature that the mobilization of every possible source of help, possibly including parents, must be pursued. No university policy should restrict assistance under those circumstances.

**Concern #4:** It is recommended that a student, preferably between the ages of 18-20, be included in the group of individuals consulted by the Director of the Office of Student Life preparatory to determining whether or not parents should be notified. The addition of the student to this group would provide an additional safeguard for the protection of student rights.

**Response:** Inasmuch as the goal for notification of parents is to mobilize all possible sources of help for the violating student and is not intended to be punitive or part of the sanctions assessed for the violation, there are differences between this and other judicial proceedings in the University. Specifically, the determination of whether the notification of parents would assist a student in dealing with an alcohol or drug abuse problem is a matter for professionally trained staff, with consideration given to the nature of the parent/student relationship, the conditions in the home of the student, and the student's on campus circumstances. A student member on the committee would jeopardize standards of confidentiality and would involve a student in a decision they are neither trained nor prepared to assist with. Nevertheless, in order to respond to the concern of protection of student rights, the proposal had been modified to specify that, on an annual basis, the policy and its application will be evaluated by a committee appointed jointly by the vice president for student affairs and the president of the Associated Students of the

University of Wyoming. That committee will be composed of students, faculty, and staff.

**Concern #5:** Before a final decision is made to notify parents of a violation, the student should be consulted or at least notified that the contact will be made.

**Response:** The draft has been modified to specify that prior to notification, students will be consulted or at least notified in a circumstance where consultation is refused by the student. The advice in advance of parental notification would allow students who may not have informed their parents of their circumstances to do so.

**Concern #6:** As it currently exists, the policy does not specify any ongoing evaluation to assure that the intent of the policy is being honored.

**Response:** The proposed policy has been modified to include the following sentence: “This policy will be evaluated annually by the vice president for student affairs and the president of ASUW who shall jointly appoint a committee composed of students, faculty, and staff to determine if the policy should be continued, modified, or eliminated.”

**Concern #7:** Since parents can't be informed of their student's grades, why is it fair to inform parents of alcohol/drug violations? UW policies need to be consistent.

**Response:** Parents cannot be informed of the students grades because that is prohibited by the Family Educational Rights and Privacy Act (FERPA). The Higher Education Amendments of 1998 now permit colleges to inform parents of students under the age of 21 of drug or alcohol violations. In essence, the United States Congress has amended the Family Educational Rights and Privacy Act to permit this specific notification. Such notification, therefore, is consistent with federal, state, and local law and statutes.

**Concern #8:** Many students are 20 years old and are on their own, paying for school out of their own pockets. Why is it fair to inform their parents of violations? Basically how will nontraditional students under the age of 21 who are separated or estranged from their parents be treated under this policy?

**Response:** This concern is obviously legitimate and is the very reason that the draft is written to intentionally provide latitude of judgment on the part of the University. Under the circumstances noted in this question, it is unlikely that parental notification would take place. The policy is written to provide the freedom not to inform parents, as well as to inform parents.

**Concern #9:** What constitutes a violation is not laid out in the proposal. It seemed like the proposal has the potential for the University to be a “baby-sitter.”

**Response:** Violations are clearly defined in federal, state, and community laws and statutes. Violations are also clearly defined in university regulations. Addressing such violations is not perceived as a “baby-sitting” task.

**Concern #10:** What about the use of other resources like the Drug Education Resource Center (DERC) before contacting parents? Will this ever happen?

**Response:** The utilization of all University resources, including the resources of DERC, will always precede or accompany the notification of parents. The University has a long tradition of helping students to deal with problems that might arise and that would not change. It is anticipated that only after it is evident that University resources were not being effective or that extreme conditions exist that consideration would be given to involving the student’s family in dealing with the problem.

**Concern # 11:** Who decides what constitutes a violation? Someone in the residence halls or is the student's report sent to some committee?

**Response:** Duly appointed law enforcement officials at the county, state, and University will determine what constitutes a violation of federal state law or city ordinance. A University officer in either the residence halls or the Office of Student Life will make decisions pertaining to University regulations. What is more important, however, is how the decision concerning parent notification be made. The draft policy centralizes that decision in the Office of Student Life so that consistency would be maintained and to ensure that the notification would take place in the interest and welfare of the student.

In conclusion, it should be noted that the ASUW voted overall nonsupport for this proposed policy. With a vote of 22 for and 5 against, ASUW passed the following resolution:

“WHEREAS, the University of Wyoming Alcohol/Drug Policy Draft, which authorizes the University to inform parents of students under the age of 21 who violate federal, state, or local laws or institutional regulations related to the use of possession of alcohol or a controlled substance, is extremely vague in its procedure to inform parents of alcohol/drug use as mentioned in the draft; and  
WHEREAS, the outcome of the actions of the draft are uncertain and may not be conducive to the students' well being; and  
WHEREAS, the goal of the policy, which is to increase the well-being of students, may not be accomplished through the function of the draft.  
THEREFORE, be it resolved that the Student Senate of the Associated Students of the University of Wyoming does not support the draft as it is written; and  
THEREFORE, be it further resolved by the Student Senate of the Associated Students of the University of Wyoming that ASUW Student Senate would like to have further involvement in any future drafts of the alcohol/drug policy that affect students' well-being.”

b) Current Procedures for Addressing Alcohol and Drug Violations

Whenever an alcohol violation is observed, reported, or suspected, the University of Wyoming Police Department is notified. If the violation is confirmed, the UWPD will provide a citation, and the incident will be handled by the civil court system. In addition, those citations that occur within the University residence hall system are reported to and processed under the associate director of housing and residence life who directly implements appropriate disciplinary action. Violations that occur elsewhere on campus are processed under the direction of the Office of Student Life. Most of these violations are referred to a University magistrate for appropriate disciplinary action. Both the University magistrate and designated residence hall personnel will conduct a hearing when a violation is within their particular jurisdiction. These hearings result in a determination about whether to dismiss the complaint, take informal action such as counseling, or impose a formal disciplinary action. Most violations involving alcohol or drugs result in the imposition of a disciplinary sanction of “conduct probation” with the attendant requirement that the student attend the University’s Alcohol Education Seminar.

The Alcohol Education Seminar is an educational and training module conducted by the Drug Education Resource Center (DERC). This seminar is a four hour session that provides education of physical effects of drug and alcohol abuse that is personalized according to body weight, legal consequences of illegal and/or irresponsible use, ethical considerations of abuse and possible sanctions by the university for repeated offenses. Most students referred in connection with a violation attend the seminar with skepticism,

but after attending provide a positive evaluation of the seminar experience. The recidivism rate for students attending the seminar is very low.

The University magistrate and residence hall personnel who conduct disciplinary hearings have the authority to assess disciplinary sanctions including reprimand, conduct probation, restitution, suspension, expulsion, or other requirements appropriate to the particular circumstances of the violation. A confirmed first offense will typically involve a conduct probation which specifies more extensive consequences for repeated violations, mandatory attendance at the Alcohol Education Seminar and possibly a referral to the University Counseling Center or Student Health Service if either of those types of treatment appear to be indicated. Currently parents are never notified because of the history of the Family Education Rights and Privacy Act (FERPA) which has prohibited such notification.

President Dubois stated he is not sure of the Board's authority on this item and the University is limited by action taken by congress last session within FERPA.

Dr. Hurst reported the narrative is very complete. A good effort has been made to receive input from various student groups from on campus, parents, students, faculty and staff. This policy will enable the University to move forward in a non-punitive effort and empower the University to alert parents to critical issues ongoing with their child/student's behavior.

President Dubois said it was the consensus of the Executive Council not to report each and every incidence of alcohol related activity but rather let informed and capable staff make those determinations and report accordingly. Students have expressed concern that staff won't be able to make appropriate decisions.

Trustee Nathan Hammons reported that ASUW passed a resolution that does not support the draft as originally written and the narrative in the report has been changed to address their concerns. If parents are to be informed, the student concern is that there needs to be consistency, the notification is not arbitrary, and that the policy is of benefit to the student to have the parent informed.

Trustee Spicer asked for clarification on the Senate's feelings towards the draft that is in the report and if ASUW supported it. Trustee Hammons said he did not know how strong this support would be. Trustee Spicer then said he opposed action on this item and he feels the students need to be more involved and have greater input with suggestions rather than arguments on why the policy shouldn't be put in place.

Trustee Schaefer supported Trustee Spicer's position but noted that the University has a responsibility to parents of the students that are engaging in dangerous behavior.

Trustee Ritthaler asked Dr. Hurst whether or not APUW had input on this item. Dr. Hurst responded that they have been involved and an informal survey of the APUW Board showed that they were unanimously supportive of this initiative.

Trustee McCue stated he believes this is an administrative item and not one on which the Board should take action.

Trustee Taylor would like to see a policy responsible to the parents and the students and is not concerned with giving this responsibility to the administration.

President Dubois supports additional student work on this and pledged to bring this item before the Board at its March meeting.

### **Retention of Students Admitted with Conditions**

In May 1992, the Board of Trustees approved admissions standards to be implemented in the fall of 1995. A significant element of the admission standards is a required pre-college curriculum. The pre-college curriculum is designed to provide high school students with an academic background to enhance their probability of success at the University.

These standards provide for two categories of admission: 1) assured admission; and 2) admission with conditions. Students in both categories are admitted to UW in good academic standing. The assured admission category applies to students who have completed the pre-college curriculum and who are judged to have a high probability of success at the University. This judgment is made by considering the appropriate combination of high school grade point average, standardized test score, and/or transferable college grade point averages. The admission with conditions category applies to students who are at greater risks as judged by pre-college preparation, grade point average, and test scores. Students admitted with conditions receive more frequent academic advising and have an upper limit placed on the number of credit hours attempted during their crucial first academic year.

The required pre-college curriculum is comprised of academic preparation in English, mathematics, science, and cultural context. The requirements for each of these four areas are expressed in units and apply to courses completed in grades 9-12. A "unit" equals one year of study. The required pre-college curriculum consists of four units in English, three in math, three in science, and three in cultural context electives.

Admission with conditions can occur under one of three circumstances as described below.

- 1) Granted to first time students, or transfer students with fewer than 30 transferable hours, who do not qualify for assured admission, but who satisfy all of the following:
  - a) Must be high school graduates.
  - b) Must have no more than two total deficiencies in the required pre-college curriculum, with no more than one deficiency from any of the four areas.
  - c) Graduates of Wyoming high schools must have a high school GPA of at least 2.5, or a GPA of 2.25 with an ACT score (or equivalent SAT score) of at least 20. Graduates of out-of-state schools must have a high school GPA of at least 2.5, or a high school GPA of 2.25 with an ACT score (equivalent SAT score) of at least 20.
  - d) The cumulative transferable college GPA must be at least 2.0.
- 2) Granted to first-time students, or students with fewer than 30 transferable hours, who are holders of GED certificates and who meet all of the following requirements:
  - a) Have an average score on the GED of 55, with no individual score less than 50.
  - b) If 21 years of age or less, must have an ACT (or equivalent SAT score) of 20.
  - c) The senior class of which they would have been a member must have graduated.
  - d) Must submit partial high school transcripts.
  - e) Cumulative transferable college GPA must be 2.0 or greater.
- 3) Granted to “non-traditional” students, defined as students age 25 or older who have not attended an institution of higher education during the last three years, who do not otherwise qualify for assured admission or admission with conditions, but who have a cumulative high school GPA of 2.0.

Because students admitted under the category of admitted with conditions may be at greater academic risk the following limits and guidelines for advising are applied to these students in order to increase their potential for success.

- Students may enroll for a maximum of 15 semester hours during the first semester. It is recommended that the 15-hour limit also be observed for the second semester as well. However, exceptions to the 15-hour limit may be granted at the discretion of the academic adviser, based upon the student's performance in the first semester.
- Students must meet with a specially designated academic or professional adviser on a monthly basis. Reports of progress and requests for assistance will be made during these meetings. The adviser will prescribe coursework as needed to address academic deficiencies or weaknesses.
- Students admitted under the terms of admission with conditions will normally be advised by the Center for Academic Advising. However, these students may also be advised from the student's declared college, if that college provides advisers who are specially trained and equipped to work with these students within the guidelines recommended herein.

Students may change their admission with conditions status by:

- 1) Completing 24 to 30 hours of coursework with a cumulative GPA of 2.0 or better.
- 2) Students failing to maintain a cumulative GPA of 2.0 or better after 30 hours of coursework, but who otherwise exceed UW probation/suspension standards, will retain the conditions, with limitations 1-3 above, until the student achieves a cumulative GPA of 2.0.

As noted above, students admitted with conditions and who have declared a major are advised within their college, and those who have not yet declared a major are advised by the Center for Academic Advising. A recent survey of academic deans' offices and of the Center for Academic Advising reveals that students admitted with conditions are flagged and assigned to academic advisers with a charge to provide advising within the terms of their having been admitted with conditions. Accordingly, these students are held to a maximum of 15 semester hours during their first semester unless an exception is warranted. Furthermore, there appears to have been a conscientious effort on the part of advisers to meet with their advisees on a once a month basis. In the case of the Center for Academic Advising, the content of these meetings is described as follows:

“The first meeting determines how the admission deficiency may impact the student’s ability to perform well. Strategies are established to rectify difficulty; e.g., time management charts to “map” the semester, academic expectations as detailed in syllabi, and study skills and test taking strategies. The second meeting determines the effectiveness of the previously established strategies, making adjustments to those strategies, planning for mid-term exams, and pre-planning for advising week. The third meeting reviews mid-term grades, insures previously established strategies, and deals with preparation for final exams.”

Similar strategies are described by the colleges. The actual implementation of the terms of the admitted with conditions status is ultimately dependent on how conscientious and committed the student is, as well as how persistent the adviser is to follow up on those students who are less motivated. There is no enforcement policy for students who choose not to keep their appointments with their advisers.

The following table provides a summary of the retention of students admitted with conditions as well as data for students with assured admission. The data presented is for those students entering the University in the fall of 1997 and in the fall of 1998.

**Retention Data for First Time, Full Time Students**  
*Fall 1997 and Fall 1998*

	<i>Fall to Fall Retention</i>				<i>Total Students</i>
	<i>Continued</i>		<i>Left UW</i>		
	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	
<b><i>Fall 1997</i></b>					
No Conditions	759	79.4	197	20.6	956
Conditions	95	54.0	81	46.0	176
Total	854	75.4	278	24.6	1,132
<b><i>Fall 1998</i></b>					
No Conditions	844	79.8	214	20.2	1,058
Conditions	99	52.9	88	47.1	187
No Conditions	943	75.7	302	24.3	1,245

The information in the table confirms national statistics that completion of the pre-college curriculum is a major factor in predicting student success. Students admitted with conditions who have not completed the pre-college curriculum are retained at significantly lower rates than those who have. Efforts to provide students admitted with conditions with special advising and support services to increase their probability of success will continue. Indeed, action items in both the Academic Plan and Support Services Plan emphasize additional strategies for enhancing the retention rate of students admitted with conditions. At this time, no change in the policy is recommended.

Trustee Hammons requested this data at the last Board meeting. Dr. Hurst spoke to this item and said this was a good action taken by the Board six or seven years ago. He and Dr. Abernethy completed a survey to determine if there are conscientious efforts of administrators on campus to provide students with conditions for assistance. The conclusion is to not recommend any change to the policy, and intensify work to help these students to succeed. Trustee Spicer asked if there are any subgroups that do worse or better, and could it be reviewed critically to see if there was more information that could be gathered. Dr. Abernethy commented that this type of discussion is currently occurring in the retention subgroup in Enrollment Management. Trustee Saunders stated he is glad to have received this report and encourages continuation in this area.

### **Vice President for Student Affairs Search Update**

The closing date for nominations and applications for the position of Vice President for Student Affairs was December 1, 1999. The Search Committee has narrowed the pool of 49

applicants, and the names of finalists have been forwarded to President Dubois for his review.

The interview process is expected to begin mid-January.

Dr. Buchanan reported four candidates have been identified for interviews which will be completed by mid February. He will release the names and curriculum vitae on finalists in the next couple of days. President Dubois noted all the finalists are female.

### **Freshman Interest Group (FIGs) Update**

The FIGs program represents an effort at establishing a “learning community” that combines residence life and academic programs. From 1999 to 2000 the number of FIGs increased from 11 to 14. New offerings for fall 2000 demonstrate both responses to academic planning and the creativity of our faculty. Two of the new FIGs respond to the Academic Plan, one from Women’s Studies, incorporating diversity issues, the other from the SENR, gaining visibility for environment and natural resource issues. The Department of Mathematics is offering “Newton”, a calculus based FIG targeted at students in the sciences. The FIGs program seeks greater exposure to prospective students by participating in recruiting initiatives including Connecting for Future Generations and the Discovery Program. Programs such as FIGs provide a recruiting incentive for some students.

We now have fall-to-fall retention data for the first year FIG class. The following table indicates retention during the first year (fall to spring), and fall 1998 to fall 1999 for students in FIGs and for all other students. Students in FIGs have a fractionally higher fall to fall retention rate (76.3%) than students not in FIGs (75.7%) for this first year of the program.

**FIG Fall to Fall Retention  
 Fall 98 to Fall 99 Preliminary**

<b>FIG Group</b>	<b>Fall to Spring Retention</b>				<b>Fall to Fall Retention</b>				<b>Total Students</b>
	<b>Continued</b>		<b>Left UW</b>		<b>Continued</b>		<b>Left UW</b>		
	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	<b>#</b>	<b>%</b>	
<b>All FIGS</b>	<b>113</b>	<b>95.8%</b>	<b>5</b>	<b>4.2%</b>	<b>90</b>	<b>76.3%</b>	<b>28</b>	<b>23.7%</b>	<b>118</b>
<b>Overall Full-time, First-time Students</b>	<b>1,145</b>	<b>92.0%</b>	<b>100</b>	<b>8.0%</b>	<b>943</b>	<b>75.7%</b>	<b>302</b>	<b>24.3%</b>	<b>1,245</b>

Dr. Buchanan stated this is a one-year snapshot, there is a slightly higher retention rate, and hopefully this program will be more significant in the future. Trustee Spicer commented that the numbers don't appear to be statistically significant.

**Academic Planning Update**

- a. Online UW Business Administration Degree** (see Outreach/Community College Committee)
- b. College of Business and Department of Computer Science - Information Management Minor**

The UW Course Committee approved four new courses for the Information Management minor in the College of Business and Department of Computer Science at its December meeting. This minor will be instituted in response to Action Item #91 of the Academic Plan.

- c. Proposed Master of Science in E-Business & Technology Degree**

In response to changes in business practices and new applications of technology, the Colleges of Business and the College of Arts and Sciences are proposing a Master of Science in E-Business & Technology. The primary thrusts of this program are 1) to provide an innovative

degree program that will attract students and employers to Wyoming and 2) to promote economic development.

E-business is fundamentally changing the way companies do business and how they manage commercial relationships. E-business practices are forcing firms to reevaluate how commerce is conducted, making the public more concerned about privacy of personal and economic information, and causing government to consider the tax revenue impacts of Internet commerce on state and local economies. These issues and others are important to Wyoming as the state seeks to broaden its revenue base, attract existing businesses, develop new businesses, and provide attractive employment opportunities for people in Wyoming.

E-business employers are taking a different view of the academic preparation of candidates. Firms are seeking individuals with state-of-the-art technical skills and the ability to blend knowledge from disparate disciplines in order to manage customer relationships over the internet. Consequently, universities must reevaluate their education programs to embrace the e-business revolution and add new course work, concentrations, degrees, and certification programs. The proposed degree program consists of 36 semester hours divided about equally between business and computer science subjects. The coursework will be designed to incorporate e-business practices, focus on applications of technology in business, and provide a foundation for students to be successful e-business employees, consultants, or entrepreneurs. The course of study will integrate the basics of how to operate and manage a business with the application of technology to provide reliable services to attract, retain, and grow a customer base. The degree requirements will include a practicum where students will develop and test in teams an e-business application. The program of study is designed for completion in 12 months.

The proposed program supports several portions of the 1999-2004 University Academic Plan calling for development of information technology and efforts to support economic development in Wyoming. Specifically, the degree program adds an attractive area of study to the UW curriculum, targets the national shortage of technology and management information system professionals, and strengthens UW's ability to hire computational and information technology faculty. In addition, the program directly supports economic development plans for the state. The Wyoming Business Council (WBC) identifies technology, including communications and information management, as a core competency to be developed for economic growth. The WBC noted an interest in electronic commerce and telecommunications-based industries, including customer- and product-processing and distribution centers, key elements of the e-business model. Also, the WBC places a high priority on support of entrepreneurial efforts within the state. Finally, this program will provide an important source of qualified employees to internet businesses in Wyoming and the region.

**d. Professional M.S. Program in Computer Science**

The increased demand for skilled computer system administrators and software developers has made degrees in computer science valuable assets to students seeking employment. While a second bachelor's or even a graduate degree in computer science can be earned in two to three years under existing programs at UW, many students have been unwilling to invest those years. At the same time, employers are eagerly recruiting students with computer skills beyond those taught in basic programming classes.

The Professional M.S. (PROMS) Program in Computer Science is an intensive, one-year program of course work leading to the Master's degree in computer science. It is designed for the student with a bachelor's degree but little experience in computer systems or software, or for

those already working in industry with experience but little formal education in computer science. The focus of the program is on providing a fast track to a degree while developing the skills most needed by industry (software engineering, system administration, networks, and databases). In addition to the typical applicants to the computer science graduate program, students from industry in the Front Range who want additional training to improve their career options will be recruited.

This program is scheduled to begin in Summer 2000 with an initial class of 20-25 students. It is expected that admission to the program will be highly competitive.

**e. Proposal for Organization of the College of Health Sciences**

The following proposal is designed to facilitate the implementation of action items outlined in the Academic Plan (1999-2004) for the University of Wyoming. Emphasis is placed on increasing research funding; achieving professional accreditation/certification requirements; addressing governance issues; and completing program closures specified in the Academic Plan.

Undergraduate and graduate education in the College of Health Sciences will be administered through three principal units: a School of Pharmacy; a School of Nursing; and a new School of Interdisciplinary and Professional Programs.

The School of Interdisciplinary and Professional Programs will consist of five Divisions: Medical Education and Public Health; Communication Disorders; Kinesiology and Health; Social Work; and Allied Health Professions. The Bachelor of Science in Health Sciences Program will be administered through the School of Interdisciplinary and Professional Programs.

The Division of Medical Education and Public Health will administer the WWAMI Program in medical education; the Family Practice Residency Programs in Casper and Cheyenne; and the Area Health Education Center.

The Division of Allied Health Professions will administer the Dental Hygiene Program, and the Medical Technology Program (scheduled for closure by 2003).

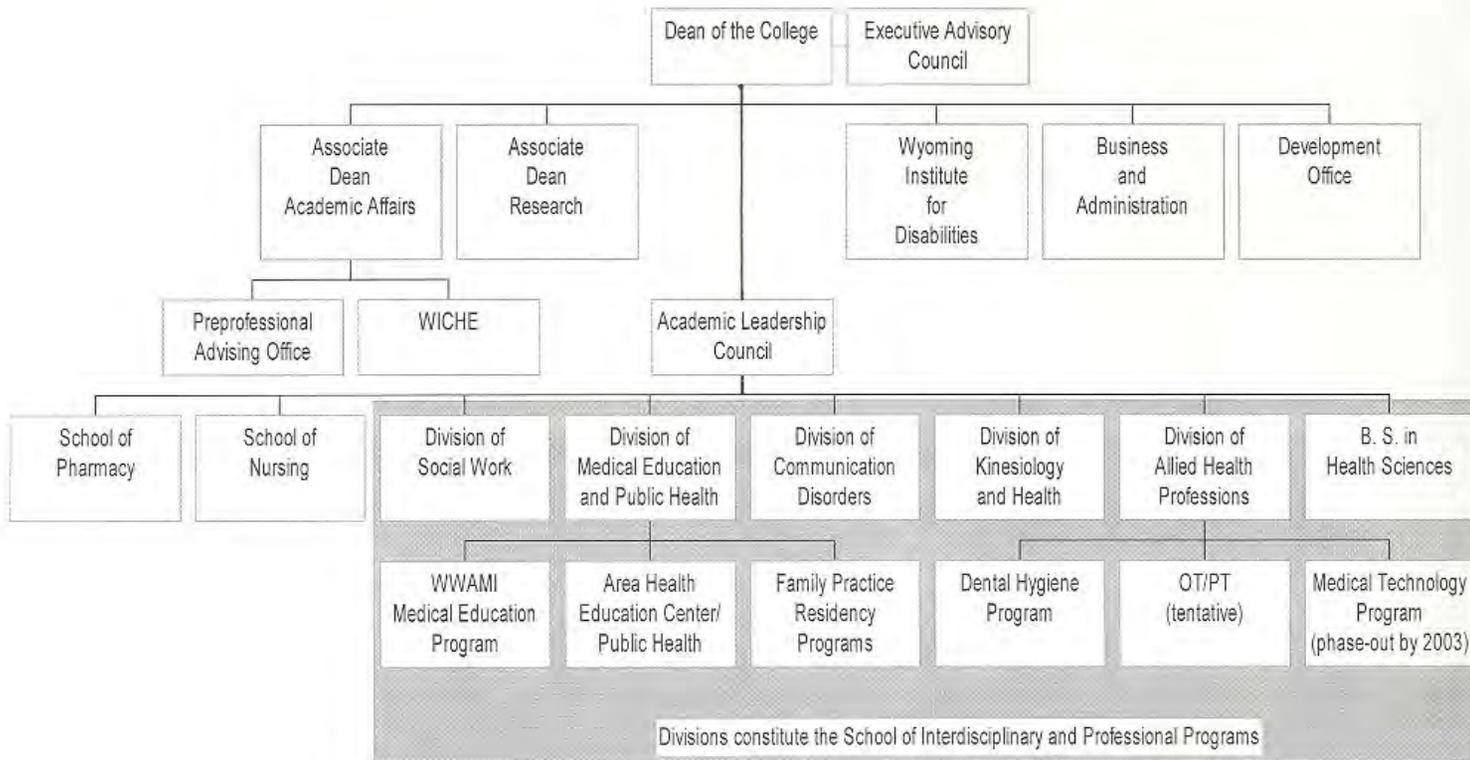
The Dean of the College will be supported by two Associate Deans (Academic Affairs and Research); an office for Business and Administration; and an Office for Development.

Each academic unit in the College of Health Sciences will have a director. For purposes of professional accreditation, the unit head of the School of Pharmacy will be designated Dean/Director. For historical reasons, the unit head of the School of Nursing will be designated Dean/Director. Each academic unit head will report to the Dean of the College. The Executive Director of the Wyoming Institute for Disabilities (WIND), the Associate Deans for Academic Affairs and Research, and the Administrative and Development Officers will report to the Dean of the College.

The Dean of the College will receive advice and counsel from the Academic Leadership Council, a committee of directors (including the Executive Director of WIND), and from the Executive Advisory Council composed of health professionals and community leaders across the State of Wyoming.

The curriculum for the Bachelor of Science in Health Sciences program will be administered by the Associate Dean for Academic Affairs with input from the Academic Leadership Council. In addition, administration of the WICHE program and preprofessional advising will be in the office of the Associate Dean for Academic Affairs.

## Proposed Organization College of Health Sciences



Dr. Buchanan reported these items focus on some aspect of technology. The minor in MIS has been worked on and will move forward. The proposed MS in e-business and technology is addressed indirectly in the Academic Plan.

Several faculty members from the Computer Science and Business Departments were available to respond to questions. Trustee Hunt asked how competitive the program will be and how the selection would be made. Trustee Saunders questioned tuition rates and related costs and how many students might be admitted. The program expects 30 students the first year. Trustee Schaefer noted there are other computer-related programs within other colleges and spoke to coordination of those resources. Dr. Buchanan was requested to bring additional information to the Board at the March meeting for action at that time. Concern was expressed that delaying action would create difficulties for the programs but that doesn't appear to be the case.

President Dubois noted the need for coherence in the Health Sciences program and the reorganization is a result of the Academic Plan. The proposal addresses the need to streamline the units in the College with the main thrust of the reorganization being the coordination of interdisciplinary and professional program. The other significant change is to have two associate deans assigned for responsibility of academic affairs and research issues. The UniRegs require a two-thirds vote of faculty to bring the College reorganization forward as an action item.

Trustee Haynes asked what the status of the new building was. President Dubois reported the Biochemistry Building is being partially renovated as a result of a gift from Roy and Fay Whitney. Additional sources have not been identified to complete the \$3 million needed for complete renovation and \$5 million for the addition.

## **BUDGET COMMITTEE**

The Budget Committee of the Trustees met on Thursday, January 13, 2000 and Friday, January 14, 2000 with Trustees Haynes, Patrick, Saunders, and Schaefer present. Trustee Saunders served as chair in the absence of Trustee Jorgensen. The following items were presented to the full Board:

### **Approval of Fees, Charges, Refunds and Deposits, July 1, 2000-June 30, 2001**

Annually, the Budget Committee and Trustees approve requests for changes and additions to authorized fees, charges, refunds and deposits. The proposed changes address mandatory fees, university fees, charges and deposits. Auxiliary Enterprises charges; laboratory and special course fees; and miscellaneous fees, charges, and deposits.

It is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming approval of the Fee Book as presented. The following tables highlight the major fees and charges and the recommended increases.

University of Wyoming  
 The Fee Book  
 July 1, 2000 - June 30, 2001  
 Summary of Changes - DRAFT for discussion

Mandatory Fees, Academic Year, Full-time Students per semester	FY 2001	FY 2000	\$ ch	% ch
Student Health Services		55.00		
Intercollegiate Athletics		22.25		
Wyoming Union	53.00	51.00	2.00	3.9
Student Publications		9.25		
ASUW		25.00		
Recreation Fee	16.00	15.00	1.00	6.6
General Access Computer Fee		20.00		
Recycling Fee (ASUW)	1.10	.50	.60	120.0
Wellness Fee (ASUW)	3.00	2.00	1.00	50.0
Total Mandatory Fee	204.60	200.00		

Residence Hall Room Charges Academic Year, excludes semester break	FY 2001	FY 2000	\$ ch	% ch
Double Occupancy Room	1916.00	1846.00	70.00	3.8
Single Occupancy Room	2877.00	2772.00	105.00	3.8

Apartment Rental Rates, Student, per month	FY 2001	FY 2000	\$ ch	% ch
One Story Complex (Summit View)				
One bedroom	338.00	326.00	12.00	3.8
Two bedroom	429.00	405.00	24.00	6.0
Landmark Village	448.00	444.00	4.00	1.0
River Village				
Two bedroom	535.00	520.00	15.00	2.9
Three bedroom	602.00	563.00	39.00	7.0
1111 Lewis Street (Laramie Peak)				
One bedroom	439.00	435.00	4.00	1.0
Two bedroom	571.00	538.00	33.00	6.2
Spanish Walk, one bedroom	402.00	398.00	4.00	1.0
1107 Lewis (per person for 5 residents)	300.00	288.00	12.00	4.2
1220 Bradley Street, two bedroom	682.00	675.00	7.00	1.0

Apartment Rental Rates, Faculty and Staff, per month	FY 2001	FY 2000	\$ ch	% ch
One Story complex (Summit View)				
One bedroom	429.00	413.00	16.00	3.9
Two bedroom	535.00	503.00	32.00	6.4
Landmark Village, two bedroom	606.00	578.00	28.00	4.8
River Village				
Two bedroom	717.00	670.00	47.00	7.0
Three bedroom	785.00	734.00	51.00	7.0
1111 Lewis Street (Laramie Peak)				
One bedroom	571.00	550.00	21.00	3.8
Two bedroom	700.00	659.00	41.00	6.2
Spanish Walk, One bedroom	495.00	472.00	23.00	4.9
1220 Bradley Street, two bedroom	N/A	796.00		

Board Charges, academic year Fall and Spring semesters	FY 2001	FY 2000	\$ ch	% ch
Unlimited access plan *	2652.00	2600.00	52.00	2.0
Any 15 access plan *	2310.00	2264.00	46.00	2.0
Any 12 access plan *	2182.00	2140.00	42.00	1.9
Any 9 access plan	1722.00	1688.00	34.00	2.0
Any 7 access plan	1390.00	1362.00	28.00	2.0
Any 5 access plan	1040.00	1018.00	22.00	2.1
Any 3 access plan	650.00	636.00	14.00	2.2
Lunch only, 5 per week	848.00	830.00	18.00	2.1
Board Charges, Summer, 2001	FY 2001	FY 2000	\$ ch	% ch
3 meals per day, Monday through Friday *	471.00	462.00	9.00	1.9
Any 9 access plan *	377.00	370.00	7.00	1.8

After a brief discussion, Trustee Saunders moved for approval of the Fee Book as presented. Trustee Schaefer seconded. President Dubois asked the Board to grant him the authority to alter the Half Acre towel fee if needed. President True noted that request will be incorporated into the motion. Motion carried.

### **Approval of Designation of Depositories**

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

Trustee Saunders moved for approval of designation of depositories as presented. The motion was seconded by Trustee Schaefer. The 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 hereby authorized to certify this Resolution to whom it may concern.

Trustee Saunders moved for approval of stock transfers as presented. Trustee Schaefer seconded motion. The motion carried.

### **Approval of Contracts and Grants**

#### **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 October 21, 1999, through December 14, 1999.

<b>ACADEMY OF APPLIED SCIENCE - 08/13/1999 - 08/12/2000</b>	\$	7,800
Robert George; Zoology - Wyoming-Eastern Colorado junior science and humanities symposium.		
<b>ALBANY COUNTY, WYOMING, SCHOOL DISTRICT NUMBER ONE - 10/01/1999 - 05/31/2000</b>	\$	48,623
Charles Ksir; Education Dean's Office - Develop integration strategies for technology.		
<b>APPLIED BIOFUTURES - 07/01/1999 - Open</b>	\$	800

Alan Gray; Plant Sciences - Field crop research.

**ASTEC, INCORPORATED - 06/22/1999 - Open** \$ 10,400

Abdel Mesbah; Plant Sciences - Crop-weed research.

**L. E. BORGMAN, INCORPORATED - 08/01/1996 - 10/31/2000** \$ 35,000

Leon Borgman; Statistics - Analysis of ocean wave and environmental data.

**CENTRE NATIONAL DE LA RECHERCHE SCIENTIFIQUE, FRANCE -  
05/01/1998 - Open** \$ 35,000

Gabor Vali; Atmospheric Science - Deployment of radar for CLARE project.

**CORPORATION FOR PUBLIC BROADCASTING - 10/01/1999 - 09/30/2001** \$ 213,362

Jon Schwartz; Wyoming Public Radio - Annual community service and program acquisition grant.

**DANMARKS METEOROLOGISKE INSTITUT - 02/01/1996 - Open** \$ 4,585

James Rosen; Physics and Astronomy - Balloon launch and equipment support.

**ELECTRIC POWER RESEARCH INSTITUTE, INCORPORATED -  
07/25/1997 - 05/15/2000** \$ 20,000

Badrul Chowdhury; Electrical Engineering - Restructuring power engineering education.

**GENERAL ELECTRIC COMPANY - 08/01/1999 - Open** \$ 24,442

John Ackerman; Chemical Engineering - Low E coatings for scale-up capabilities.

**GEORGIA STATE UNIVERSITY - 11/30/1999 - 07/31/2000** \$ 21,500

Rob Bennett; Student Educational Opportunity - Post-secondary training information for a national database.

**HOYT USA - 06/01/1999 - Open** \$ 595

Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.

**HYDROQUAL, INCORPORATED - 01/01/1998 - 12/31/1999** \$ 10,000

Harold Bergman/Joseph Meyer; Zoology - Invertebrate copper bioavailability.

**IDAHO, UNIVERSITY OF - 07/01/1998 - 06/15/2000** \$ 8,000

Gary Franc; Plant Sciences - Investigate factors favoring late blight tuber infection.

**THE INSTITUTE OF ECOSYSTEM STUDIES - 08/01/1999 - 07/31/2000** \$ 20,074

William Reiners; Botany - Multi-temporal landsat vegetation map for Catskill Mountains.

<b>LARAMIE RIVERS CONSERVATION DISTRICT - 10/01/1999 - 02/10/2000</b>	\$	5,000
James Thompson; Agricultural Economics - Natural resource management concerns of Albany County, Wyoming, citizens.		
<b>LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY - 10/01/1999 - 09/30/2000</b>	\$	4,969
Richard Schmidt/James Goodman; Civil Engineering - Improve manufactured homes for hazardous winds.		
<b>MERIAL LIMITED - 10/01/1999 - 04/30/2000</b>	\$	108,394
John Lloyd/James Waggoner; Renewable Resources - Efficacy of an experimental topical material for control of migrating and subdermal Hypoderma.		
<b>MINNESOTA, UNIVERSITY OF - 06/01/1998 - 05/31/2000</b>	\$	20,000
Homer R. Hamilton III/Jay Puckett; Civil Engineering - Fatigue-resistant cantilevered supports.		
<b>MONTANA JOB TRAINING PARTNERSHIP, INCORPORATED - 10/01/1998 - 09/30/2000</b>	\$	182,159
Keith Miller; Wyoming Institute for Disabilities - Create employment for people with disabilities.		
<b>NATIONAL GEOGRAPHIC SOCIETY - 09/01/1999 - 08/31/2000</b>	\$	98,700
William Gribb/Ronald Beiswenger; Geography and Recreation - Wyoming geographic alliance.		
<b>THE NATURE CONSERVANCY - 02/01/1999 - 12/31/1999</b>	\$	2,779
William Reiners; Wyoming Natural Diversity Database - Ecoregional plan for Wyoming basins.		
<b>NORTH DAKOTA, UNIVERSITY OF - 03/01/1998 - 05/15/2002</b>	\$	15,400
Patricia McClurg; Natural Science Program - Public access resource center.		
<b>NORTH DAKOTA STATE UNIVERSITY - 07/01/1999 - 06/30/2000</b>	\$	58,730
Khaled Ksaibati; Civil Engineering - Evaluate long term pavement performance.		
<b>NORTH DAKOTA STATE UNIVERSITY - 07/01/1999 - 06/30/2000</b>	\$	60,000
Eugene Wilson/Khaled Ksaibati; Civil Engineering - Define a road safety audits program for enhancing safety and reducing tort liability.		
<b>OREGON DEPARTMENT OF FISH AND WILDLIFE - 11/17/1999 - 06/15/2000</b>	\$	2,500

Steven Bieber/Wallace Erickson; Statistics - Properties of model selection criteria.

**PFIZER INCORPORATED - 12/01/1998 - Open** \$ 35,412

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

**THE PITTSBURG & MIDWAY COAL MINING COMPANY -  
07/01/1999 - Open** \$ 3,500

Pradeep Agarwal; Chemical Engineering - Coal utilization research group.

**ROHM AND HAAS COMPANY - 01/01/1999 - Open** \$ 4,700

Gary Franc; Plant Sciences - Regional plant diseases.

**SEEDBIOTICS - 01/01/1999 - Open** \$ 675

Alan Gray; Plant Sciences - Field crop research.

**SHEPHERD OF THE VALLEY CARE CENTER -  
02/12/1993 - 12/31/1999** \$ 2,500

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

**SHOSHONE AND NORTHERN ARAPAHOE OFFICE OF THE TRIBAL  
WATER ENGINEER - 08/12/1998 - 03/31/2000** \$ 30,690

Charles Reher; Anthropology - Firehearth archaeology at Washakie Reservoir.

**TEXAS, UNIVERSITY OF - 09/30/1999 - 08/31/2000** \$ 43,160

Anne Bowen; Psychology - HIV risk in male drug users.

**UNITED STATES AIR FORCE - 09/16/1999 - 06/30/2000** \$ 8,000

Gregory Brown; Botany - Study of the Colorado Butterfly Plant at F.E. Warren Air Force Base.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
09/30/1999 - 09/30/2001** \$ 12,000

Brent Breithaupt; Geological Museum - "Big Al" dinosaur exhibits.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
09/28/1999 - 09/30/2000** \$ 30,000

Fred Lindzey; Zoology - Sublette County, Wyoming, mule deer study.

**UNITED STATES DEFENSE LOGISTICS AGENCY -  
10/01/1999 - 09/30/2000** \$ 198,976

Diane Wolverton; Small Business Development Center - Procurement technical

assistance center.

**UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1999 - 09/30/2000** \$ 3,000

Steven Horn; Agriculture Dean's Office - Laboratory technician support.

**UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1999 - 09/30/2000** \$ 60,000

Steven Horn; Agriculture Dean's Office - Animal care support.

**UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 09/15/1999 - 09/30/2001** \$ 88,019

Bibek Ray/Warrie Means; Animal Science - Foodborne pathogens in ready-to-eat meats.

**UNITED STATES DEPARTMENT OF AGRICULTURE ECONOMIC RESEARCH SERVICE - 09/30/1999 - 09/30/2002** \$ 150,150

Jason Shogren; Economics and Finance - Consumer benefits of improved food safety.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/1996 - 09/30/2000** \$ 5,000

Ronald Hartman; Botany - Herbarium maintenance and plant identification.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 11/23/1997 - 12/31/1999** \$ 5,000

Stanley Anderson; Zoology - Winter ecology of northern Goshawks.

**UNITED STATES DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION - 09/23/1999 - 09/30/2000** \$ 12,477

Dale Menkhaus; Agricultural Economics - Competition of laboratory English auctions.

**UNITED STATES DEPARTMENT OF AGRICULTURE GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION - 09/23/1999 - 09/30/2000** \$ 12,477

Owen Phillips; Economics and Finance - Competition of laboratory English auctions.

**UNITED STATES DEPARTMENT OF EDUCATION - 09/22/1999 - 09/21/2000** \$ 168,518

Charles Ksir; Education Dean's Office - Technology-capacity building in Wyoming.

<b>UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1999 - 06/30/2000</b> John Nutter; Student Financial Aid - Pell grant funding.	\$ 294,184
<b>UNITED STATES DEPARTMENT OF ENERGY - 11/01/1999 - 06/30/2000</b> John Pierre; Electrical Engineering - Mode estimation and monitoring.	\$ 18,028
<b>UNITED STATES DEPARTMENT OF ENERGY - 04/01/1996 - 10/31/2000</b> Carrick Eggleston; Geology - Mineral dissolution and precipitation kinetics.	\$ 95,000
<b>UNITED STATES DEPARTMENT OF VETERANS AFFAIRS - 07/01/1997 - 09/30/2000</b> H. John Baldwin; Pharmacy - Provide clinical pharmacy services for the Veteran's Administration Medical Center.	\$ 30,373
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 11/15/1999 - 11/14/2000</b> Rex Gantenbein; Computer Science - Internet accessible countermeasures database.	\$ 70,931
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 11/01/1999 - 10/31/2000</b> Peggy Jennings; Psychology - Stress, cortisol, and cognitive function.	\$ 35,250
<b>UNITED STATES NATIONAL PARK SERVICE - 07/28/1999 - 01/31/2001</b> Audrey Shalinsky/David Eckles; Anthropology - Archeological investigations in Yellowstone National Park.	\$ 30,000
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/20/1998 - 9/30/2000</b> Terry Deshler; Atmospheric Science - Vertical profiles of aerosols.	\$ 185,351
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/01/1999 - 05/31/2000</b> Sarah Konrad; Geology - Graduate research fellowship.	\$ 25,500
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/15/1999 - 10/31/2001</b> John Gatesy; Molecular Biology - Cetacean phylogeny.	\$ 51,955
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/15/1999 - 10/31/2000</b> Gregory Mendell; Physics and Astronomy - Gravitational-radiation backreaction in	\$ 20,331

compact astrophysical systems.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 56,245  
**02/15/1999 - 01/31/2001**

James Lovvorn; Zoology - Hydrographic change on bivalves and predators.

**UNITED STATES NAVY - 02/01/1999 - 12/31/2001** \$ 125,000

Daniel Buttry; Chemistry - Combinatorial, highly automated and rapid approaches to electrocatalyst development.

**UNITED STATES SMALL BUSINESS ADMINISTRATION -** \$ 500,000  
**10/01/1999 - 09/30/2000**

Diane Wolverton; Small Business Development Center - Small business development program.

**UPLIFT - 11/01/1998 - 09/30/2000** \$ 9,000

Ken Heinlein; Wyoming Institute for Disabilities - Early screening project.

**UTAH STATE UNIVERSITY - 08/27/1999 - Open** \$ 5,000

James Freeburn; Cooperative Extension Service - Additional funds for program support.

**UTAH STATE UNIVERSITY - 09/02/1999 - Open** \$ 14,595

James Freeburn; Cooperative Extension Service - Support for Environmental Protection Agency programs.

**UTAH STATE UNIVERSITY - 01/01/1999 - 06/30/2001** \$ 69,300

James Freeburn; Cooperative Extension Service - Administer federal sustainable agriculture program.

**VARIOUS NURSING SCHOOLS - 02/22/1994 - Open** \$ 1,760

Marcia Dale; Nursing - Develop nursing programs.

**VARIOUS SPONSORS - 09/01/1994 - Open** \$ 330

William Gribb; Geography and Recreation - Wyoming geographic alliance.

**VARIOUS SPONSORS - 02/01/1994 - Open** \$ 200

Duane Keown; Natural Science Program - Wyoming's conservation connection.

**VARIOUS SPONSORS - 06/01/1999 - Open** \$ 100

Patricia McClurg; Natural Science Program - Workshops for the Upper Midwest Aerospace Consortium.

<b>VARIOUS SPONSORS - 10/01/1999 - 09/30/2000</b>	\$	12,338
Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers in Wyoming.		
<b>VARIOUS SPONSORS - 01/01/1997 - Open</b>	\$	1,500
Audie Blevins/Garth Massey; Sociology - Census of households on the Wind River Indian reservation.		
<b>VARIOUS SPONSORS - 07/01/1995 - Open</b>	\$	235
Keith Miller; Wyoming Institute for Disabilities - Behavioral assessment.		
<b>VARIOUS SPONSORS - 10/01/1998 - Open</b>	\$	905
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
<b>VARIOUS SPONSORS - 10/01/1999 - Open</b>	\$	3,910
David McDonald; Zoology - Microsatellite DNA analysis of black bears.		
<b>WASHAKIE COUNTY WEED AND PEST CONTROL DISTRICT - 06/10/1999 - Open</b>	\$	5,000
Angela Hild/Thomas Whitson; Renewable Resources - Salt cedar control in Big Horn River.		
<b>WASHINGTON STATE UNIVERSITY - 09/15/1999 - 09/14/2002</b>	\$	16,500
Stephen Miller; Plant Sciences - Integrated management of jointed goatgrass.		
<b>WASHINGTON STATE UNIVERSITY - 04/01/1997 - 03/31/2001</b>	\$	5,000
Stephen Miller; Plant Sciences - Fallow tillage influence on jointed goatgrass.		
<b>WYOMING BUSINESS COUNCIL - 07/01/1999 - 03/31/2000</b>	\$	360,000
Larry Stewart; Mid-America Manufacturing Technology Center - Support for the Mid-America Manufacturing Technology Center.		
<b>WYOMING BUSINESS COUNCIL - 04/01/2000 - 06/30/2000</b>	\$	120,000
Larry Stewart; Mid-America Manufacturing Technology Center - Support for the Mid-America Manufacturing Technology Center.		
<b>WYOMING COUNCIL FOR THE HUMANITIES - 10/18/1999 - 12/31/1999</b>	\$	759
Scott Seville; Casper College - Public lecture series: Issues on the North Platte River.		
<b>WYOMING COUNCIL FOR THE HUMANITIES - 11/05/1999 - 04/15/2000</b>	\$	5,760
Jeanne Holland; Women's Studies - History of 19th century women's movement in the United States.		

<b>WYOMING DEPARTMENT OF AGRICULTURE - 10/01/1998 - Open</b> Peter Ellsworth; Natural Science Program - Classroom resource management.	\$	2,000
<b>WYOMING DEPARTMENT OF EDUCATION - 11/15/1999 - 05/30/2000</b> Ward Gates; Physical and Health Education - Youth risk behavior survey data analysis.	\$	4,573
<b>WYOMING DEPARTMENT OF EDUCATION - 09/30/1999 - 06/30/2000</b> Rob Bennett; Student Educational Opportunity - Common core of knowledge and skills.	\$	25,000
<b>WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 11/12/1999 - 11/30/2000</b> Thomas Edgar; Civil Engineering - Wellhead protection of public water systems.	\$	50,175
<b>WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 11/12/1999 - 08/31/2000</b> Jeffrey Hamerlinck/Henry Heasler; Spatial Data and Visualization Center - Digitize public water system wellheads.	\$	12,818
<b>WYOMING DEPARTMENT OF HEALTH - 10/01/1999 - 09/30/2000</b> Kent Becker; Counselor Education - Chemical abuse research.	\$	25,750
<b>WYOMING DEPARTMENT OF FAMILY SERVICES - 10/01/1999 - 09/30/2000</b> Karen Williams; Family and Consumer Sciences - Create and support on-line distance learning for early childhood professionals.	\$	13,145
<b>WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/1999 - 09/30/2000</b> Eugene Wilson; Civil Engineering - Roadway safety/audit process for local roads.	\$	13,392
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b> Stanley Anderson; Zoology - Wyoming wildlife research.	\$	96,134
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b> Stanley Anderson; Zoology - Habitat studies in Wyoming.	\$	137,856
<b>WYOMING GOVERNOR - 10/12/1999 - Open</b> William Gern; Research Office - Produce a video and support small business innovative research.	\$	10,000
<b>WYOMING LEAF CUTTER BEE &amp; ALFALFA SEED GROWERS</b>	\$	14,700

**ASSOCIATION - 07/01/1999 - Open**

Alan Gray; Plant Sciences - Field crop research.

**WYOMING LEAF CUTTER BEE & ALFALFA SEED GROWERS** \$ 2,500

**ASSOCIATION - 06/22/1999 - Open**

Abdel Mesbah; Plant Sciences - Crop-weed research.

**WYOMING WOMEN'S PROJECT - 09/10/1999 - 09/09/2000** \$ 62,724

Diane Wolverton; Small Business Development Center - Provide assistance to economically and socially disadvantaged women and Wyoming residents.

**yourPharmacy.com - 10/01/1999 - Open** \$ 4,050

Linda Martin; Pharmacy - Provide drug information services.

**TOTAL - Contracts and grants approved October 21, 1999, through  
December 14, 1999.** \$ 4,538,223

**TOTAL - Contracts and grants previously approved:**

07/01/99 - 08/10/99 5,680,613

08/11/99 - 10/20/99 8,008,194

\$ 13,688,807

**TOTAL - Contracts and grants approved July 1, 1999 through  
December 14, 1999.** \$ 18,227,030

Dr. Gern highlighted a \$198,000 grant for development of businesses in e-commerce awarded to the Small Business Development Center, an NSF grant for \$185,000 to Terry Deshler in Atmospheric Science, and, EPSCoR will be receiving a \$3 million grant from NSF over the next three years.

President Dubois mentioned a recent gift from the Keck Foundation of \$800,000 which is the largest public gift given to the University.

Trustee Saunders moved for approval of contracts and grants as presented. Trustee Schaefer seconded. The motion carried.

**Tuition Increase**

A motion was made and approved by the Budget Committee during the Friday meeting to move this to an Action Item. (See following information.)

**UNIVERSITY OF WYOMING  
 FINANCIAL PLANNING SCENARIOS  
 2001-2002 BIENNIAL BUDGET**

	No Tuition Increase <sup>(1)</sup>	Maintain Resident Tuition at 20th Percentile for Doctoral-Level Public Institutions <sup>(2)</sup>	Balanced Budget Model <sup>(3)</sup>	Fund Salary Increase <sup>(4)</sup>	Fund Salary Increase and Balance Budget <sup>(5)</sup>
<b>ESTIMATED BEGINNING</b>					
<b>CASH BALANCE 6/30/00</b>	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580
<b>INCOME</b>					
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	16,951,524	16,951,524	16,951,524	16,951,524	16,951,524
Other Funds	75,793,412	78,036,349	86,069,804	83,107,315	94,493,174
<b>Total Income</b>	<b>\$ 306,384,281</b>	<b>\$ 308,627,218</b>	<b>\$ 316,660,673</b>	<b>\$ 313,698,184</b>	<b>\$ 325,084,043</b>
<b>EXPENDITURE</b>					
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	12,851,524	12,851,524	12,851,524	12,851,524	12,851,524
Other Funds	86,701,196	86,701,196	86,701,196	94,334,386	94,334,386
<b>Total Expenditure</b>	<b>\$ 313,192,065</b>	<b>\$ 313,192,065</b>	<b>\$ 313,192,065</b>	<b>\$ 320,825,255</b>	<b>\$ 320,825,255</b>
<b>ESTIMATED ENDING</b>					
<b>CASH BALANCE 6/30/02</b>	<b>\$ 12,744,796</b>	<b>\$ 14,987,733</b>	<b>\$ 23,021,188</b>	<b>\$ 12,425,509</b>	<b>\$ 23,811,368</b>
<b>TUITION INCREASE: 2001</b>	No Change	\$42/4%	\$195/19.4%	\$132/13.1%	\$348/34.5%
<b>2002</b>	No Change	\$42/4%	\$213/19.4%	\$150/13.1%	\$468/34.5%

Notes:

- 1) Assumes no UW funding for salary increase and no tuition increase.
- 2) Assumes no UW funding for salary increase.
- 3) Assumes no UW funding for salary increase, but does balance UW Income Fund with obligations.
- 4) Assumes a salary increase, but does not balance UW Income Fund with obligations.
- 5) Assumes a salary increase and balances UW Income Fund with obligations.

**Average Annual Resident Tuition & Fees at Public,  
 Four-Year Institutions in States Contributing More Than 1%  
 of UW's Students Compared to UW Non-Resident Rates**

<b>State Institution</b>	<b>Undergraduate 1999-00</b>
University of Wyoming	7,684
Colorado School of Mines	5,211
University of California .Santa Cruz	4,235
University of California .Berkeley	4,046
University of California .Davis	4,034
University of California .San Diego	4,031
University of California .Irvine	3,871
University of California .Santa Barbara	3,844
University of California .Riverside	3,757
University of California .Los Angeles	3,698
University of Wyoming (WUEJGN 150% Resident Tuition)	3,424
University of Colorado .Boulder	3,118
Colorado State University	3,054
Montana State University .Bozeman	2,965
Montana State University .Billings	2,922
University of Montana	2,911
South Dakota School of Mines and Technology	2,888
University of Northern Colorado	2,754
University of Nebraska .Lincoln	2,724
University of Colorado .Colorado Springs	2,723
Montana State University .Northern	2,691
University of South Dakota	2,595
Black Hills State University	2,522
South Dakota State University	2,519
Northern State University	2,460
University of Colorado .Denver	2,359
University of Nebraska .Omaha	2,306
University of Southern Colorado	2,284
University of Nebraska .Kearney	2,236
Fort Lewis College	2,219
Western State College of Colorado	2,208
Mesa State College	2,122
Metropolitan State College -Denver	2,113
Adams State College	2,092
Wayne State College	1,896
Chadron State College	1,834
Peru State College	1,834

-Colorado, California, Montana, Nebraska and South Dakota are eligible for UWE/GN discounts at the University of Wyoming.

## Undergraduate Resident Average Annual Tuition and Fees At Doctoral-Level Public Institutions

### Ranked by 1999-00 Resident Tuition & Fees

<i><b>INSTITUTION</b></i>	<b>1998-99</b>	<b>1999-00</b>
University of Vermont	7,788	8,044
University of New Hampshire	6,555	6,939
University of Pittsburgh - Pittsburgh Campus	6,424	6,698
Temple University	6,378	6,622
New Jersey Institute of Technology	6,214	6,480
Penn State University	6,092	6,436
University of Michigan - Ann Arbor	6,158	6,333
Miami University - Oxford	5,786	6,112
Rutgers State University - New Brunswick	5,772	6,052
Rutgers State University - Newark	5,534	5,814
University of Connecticut	5,330	5,404
University of Massachusetts - Amherst	5,374	5,365
Colorado School of Mines	5,081	5,211
Kent State University	4,660	5,014
University of Cincinnati	4,746	4,998
University of Maryland - College Park	4,699	4,939
University of Rhode Island	4,752	4,928
Bowling Green State University	4,654	4,874
University of Delaware	4,716	4,858
University of Maryland - Baltimore	4,598	4,807
Ohio University	4,530	4,800
University of Illinois at Urbana-Champaign	4,586	4,780
SUNY-Buffalo	4,510	4,655
University of Illinois - Chicago	4,498	4,648
College of William and Mary	5,178	4,610
Michigan Technological University	4,362	4,491
SUNY - Albany	4,338	4,453
Western Michigan University	3,184	4,433
Indiana University of Pennsylvania	4,244	4,419
SUNY- Binghamton	4,308	4,416
University of Toledo	4,166	4,416
University of Massachusetts - Lowell	4,337	4,255
University of California - Santa Cruz	4,355	4,235
Indiana University	4,069	4,212
University of Minnesota - Twin Cities	3,690	4,185
University of Akron	3,917	4,152
SUNY-Stony Brook	4,140	4,143
Ohio State University	3906	4,137
University of Virginia	4,866	4,130
Wright State University	3,930	4,128
Michigan State University	4,032	4,120
University of California - Berkeley	4,176	4,046
University of California - Davis	4,153	4,034
University of California - San Diego	4,031	4,031
Northern Illinois University	3,722	3,955
University of Missouri - St. Louis	3,817	3,950
University of California - Irvine	3,875	3,871
Cleveland State University	3,600	3,864
University of California - Santa Barbara	3,988	3,844
University of Maine	3,747	3,834
University of Missouri - Rolla	3,713	3,820
University of Oregon	3,771	3,810
University of California - Riverside	3,937	3,757
George Mason University	4,344	3,756
University of Wisconsin - Milwaukee	3,482	3,740

## Undergraduate Resident Average Annual Tuition and Fees At Doctoral-Level Public Institutions

Ranked by 1999-00 Resident Tuition & Fees

<i>INSTITUTION</i>	<i>1998-99</i>	<i>1999-00</i>	
University of Wisconsin - Madison	3,408	3,738	
SUNY - College of Environmental Science & Forestry	3,737	3,737	
University of Missouri - Columbia	3,620	3,735	
Purdue University	3,564	3,724	
University of South Carolina - Columbia	3,630	3,714	
University of California - Los Angeles	3,863	3,698	
Ball State University	3,552	3,686	
University of Washington	3,495	3,638	
Virginia Tech	4,305	3,620	
Virginia Commonwealth University	4,182	3,587	
Illinois State University	3,478	3,584	
Oregon State University	3,549	3,561	
University of Missouri - Kansas City	3,542	3,550	
Washington State University	3,396	3,530	
Clemson University	3,344	3,470	
Portland State University	3,438	3,438	
Indiana State University	3,324	3,426	
Southern Illinois University - Carbondale	3,265	3,363	
50 <sup>th</sup> Percentile	University of Arkansas - Fayetteville	3,119	3,334
University of Kentucky	3,016	3,296	
University of Louisville	2,920	3,246	
University of Hawaii at Manoa	3,045	3,142	
Wayne State University	3,042	3,132	
University of Colorado - Boulder	3,038	3,118	
Georgia Institute of Technology	2,991	3,108	
University of Tennessee - Knoxville	2,744	3,104	
Old Dominion University	3,476	3,064	
Colorado State University	2,986	3,054	
University of Mississippi	3,053	3,053	
University of Georgia	2,930	3,034	
Indiana University - Purdue University Indianapolis	2,913	3,027	
Mississippi State University	3,017	3,017	
Iowa State University	2,874	3,004	
University of Iowa	2,868	2,998	
Montana State University - Bozeman	2,869	2,976	
University of North Dakota - Main Campus	2,830	2,956	
University of Montana	2,777	2,911	
Auburn University	2,760	2,895	
Georgia State University	2,520	2,886	
North Dakota State University	2,730	2,886	
University of Alabama	2,684	2,872	
University of Southern Mississippi	2,870	2,870	
Louisiana State University & A&M College	2,841	2,851	
University of Memphis	2,630	2,818	
University of Texas - Dallas	2,625	2,791	
University of Northern Colorado	2,652	2,754	
West Virginia University	2,662	2,748	
30 <sup>th</sup> Percentile	University of Alabama in Huntsville	2,582	2,726
University of Nebraska - Lincoln	2,562	2,724	
University of Texas - Arlington	2,397	2,670	
University of Alaska - Fairbanks	2,590	2,650	
Texas A&M University - Main Campus	2,419	2,640	
Louisiana Tech University	2,502	2,618	
University of Alabama at Birmingham	2,472	2,616	
25 <sup>th</sup> Percentile	University of Texas - Austin	2,506	2,606

**Undergraduate Resident Average Annual Tuition and Fee  
 At Doctoral-Level Public Institutions  
 Ranked by 1999-00 Resident Tuition & Fees**

	<i>INSTITUTION</i>	<i>1998-99</i>	<i>1999-00</i>
	University of South Dakota	2,412	2,595
	Texas Tech University	2,459	2,571
	University of Kansas - Main Campus	2,470	2,518
	Middle Tennessee State University New Mexico State University	2,392	2,516
	New Mexico State University	2,346	2,502
	University of New Orleans	2,502	2,502
	Tennessee State University	2,308	2,442
	University of New Mexico	2,242	2,430
20 <sup>th</sup> Percentile	<b>UNIVERSITY OF WYOMING</b>	<b>2,330</b>	<b>2,416</b>
	North Carolina State University	2,364	2,414
	Idaho State University	2,180	2,398
	University of North Carolina - Chapel Hill	2,262	2,365
	University of Colorado - Denver	2,255	2,359
	University of Utah	2,283	2,351
	University of Idaho	2,136	2,348
15 <sup>th</sup> Percentile	University of Houston	2,057	2,338
	University of Central Florida	2,121	2,297
	University of Arizona	2,158	2,264
	Arizona State University	2,158	2,261
	Northern Arizona University	2,158	2,259
	University of North Texas	2,075	2,241
	Utah State University	2,120	2,185
	Kansas State University	2,135	2,174
	Texas Southern University	2,128	2,162
	University of North Carolina - Greensboro	2,051	2,148
	Texas A&M University - Commerce	2,046	2,094
	Texas Woman's University	1,979	2,072
	Wichita State University	2,029	2,047
	Oklahoma State University	1,906	2,036
	University of Southwestern Louisiana	2,022	2,025
	University of Oklahoma - Norman	1,846	1,954
	Florida International University	1,742	1,889
	University of Nevada - Reno	1,770	1,830
	University of South Florida	1,746	1,805
	Florida Atlantic University	1,695	1,802
	San Diego State University	1,854	1,776
	Florida State University	1,668	1,757
	University of Florida	1,642	1,713
	<b>AVERAGE (excluding UW)</b>	<b>\$3,406</b>	<b>\$3,514</b>
	<b>Average Percent Change</b>	<b>43 %</b>	<b>3 1%</b>

NOTE: University of Puerto Rico is not included.

These figures are for undergraduate first-time, full-time students with an academic year of 24 semester hours or 36 quarter hours.

Source: Telephone and mail surveys.

**Undergraduate Average Annual Tuition and Fees at  
 Regional Comparator Universities  
 Trustee List**

*Ranked in Order of 1999-00 Resident Tuition & Fees*

<b>INSTITUTION</b>	<b>Resident Undergraduates</b>		<b>Rank</b>	<b>% of Average</b>
	<b>1998-99</b>	<b>1999-00</b>		
University of Oregon	3,771	3,810	1	133%
University of Washington	3,495	3,638	2	127%
Oregon State University	3,549	3,561	3	124%
Washington State University	3,396	3,530	4	123%
Colorado State University	2,986	3,054	5	107%
University of Nebraska-Lincoln	2,562	2,724	6	95%
New Mexico State University	2,346	2,502	7	87%
University of New Mexico	2,242	2,430	8	85%
<b>UNIVERSITY OF WYOMING</b>	<b>2,330</b>	<b>2,416</b>	<b>9</b>	<b>84%</b>
University of Utah	2,283	2,351	10	82%
University of Idaho	2,136	2,348	11	82%
University of Arizona	2,158	2,264	12	79%
Utah State University	2,120	2,185	13	76%
<b>AVERAGE (excluding UW)</b>	<b>\$2,754</b>	<b>\$2,866</b>		

*Ranked in Order of 1999-00 Non-Resident Tuition & Fees*

<b>INSTITUTION</b>	<b>Non-Resident Undergraduates</b>		<b>Rank</b>	<b>% of Average</b>
	<b>1998-99</b>	<b>1999-00</b>		
University of Oregon	12,555	13,197	1	139%
Oregon State University	11,817	12,405	2	131%
University of Washington	11,517	12,029	3	127%
Colorado State University	10,492	10,740	4	113%
Washington State University	10,554	10,564	5	111%
University of Arizona	9,110	9,416	6	99%
University of New Mexico	8,461	9,172	7	97%
University of Idaho	8,136	8,348	8	88%
New Mexico State University	7,650	8,166	9	86%
<b>UNIVERSITY OF WYOMING</b>	<b>7,418</b>	<b>7,684</b>	<b>10</b>	<b>81%</b>
University of Utah	6,913	7,118	11	75%
Utah State University	6,364	6,552	12	69%
University of Nebraska-Lincoln	5,976	6,330	13	67%
<b>AVERAGE (excluding UW)</b>	<b>\$9,129</b>	<b>\$9,503</b>		

*NOTE: These figures are for undergraduate first-time, full-time students with an academic year of 24 semester hours or 36 quarter hours.*

*Source: Telephone and mail surveys.*

**Undergraduate Average Annual Tuition and Fees at  
 Fourteen Western Comparator Universities**

*Ranked in Order of 1999-00 Resident Tuition & Fees*

<b>INSTITUTION</b>	<b>Resident Undergraduates</b>		<b>Rank</b>	<b>% of Average</b>
	<b>1998-99</b>	<b>1999-00</b>		
University of Oregon	3,771	3,810	1	132%
University of Washington	3,495	3,638	2	126%
Oregon State University	3,549	3,561	3	124%
Washington State University	3,396	3,530	4	123%
University of Colorado-Boulder	3,038	3,118	5	108%
Colorado State University	2,986	3,054	6	106%
University of Nebraska-Lincoln	2,562	2,724	7	95%
New Mexico State University	2,346	2,502	8	87%
University of New Mexico	2,242	2,430	9	84%
<b>UNIVERSITY OF WYOMING</b>	<b>2,330</b>	<b>2,416</b>	<b>10</b>	<b>84%</b>
University of Utah	2,283	2,351	11	82%
University of Arizona	2,158	2,264	12	79%
Arizona State University	2,158	2,261	13	79%
Utah State University	2,120	2,185	14	76%
<b>AVERAGE (excluding UW)</b>	<b>\$2,777</b>	<b>\$2,879</b>		

*Ranked in Order of 1999-00 Non-Resident Tuition & Fees*

<b>INSTITUTION</b>	<b>Non-Resident Undergraduates</b>		<b>Rank</b>	<b>% of Average</b>
	<b>1998-99</b>	<b>1999-00</b>		
University of Colorado-Boulder	15,520	15,898	1	158%
University of Oregon	12,555	13,197	2	131%
Oregon State University	11,817	12,405	3	123%
University of Washington	11,517	12,029	4	119%
Colorado State University	10,492	10,740	5	107%
Washington State University	10,554	10,564	6	105%
University of Arizona	9,110	9,416	7	93%
Arizona State University	9,110	9,413	8	93%
University of New Mexico	8,461	9,172	9	91%
New Mexico State University	7,650	8,166	10	81%
<b>UNIVERSITY OF WYOMING</b>	<b>7,418</b>	<b>7,684</b>	<b>11</b>	<b>76%</b>
University of Utah	6,913	7,118	12	71%
Utah State University	6,364	6,552	13	65%
University of Nebraska-Lincoln	5,976	6,330	14	63%
<b>AVERAGE (excluding UW)</b>	<b>\$9,695</b>	<b>\$10,077</b>		

*NOTE: These figures are for undergraduate first-time, full-time students with an academic year of 24 semester hours or 36 quarter hours.*

*Source: Telephone and mail surveys.*

**UNIVERSITY OF WYOMING  
 FINANCIAL PLANNING SCENARIOS  
 2001-2002 BIENNIAL BUDGET**

	No Tuition Increase <sup>(1)</sup>	Maintain Resident Tuition at 20th Percentile for Doctoral-Level Public Institutions <sup>(2)</sup>	Balanced Budget Model <sup>(3)</sup>
<b>ESTIMATED BEGINNING CASH</b>			
<b>BALANCE 6/30/00</b>	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580
<b>INCOME</b>			
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	16,951,524	16,951,524	16,951,524
Other Funds	75,793,412	78,036,349	86,069,804
<b>Total Income</b>	\$ 306,384,281	\$ 308,627,218	\$ 316,660,673
<b>EXPENDITURE</b>			
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	12,851,524	12,851,524	22,551,524
Other Funds	86,701,196	86,701,196	84,634,386
<b>Total Expenditure</b>	\$ 313,192,065	\$ 313,192,065	\$ 320,825,255
<b>ESTIMATED ENDING CASH</b>			
<b>BALANCE 6/30/02</b>	\$ 12,744,796	\$ 14,987,733	\$ 15,387,998

<b>TUITION INCREASE: 2001</b>	No Change	\$42/4%	\$201/20%
<b>2002</b>	No Change	\$42/4%	\$240/20%

Notes:

- 1) Assumes no UW funding for salary increase and no tuition increase.
- 2) Assumes no UW funding for salary increase.
- 3 A) Assumes UW funding for salary increase.  
 B) Substitutes \$9.7 million of Federal Mineral Royalties for UW Income.  
 C) Reduce EPB Expenditures by \$1.2 million

**UNIVERSITY OF WYOMING  
 FINANCIAL PLANNING SCENARIOS  
 2001-2002 BIENNIAL BUDGET**

	\$75 TUITION INCREASE		\$150 TUITION INCREASE	
	Model #1	Model #2	Model #1	Model #2
<b>ESTIMATED BEGINNING CASH BALANCE 6/30/00</b>	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580	\$ 19,552,580
<b>INCOME</b>				
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	16,951,524	16,951,524	16,951,524	16,951,524
Other Funds	78,937,144	78,937,144	81,050,994	81,050,994
<b>Total Income</b>	<b>\$ 309,528,013</b>	<b>\$ 309,528,013</b>	<b>\$ 311,641,863</b>	<b>\$ 311,641,863</b>
<b>EXPENDITURE</b>				
General Fund	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728	\$ 208,723,728
Federal Funds	4,915,617	4,915,617	4,915,617	4,915,617
Federal Mineral Royalties	22,551,524	22,551,524	22,551,524	22,551,524
Other Funds	84,634,386	80,634,386	84,634,386	80,634,386
<b>Total Expenditure</b>	<b>\$ 320,825,255</b>	<b>\$ 316,825,255</b>	<b>\$ 320,825,255</b>	<b>\$ 316,825,255</b>
<b>ESTIMATED ENDING CASH BALANCE 6/30/02</b>	<b>\$ 8,255,338</b>	<b>\$ 12,255,338</b>	<b>\$ 10,369,188</b>	<b>\$ 14,369,188</b>
<b>TUITION INCREASE: 2001</b>	\$75/7.4%	\$75/7.4%	\$150/14.9%	\$150/14.9%
<b>2002</b>	No Increase	No Increase	No Increase	No Increase

Notes:

- 1) Model #1 assumes a \$1.2 million reduction in EPB expenditures
- 2) Model #2 assumes a \$4 million reduction in EPB expenditures
- 3) All models include a \$9.7 million substitution of Federal Mineral Royalties for UW Income.

Mr. Baccari spoke to the tuition increase proposal. Assuming no tuition growth, he calculated tuition increases based on an adjustment to undergraduate resident tuition only. He also looked at the impact of scholarship programs (WUE) which resulted in some transfer of full fee-paying non-resident students assuming an increase of 450 WUE scholarships for next fiscal year with 200 of them from existing enrollment. Three scenarios for the increase proposal were presented; two use a total budget of \$313 million, the third is for \$320 million.

Trustee Schaefer asked whether tuition discussions should involve an increase over two years or whether the increase can be addressed one year at a time. President Dubois noted that students would need to be alerted to the increases in advance and noted we could also do better or worse on tuition.

Trustee Patrick asked what the estimates increase would be if the third scenario was put in place for percentile ranking. President Dubois said it would be roughly in the 35<sup>th</sup> to 40<sup>th</sup> percentile. The other question would be what the effect of a substantial increase would have on enrollment – may lose on cost-efficiency while coming out ahead on the revenue side. Trustee Spicer pointed out that when looking at total college cost, tuition is only 2% of that cost.

Trustee Hammons noted his concerns regarding the proposed increase. The Board used the 20<sup>th</sup> percentile as a marker last year and he wonders about the principle involved. If only in-state tuition is increased, we may be turning away students. The way scholarships are structured now shows that a large majority of students will bear the burden of this increase. Students appreciate the smaller, gradual increases in tuition. He urged the Board to be conservative in setting the level of tuition for next year. President Dubois echoed Nathan's concerns and noted he was on the mark.

Trustee Saunders requested that Mr. Baccari bring additional scenarios to the Board on Saturday for further discussion. Trustee Haynes asked for cost of living increases to compare with the proposed tuition increase. Dr. Buchanan reminded the Board that \$.38 of every dollar raised at the institution goes back to scholarship packages offered to UW students.

Trustee Patrick offered a motion to increase tuition in the next year by \$150.00 per semester for resident students only. Trustee Haynes seconded. Trustee McCue asked if this discussion could continue with additional information. Mr. Baccari was directed by President Dubois to create additional information on increases between \$75-\$150 and to substitute those numbers in different scenarios. Trustee Haynes moved to table the motion offered by Trustee Patrick. Trustee Schaefer seconded the motion. Motion carried.

On Saturday morning, Trustee Saunders noted the additional information provided and reminded the Board of the tabled motion. Trustee Patrick moved to take the motion off the table. Trustee Haynes seconded. The motion carried.

After review of the new materials, Trustee Schaefer proposed an amendment to the motion on the table to change the \$150 tuition increase to \$50 per semester being applied to both resident and non-resident tuition. Trustee McCue seconded. Following a brief discussion, President True called the question on the amended motion. Trustee Schaefer voted aye; the remainder of the Board voted nay. The motion failed.

President True then called the question on the original motion for a \$150 per semester increase for in-state tuition for one year. Trustees Patrick and Ritthaler voted aye; the remainder of the Board voted nay. The motion failed.

Trustee Spicer moved to accept an increase of \$75 per semester for in-state tuition for one year only. Trustee Patrick seconded. Trustee McCue offered an amendment to offer a 1.56% increase to students for out-of-state tuition. Trustee Schaefer seconded.

President True called the question on the amendment of a 1.56% increase to out-of-state student tuition. Trustees Schaefer and McCue voted aye; the remainder of the Board voted nay. The motion failed.

President True called the question on the motion to accept an increase of \$75 per semester for in-state tuition for one year only. Trustee Schaefer noted nay; the remainder of the Board voted aye. The motion carried.

President Dubois noted that the tuition increase discussion for next year will begin earlier; however, we cannot move forward until we have tuition data available. President Dubois said the discussion, debate, and vote sends a strong message to the students that the Board really cares about the students, faculty and staff.

**Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period October 1, 1999 – December 31, 1999**

The following audits have been completed. Audit reports are attached as indicated.

1. The comprehensive audit of NCAA compliance in the area of Financial Aid for the 1997-98 academic year has been completed. This is the second audit in a series of five annual audits that will cover all NCAA compliance areas. The text of the audit report is on the following pages.
2. The limited examination of the Wyoming State 4-H Foundation has been completed for the year ending September 30, 1999. The text of the audit report is on the following pages.

The following audits and related activities are in process:

1. The Art Museum and Art Museum Sales Gallery are being audited for fiscal year 1999.
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 and the Human Resources 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 audit have been fully implemented:

1. Recommendations from the Faculty and Staff Insurance Holding Account audit have been implemented.

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 July of 2000.
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 Off-Campus Credit Courses audit report was issued in April of 1999. Recommendations will be fully implemented by March of 2000.

### **Audit of NCAA compliance in the area of Financial Aid**

December 14, 1999

To the Board of Trustees of the  
University of Wyoming

We have completed an audit of the NCAA compliance in the area of Financial Aid for the 1997-98 academic year. This is the second audit in a series of five annual audits that will cover all NCAA compliance areas. Student-Athlete Eligibility was previously audited for the 1996-97 academic year. The audit recommendations from the Student-Athlete Eligibility audit have all been implemented. The next audit will be in the area of Recruiting for the 1998-99 academic year. The following are the observations, recommendations, and Athletic Department and Athletic Planning Committee responses that resulted from the audit of Financial Aid for the 1997-98 academic year.

#### **1. CERTIFICATION OF FINANCIAL AID AND RECRUITMENT STATUS FORM**

##### Observation

The Certification of Financial Aid and Recruitment Status form makes reference to countable aid per 15.02.3.1 of the NCAA division I Manual. The 1997-98 NCAA Division I Manual Section 15.02.3.1 refers to the definition of an initial counter and not to countable aid.

Recommendation

We recommend that the form is reviewed and updated to ensure references to the NCAA Division I Manual are correct.

Response

The form was corrected and updated in April 1999.

2. CERTIFICATION OF FINANCIAL AID AND RECRUITMENT STATUS FORM

Observation

Several of the Certification of Financial Aid and Recruitment Status forms Part IV for academic year 1997-98 were not completed. Part IV FINANCIAL AID RECORD of this form is to be completed by the Financial Aid Office. There was also an occasion where athletic aid was awarded mid year and the Certification of Financial Aid and Recruitment was not up dated to reflect the change.

Recommendation

All required parts of this form should be completed annually for all athletes to avoid errors being discovered after the scholarship has been awarded.

Response

Beginning in August 1998, all forms were completed fully and forwarded to the financial aid office for review and approval.

3. IMPROPER LISTING ON SQUAD LIST

Background

NCAA Bylaw 15.5.9.1 states that a student-athlete must be listed on the squad list to be eligible to represent the institution in intercollegiate athletics. Also Bylaw 15.5.9.3 requires that any student-athlete that signs a Drug Consent Form must be included on the institution's squad list, and any student-athlete that is included on the squad list must have signed a drug-testing consent form pursuant to Bylaw 14.1.4.

Observation

A student-athlete was listed on the squad list; however, he was not included on the Certification of Eligibility Form. There was no indication that the student-athlete participated in any practices and did not compete during the academic year. It appears that the student-athlete was improperly included on the squad list.

Recommendation

The squad list should be reviewed to ensure that only those individuals with proper documentation in their file are included on the squad list.

### Response

For this particular student-athlete, it appears that when the squad list form was rolled over from the previous year, the student-athlete's name remained on the list in error, although he was no longer on the team. The Certification of Eligibility Form was correct; therefore, this situation did not have any eligibility consequences on any student-athletes. In the future, the Compliance Coordinator will match the checklist indicating the student-athletes that completed a drug consent form with the squad list to ensure accuracy.

## 4. SUMMER FINANCIAL AID

### Background

NCAA Bylaw 15.2.7.1.1 requires that summer financial aid be awarded only in proportion to the amount of athletically related financial aid received by the student-athlete during the student-athlete's previous academic year, except that this proportionality restriction shall not apply to a student-athlete who has exhausted his or her eligibility and is enrolled in a summer program of studies that will permit the student- athlete to complete his or her degree requirements.

### Observation

There were instances where the student-athlete received aid for summer school, however there was no record in the student's file indicating that financial aid had been awarded. During the period audited, an Athletic Department Application for Summer Aid was completed by the student and submitted to the athletic department. This request was reviewed and the proper equivalency amount percent was determined and a letter was sent to the student-athlete. A list of student-athletes receiving aid was prepared by the athletic department and forwarded to the financial aid office for scholarship processing. Copies of the application and approval were not kept.

### Recommendation

The application and approval for summer financial aid should be maintained in the student-athlete's file.

### Response

Beginning with the Summer 1999 sessions, the Department of Athletics maintained a copy of the summer school application in the student-athlete's file.

## 5. EARNED FINANCIAL AID

### Background

The NCAA Manual section 15.3.1 limits unearned financial aid to student-athletes to 5 years within a 6-year period from their initial enrollment. Section 15.01.5 (c) permits student-athletes to receive additional earned aid when they are employed by an athletics department.

### Observation

Degree Completion Scholarships are earned financial aid that also has assigned duties to be performed within the Athletic Department. Degree Completion Scholarships are only awarded to

former student-athletes that have previously received the 5 years of unearned financial aid that is permitted by the NCAA. Degree Completion Scholarships are awarded prior to the start of the semester. The award letter specifies the amount of the award, average hours to be worked each week, duties assigned and the name of the work supervisor. There is no record of the hours these former student-athletes actually worked during a semester.

#### Recommendation

The Athletic Department should be able to document that the Degree Completion Scholarships were actually earned rather than impermissible unearned aid. To accomplish this, there must be a record of the hours worked. The Athletic Department should also be able to show that former student-athletes are being paid the going rate for the jobs they are performing.

#### Response

For future Degree Completion Scholarship awardees, a time sheet will be maintained for hours worked as documentation that they indeed did earn the award.

### 6. MISSING STUDENT-ATHLETE FOLDER

#### Observation

Each student-athlete has one folder that contains all of the documents that are required by the NCAA and the Athletic Department during their college career. Folders of current student-athletes are stored in file cabinets in a relatively secure environment in the Office Associate's office in the Academic Counselor's office. Folders of former student-athletes are located in unlocked file cabinets in a relatively unsecured study area used by student-athletes. The folder for one former student-athlete could not be located during the audit.

#### Recommendation

All Student-athlete folders should be stored in a manner that will limit access to authorized individuals.

#### Response

There are several users of these files. This situation appears to be an isolated one in which the file was mistakenly misplaced. To minimize the opportunity for lost files, in April 1999, the office assistant in the Academic Counseling Office implemented a file checkout system for student-athlete files. Now, all users must sign for the files before they can take the files from the office. This system has worked well. In addition, the filing cabinets are locked after business hours.

### 7. REDUCTION OF AID AT MID YEAR

#### Background

NCAA manual section 15.3.4 Reduction and Cancellation During Period of Award lists the following conditions where it is permissible to reduce the aid during the period of award.

15.3.4.1 states:

- [a] Renders himself or herself ineligible for intercollegiate competition; or
- [b] Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement; or
- [c] Engages in serious misconduct warranting substantial disciplinary penalty; or
- [d] Voluntarily withdraws from a sport at any time for personal reasons.

Section 15.3.4.1.3 of the NCAA manual states:

"Any reduction or cancellation of aid per 15.3.4.1 is permissible only if such action is taken for proper cause by the regular disciplinary or financial aid authorities or the institution and the student-athlete has been provided written notice of an opportunity for a hearing."

#### Observation

There was an instance where the athletic aid was reduced for a reason other than those listed in 15.3.4.1. The reason, although not documented in the file, for the cancellation of aid was to meet the NCAA maximum equivalency. The change of student-athlete status-squad list or financial aid form only indicated to cease aid at the semester and no reason given. The coach and the student signed the form; however, there was no evidence that the student was provided written notice of an opportunity for a hearing.

#### Recommendation

This unintentional violation of NCAA by laws 15.3.4 should be reported to the NCAA. Steps should be taken to ensure compliance in the future.

#### Response

While there is ample evidence that the student-athlete was appropriately notified of the reasons for the reduction in her scholarship award, there is no documentation indicating that she was notified, in writing, of her right to appeal the scholarship reduction. This is a technical violation of 15.3.4.1.3. This secondary violation has been reviewed by the Athletics Planning Committee and will be reported to the NCAA in December of 1999.

Jim Byram  
Auditor

Van Jacobson  
Internal Auditor

Copy: Philip Dubois, President  
University of Wyoming  
Athletic Planning Committee  
University of Wyoming  
Janet Constantinides, Faculty Athletics Representative  
University of Wyoming  
Wm. Lee Moon Sr., Director  
Athletics  
Harry K. Fry Jr., Senior Associate Director Athletics

## Limited examination of the Wyoming State 4-H Foundation

December 3, 1999

To the Board of Directors  
The Wyoming State 4-H Foundation  
Laramie, Wyoming

I have completed a limited examination of the Wyoming State 4-H Foundation (Foundation) for the year ending September 30, 1999. The limited examination involved only those funds generated by Foundation activities, exclusive of any State of Wyoming funds. This report is for your information and should not be distributed to anyone that is not a member of the Foundation's management or the management of the University of Wyoming. No material exceptions were noted during the limited examination. The following section outlines the limited examination procedures that were performed and the types of audit procedures that were not performed.

### **Limited Examination Procedures**

The limited examination of the Foundation consisted of the following procedures:

#### **1. ASSETS**

The limited examination of assets totaling \$768,863 consisted of the following procedures:

- a. Bank and investment account balances were confirmed at year end.
- b. The operating checking account transactions recorded on the accounting records of the Foundation were reconciled to bank statement transactions for the year.
- c. The year end checking account bank reconciliation was reviewed.
- d. Transfers between bank and investment accounts during the year were reviewed.
- e. The accounting entries for investment transactions were reviewed.

#### **2. LIABILITIES**

The limited examination of the liability for custodian funds (investments for outside investors) totaling \$38,071 consisted of confirming balances at year end.

#### **3. CASH RECEIPTS**

The limited examination of cash receipts consisted of the following procedures:

- a. The cash receipt forms issued during two months of the year were totaled and traced to bank deposits.
- b. The cash receipt forms for those two months were compared to the amounts recorded in the monthly cash receipts journals.
- c. Interest and investment income was reviewed for the year.

#### **4. CASH DISBURSEMENTS**

The limited examination of cash disbursements consisted of comparing the canceled checks for two months to the entries in the monthly cash disbursements journal.

#### 5. INTEREST DISTRIBUTION

The quarterly distribution of interest to interest earning accounts was reviewed for one quarter to determine its compliance with the policy approved by the Board.

#### 6. MANAGEMENT FEE

The quarterly assessment of the 5% management fee on revenue was reviewed for one quarter to determine its compliance with the policy approved by the Board.

#### **Procedures Not Performed**

The limited examination did not constitute an audit made in accordance with generally accepted auditing standards. Some of the procedures that were not performed during the limited examination are as follows:

1. The limited examination did not include a review of the system of internal control. The objectives of an internal control structure are to provide management with a reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization, and recorded properly to permit the preparation of financial statements.
2. The limited examination did not attempt to evaluate whether the financial statements presented fairly, in all material respects, the financial position of the Foundation as of September 30, 1999 and the changes in its fund balances and its revenues and expenditures for the year then ended in conformity with generally accepted accounting principles.

Van Jacobson  
Internal Auditor

Copy: Steve Horn, Dean  
College of Agriculture  
Glen Whipple, Director  
Cooperative Extension Service  
Steve Aagard, Associate Director  
Cooperative Extension Service  
Fred Schlutt, Executive Director  
Wyoming State 4-H Foundation  
Steven Mack, Accountant  
Wyoming State 4-H Foundation

Trustee Saunders brought the internal audit to the Boards attention. President Dubois reported that the NCAA review is almost completed.

## **PERSONNEL COMMITTEE**

The Personnel Committee of the University of Wyoming Trustees met on Friday, January 14, 2000 with the following members present: Shelly Ritthaler, chair; Taylor Haynes, and Kathy Hunt.

Trustee Ritthaler moved to approve the personnel items as presented. Trustee Hunt seconded the motion. Trustee Schaefer voted nay. The motion carried.

## APPOINTMENTS

### 1. Full-Time Faculty

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Renewable Resources</i>			
<b>Stevens, William B.</b>	Assistant Professor		12/22/1999 to 06/30/2000

### 2. Full-Time Academic Professionals

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			
<b>Schafer, Stephen</b>	Assistant Extension Educator		12/01/1999 to 06/30/2000

#### Outreach School

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Outreach Credit Programs</i>			
<b>Jansen, Lawrence A.</b>	Assistant Lecturer		12/06/1999 to 06/30/2000
<b>Martinez, Jeanie R.</b>	Assistant Lecturer		11/15/1999 to 06/30/2000
<b>McClure, Amy Lee</b>	Assistant Lecturer		01/18/2000 to 06/30/2000
<b>Miller, Jeffrey C.</b>	Assistant Lecturer		12/01/1999 to 06/30/2000

### 1. Full-Time Faculty

#### College of Law

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<b>Person, Debora A.</b>	Assistant Librarian		09/07/1999 to 06/30/2000
<i>Comment Ms. Person is changing from a Senior Library Associate to an Assistant Librarian. She</i>			

received a B.A. (1981) in German from Arizona State University and an M.L.S. (1991) from Rutgers University. Ms. Person has been a Senior Library Associate since 1994 at the University of Wyoming.

## 2. Full-Time Academic Professionals

### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			
<b>Hininger, Scott</b>	Associate Extension Educator		10/01/1999 to 06/30/2000
<i>Comment</i> Mr. Hininger is currently an Associate Extension Educator with the Cooperative Extension Service/Field Operations and will now be Temporary Director of the Sheridan County and Johnson County Research and Extension Centers.			

## SABBATICALS AND PROFESSIONAL LEAVES

### 1. Faculty

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Family &amp; Consumer Sciences</i>			
<b>Quoss, Bernita L.</b>	Associate Professor	Fall	2000
<i>Department of Renewable Resources</i>			
<b>Lockwood, Jeffrey Alan</b>	Professor	Academic Year	2000-2001

#### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Dean's Office</i>			
<b>Shive, Peter N.</b>	Professor	Academic Year	2000-2001
<i>Department of Anthropology</i>			
<b>Gill, George W.</b>	Professor	Academic Year	2000-2001

*Department of Botany*

**Brown, Gregory K.** Professor Academic Year 2000-2001

*Department of Communication & Mass Media*

**Kalbfleisch, Pamela J.** Professor Spring 2001

*Department of English*

**Brito, Silvester** Associate Professor Spring 2001

**Dabney, Lewis M.** Professor Academic Year 2000-2001

*Department of Geology & Geophysics*

**Smithson, Scott B.** Professor Fall 2000

**Snoke, Arthur W.** Professor Spring 2001

*Department of Mathematics*

**Shader, Chanyoung** Associate Professor Calendar Year 2001

*Department of Modern & Classical Languages*

**Mundt, Hannelore G.** Associate Professor Academic Year 2000-2001

*Department of Philosophy*

**Goodin, Susanna L.** Associate Professor Academic Year 2000-2001

*Department of Political Science*

**Hubbell, Lawrence D.** Professor Academic Year 2000-2001

**Murdock, Margaret M.** Professor Academic Year 2000-2001

*Department of Zoology & Physiology*

**Colberg, Patricia J.S.** Associate Professor Academic Year 2000-2001

**College of Business**

Name Rank Period Year(s)

*Department of Economics & Finance*

**Tschirhart, John T.** Professor Academic Year 2000-2001

*Department of Management & Marketing*

**Greller, Martin M.** Professor Academic Year 2000-2001

**College of Education**

Name Rank Period Year(s)

*Department of Adult Learning & Technology*

**Rezabek, Landra L.** Associate Professor Spring 2001

*Department of Secondary Education*

**Allen, Cameron Kent** Associate Professor Spring 2001

**College of Engineering**

Name Rank Period Year(s)

*Department of Atmospheric Science*

**Deshler, Terry L.** Professor Academic Year 2000-2001

*Department of Chemical & Petroleum Engineering*

**Deans, Harry A.** Professor Fall 2000

**Morrow, Norman R.** Professor Academic Year 2000-2001

*Department of Civil & Architectural Engineering*

**Foster, David H.** Associate Professor Academic Year 2000-2001

**Polson, Donald E.** Lecturer Academic Year 2000-2001

*Department of Mechanical Engineering*

**Nydahl, John E.** Professor Spring 2001

**College of Health Sciences**

Name Rank Period Year(s)

*School of Nursing*

**Burman, Mary E.** Associate Professor Fall 2000

*WWAMI*

**Moore, Sylvia J.** Professor Spring 2001

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<b>Squillace, Mark S.</b>	Professor	Academic Year	2000-2001
<i>Prosecution Assistance Clinic</i>			
<b>Lauer, Theodore E.</b>	Professor	Spring	2001

**2. Academic Professionals**

**College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Cooperative Extension Service</i>			
<b>Bastian, Chris Todd</b>	Associate Extension Educator	No Value	2000-2001

**College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Criminal Justice</i>			
<b>Sherman, K. Gary</b>	Associate Lecturer	Academic Year	2000-2001

**LEAVES OF ABSENCE WITHOUT PAY**

**1. Full-Time Administrators**

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<b>Madsen, Debra J.</b>	Associate Dean	03/01/2000 to 06/20/2000
<i>Comments:</i> Ms. Madsen, who holds a classified staff appointment, is requesting a leave without pay for personal reasons.		

**RETIREMENTS**

## 1. Faculty

### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
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#### *Department of Philosophy*

<b>Martin, James A.</b>	Emeritus Professor	03/18/1938	08/25/1973 to 05/31/2000
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*Comment:* Professor Martin is requesting board retirement and emeritus status.

### College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
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#### *Department of Mechanical Engineering*

<b>Adams, Donald F.</b>	Emeritus Professor	09/25/1935	08/01/1972 to 05/08/1999
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*Comment:* Professor Adams is requesting board retirement and emeritus status.

### College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
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#### *Department of Social Work*

<b>Boyer, Patricia Ann</b>	Associate Professor	02/13/1934	09/01/1970 to 12/17/1999
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*Comment:* Professor Boyer is requesting board retirement and emerita status.

## 2. Staff

### Administration & Finance

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
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#### *Physical Plant*

<b>Rodriguez, Steven A.</b>	Plumber	09/07/1939	03/01/1984 to 10/29/1999
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*Comment:* Mr. Rodriguez is requesting board retirement.

## RESIGNATIONS

### 1. Faculty

#### College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
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*Department of Agricultural and Applied Economics*

<b>Van Tassell, Larry W.</b>	Professor	07/01/1991 to 10/29/1999
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*Comments:* Professor Van Tassell accepted a position with another educational institution.

**College of Engineering**

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
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*Department of Civil & Architectural Engineering*

<b>Whelan, Michael L.</b>	Associate Professor	08/28/1980 to 01/19/2000
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*Comments:* Professor Whelan accepted a position with another educational institution.

**College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
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*School of Nursing*

<b>Hanna, Kathleen M.</b>	Associate Professor	08/22/1995 to 12/17/1999
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*Comments:* Professor Hanna accepted a position with another educational institution.

## GLOSSARY OF PERSONNEL TERMS

### **Academic Professional**

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: 1. Extension Educators, 2. Lecturers, 3. Research Scientists, 4. Post-Doctoral Research Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain conditions.

### **Academic-year (AY)**

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

### **Adjunct or Clinical Faculty**

Indicates a non-financial appointment of an individual to an academic unit. Adjunct appointments can include qualified non-academic personnel or faculty with other academic

affiliations. Adjunct appointments are made at all three faculty ranks (Assistant Professor, Associate Professor, Professor) based upon academic qualifications. Clinical appointments are always at the Professor level. Adjunct appointments are normally for three years, while clinical appointments are for one year.

### **Archive Faculty**

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: 1. Assistant Archivist, 2. Associate Archivist, 3. Archivist. Promotion and appointment as Associate Archivist or Archivist carries with it the automatic award of a five-year extended-term appointment.

### **Assistant Professor**

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

### **Associate Professor**

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

### **Development Leave**

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

### **Emeriti Faculty**

Emeritus status can be awarded to tenured faculty who retire after long and distinguished service. The designation is honorary. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=male, emerita=female, emeriti=plural.)

### **Extended-Term**

Applies to academic professionals who have completed a probationary term (usually six years) and have received a six-year contract. The term also applies to certain librarians and archivists who hold faculty status. Extended terms for these employees are five years in length. Academic Professionals who are in the probationary period are on the extended-term-track.

### **Extension Educator**

The primary function of this academic professional is to provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant University Extension Educator, Associate University Extension

Educator, Senior University Extension

### **Faculty**

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Certain librarians and archivists also hold faculty status, but they are eligible for extended terms instead of tenure.

### **Fiscal-year (FY) Appointments.**

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

### **Full-Time Equivalent (FTE)**

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

### **Instructor**

Faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts.

### **Leave of Absence Without Pay**

May be granted to academic and administrative personnel for a period normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

### **Lecturer**

A category of academic professional involved largely in classroom instruction. Lecturers may be appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

### **Library Faculty**

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian. Persons holding the rank of Assistant Librarian are appointed on an annual basis. Persons holding the ranks of Associate Librarian and Librarian are eligible for five-year extended-term appointments.

### **Part-Time Employee**

Any employee holding less than a full-time equivalent position (FTE less than 1.0).

### **Post Doctoral Research**

Post Docs are persons who desire greater professional development and research investigation, after having received a doctoral degree but before obtaining permanent employment. Post-Doctoral appointments are temporary.

### **Probationary**

Refers to academic professionals and to library faculty and archive faculty who have not yet received an extended-term contract. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments but who do not hold tenure are also said to hold probationary appointments.

### **Professor**

In addition to the qualification of an Associate Professor, "full" Professors have demonstrated superior research contributions, have attained wide recognition in their professional fields for scholarship or other creative activity, and have gained recognition as teachers and contributors in their fields.

### **Research Professor**

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

### **Research Scientist**

An academic professional whose primary responsibility is to conduct research. There are four ranks for Research Scientists: 1. Assistant Research Scientist, 2. Associate Research Scientist, 3. Research Scientist, 4. Senior Research Scientist.

### **Review Year**

Year in which a reappointment review occurs. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary.

### **Sabbatical Leave**

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical.

### **Temporary Appointment**

A short-term appointment without rights to tenure or extended-term. Most temporary appointments are for one semester or one academic year.

### **Tenure-Track Appointment**

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of

previous experience and accomplishments.

**Terminal Degree**

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), and J.D. (law).

**Visiting Appointment**

Indicates a non-permanent, non-tenure-track faculty appointment. Most visiting appointments are for one year.

## **Phased Retirement for University of Wyoming Personnel**

### A. Phased Retirement

The purpose of the phased retirement program is to facilitate transitions for those personnel who desire to enter a gradual retirement from University employment and are willing to continue as part-time employees for two years at a proportional share of current salary. It will also allow the University to retain the services of those personnel, achieve salary savings for reallocation and provide institutional flexibility in addressing personnel changes proposed as part of the Academic Plan. The phased retirement program is a modification of an existing University policy.

The phased retirement program provides for University personnel to be recalled on a half-time or less basis, following their retirement from the University, for a period of up to two years, based upon satisfactory performance. Individuals may negotiate an extension of the period after satisfactory service during the previous period.

The phased retirement program applies to faculty, academic professionals, staff and administrators (both academic and non-academic).

Personnel participating in this program would be required to:

1. Terminate employment rights (e.g., tenure for faculty, status for staff, etc.)
2. Formally retire from the University
3. Agree to accept a phased retirement appointment that does not include contributions to retirement systems (e.g., TIAA-CREF or WRS) or accumulation of sick leave, vacation leave, etc.
4. Close out accumulated annual leave using existing policy options (e.g., terminal leave or payout).
5. Convert up to 960 hours of accumulated sick leave into health insurance benefits, subject to limits provided by University policies. If the participant engages in a half-

time phased retirement program, she or he must delay conversion of those sick leave hours until the end of the phased retirement period. If the participant engages in a less-than-half-time phased retirement, she or he may, at her or his option, delay conversion of those sick leave hours until the end of the phased retirement period.

While every qualified individual may request employment under the phased retirement program, the supervisors and cognizant signature authority (i.e., deans, directors, and vice presidents) may impose limitations or conditions on the employment (e.g., when the duties will be performed, change of assignments, etc.) based upon institutional needs. These limitations or conditions are specified in the program below.

**B. Proposed Benefits Package During Phased Retirement:**

1. Fully-paid health care contributions will be made for those with half-time assignments and a proportional share of the cost (paid in salary) will be made for those with less than half-time assignments (e.g., 50% assignment = 100% health insurance contribution; 37.5% assignment = 75 % health insurance contribution, paid in salary).
2. Current policy on life insurance benefits will continue unchanged.
3. No retirement contributions will be made for retirees participating in the phased retirement program.
4. Emeritus or retired status will be awarded as appropriate.
5. The University will convert accumulated sick leave in accordance with section A(5), above.

**C. Proposed Steps from Employment to Phased Retirement:**

1. Eligibility to participate in the phased retirement program will be based upon the employee's declaration of retirement from the University of Wyoming, appropriate approval of that declaration, and his or her qualification for an annuitized retirement benefit – either through the Wyoming Retirement System or TIAA-CREF. However, those participating in the phased retirement program will not be required to annuitize their retirement benefits in order to participate.
2. All University personnel will be eligible.
3. An individual employee, in consultation with his or her department head or supervisor, may develop a phased retirement proposal. This proposal should specify:

- (a) assigned duties (including specific courses to be taught or other duties to be performed);
  - (b) work period when duties will be performed;
  - (c) length of appointment (two years maximum);
  - (d) salary considerations;
  - (e) performance expectations; and
  - (f) conditions under which termination may occur during the phased retirement period.
4. The department head or supervisor will consult with the college dean or division director regarding the phased retirement proposal. If the joint employee-supervisor proposal is judged to be feasible and compatible with University needs and the college/division plan, it will be forwarded to the cognizant vice president for evaluation and final approval. (Since a plan must be compatible with University needs, an employee proposing a phased retirement plan can not be assured that a plan will be approved. If an employee's decision to retire is contingent upon approval of a phased retirement plan, he or she should first submit a plan for approval by the University.)
5. The phased retirement appointment duties will be limited to two years at no more than a 50% assignment spread over a 12-month period. Options include:
- (a) Faculty:
    - (i) Half-time assignment—teach 12 credit hours per year (or perform other duties pursuant to section C(5)(a)(iii), below) for either or both semesters at 50% of prior salary base (AY or FY), including the University contribution to health care insurance. A one-semester appointment would involve full-time employment. A two-semester appointment would involve 50% employment for each of two semesters. In either case of half time assignment, salary would be distributed over the full calendar year.
    - (ii) Less than half-time assignment—teach less than 12 credit hours (or perform other duties pursuant to section C(5)(a)(iii), below) over one or two semesters. Salary per three credit hour course, or equivalent, will be 12.5% of prior year salary base (AY or FY) and a proportional share of the cost of health care insurance (paid as salary).
    - (iii) By agreement, a faculty member may substitute research, service, advising, administration, or off-campus teaching for equivalent course load during the academic year.

(b) Academic Professionals (Lecturers and Research Scientists) and Extension Educators

- (i) Half-time assignment—assume half-time duties (in accordance with the position's description) at 50% of prior year salary base (either AY or FY), including UW contribution to health care insurance.
- (ii) Less than half-time assignment—assume less than half-time duties (in accordance with the position's description) at a proportional share of prior year salary base (AY or FY) and a proportional share of the cost of health care insurance (paid as salary).

(c) Staff and Non-academic Administrators

- (i) Half-time assignment—assume half-time duties at 50% of prior year salary base (either AY or FY), including UW contribution to health care insurance.
  - (ii) Less than half-time assignment—assume less than half-time duties at a proportional share of prior year salary base (either AY or FY) and a proportional share of the cost of health care insurance (paid as salary).
  - (iii) Non-academic administrators may submit a phased retirement proposal. The proposal may be in his or her current position or in a non-administrative position to which he or she has accepted an approved transfer.
  - (iv) An employee—in cooperation with his or her supervisor or director, and the Human Resources Department—may seek to identify existing or new job duties that can be completed on a part-time basis by the retiree seeking a phased retirement assignment.
  - (v) The duties of the phased retirement appointment may be completed either through job sharing or job reduction (either for several months each year, for a specified number of hours per week on an annual basis or part-time for nine rather than twelve months).
6. Employees participating in the phased retirement program will be terminated at the end of the specified period (not longer than two years) or earlier based upon performance. As noted above, each participant will be eligible to negotiate an extension of his or her initial or subsequent phased retirement position. He or she will also be eligible to apply for full- or part-time employment opportunities after participating in the phased retirement program.

D. Continuance of Program:

The continuance of this phased retirement program will be evaluated by the Trustees on a biennial basis.

Trustee Ritthaler asked Dr. Buchanan to speak to this issue. The proposal as presented is similar to what was brought to the Board last year. The proposal offers retiring faculty the opportunity for recall within a two year period at 50 percent salary. It covers all staff, faculty and academic professionals with administrator approval within respective units. Vice President's have final approval.

**Tabled Motion on Personnel Approvals**

**DRAFT TEXT - TABLED MOTION CONCERNING PERSONNEL ACTIONS**

In November 1998, the Board of Trustees considered a motion that proposes new procedures for reporting and approving "routine" personnel matters. At the November 1999 meeting, David Baker, Office of General Counsel, found that the motion was still tabled and required resolution. The following is a review of the original motion and a suggestion for amending it.

In its original form ("Minutes of the Trustees, November 13-14, 1998", pages 67-68), the motion reads as follows:

The Trustees of the University of Wyoming have amended their bylaws to emphasize the role of the Personnel Committee as a body for policy formulation on issues of importance to the board. Historically the Personnel Committee reviewed information on each academic and administrative personnel action. This information includes the qualifications, terms and compensation arrangements for each appointment; identification of each individual being proposed for tenure, promotion, or sabbatical leave; and designation of each individual identified for academic or administrative assignment or for gratis, adjunct, or temporary appointment. The Personnel Committee will no longer be

responsible for the regular review of and recommendation for individual academic and administrative personnel actions.

The President of the University will be delegated final authority to implement a large number of routine personnel approvals and recommendations previously acted upon by the Trustees and Personnel Committee. Therefore it is recommended that:

1. The President of the University is authorized to take final action to approve all full- and part-time appointments including gratis, adjunct, temporary and visiting appointments; leaves of absence including sabbatical leaves; promotions and administrative appointments below the level of dean of a college or its equivalent and shall report all such personnel actions to the Trustees on a periodic basis.
2. The President of the University shall recommend for Trustee approval all probationary academic appointments and for the award of tenure or extended term contracts for faculty and academic professionals.

The following amended version limits the proposed scope of the authority delegated to the President. Strike-throughs indicate text to be eliminated from the original motion; underlining indicates text to be added.

The Trustees of the University of Wyoming have amended their bylaws to emphasize the role of the Personnel Committee as a body for policy formulation on issues of importance to the board. Historically the Personnel Committee reviewed information on each academic and administrative personnel action. This information includes the qualifications, terms and compensation arrangements for each appointment; identification of each individual being proposed for tenure, promotion, or sabbatical leave; and designation of each individual identified for academic or administrative assignment or for gratis, adjunct, or temporary appointment. The Personnel Committee will no longer be responsible for the regular review of and recommendation for ~~individual academic and administrative personnel actions~~ temporary or nonfinancial personnel commitments.

The President of the University will be delegated final authority to implement a large number of routine personnel approvals and recommendations previously acted upon by the Trustees and Personnel Committee. Therefore it is recommended that:

1. The President of the University is authorized to take final action to approve all full- and part-time appointments ~~including~~ involving gratis, adjunct, temporary, clinical, and visiting appointments; ~~leaves of absence including sabbatical leaves; promotions and administrative appointments below the level of dean of a college or its equivalent~~ and shall report all such personnel actions to the Trustees on a periodic basis.
2. The President of the University shall recommend for Trustee approval all ~~probationary~~ other academic appointments, including tenure-track and extended-term-track appointments and promotions; ~~and for~~ the award of tenure or extended term

contracts for faculty and academic professionals; sabbatical and professional-development leaves; and administrative appointments at the level of department head or higher.

Trustee Ritthaler distributed a prepared motion on future handling of personnel items by the Board and moved that the item be taken from an Information Item to an Action Item. Trustee Schaefer seconded the motion.

Trustee Spicer commented that he would like to read through the motion and think about it prior to voting. At that time, Trustee Saunders moved to defer the motion for action at the March meeting. Trustee Patrick seconded the motion.

Trustee Ritthaler withdrew her motion. Trustees Schaefer's second was removed as well. The question was called by President True. The motion to defer action until the March meeting carried.



## **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

The Physical Plant and Equipment Committee met on Friday, January 14, 2000 with the following members present: Kathy Hunt, Ron McCue, Shelly Ritthaler, and Greg Schaefer.

Trustee Schaefer reported the following to the full Board:

### **Approval of Bonding Authority and Project for Washakie Renovation**

The University is planning to request Legislative approval for the expansion and renovation of Washakie Center, and authorization to issue bonds to finance the project. There has been extensive internal planning with dining and residence hall personnel to identify project needs, and to develop a preliminary project plan that will fit with the funding capabilities of University Food Service and Residence Halls. The request is for a \$10 million project; \$7 million to be financed by a bond issue and \$3 million from food service and housing reserves. A copy of the request, which includes a description of the project and proposed financing, to be presented to the Joint Appropriations Committee is presented in on the following pages for the information of the Trustees.

The Joint Appropriations Committee will be meeting with the University to review its biennium budget request, and the request for the Washakie project, prior to the next Trustee meeting. Consequently, a conference call with the Trustees' Physical Plant & Equipment Committee was convened on November 19, 1999, to review the proposed project and request authorization to seek legislative approval. The Committee supported the request and voted to recommend approval of the project.

The Physical Plant & Equipment Committee recommends the Trustees of the University of Wyoming approve the proposed \$10 million project to expand and renovate Washakie Center and the request to issue up to \$7.5 million in bonds to provide project financing.

## 2000 LEGISLATIVE SESSION – CAPITAL OUTLAY REQUEST

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**AGENCY NAME:** University of Wyoming

**AGENCY NUMBER:** 067

**PROJECT TITLE:** Washakie Complex Renovation

**AGENCY PRIORITY #:** 1

**PROJECT COST:** \$10,000,000

**SOURCE OF FUNDS:** Bond Issue/UW Auxiliary Reserves

**PROJECT DESCRIPTION:** The University of Wyoming is requesting budget authorization to remodel the main building of the Washakie Residence Hall Complex. Legislative authority is needed for the Trustees of the University of Wyoming to issue bonds for financing the project. Revenue generated through the renting of Residence Hall rooms, the sale of Food Service board plans, and Federal Mineral Royalties will be used to secure the bonds and pay for the annual debt service on these projects. A brief description of the project follows.

The main building of the Washakie Complex is two floors with a total of 72,807 square feet.

The basement level currently contains a main desk area for the complex, offices for the student Residence Hall Association, offices for the Director of Housing & Residence Life, food service storage, a bakery, a snack bar/convenience store, several meeting rooms and a game room, as well as various mechanical/electrical rooms and rest rooms.

The upper level contains the dining room, kitchen and support space, and the University Food Service offices.

The building came on-line in 1966 and has served the students and the University well since then. However, after 30 + years of service, the facility is showing its age, especially in relation to newer student desires, attitudes, and approaches. This is evident not only in the Food Service kitchen, serving area & dining room, but in the space available for programming for student activities. In addition, as image has become more and more important as the University concentrates on recruiting and retaining quality students, we realize the importance of up-grading and modernizing this facility. Students have commented that there is no decent entrance into this building but rather it is like entering into a basement. The present facility also precludes having the Housing & Residence Life offices and the Food Service offices located in one common area. This creates additional hassle for students needing to address concerns with their housing/food service contract by forcing them to different locations in the building.

This project will center on remodeling this facility to eliminate these issues, enabling the renovated Washakie Center building to provide the following benefits:

- A revitalized food service operation that will move away from the traditional stainless steel cafeteria lines. The new food service will utilize the Marche' style (display cooking) coupled with several branded kiosk operations. The replacement dining room will enhance student interpersonal relationships by utilizing smaller seating arrangements. In addition, the new dining room will be located over a flat-roofed area, which has constantly been plagued by leaking, thus improving the appearance of the lower level of the facility as well.
- The development of an extensive center to support the living/learning environment. This center will centralize tutorial support, computer labs, and work rooms. Meeting areas will be enhanced with the renovation focusing on creating an environment that increases student success.
- The co-locating of the offices for the Department of Housing & Residence Life and the Department of University Food Service. Students sign one contract for both room and board. By co-locating these offices, students will receive strengthened personalized customer service. Each student may have varying needs, and this arrangement will facilitate the working relationships between Housing & Residence Life and University Food Service for the common good of the student.
- A new and attractive main entrance into the Residence Hall & Food Service complex. As the home for the majority of freshmen entering UW for their first year, this enhancement will improve the image of the Residence Halls and Food Service. In addition, an elevator will enable mobility-impaired students to easily and appropriately access both levels of the building.

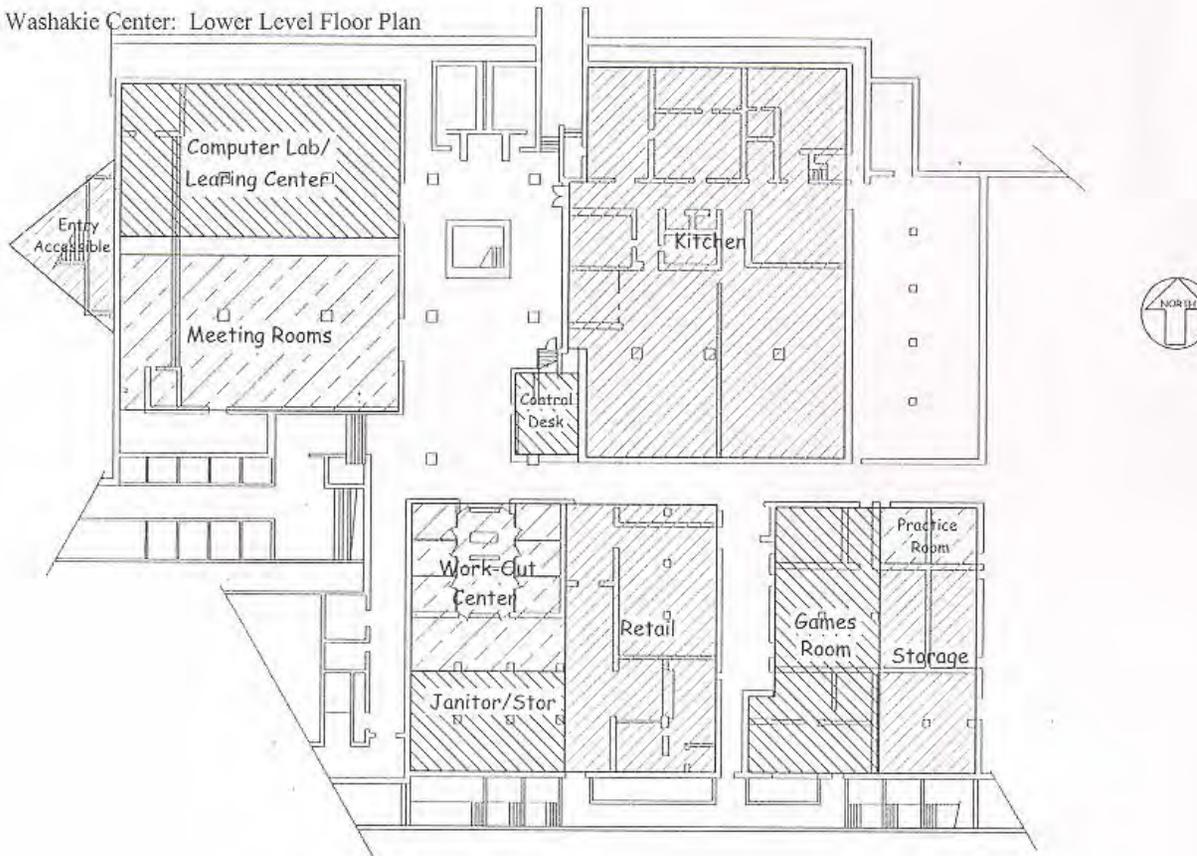
Proforma income statements for this biennium and beyond show that a 20-year bond issue can be carried by the revenue produced by Housing & Residence Life and Food Service. The University will issue \$7.5 million in bonds with an annual debt service cost of approximately \$550,000 depending upon the interest rate at the time bonds are sold. Assuming that room and board rates will be adjusted to cover inflation, any increase in salaries, and all other expenses, projections indicate that this annual debt service and all operating expenses can be covered from the revenues produced as indicated below.

FOOD SERVICE AND RESIDENCE HALL PROFORMA

	% INC	'99 – '00	'00 – '01	'01 – '02	'02 – '03
REVENUE:	3.25%	\$8,936,586	\$ 9,215,961	\$ 9,504,069	\$ 9,801,230
EXPENSES:					
COST/GOODS SOLD	4%	1,402,300	1,458,392	1,516,728	1,577,397
Salaries & Benefits	3%	3,483,823	3,588,338	3,695,988	3,806,867
Cost Center Assessments	3%	235,000	242,050	249,312	256,791
Repair/Maintenance	3.75%	453,401	471,262	489,828	509,124
Utilities	2.5%	917,611	944,624	972,435	1,001,067
Equipment/Depreciation	3%	354,663	362,630	370,835	379,287
Indirect Costs	0%	495,494	495,494	495,494	495,494
Other Expenses	2.25%	1,024,570	1,052,712	1,081,640	1,111,376
TOTAL EXPENSE		\$8,366,862	\$ 8,615,502	\$ 8,872,260	\$ 9,137,403
SURPLUS FROM OPERATION		\$ 569,724	\$ 600,459	\$ 631,809	\$ 663,827
CARRYOVER/PREVIOUS YR		<u>\$ 100,000</u>	<u>\$ 669,724</u>	<u>\$ 720,183</u>	<u>\$ 801,992</u>
TOTAL NET		\$ 669,724	\$ 1,270,183	\$ 1,351,992	\$ 1,465,819
BOND PAYMENT		<u>\$ -0-</u>	<u>\$ 550,000</u>	<u>\$ 550,000</u>	<u>\$ 550,000</u>
DIFFERENCE		\$ 69,724	\$ 720,183	\$ 801,992	\$ 915,819

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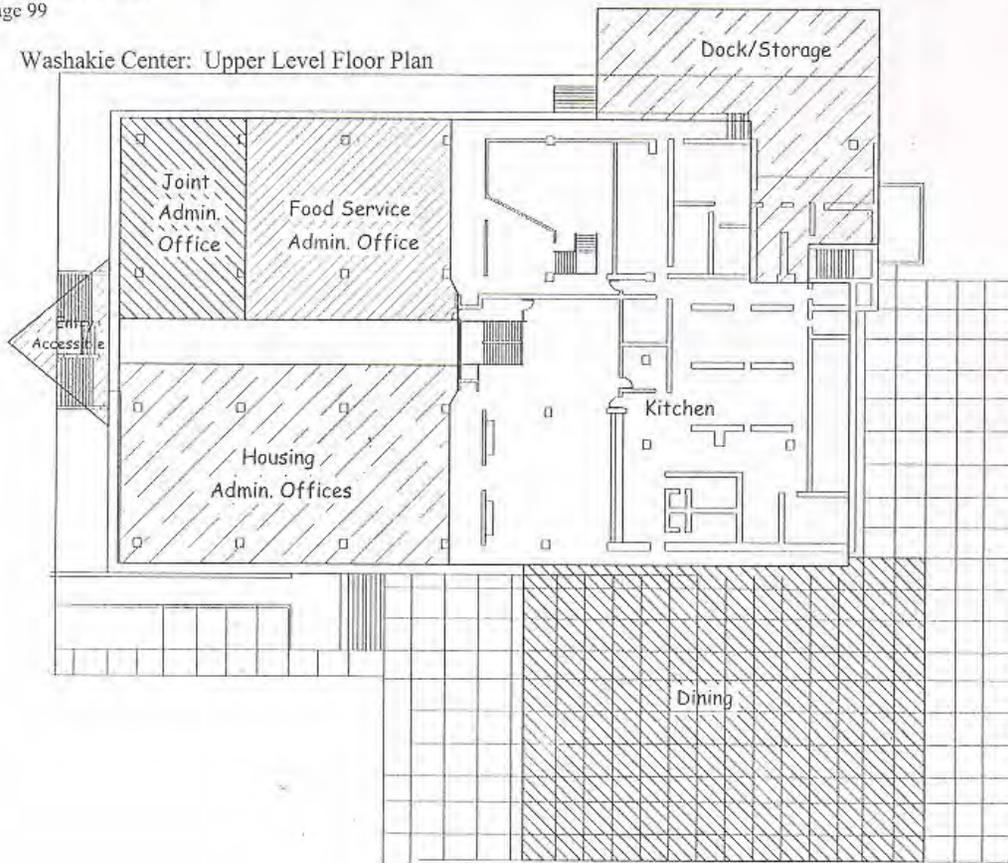
Washakie Center: Lower Level Floor Plan



WASHAKIE CENTER: LOWER LEVEL FLOOR PLAN

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Washakie Center: Upper Level Floor Plan



WASHAKIE CENTER: UPPER LEVEL FLOOR PLAN

Trustee Schaefer noted the action item for approval of Washakie renovation and bonding authority and so moved. Trustee Spicer seconded the motion. The motion carried.

**Change Orders and Progress Reports**

The following gives an accounting of the progress and activity of construction since the November 1999, Trustees meeting. Also reported are approved change orders to the Third Floor Ivinson Remodel.

**PROJECTS IN CONSTRUCTION**

**1. Renovation and Asbestos Abatement – Geology Department 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

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Furnishings</b>	<b>Signage, Etc.</b>
Budget	\$983,170.00	\$61,020.00	\$579,380.00	\$58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
Expended	\$923,238.42	\$61,020.00	\$579,380.00	\$31,076.25	\$19,822.81	\$226,139.36	\$5,800.00
Obligated	\$15,142.43	-0-	-0-	\$27.80	\$1,451.65	\$13,662.98	-0-
Un-obligated	\$44,789.15	-0-	-0-	\$26,895.95	\$7,695.54	\$10,197.66	-0-

Remarks: Final payment has been made to the general contractor. There remains several punch list items on the compact shelving contract.

**2. 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

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Climbing Wall</b>	<b>Misc.</b>
Budget	\$862,801.00	\$87,500.00	\$668,886.00	\$61,755.00*	\$25,820.00	\$15,000.00	\$3,840.00
Expended	\$854,815.86	\$86,298.00	\$668,886.00	\$57,897.00	\$24,909.70	\$12,985.16	3,840.00
Obligated	\$3,002.00	\$1,202.00	-0-	\$1,800.00	-0-	-0-	-0-
Un-obligated	\$4,983.14	-0-	-0-	\$2,058.00	\$910.30	\$2,014.84	-0-

Remarks: Final payment has been made to the contractor.

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

### **3. Third Floor Ivinson Remodel**

Contractor: Marshall Contracting, Inc.  
 Bid Price: \$96,374.00  
 Original Completion: 17 December, 1999  
 Present Completion Date: 17 December, 1999  
 Contract Substantial Completion Date: 17 December, 1999

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Signage</b>
Budget	\$135,654.00	\$4,500.00	\$96,374.00	\$29,000.00*	\$4,820.00	\$960.00
Expended	\$30,992.74	-0-	\$30,192.41	-0-	\$800.33	-0-
Obligated	\$88,503.42	-0-	\$66,181.59	\$22,321.83	-0-	-0-
Un-obligated	\$16,157.84	\$4,500.00	-0-	\$6,678.17	\$4,019.67	\$960.00

Remarks: Contractor has patched and painted the walls and is now installing baseboard heating system. Information Technology is installing wire mold for data communication/electrical outlets. Mechanical and electrical work should be finished the week of December 13. Carpet should be installed during the week of 20 December. Completion of the project projected for the first part of January, 2000.

\*Contingency Budget increased by \$19,400.00 for replacement of exterior windows on third floor.

**4. Studio Addition for Fine Arts Building**

Contractor: Spiegelberg Lumber and Building Company, Inc.  
 Bid Price: \$972,300.00  
 Original Completion Date: 27 June, 2000  
 Present Completion Date: 27 June, 2000  
 Contract Substantial Completion Date: 27 June, 2000

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Equip</b>	<b>Other</b>
Budget	\$1,685,831.41	\$87,900.00	\$979,800.00	\$121,886.41	\$32,415.00	\$452,000.00	\$11,830.00
Expended	\$281,523.12	\$63,000.00	\$154,300.00	-0-	\$4,478.52	\$59,744.60	-0-
Obligated	\$844,724.27	\$24,900.00	\$818,000.00	-0-	\$1,824.27	-0-	-0-
Un-obligated	\$559,584.02	-0-	\$7,500.00	\$121,886.41	\$26,112.21	\$392,255.40	\$11,830.00

Remarks: Caissons and grade beams are in place. Contractor will start foundation wall by 10 December, 1999.

**The following Change Order is reported for the information of the Trustees.**

<b>Third Floor Ivinson Remodel</b>				
<b>Change Order No. 1</b>				
Item 1	Install aluminum windows on the third floor.		Add	\$19,397.57
Item 2	Patch & paint closets, provide hardware for closet doors.		Add	\$1,746.25
Item 3.	Remove Junction box in 332, reroute conductors		Add	\$585.68
Item 4.	Refeed panel 18 from critical power panel		Add	\$592.33
		Total Change Orders No. 3	Add	\$22,321.83
	<u>Statement of Contract Amount</u>			
	Original Contract Amount	\$96,374.00		
	Total Change Orders # 1	<u>+ \$22,321.83</u>		
	Adjusted Contract Price	\$118,695.83		

Trustee Schaefer noted change orders and progress reports as presented.

**Y2K**

Mr. Aylward reported all preparation for Y2K paid off and UW has not had any computer related problems or needed repairs. Preparation for the year 2000 was a good way to clean house and update systems that needed repairing.



**INVESTMENT COMMITTEE**

The Investment Committee of the Board met on Friday, January 14, 2000. The following members were present: Tom Spicer, chair; and Ron McCue. The following information items were presented to the full Board by Trustee Spicer:

**Quarterly Report on Investments**

The investment policy of the Trustees requires the Vice President for Administration and Finance to report quarterly on the status of investments managed by the University. The summary of the University-managed investments as of December 31, 1999 follows.

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS  
 SUMMARY FOR THE PERIOD  
 10/1/99 - 12/31/99

	<u>University Managed</u>	
	<u>Endowment Funds</u>	<u>University Funds</u>
Beginning Balance 9\30\99	<u>167,930.92</u>	<u>58,497,353.00</u>
Ending Balance 12\31\99	<u>171,297.29</u>	<u>58,869,621.17</u>
Average Return	<u>5.50%</u>	<u>5.31%</u>

UNIVERSITY OF WYOMING  
 UNIVERSITY MANAGED ENDOWMENT FUNDS  
 SUMMARY FOR THE PERIOD  
 10/1/99 - 12/31/99

Investments, Beginning of Period		167,930.92
Add		
Received, Current Period	4,341.68	
Uninvested, Prior Period		
Deduct		
Uninvested, End of Period	<u>(975.31)</u>	3,366.37
 Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
 Investments, End of Period		 <u><u>171,297.29</u></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.

Endowment average return increased over prior quarter because in prior quarter it was invested primarily in lower return daily interest account and this quarter it was invested primarily in higher return federal government backed discount notes.

The winter meeting of the Investment Committee will be held in Denver on February 28-29, and Board members are invited to attend.

Trustee Spicer noted that the University investment manager, John Vann, has notified UW that his management fee has been reduced from \$70,000 to \$40,000 per year. Trustee Hunt asked if UW puts out requests for proposals for investment advisors and if UW has a prepared committee statement. Trustee Spicer responded that rfps for advisors have not been put out, but UW does look at new managers. There is also a written investment advisor policy. Trustee Hunt further questioned if the advisor policy complies with the statute on Municipal Financial

Investment Reports and will follow up with Mr. Baccari. President Dubois noted that annual reports are being prepared by the Foundation Board and the Board of Trustees, and he will try to have those available for the next meeting.



## **COMMUNITY COLLEGE AND OUTREACH COMMITTEE**

The Community College and Outreach Committee met on Friday, January 14, 2000 with Greg Schaefer, chair; Taylor Haynes, John Patrick, and Shelly Ritthaler in attendance. The following Information Items were presented to the full Board by Trustee Schaefer:

### **Online UW Business Administration Degree**

The University of Wyoming has received a grant from eCollege.com to support course development to deliver the B.A. degree in Business Administration online. The model for the program is a 2 + 2 cooperative arrangement with the Wyoming community colleges. The first two years of the degree requirements will be met at UW or one of the seven community colleges. All of the course work for the junior and senior levels will be available through Online UW. The program will be very flexible, since students can take a combination of courses on-campus at either Laramie or Casper and through Online UW, or all of the upper division requirements through Online UW. The curriculum and the degree requirements are the same.

The following information describes the courses which will be available online Spring 2000-Fall 2000. The additional 10-11 courses will be developed for Spring 2001-Spring 2002. Courses will be rotated thereafter so that there are a sufficient number of courses offered online each semester and summer.

### **ONLINE BUSINESS ADMINISTRATION DEGREE**

The University of Wyoming, the College of Business, eCollege.com, and the Outreach School have been working together to offer students a quality Business Administration degree program through *Online UW*.

Beginning Spring 2000, students who do not attend the University of Wyoming at the Laramie campus, can complete the requirements for a Business Administration degree through *online courses*.

After students have finished their lower-division general education courses at a community college or university, they are eligible for admission into the Outreach Business Administration degree program.

As *Business Administration* majors, students will learn about business from top to bottom. Course work in marketing, decision sciences, accounting, management, finance, and Business Administration will give students a well-rounded understanding of business as a whole. This program will prepare students for a wide variety of career opportunities in a variety of fields.

Our Business Administration graduates are found in careers throughout business and government. We attract employers from all segments of the economy. In addition, our program is accredited by *AACSB-International Association for Management Education*, so students can be assured of the quality.

### Online UW Courses

#### *Spring 2000*

DSCI 3210	Production and Operations Management	<i>Kevin Lewis</i>
ECON 2100	Introduction to Money and Banking	<i>Douglas Mitch Kunce</i>
FIN 3250	Managerial Finance	<i>Mark Sunderman</i>
MGT 4400	Industrial Relations Administration	<i>Robert E. Allen</i>
MGT 4410	Human Resources Management	<i>Margaret Lucero</i>

#### Summer 2000

FIN 4520	Financial Markets and Institutions	<i>Vassil Konstantinov</i>
BADM2010	Legal Environment of Business	<i>Robert Monteith</i>
FIN 4610	Real Estate & Urban Economics	<i>Mark Sunderman</i>

#### Fall 2000

MGT 3210	Management & Organization	<i>Philip Varca</i>
MKT 3210	Introduction to Marketing	<i>Robert Roe</i>

The online courses are semester based, asynchronous courses. Although students are not required to be online at a particular time, they need to be online and working weekly. In many classes, students have the opportunity to "chat" online with other students and the instructor at designated times and asynchronously at any time.

Classes begin Jan. 19, 2000 and end May 12, 2000 for the spring semester. To register logon to: <http://online.uwyo.edu>

Dr. Buchanan reported that UW participated in a national solicitation by e-college.com an on-line program. UW has received a grant to develop the two-year degree for junior and senior years in the undergraduate business administration degree. This is an excellent opportunity for providing off-campus courses to site-bound students. UW has also received funding to offer a restricted array of real estate courses for non-traditional certification and another grant to expand the array of on-line nursing courses.

### **Third Year Program in Agroecology to be Offered at Powell, Wyoming**

For several years, there have been ongoing discussions between the UW College of Agriculture and the Agriculture faculty at Northwest College concerning the possibility of having the UW faculty based at the Powell Research and Extension Center teach the third year requirements of the Agroecology program on the Northwest College campus. In the spirit of the UW academic plan, internal planning for that program has now been completed.

Beginning Fall 2000, the three UW faculty members based at the Powell Research and Extension Center, Professors Alan Gray, Abdel Mesbah, and Bart Stevens, will teach the third year of the Agroecology program on-site at Powell. One course will be taught via compressed video from Laramie to Powell by Professor Robin Groose. Students will transfer to the UW

Laramie campus for the senior year of course work for the degree. Students involved in the program will have an opportunity to participate in field studies and research at the Powell Research Center. Professor Randy Violett, faculty member at Northwest College, will be the local coordinator of the program at Northwest College. He will work closely with the Associate Dean of the UW College of Agriculture, Dr. James Wangberg, and Head of the UW Department of Plant Science, Dr. Ron Delaney, to coordinate the curriculum and advise students for the program. The Outreach School will schedule the UW third year courses, enroll the students in the UW courses, deliver the compressed video course and generally provide student and faculty support services for the program.

The cooperative agreement, with the appropriate UW and Northwest College administrative approvals follows. The agreement is for two actual cycles of the program, 2000-2002 and 2002-2004.

**AGREEMENT FOR THE THIRD YEAR PROGRAM IN AGROECOLOGY TO  
BE OFFERED AT POWELL, WYOMING  
FALL 2000 – SPRING 2004**

The University of Wyoming College of Agricultural (COA) and the Outreach School (OS) agree to cooperate with Northwest College (NWC) to offer the third year of the curriculum towards a Bachelor's Degree in Agroecology to the students on the NWC campus. This program will commence in the 2000 fall semester and will continue through the 2004 spring semester. The decision to continue this program beyond 2004 will be based on mutual agreement of all three parties. Among the items of primary consideration in determining continuation will be the continued demand by a critical mass of students and the continued availability of sufficient resources to maintain a high quality program.

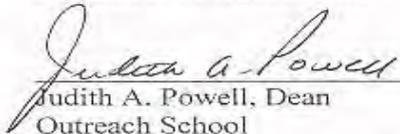
This agreement covers the program to be delivered from Fall 2000 to Spring 2004. If a decision is made to continue the program beyond Spring 2004, a new agreement will be developed. To ensure the orderly operation of this program, the parties agree to the following:

1. Enrolled students will meet all requirements for admission and enrollment at the University of Wyoming. In addition, students in this program will meet the same College of Agriculture standards for admission and enrollment as apply to on campus students.
2. A faculty member or administrator from Northwest College shall be designated as the coordinator of this program and will be given an appropriate portion of released time to serve as the primary contact person for personnel from NWC and OS. NWC will provide all infrastructure support necessary for performance of the coordinator's responsibilities.

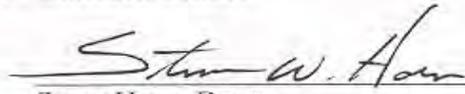
3. A portion of the coursework, those classes bearing upper division course numbers, will be taught by University faculty currently on site in Powell. One class will be taught at NWC via the compressed video network. This class will originate on the University campus.
4. This program will be annually reviewed by NWC, the Outreach School and The College of Agriculture to make recommendations for the program's improvement. In addition, this group will also develop a plan regarding distribution of any funds which may accrue as a consequence of this program.
5. NWC will (a) make housing available to students on a basis consistent with existing or future NWC policies; (b) allow students in this program to enroll in NWC courses necessary to complete program requirements on a basis consistent with existing or future NWC policies; (c) will provide to students and faculty access to the NWC library and other types of generally available infrastructure support on a basis consistent with existing or future NWC policies; and (d) identify a faculty member or administrator to serve as the primary NWC contact person for issues regarding this program.
6. The Outreach School will be responsible for coordinating class scheduling, registration, and any other types of internal university student services activity associated with delivery of off campus programs. In addition, OS will (a) identify a staff member to serve as the primary OS contact person for issues regarding this program, (b) maintain financial records and will report annually to the COA the financial status of this program, and (c) annually distribute program income in accordance with the income distribution protocol.

Any deviations from the above delineated items of agreement will require agreement of all parties. In the event that additional items of agreement are necessary during the course of this agreement, they shall be developed and proposed by the resident faculty member or academic professional and the three primary contact persons.

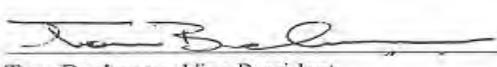
Signatures of Agreement:

  
\_\_\_\_\_  
Judith A. Powell, Dean  
Outreach School

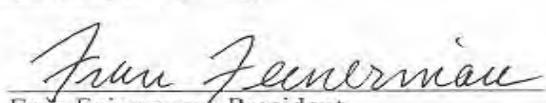
10/29/99  
Date

  
\_\_\_\_\_  
Steve Horn, Dean  
College of Agriculture

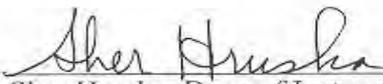
11/04/99  
Date

  
\_\_\_\_\_  
Tom Buchanan, Vice President  
Academic Affairs  
University of Wyoming

11/19/99  
Date

  
\_\_\_\_\_  
Fran Feinerman, President  
Northwest College

10/25/99  
Date

  
\_\_\_\_\_  
Sher Hruska, Dean of Instruction  
Northwest College

10-25-99  
Date

## NWC/UW AGROECOLOGY SUGGESTED COURSE SEQUENCE

### FALL

PEAC	.5
ENGL 1010 Freshman Comp	3 (W1)
MATH 1400 College Algebra	3 (M1)
AECL 1000 Agroecology	4
Humanities Elective	3 (C1)
Free Elective	<u>3</u>
Total	16.5

CHEM 2300 Int.Organic Chem	4
CO/M 1010 Public Speaking	3 (C3)
AGEC 1010 Agric Economics	3 (C2)
SOIL 2100 (AGEC 2010) Soils	4 (S3)
BIOL 2020	<u>4</u>
Total	18

BUSN 2000 Intro to Bus or other G1	3 (G1)
CROP 2200 Forage Crops	3
SOIL 4XXX	3
ENTO 1001 Insect Biology	4 (S1)
Ag Elective	<u>3</u>
Total	16

CROP 4070 Weed Science 4

A total of five credits, required in AECL 4920, is available via correspondence or on UW campus. AECL 4930 and AECL 4960 usually available in a one week block. AECL 4930 and AECL 4920 may be completed during the summer.

PLPA 3320 Plant Pathology or	3
PLPA 4000 Plant Disease Control	3
AECL3030 Ecology-Plant Protect	3
MOLB 3610 Biochemistry or	4
CROP 5100 Pesticide Science	3
BIOL 4000 Genetics or	3
Upper division CROP	3
Upper division ANSC or REWM	<u>3</u>
Total	16

### SPRING

BIOL 1010 General Biology 1	4 (S1)
CHEM 1000 Intro to Chemistry	4 (S2)
CROP 2000 Plant Biology (AECL 2020)	4 (S1)
ENGL 1020 Intro to Lit or	3(W2)
ENGL 2030 Critical Read/Write or	3
ENGL 2005 Technical Writing	3
PEAC	<u>1</u>
Total	16

AECL 4930 Agroecology Intern	3
PEAC	.5
AGEC 1020 Agric Economics	3 (C2)
BIOL 2400	3
POLS 1000 Government	3 (V1)
CROP 4470	<u>3</u>
Total	15.5

CROP 4520 Plant Breeding	3 (M3)
CROP 4XXX	3
STAT 2010 Stat for Busn	3 (M2)
AECL 4920 apprenticeship or	2
AECL 4960 Field Studies	2
Ag Elective	3
Free Elective	<u>3</u>
Total	17

AECL 4990 Agroecology Sem.	3 (W3)
Upper Division Ecology	3
Upper Division Electives	<u>9</u>
Total	15

Dr. Buchanan reported that this is good news also. This is a two-year program in agro-ecology, and is an item in the Academic Plan. To complete the degree, the third year will be taught on-site with student attending UW for their final fourth year of study.

### **November 20 Community College Presidents' Meeting**

President Dubois invited the Community College presidents to campus to engage in dialogue and attend a UW football game. The presidents discussed the flow of high school students into secondary education and the lack of data on this. The Community Colleges will be providing information on that to President Dubois' office for tracking. Teacher preparation was also discussed.

This group made plans to meet twice a year. The Community Colleges and UW will share information during the legislative session.



## **ATHLETIC COMMITTEE**

The Athletic Committee of the Trustees met on Friday, January 14, 2000. The following committee members were in attendance: Jerry Saunders, chair; Ron McCue, John Patrick, and Greg Schaefer. The following information items were presented to the full Board:

### **Gender/Minorities Equity Plan**

**GENDER EQUITY PLAN**  
 student-athletes and the overall  
 undergraduate student population.

<u>ISSUE(S)/ACTION(S)</u>	<u>INDIVIDUAL(S)/OFFICE RESPONSIBLE</u>	<u>TIMETABLE/GOAL(S)</u>
1. Continue to review annually on a sport-by-sport basis coaching opportunities and salary structure.	<i>Director of Athletics, Executive Business Manager, Equity Subcommittee</i>	Reviewed annually by the Athletics Planning committee by April 1 of each year
2. Increase the Head Women's Basketball and Volleyball coaches salaries.	<i>Director of Athletics, Senior Women's Administrator, Executive Business Manager</i>	To be reviewed on an annual basis and as funds become available
3. Where male coaches are serving as head coaches of women's sports, make extra effort to hire females if and when these positions become available.	<i>Director of Athletics</i>	Immediately, if and when positions become available
4. Where male assistant coaches are serving as coaches of women's sports, make extra effort to hire females if and when these positions become available.	<i>Director of Athletics</i>	Immediately, if and when positions become available
5. Continue to hear semester reports from the Student-Athlete Advisory Committee on issues relating to student-athlete welfare.	<i>Senior Women's Administrator, Equity Subcommittee</i>	To be completed each year by October 1 and February 1
6. Continue to review on an annual basis gender-based proportionality ratios of	<i>Equity Subcommittee</i>	To be completed each year by November 1. Goal: to reach proportionality by spring of 2000

- |     |   |  |  |
|-----|---|--|--|
| 7.  | To enhance the indoor tennis facility to include a total of eight indoor courts, locker room(s) and office space. | <i>Director of Athletics, Senior Women's Administrator, Executive Business Manager</i>             | Feasibility study to be developed and completed by 2001  |
| 8.  | To increase the women's sports recruiting budgets by 25%.   | <i>Director of Athletics, Senior Women's Administrator, Executive Business Manager</i>             | Continue to maintain budget to match participation numbers of females  |
| 9.  | To add one additional swimming and diving coaching position (dedicated to a female if available).                 | <i>Director of Athletics, Senior Women's Administrator</i>   | Add a graduate assistant position in AY 2001-2002. Elevate to full time position by AY 2004-2005               |
| 10. | To expand office space of Olympic Sport Coaches.  | <i>Director of Athletics, Associate Athletic Director/Facilities</i>                               | Transfer of office space to be initiated upon completion of the Curtis and Marian Rochelle Athletic Center     |
| 11. | To expand services and space of strength training facility to all programs.                                       | <i>Director of Athletics, Associate Athletic Director/Facilities, Head Strength Training Coach</i> | Expansion to coincide with completion of the Curtis and Marian Rochelle Athletic Center                        |
| 12. | To expand services and space of athletic training program.  | <i>Director of Athletics, Associate Athletic Director/Facilities, Head Athletic Trainer</i>        | Expansion to coincide with completion of the Curtis and Marian Rochelle Athletic Center                        |
| 13. | To reach "substantial proportionality" (5%) as indicated in the plan presented to Office of Civil Rights.         | <i>Associate Athletic Director/University of Wyoming Office of General Counsel</i>                 | Reach "substantial proportionality" (5%) by May of 2000. Continue to monitor proportionality on a yearly basis |
| 14. | Continue to review and encourage coaches to expend allocated/budgeted scholarship and recruiting dollars.         | <i>Sport Supervisors/Head Coaches</i>  | On-going yearly review   |

**MINORITY OPPORTUNITY PLAN**

<u>ISSUE(S)/ACTION(S)</u>	<u>INDIVIDUAL(S)OFFICE RESPONSIBLE</u>	<u>TIMETABLE/GOAL(S)</u>
1. Continue to monitor the Division's action plan as it relates to the University's developing Race Relations Action Plan.	<i>Equity Subcommittee, Senior Women's Administrator, Athletic Planning Committee</i>	To be completed each year by April 1
2. To ensure that appropriate opportunities are being provided, continue to review on a semiannual basis gender and racial or ethnic composition of athletics personnel, athletics screening/search committees, student-athletes and students in general.	<i>Equity Subcommittee, Senior Women's Administrator, Athletic Planning Committee</i>	To be completed twice a year by November 1 and April 1
3. Reestablish goals biennially based upon semiannual evaluations of the Minority Opportunities Plan and recommend additional initiatives if necessary.	<i>Equity Subcommittee</i>	To be completed April 2000, April 2002, etc..
4. Conduct a review of the Department's adherence to established University of Wyoming Equal Employment Opportunity/Affirmative Action procedures for staff, administrators, and coaches.	<i>Employment Practice Officer</i>	To be completed each year by April 1
5. Provide once a year diversity training to athletic administrators and staff.	<i>Office of Human Resources</i>	To be completed no later than October 1 of each year

- |     |   |   |  |
|-----|---|---|--|
| 6.  | When possible feature minority students from the four minority groups in departmental publications (media guides, posters, schedule cards, etc.)  | <i>Director of Sports Information, Assistant Sports Information Director(s), Head Coaches</i>                                 | Immediate and ongoing  |
| 7.  | Continue to dedicate specific positions to qualified minorities.  | <i>Director of Athletics</i>  | Immediately as positions become available. Specific positions include GA positions in men and women's basketball |
| 8.  | Continue to emphasize the non-discrimination policy and expected practices of staff and student-athletes.   | <i>Senior Associate Director of Athletics</i>   | Each August at all-staff meeting and individual team meetings  |
| 9.  | Continue to actively recruit and attempt to sign minority student-athletes in under-represented sports (women's basketball, men's and women's track, men's and women's swimming, men's and women's golf, women's volleyball, women's soccer and men's wrestling). | <i>Director of Athletics, Senior Associate Director of Athletics, Associate Athletic Director(s), Recruiting Coordinators</i> | Immediately and ongoing during recruiting process  |
| 10. | Continue to actively recruit minority head coaches and administrators when feasible.  | <i>Director of Athletics, Senior Associate Director of Athletics, Associate Athletics Director(s)</i>                         | Immediately and ongoing as positions become available  |

Trustee Saunders noted the items for information. Mr. Moon spoke about minority positions within athletics and hiring into those positions. Several minority graduate assistants and coaches have been hired recently. President Dubois stated this is part of the larger NCAA self-study. The recent OCR report shows that we are cleared of their questions regarding UW compliance and that numbers are in proportion and balance. OCR has asked for a spring projection for the sports participation numbers.

The following page summarizes participation numbers and indicates the established ceilings on men's participation and the floors on women's participation. Mr. Moon reported these are accurate figures to date. The 1.3 percent enrollment increase of female students this fall, helped with these figures.

SUMMARY OF PARTICIPATION NUMBERS									
Updated as of 1-13-2000									
	*FY	*FY	*FY	*FY	*FY	*FY	*FY	*FY	FY
MEN'S SPORTS	1991-1992	1992-1993	1993-1994	1994-1995	1995-1996	1996-1997	1997-1998	1998-1999	1999-2000
Baseball	31	33	25	26	26	na	na	na	na
Basketball	20	21	13	13	16	14	14	15	*15
Football	121	108	104	97	112	119	114	110	*106
Golf	11	11	12	13	10	9	9	8	*7
Skiing	15	na	na	na	na	na	na	na	na
Swimming	35	25	35	36	23	23	18	22	*22
Cross Country	*	*	*	*	*	*	*	9	*8
Indoor Track/Field	*	*	*	*	*	*	*	28	*19
Outdoor Track/Field	42	37	41	31	38	41	59	31	*25
Wrestling	30	24	26	24	38	39	32	33	*28
<b>TOTAL</b>	<b>305</b>	<b>259</b>	<b>256</b>	<b>240</b>	<b>263</b>	<b>245</b>	<b>246</b>	<b>256</b>	<b>230</b>
<b>WOMEN'S SPORTS</b>									
Basketball	16	17	17	12	16	13	14	16	*17
Golf	8	8	8	7	9	11	10	11	*10
Skiing	12	na	na	na	na	na	na	na	na
Soccer	na	na	na	na	23	24	23	22	*29
Swimming	16	22	23	27	25	26	20	24	*28
Tennis	na	na	na	na	na	10	7	7	*6
Cross Country	**	**	**	**	**	**	**	11	*22
Indoor Track/Field	**	**	**	**	**	**	**	29	*47
Outdoor Track/Field	29	29	27	29	29	32	53	28	*45
Volleyball	12	13	15	12	10	15	14	12	*14
<b>TOTAL</b>	<b>93</b>	<b>89</b>	<b>90</b>	<b>87</b>	<b>112</b>	<b>131</b>	<b>141</b>	<b>160</b>	<b>220</b>
<b>TOTAL PARTICIPATION</b>	<b>398</b>	<b>348</b>	<b>346</b>	<b>327</b>	<b>375</b>	<b>376</b>	<b>387</b>	<b>416</b>	<b>450</b>
<b>MEN'S PERCENTAGE</b>	<b>76.63</b>	<b>74.43</b>	<b>73.99</b>	<b>73.39</b>	<b>70.13</b>	<b>65.2</b>	<b>63.6</b>	<b>61.5</b>	<b>51.12</b>
<b>WOMEN'S PERCENTAGE</b>	<b>23.37</b>	<b>25.59</b>	<b>26.01</b>	<b>26.61</b>	<b>29.87</b>	<b>34.8</b>	<b>35.4</b>	<b>38.5</b>	<b>48.88</b>
** Numbers inclusive of total track program									
* Actual numbers									
* Projected numbers for 1999-2000									

2. Policy for the Division of Intercollegiate Athletics

**DRAFT**

**University of Wyoming  
Policy for the  
Division of Intercollegiate Athletics (DIA)**

**January 2000**

**I. INSTITUTIONAL PURPOSE AND ATHLETICS PHILOSOPHY**

**A. Athletics Philosophy of the University of Wyoming**

At the University of Wyoming, student-athletes will be provided with the opportunity and encouraged to progress toward a degree of their choice, in an environment consistent with high standards of academic scholarship, sportsmanship, ethical conduct, leadership, and institutional loyalty. Participants in intercollegiate athletics at the University of Wyoming must be enrolled in at least a minimum of full-time program studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate degree.

It is recognized that the University of Wyoming Division of Intercollegiate Athletics, (DIA):

1. Is an important part of a well-rounded university dedicated to the service of a broad range of student, faculty, and public interests;
2. Is important in community support for the institution at the legislative, state, and local levels;
3. Fosters pride in the university among faculty, students, and citizens of Wyoming;
4. Can and should develop character, maturity, and a sense of fair play in its student-athletes.

**B. Athletics Objectives**

1. To have the university represented by men and women whose conduct reflects credit upon the institution and who are making normal progress in degree programs with appropriate academic counseling, advisement and support;
2. To field disciplined, healthy, and competitive amateur student-athletes and teams recruited, coached, and supported by skilled

- people who are dedicated to the spirit and intent of all conference and NCAA rules and regulations;
3. To strive for improvements in the system of intercollegiate athletics by cooperating with like minded institutions to reduce pressures toward improprieties;
  4. To provide equitable participation opportunities for all students including women and minorities and provide funding to support the opportunities.
  5. To provide equitable employment opportunities for coaches and staff and establish a positive learning and working environment that is culturally diverse.
  6. To provide support services, including medical, academic and strength and conditioning, to student-athletes to contribute to their physical and mental welfare while attending the University of Wyoming.
  7. To establish and monitor a sound financial and budget control system that ensures the generation of timely financial information necessary to make informed budget decisions and achieve a balanced budget.
  8. To provide and maintain quality facilities for participation and student-athletes support services.

## **II. THE AUTHORITY OF THE PRESIDENT AS CHIEF EXECUTIVE OFFICER IN PERSONNEL AND FINANCIAL AFFAIRS**

### **A. Authority of the President**

1. The Board of Trustees of the University of Wyoming has assigned to the President authority to select university personnel, including, but not limited to the Director of Athletics and all head coaches, and to establish standards of conduct for them.
2. Annually, the President will reaffirm his commitment to the NCAA's principles of fair play and amateur athletics competition and the UW statement of athletics program philosophy by signing the NCAA Certification of Compliance and other pertinent documents.
3. The Director of Athletics and the Faculty Athletics Representative will meet with the President prior to the conference meetings, and during NCAA comment periods for the adoption of NCAA legislation and the President will advise the Director of Athletics and the Faculty Athletics Representative of university positions and how the university will stand on major issues.

**B. General Counsel**

1. The General Counsel to the President shall have the responsibility for assisting the DIA in the areas of compliance with NCAA rules and regulations and certification of eligibility.
2. General Counsel will review all reports to the NCAA regarding possible rules violation.
3. General Counsel will assist the department in all legal matters including but not limited to Title IX, the Office of Civil Rights and personnel disputes.

**C. The Director of Athletics**

1. The Director of Athletics is selected by the President of the University of Wyoming. When the position becomes vacant, the President will normally appoint a search committee to recommend candidates. The search process will be conducted in conformity with the university's procedures.
2. The Director of Athletics reports to the President of the University who is in charge of athletics for all matters relating to administration and the budget.

**D. Appointment of Head Coaches**

Head coaches are appointed by the President upon recommendation of the Director of Athletics. After consultation with the President, the search process shall follow the University's policies and procedures.

**E. Division of Intercollegiate Athletics Annual Operating Budget**

The annual operating budget for the DIA, prepared by the Director of Athletics, will be reviewed and approved by the Vice President for Finance, and the President and reported to the Athletics Planning Committee.

**F. Policies Regarding Standards of Conduct in the Division of Intercollegiate Athletics**

The President has overall authority to establish policies and standards of conduct for all representatives of the university's athletics program. In addition to other established policies, it is the policy of the University of Wyoming that all University representatives including the DIA, whether they be students, coaches or others shall establish and maintain the highest degree of credibility and decorum possible, and make every attempt to

conduct themselves in a manner so as not to embarrass the institution by their actions.

Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship will be an integral part of every sport sponsored by the University of Wyoming. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations.

Coaches must be held accountable for their treatment of student-athletes, for the control of the players' actions, for their attitude toward officials, for the effects of their actions on crowd behavior, for the use of profane or vulgar language, and for the encouragement of disrespectful attitude toward opponents (e.g., intimidation). Coaches will be evaluated on a variety of areas regarding sportsmanship and ethical behavior. Of particular note will be excessive and flagrant game actions (unsportsmanlike conduct flags, technical fouls, red cards, game ejection, etc.)

Where such conduct involves coaches, staff or other non-faculty employees of the institution, disciplinary action will be utilized to deal with situations as outlined below and specified in the DIA Policies and Procedures Manual.

1. Oral Warning: The President, in consultation with the Director of Athletics, shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
2. Written Warning: Upon the recurrence of behavior previously identified or in situations where conduct is of a highly offensive nature, the individual will after investigation by appropriate parties be publicly reprimanded. Appropriate written documentation will be placed in the individual's personnel file and such other disciplinary action as may be deemed fit and proper action will be taken.
3. Suspension/Termination: In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented for which the employee has been warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination. The DIA has specific policies and procedures governing conduct by coaches, staff, student-athletes, managers, trainers, cheerleaders, and band members.

## **G. Distribution of Sportsmanship and Ethical Conduct Policies**

University of Wyoming's policy on sportsmanship and ethical conduct will be distributed through a variety of media. Our goal is to expose as many representatives of the University of Wyoming as possible with the information.

Listed below are the primary areas of concentration of information:

University of Wyoming Students and Fans:

- Signage will be placed in the stadium/arena.
- Fans will be sent flyers in season ticket and single game ticket mailing.
- Flyers will be placed in the on-campus dormitories.
- Articles will be placed in department newsletters, local newspapers, and the Branding Iron, the student newspaper.
- Information will also be distributed by public address announcements at games.
- Printed in the game program.
- Radio and telecast announcements.
- On the actual game ticket, where possible.

University of Wyoming Student-Athletes, Managers, Trainers, Cheerleaders and Band Members:

- In annual meetings with coaches and DIA administrators.
- Signage will be placed in each team locker room; home and visiting team.

University of Wyoming Coaches:

- In annual meetings with the Director of Athletics. Each of these Individuals will be required to sign a statement personally acknowledging their responsibility to conduct themselves with good sportsmanship.

In addition, game management meetings in the sport of football, men's & women's basketball, soccer and volleyball will be held at the beginning of the season and on a weekly basis. The importance of sportsmanship and conduct will be discussed at each meeting.

## **H. University of Wyoming Athletics Policy on Ethical Conduct and Sportsmanship**

1. P.A. Announcements for Conduct. In cooperation with the NCAA, and Conference, the University of Wyoming DIA, its coaches and student-athletes, encourage you to join us in setting an example in promoting a positive code of conduct in today's game (match, meets, contests).

Please remember, as a representative of the University of Wyoming spectators should be courteous and judicious in choice of expression and exhibit good manners and kindness to others. We urge you to cheer your team on in a manner that does not include vulgar language or verbal taunting.

The scoreboard will reflect the quality of teams in competition; the kind of support given by spectators will reveal the character of the University of Wyoming.

2. P.A. Announcement for Smoking Policy. The DIA has joined other university facilities in becoming smoke-free. Smoking in the stadium/AA/MPG will be permitted only in the designated smoking areas. No smoking will be permitted in the seating area, portals, restrooms or concourses of the stadium/AA/MPG. Failure to comply with this policy could subject violators to expulsion from the stadium/AA/MPG. The University of Wyoming DIA appreciates your compliance with this policy.
3. Radio Announcement for Conduct. In conjunction with the NCAA, the Conference and the University of Wyoming DIA, The Wyoming Radio Network encourages all fans enjoying the game, specifically those attending the game in person, to help set the example of positive conduct.

Good sportsmanship is contagious, and the kind of support given by Cowboy fans will reflect on the character of the team you support. So enjoy the game, and be a positive influence on other fans around you.

#### **I. Monitoring of Compliance with NCAA/Conference Regulations**

1. The Athletics Planning Committee should be familiar with and receives regular briefings concerning institutional compliance with NCAA and conference regulations. The FAR, who also serves as the chairperson of the Athletics Planning Committee, along with the Director of Athletics shall provide these findings related to noncompliance to the President.

2. The Registrar and Faculty Athletics Representative (FAR) shall monitor regulations regarding admissions and eligibility of student-athletes and report irregularities to appropriate university offices to ensure compliance.
3. The Director of Financial Aid shall monitor regulations regarding financial aid of student-athletes and report irregularities to appropriate university offices to ensure compliance.
4. The Director of Athletics shall monitor and ensure compliance with NCAA and conference rules and regulations by all DIA personnel. Irregularities and rules violations, either deliberate or accidental, will be self-reported to the appropriate organization.

**J. Principles of Institutional Control as Prepared by the NCAA Committee of Infractions**

1. To further define Institutional Control as defined by Bylaw 2.1 the NCAA has provided the following guidelines. "Control" is defined in common-sense terms.

In determining whether there has been a lack of institutional control when a violation of NCAA rules has been found it is necessary to ascertain what formal institutional policies and procedures were in place at the time the violation of NCAA rules occurred and whether those policies and procedures if adequate, were being monitored and enforced. It is important that policies and procedures be established so as to deter violations and not merely to discover their existence after they have taken place. In a case where proper procedures exist and are appropriately enforced, especially when they result in the prompt detection, investigation and reporting of the violations in question, there may be no lack of institutional control although the individual or individuals directly involved may be held responsible.

In a situation in which adequate institutional procedures exist, at least on paper, a practical, commonsense approach is appropriate in determining whether they are adequately monitored and enforced by a person "in control". Obviously, general institutional control is exercised by the chief executive officer of a member institution. However, it is rare that the chief executive officer will make decisions specifically affecting the operations of the institution's athletics program. Instead, the day-to-day duties of operation, including compliance with NCAA rules, will have been delegated to subordinates either by specific action or by the creation of appropriate job descriptions. Moreover, it is usually left to senior subordinates,

such as the director of athletics, further to delegate various duties regarding compliance with NCAA rules.

In most institutions, especially those with large and varied athletics programs, such delegations are made to a number of individuals who are expected to exercise control over compliance with regard to specific aspects of the program. The specific obligations of such individuals should be in writing, and not merely an understanding among senior officials of the university and the athletics department. Not only the director of athletics, but other officials in the athletics department, the faculty athletics representative, the head coaches and the other institutional administrators outside of the athletics department responsible for such matters as the certification of athletics for financial aid, practice and competition, are expected to assume a primary role in ensuring compliance. Even though specific action has been taken to place responsibility elsewhere, these individuals will be assumed to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. Their failure to control those matters so as to prevent violations of NCAA rules will be considered the result of a lack of institutional control.

2. Violations that do not result from a lack of institutional control. An institution cannot be expected to control the actions of every individual who is in some way connected with its athletics program. The deliberate or inadvertent violation of a rule by an individual who is not in charge of compliance with rules that are violated will not be considered to be due to a lack of institutional control;

\*if adequate compliance measure exist;

\*if they are appropriately conveyed to those who need to be aware of them;

\*if they are monitored to ensure that such measures are being followed; and

\*if, on learning that a violation has occurred, the institution takes swift action.

3. Acts that are likely to demonstrate a lack of institutional control. The following examples of a lack of institutional control are not exclusive, but they should provide important guidance to institutions as to the proper control of their NCAA compliance affairs.

**A person with compliance responsibilities fails to establish a proper system for compliance or fails to monitor the operations of a compliance system appropriately.**

When an individual is responsible for ensuring that a particular rule or set of rules is not violated, that person will be considered to be exercising institutional control. That individual must not only ensure that the rules are known by all who need to know them but must also make proper checks to ensure that the rules are being followed.

It is important for institutions to understand that the mere compilation and distribution of rules and regulations, along with written compliance procedures, is not sufficient if no one regularly checks on the actual operations of the system.

**A person with compliance responsibilities does not take steps to alter the system of compliance when there are indications the system is not working.**

If a system of control is in place, a single deviation by a member of the athletics staff or a representative of the institution's athletics interests will not be considered a lack of institutional control. However, if there are a number of violations, even if they all are minor, indicating that the compliance system is not operation effectively, the person(s) responsible cannot ignore the situation, but must take steps to correct the compliance system.

**A supervisor with overall responsibility for compliance, in assigning duties to subordinates, does divide responsibilities that, as a practical matter, or one is, or appears to be, director in charge.**

The failure to designate who is responsible for ensuring compliance with NCAA rules is a serious breach of the obligations of a university athletics administrator. Individuals are unable to operate appropriately if they are uncertain of their duties and obligations. Moreover, those subordinates who are not in charge must know who is. They need to know the person or persons to whom they can turn for advise before taking an action that may be questionable. They also need to know to whom and how to report violations that come to their attention.

**Compliance duties are assigned to a subordinate who lacks sufficient authority to have the confidence or respect of others.**

A supervisor may be acting in good faith when assigning responsibility for compliance to an athletics department secretary, or a student intern, or to someone who does not have stature in the organization. Nevertheless, that very action often makes it appear that the institution is not serious about compliance. If coaches, alumni, boosters and others do not respect the

person responsible, they may well ignore that individual. Violations that occur may then be considered the result of lack of institutional control.

**That institution fails to make clear, by its words and its actions, that those personnel who willfully violate NCAA rules, or who are grossly negligent in applying those rules, will be disciplined and made subject to discharge.**

Any operating compliance system may be thwarted by an individual who acts secretly in violation of the rules or who fails to ascertain whether a questionable action is or is not permissible. If an institution does not make clear that individual violations of NCAA rules will result in disciplinary action against the involved individual, and if it does not actually discipline those who are found to have violated such rules, it has opened the door to permitting further violations. In such a case, future violations of an individual nature will constitute failures of institutional control.

**The institution fails to make clear that any individual involved in its intercollegiate athletics program has a duty to report any perceived violations of NCAA rules and can do so without fear of reprisals of any kind.**

Compliance is everyone's obligation. Loyalty to one's co-workers, student-athletes, or athletics boosters cannot take precedence over loyalty to the institution and its commitment to comply with NCAA rules. There is lack of institutional control if individuals are afraid to report violations because they have reasons to fear that if they make such a report there will be negative consequences.

**A director of athletics or any other individual with compliance responsibilities fails to investigate or direct an investigation of a possible significant violation of NCAA rules or fails to report a violation properly.**

When a director of athletics or any other individual with compliance responsibilities has been informed of, or learns that there exists a possible significant violation of NCAA rules, and then fails to ensure that the matter is properly investigated, there is a lack of institutional control. Similarly, if an actual violation of NCAA rules comes to the attention of the director of athletics or a person with compliance responsibilities and there is a failure to report the violation through appropriate institutional channels to a conference to which the institution belongs and to the NCAA, such failure constitutes a lack of institutional control.

**A head coach fails to create and maintain an atmosphere for compliance within the program the coach supervises or fails to monitor the activities of assistant coaches regarding compliance.**

A head coach has special obligation to establish a spirit of compliance among the entire team including assistant coaches, other staff and student-athletes. The head coach must generally observe the activities of assistant coaches and staff to determine if they are acting in compliance with NCAA rules. Too often, when assistant coaches are involved in a web of serious violations, head coaches profess ignorance, saying that they were too busy to know what was occurring and that they trusted their assistants. Such a failure by head coaches to control their teams, alone or with the assistance of a staff member with compliance responsibilities, is a lack of institutional control.

This is not to imply that every violation by an assistant coach involves a lack of institutional control. If the head coach sets a proper tone of compliance and monitors the activities of all assistant coaches in the sport, the head coach cannot be charged with the secretive activities of an assistant bent on violating NCAA rules.

**Compliance measure in place at the time of a violation as a factor in determining whether or not there has been a lack of institutional control.**

Institutions are eager to learn what measures can be taken to reduce the likelihood that in the event a violation does occur, it will result in a finding of a lack on institutional control. The following are some of the steps that assist an institution in avoiding such a finding. It must be emphasized, however, that the presence of such measures are not a guarantee against such a finding. The way in which the measures are carried out and the attitude toward compliance within the institution are vital factors.

**The NCAA rules applicable to each operation are readily available to those persons involved in that operation.**

Those individuals involved in recruiting activities should have ready access to the recruiting rules, and those university staff members engaged in determining eligibility for financial aid, practice and competition should have ready access to the NCAA rules governing those matters.

**Appropriate forms are provided to persons involved in specific operations to ensure that they will properly follow NCAA rules.**

With respect to certain operations, specific forms or checklists can be of great help in assuring compliance with NCAA rules. Clerical employees may find the rules themselves daunting. But if they can follow a form, many problems can be alleviated. This is certainly true with regard to such matters as ensuring that student-athletes do not receive excessive financial aid individually or by sport, that initial eligibility standards are met, and that eligibility standards are properly enforced.

**This procedure is established for timely communication among various university offices regarding determinations that affect compliance with NCAA rules.**

For example, there should be a method of direct communication between the Registrar and the DIA so that the latter learns at once if an enrolled student-athlete drops a course that brings that student-athlete below the required number of units for eligibility to participate.

**Meaningful compliance education programs are provided for personnel engaged in athletically related operations.**

It is important that new personnel, both coaches and administrative staff members, receive training regarding NCAA rules that are relevant to their positions shortly after beginning employment. The institution should also continue to educate its staff by conducting compliance sessions on a regular basis for all involved personnel as refresher courses, with an emphasis on changes in NCAA rules. Not infrequently, persons who have been involved in intercollegiate athletics for many years and who violate long-standing rules attempt to excuse their actions on the ground that they were unaware that their activities constituted a violation. On occasion such personnel rely on long outdated interpretations of legislation that have been eliminated or dramatically altered for a number of years.

Obviously, the nature and strength of the compliance education program is of significance. Educational programs run by the NCAA and by various conference offices may, because of the expertise of those involved, be superior to training by in-house personnel.

**Informational and educational programs are established to inform athletics boosters of the limitations on their activities under NCAA rules and of the penalties that can arise if they are responsible for rule violations.**

Distribution of rules education materials (e.g., brochures and articles) to season ticket holders is significant, as are special programs for booster organizations.

**Informational and educational programs are established for student athletes regarding the rules that they must follow.**

All institutions conduct information sessions for student-athletes and obtain the required signed statements from each. However, the extent to which these are truly informative and are taken seriously varies. The extent to which these sessions are made important by the institution is a significant factor.

**An internal monitoring system is in place to ensure compliance with NCAA rules.**

It is of significance if, on a regular basis, a person (or persons) charged with monitoring compliance frequently checks operations throughout the athletics department and related departments of the university. Such a person should make certain that required forms are being utilized and utilized properly. A compliance person should speak with all coaches frequently and regularly to find out if they have any concerns or questions about what they can or cannot do or what they have already done. A compliance person should be aware of what actions have been taken with regard to a variety of areas, including recruitment, awarding of financial aid, practice requirements and travel arrangements. From time to time the compliance person should meet with student-athletes in the various sports to see if any problems exist. All potential violations must be reported and an investigation must ensue in accordance with appropriate institutional procedures.

Other internal monitoring measures are also of significance, including one-to-one meetings between coaches and the athletics director, and meetings of university committees on athletics in which student-athletes and others are involved.

**An external audit of athletics compliance is undertaken at reasonable intervals.**

An important control exists if an independent university or outside unit undertakes audits of the athletics enterprise to determine if there have been violations of NCAA rules and to suggest changes in operating methods and procedures wherever such action could eliminate the danger of future violations.

**The chief executive officer and other senior administrators make clear that they demand compliance with NCAA rules and that they will not tolerate those who deliberately violate rules or do so through gross negligence.**

It is an important factor when senior administrators in an institution by word and, when necessary, by action make clear that compliance is vital. The pressure to run a winning program must not overcome the dedication of the institution to ethical conduct in all aspects of its athletics program and to compliance with NCAA regulations.

**The institution and its staff members have a long history of self-detecting, self-reporting and self-investigating all potential violations.**

### **III. DIVISION OF INTERCOLLEGIATE ATHLETICS ORGANIZATION AND ADMINISTRATION**

#### **A. The Director of Athletics**

1. All staff members of the athletics program, including all head coaches, report to the director of athletics.
2. At least once a year, the director of athletics or his/her representative will meet personally with each individual team which is actively participating in intercollegiate athletics for the purpose of sharing the philosophy of athletics at the University of Wyoming, reviewing both NCAA and conference rules and answering any questions student-athletes might have concerning expectations. At least once a year each coach of his/her representative will meet personally with each student-athlete on his/her squad for the purpose of sharing the philosophy and answering any questions student-athletes might have concerning expectations.
3. The Director of Athletics will conduct a required NCAA exit interview with each student-athlete who has completed his/her eligibility. The faculty athletics representative shall be notified of each exit interview and invited to participate in the exit interview if he/she so desires.
4. The Senior Woman Administrator will participate jointly with the Director of Athletics when appropriate and will conduct the majority of the exit interviews for women student-athletes.

#### **B. Responsibilities of the Director of Athletics**

At least once a year, the Director of Athletics will inform all DIA personnel, representatives of athletics interests, members of booster groups, enrolled student-athletes, and other relevant parties of UW's commitment to the principles of fair play and amateur athletics competition, as defined by NCAA rules.

#### **C. The Athletics Planning Committee**

The Athletics Planning Committee shall be advisory to the President for the formulation of intercollegiate athletics planning. The composition of the board and the term length shall be as follows:

Faculty Athletics Representative – Chair, (3 years)  
2 Deans, (1 year)  
8 representatives from the faculty (Nominated by the appropriate Dean), (3 years)  
2 representative from the student body, (1 year)  
2 representative from the classified staff, (3 years)  
3 Administrators (ex-Officio)  
Director of Intercollegiate Athletics (ex officio)  
All members shall be appointed by the President.

The Committee will review, formulate and initiate general and long-range goals, plans and policies pertaining to the division of Intercollegiate Athletics, within the framework of its mission. In addition, the committee shall review and assess matters pertaining to NCAA compliance and applications of University rules and regulations for eligibility, scholarships and equity; review annually the status of the Division of Intercollegiate Athletics to determine needs, and submit findings to the President of the University; review regularly, in conjunction with the University Faculty Athletics Representative the academic issues, policies and progress associated with the student-athletes in the Division; meet at least quarterly at the discretion of the Chairperson or President of the University; report to the University of Wyoming Faculty Senate in general Senate meetings at least once annually and, upon request, to Staff Senate and Student Senate; and assume other duties as directed by the President of the University.

#### **D. Faculty Athletics Representative (FAR)**

The President will designate a member of the faculty as institutional athletics representative, who will serve (a three-year renewable term). The DIA will provide the FAR with the administrative and secretarial support necessary to carry out his/her responsibilities. The FAR shall:

1. Assure that the institution's academic integrity is being maintained in athletics
2. Have full access to academic records of student-athletes
3. Assure that student-athletes are afforded opportunities to successfully complete their degree program
4. Oversee NCAA and conference compliance efforts
5. Report relevant matters involving intercollegiate athletics to the Faculty Senate and the Staff Senate

**E. Notification and Continuing Education of Compliance Personnel**

1. Each year, the President will assure that the appropriate university personnel are notified of their formal compliance responsibilities. Administrative supervisors will be responsible for monitoring their performance of these duties.
2. Each year, the Director of Athletics will be responsible for seeing that all university personnel with compliance responsibilities receive continuing education to reinforce their understanding of existing NCAA and conference rules and to introduce changes in those rules.
3. The Director of Athletics or his/her designee, will conduct regular mandatory compliance seminars for all coaches and appropriate department personnel. Seminars shall be conducted at a minimum of one every other month.
4. The Director of Athletics will schedule one compliance seminar per year with the conference office to be held on campus.

**F. Point of contact with NCAA and Conference**

All communications with the NCAA and the conference office will be directed through the President and/or Director of Athletics of his/her designee.

**IV. DIVISION OF INTERCOLLEGIATE ATHLETICS FINANCES**

**A. Administration and Review of Athletics Expenditures**

1. The DIA's annual operating budget is funded by student fees, ticket revenue, donations from the Cowboy Joe Club, and revenue from advertising, rentals, concessions and miscellaneous. These resources are used to fund athletics scholarships and other athletically related activities.
2. All income shall be processed by the university's office of financial affairs or UW Foundation as appropriate.
3. All expenditures for, or on behalf of, the university's intercollegiate athletics program, including those by any outside organization, agency, or group of individuals (two or more), shall be subject to an annual financial audit (in addition to the regular financial audit policies and procedures of the university and the state) conducted for UW by a qualified auditor who is not a staff member of the university and who is selected either by the president or designee.

The audit report for one fiscal year shall be completed and presented to the president prior to the end of the next fiscal year.

Funds generated by the Cowboy Joe Club are to be audited annually by an independent accounting firm. Said audit shall be made available to the Board of Trustees, the President and the Vice President for Finance.

4. DIA staff members are prohibited from maintaining or making expenditures from funds or accounts that are not subject to university control and review.

#### **B. Disbursement of Tickets for Athletics Events**

A formal policy for the disbursement of tickets for athletics events will be established annually by the DIA with review and approval by the Athletics Planning Committee and Faculty Athletic Representative. The policy shall address all tickets for sale, i.e., prices and ticket plans, as well as complimentary tickets. This policy will also be presented to the Board of Trustees annually.

#### **C. Outside Income Reporting**

All DIA personnel at the University of Wyoming must receive prior annual written approval from the President:

1. For all athletically related income and benefits from sources outside the institution. (Must be approved on an annual basis.)
2. To use directly, or by implication, the institution's name or logo in the endorsement of commercial products or services.
3. To accept outside compensation or gratuities from athletics shoe, apparel or equipment manufacturers in exchange, for the use of such merchandise during practice or competition.

#### **D. Grants-in-Aid to Student-Athletes**

1. Financial aid for student-athletes shall be governed by NCAA Bylaw 15 and the NCAA Guide to Financial Aid.
2. The Director of Athletics shall designate one individual as the liaison with the financial aid office to ensure good communications and compliance.
3. The Director of Athletics shall develop and distribute to all staff and student-athletes a policy statement concerning financial aid.

4. The Financial Aid Director shall monitor individual eligibility for the award of financial aid whereas the Director of Athletics shall be responsible for complying with athletics program regulations.
5. The Financial Aid Director shall approve grants-in-aid, and confirm that team financial aid funds are administered in accordance with NCAA Regulations.
6. The Compliance Coordinator shall monitor all student-athlete employment to ensure compliance with NCAA Bylaw 15.

## **V. EMPLOYMENT OF DISIVION OF INTERCOLLEGIATE ATHLETICS PERSONNEL**

### **A. Hiring Procedures**

1. Candidates for all DIA positions will be assessed with regard to their willingness and ability to abide by NCAA and conference rules.
2. In searches for candidates for head coaching positions, a university official will contact the NCAA compliance and enforcement departments to determine whether individuals under serious consideration have been involved in NCAA rules violations.
3. The DIA will actively seek out and recruit women and minorities for vacant positions.

### **B. Division of Intercollegiate Athletics Personnel Responsibility to Adhere to NCAA Rules**

1. All DIA personnel are required to adhere to NCAA rules and regulations. Contractual agreements between a coach and the university shall include the stipulation that the coach may be suspended for a period of time, without pay, or that the coach's employment may be terminated if the coach is found to be involved in deliberate and serious violations of NCAA regulations.
2. Annually, each coach and staff member of the DIA must sign the NCAA Certification of Compliance form attesting to his/her compliance with NCAA rules and regulations.

### **C. Continuing Education Regarding NCAA and Conference Rules**

1. All coaches must participate annually in continuing education programs regarding NCAA rules.
2. Each year, the Director of Athletics will stress to all athletics program personnel the necessity to self-report possible NCAA and conference rules violations. All coaches and staff must self-report possible violations to the Director of Athletics or the Compliance Coordinator.

This self-report shall then be communicated to the Faculty Athletics Representative and the General Counsel by the Director of Athletics.

#### **D. Criteria for Evaluating the Director of Athletics**

The Director of Athletics will be evaluated annually in accordance with the following criteria:

1. Commitment to the health and safety of student-athletes;
2. Commitment to the academic performance of student-athletes;
3. Administration of the athletics program;
4. Administration of the athletics budget;
5. Knowledge of and observance of NCAA, conference, and university policies and rules;
6. Commitment to integrity;
7. Representation of the university;
8. Ability to recruit coaches who can be competitively successful and fulfill the goals and objectives of the university.

#### **E. Criteria for Evaluating Head Coaches**

All head coaches will be evaluated annually in accordance with the following criteria;

1. Commitment to the health and safety of student-athletes
2. Commitment to the academic performance of the student-athlete (this includes class attendance and graduation rates)
3. Knowledge and observation of NCAA, conference, and university rules and regulations
4. Administration of the sport's budget
5. Performance as a practice coach
6. Performance as a game coach
7. Performance as a recruiter
8. Involvement with athletics fund-raising
9. Representation of the university and conduct, both on and off the field

### **VI. THE SPORTS PROGRAM**

#### **A. Support the Diverse Sports**

Within the limits of resources, the university attempts to provide adequate institutional support for a wide range of sports. Each sport designated as part of the intercollegiate athletics program will have a designated head coach, a paid coaching staff, a budget for recruiting student-athletes, equipment, and a travel budget for scheduled intercollegiate competition.

Periodically, the director of athletics and the Athletics Planning Committee will review the range of sports supported. The director of athletics will attend at least one event of the intercollegiate competition in each sport annually.

**B. Assessment of the Athletics Program's Impact on Student-Athletes**

The Office of the Registrar in cooperation with the Academic Counseling Program and the FAR will assist the DIA in periodically assessing the academic progress and graduation rates of student-athletes. Analyses of these measures of student-athletes will be made using comparative data from non-athlete students with similar entrance profiles.

The DIA strives to schedule intercollegiate athletics competitions and practices to minimize interference with class time and examination periods, and counselors aid individual students in developing class schedules to further minimize conflicts. Competitions are scheduled to minimize interference with class meeting times. It is the policy that there be no competitions involving travel during final examinations. Any home contest conflict must be approved by the president or his designee.

The Director of Athletics and the FAR shall monitor the schedule of games and practices to guard against intrusion of athletic pursuits on the time required for satisfactory academic progress. Schedules for competitions in all sports are approved by the associate director of intercollegiate athletics with oversight of the particular sport, except for football and men's basketball, which are approved by the director.

It is the policy of the DIA to schedule contests for all sports in a way that minimizes class absences.

**VII. RECRUITING, ADMISSIONS, AND ELIGIBILITY**

**A. Policies Regarding the Recruiting of Student-Athletes**

1. The university adheres to the written policies of the NCAA governing the recruiting of student-athletes, (Bylaw 13).
2. In accordance with NCAA rules and regulations, representatives of athletics interests (as defined in the NCAA manual) are prohibited from any on- or off-campus recruiting contacts with prospective student-athletes, and their relatives or legal guardians, including correspondence and telephone calls.
3. To ensure compliance with NCAA rules and regulations, the University of Wyoming DIA administration will explain these recruiting prohibitions to the representatives of the university's athletics interests through:

a booklet prepared as a handy reference to NCAA rules and regulations governing situations most likely to be encountered by alumni and friends of the university, to be discussed at various times throughout the year with those individuals identified as football season ticket holders, basketball season ticket holders, Cowboy Joe Club contributors, and others known to support UW athletics programs. The booklet shall be provided to each student-athlete at the beginning of each academic year.

4. Once an individual has been identified by a member of the UW coaching staff as a potential recruit and accepts an official invitation to campus, that prospective student-athlete will be sent the "NCAA Guide for the College-Bound Student-Athlete". This booklet summarizes NCAA rules and regulations by which UW and the prospective student-athlete must abide in order to ensure the prospective student-athlete's eligibility for intercollegiate athletics.
5. During the academic year, all coaches are required to attend monthly NCAA rules discussions conducted by the DIA administration. All coaches will be encouraged to attend annual NCAA rules seminars, if any, conducted by the conference office.
6. All DIA personnel are required to attend an annual NCAA rules discussion conducted by the DIA administration.
7. Student-athletes receiving athletics scholarships will certify annually, on a form provided by the Athletics Department administration, the source of all financial commitments made to them for the current calendar year.
8. The Athletics Planning Committee will monitor and report on the Athletics Department staff's compliance with the University of Wyoming and NCAA rules and regulations regarding recruiting of prospective student-athletes.
9. All expenses associated with the recruitment of student-athletes shall be approved and processed by the athletic business office with all records available for review by the Athletics Planning Committee upon request.
10. The travel itineraries of prospective student-athletes who visit campus must be approved by the director of athletics or his/her designee.

#### **B. Admission and Financial Aid for Prospective Student-Athletes**

1. The University of Wyoming follows all NCAA eligibility academic guidelines as found by Bylaw Article 14 of the NCAA Manual or other applicable NCAA regulations. In determining a student-athlete's eligibility, the University uses the following procedures:
  - a. For freshman student-athletes, the initial eligibility evaluation is completed by the Assistant Athletics Director – Student

Services and the Compliance Coordinator. The registrar and faculty athletics representative certifies the initial eligibility status of incoming freshmen student-athletes based upon the NCAA Clearinghouse certification on Form 48-C. All required documentation is gathered to ensure proper certification. NCAA rules govern this process.

- b. For enrolled student-athletes and transfers, each student-athlete's academic standing is certified by the registrar before fall. Mid-year transfers and student-athletes who may have been ineligible in the fall semester are certified at mid-year. Satisfactory academic standing is defined by UW to be that required for eligibility by the NCAA Manual and the Conference. Beginning in 2000-01, all student-athletes in their last year of eligibility will be re-certified at midyear.
2. The FAR and Registrar make all determinations of eligibility. Written procedures for determining satisfactory progress are maintained in the DIA, FAR and Office of the Registrar offices.
3. The DIA maintains a student-athlete data base to ensure that proper records are kept with regard to student-athletes' athletics participation history and that course "drops" do not adversely affect a student-athlete's eligibility.

## **VIII. SERVICES FOR STUDENT-ATHLETES**

### **A. Services Provided**

1. The following services will be provided to student-athletes by the student-athlete program under the direction of the Athletics Academic Counseling Office:
  - a. orientation to the campus and campus life  
academic tutoring and counseling for academic and personal problems
  - b. sex and interpersonal relations education
  - c. counseling regarding gambling and related problems
  - d. counseling regarding summer job and postgraduate job opportunities
2. Annual drug and alcohol awareness education is required for all student-athletes and for all coaches and trainers.
3. "CHAMPS" Life Skills Program focusing on the individual student as a whole - academically, athletically and emotionally.

**B. Academic Support**

1. The Athletics Academic Counseling Office maintains academic tutoring and academic counseling programs that are available to all student-athletes. Student-athletes may be required to use these services as a condition of continuing in their sport.
2. The Athletics Planning Committee will review these academic tutoring and counseling programs annually.

**IX. ETHICAL CONDUCT IN THE DIVISION OF INTERCOLLEGIATE ATHLETICS**

**A. DIA Policy on Ethical Conduct and Sportsmanship for Coaches**

1. Statement of Purpose. It is the policy of the University of Wyoming and all University representatives to maintain the highest degree of credibility and decorum possible. All persons involved with intercollegiate athletics must make every attempt to conduct themselves in a manner so as not to embarrass the institution by their actions. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship will be an integral part of every sport sponsored by the University of Wyoming. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations.

Coaches must be held accountable for their treatment of student-athletes, for the control of the players' actions, for their attitude toward officials, for the effects of their actions on crowd behavior, for the use of profane or vulgar language, and for the encouragement of disrespectful attitude toward opponents (e.g., intimidation). Coaches will be evaluated on a variety of areas regarding sportsmanship and ethical behavior. Of particular note will be excessive and flagrant game actions (unsportsmanlike conduct flags, technical fouls, red cards, game ejection, etc.)

2. Disciplinary Action. The Director of Athletics will review each action of inappropriate or unethical behavior. At the sole discretion of the Director of Athletics and depending upon the severity of the incident, the following disciplinary actions will be utilized to deal with the situation:

- a. Oral Warning. The Director of Athletics in consultation with the appropriate officials will review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
  - b. Written Warning. Recurrence of behavior previously identified, or in situations where conduct is of a highly offensive nature, the individual will, after investigation, be publicly reprimanded. Appropriate written documentation will be placed in the individual's personnel file. Other disciplinary action may be taken as deemed fit and proper by the Director of Athletics.
  - c. Suspension/Termination. In cases where conduct is of an inflammatory, or violent nature, or in cases of conduct previously documented and for which the individual has been warned, or counseled, the individual will be subject to disciplinary action up to, and including, suspension or termination.
3. Distribution of Information. Each academic year at the first fall compliance meeting, all involved coaches will be required to sign this form stating their understanding of the university's policy concerning sportsmanship and ethical behavior. Coaches will also be present when student-athletes and support staff are explained the student policy to answer any questions about their individual team policy.
  4. Written Statement. I have read and have been explained the University of Wyoming's policy on sportsmanship and ethical behavior. I realize my obligation in maintaining a positive image for the University of Wyoming and its intercollegiate athletic program. I also understand that if my behavior is deemed inappropriate, I will receive disciplinary measures that may include my suspension or dismissal of employment.

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Name

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Date

**B. The DIA Policy of Ethical Conduct and Sportsmanship for Student-Athletes, Managers, Trainers, Cheerleaders, and Band Members**

1. Statement of Purpose. It is the policy of the University of Wyoming and all University representatives to maintain the highest degree of credibility and decorum possible. All persons involved with intercollegiate athletics are expected to conduct themselves in a manner so as not to embarrass the institution by their action. Behavior by institutional representatives that does not meet this

standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship must be an integral part of every sport sponsored by the University of Wyoming. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations.

Fighting, taunting, trash-talking, profane and vulgar language, inappropriate "celebrations", and a disrespectful attitude toward our opponents or officials will not be tolerated.

2. Disciplinary Action. The Director of Athletics, and/or his designee (the appropriate Associate Athletics Director) and the Head Coach will review each action of inappropriate or unethical behavior. At the sole discretion of the Director of Athletics and depending upon the severity of the incident, the following disciplinary action will be utilized to deal with the situation:
  - a. Oral Warning. The Director of Athletics, in consultation with the Head Coach and the supervising Associate Athletics Director shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.
  - b. Written Warning. Recurrence of behavior previously identified, or in situations where conduct is of a highly offensive nature, the individual will, after investigation, be publicly reprimanded. Appropriate written documentation will be placed in the individual's file. Other disciplinary action may be taken as deemed fit by the Director of Athletics.
  - c. Suspension/Termination. In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented, and, for which the individual has been warned or counseled, the individual will be subject to disciplinary action up to and including suspension or termination.
  
3. Distribution of Information. Each year at a designated meeting, all involved students will be required to sign this form stating their understanding of the University's policy concerning sportsmanship and ethical behavior. Students must sign this form to be a member of one of the University of Wyoming's intercollegiate sports programs as a player or as a member of a support unit (Managers, Trainers, Cheerleaders, Band Members, etc.).

4. Written Statement. I have read and have been explained the University of Wyoming's policy on sportsmanship and ethical behavior. I realize my obligation in maintaining a positive image for the University of Wyoming and it's intercollegiate athletic program. I also understand that if my behavior is deemed inappropriate, I will receive disciplinary measures that may include my dismissal from my team or activities and revocation of my athletically related scholarship.

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Name

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Date

**C. The DIA Policy on Ethical Conduct and Sportsmanship for the University of Wyoming Students and Fans**

1. Statement of Purpose. It is the policy of the University of Wyoming and all University representatives to maintain the highest degree of credibility and decorum possible. This policy includes fans at sporting events. All persons involved with intercollegiate athletics must make every attempt to conduct themselves in a manner so as not to embarrass the institution by their actions. Behavior by institutional representatives that does not meet this standard and which has the potential of harming the reputation of the institution or any of its units is prohibited.

Good sportsmanship must be an integral part of every sport sponsored by the University of Wyoming. The ethical environment of the university must assert and reflect primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations.

UW students and fans will be held accountable for their use of profane and vulgar language, treatment of opponents, and treatment of officials. In respect to NCAA policies, the University of Wyoming is held accountable for the actions of its fans.

2. Disciplinary Action. The appropriate game management staff on site will address each action of inappropriate or unethical behavior. Based on the severity of the incident, the following disciplinary actions will be utilized to deal with the situation.
  - a. Oral Warning. The Director of Athletics in consultation with the appropriate officials shall review the incident and counsel the individual concerning his or her actions and future behavior. A private written reprimand will be issued.

- b. Written Warning. Recurrence of behavior previously identified or in situations where conduct is of a highly offensive nature, the individual will after investigation be publicly reprimanded. Appropriate written documentation will be developed. Other disciplinary action may be taken as deemed fit and proper by the Director of Athletics.
- c. Ejection from Events/Revocation of Ticket Privileges. In cases where conduct is of an inflammatory or violent nature or in cases of conduct previously documented and for which the individual has been warned or counseled, the individual will be subject to ejection from events and possibly suspension or termination of ticket purchasing privileges.
- d. University of Wyoming Students. Depending on the action of misconduct, UW students may have their student ID confiscated. Their misconduct will be filed with the University's Judicial Affairs office for further review and discipline.
- e. All action taken by the game management staff will be reviewed by the Director of Athletics. Disciplinary action may be reduced or increased at the sole discretion of the Director of Athletics depending upon the severity of infraction.

Trustee Saunders noted the revised policy. Mr. Moon said the policy is in line with the University plan.

Trustee Saunders noted the athletic events going on over the weekend. They include a wrestling match, a swim meet and basketball game.

President Dubois noted that he had met with Mr. Moon and security on the handling of fans at athletic events. A discussion was held on the relocation of cheerleaders within the stipulation of the NCAA rules. Signage that will be installed at facility entrances regarding alcohol was also reviewed.

That concluded the business of the Athletic Committee.

## **COMMITTEE OF THE WHOLE**

### **Legal Actions**

President True reported that the Committee of the Whole discussed during Executive Session two pending lawsuits involving the University. Trustee McCue moved to settle both lawsuits and accept settlement negotiations. Trustee Hunt seconded. The motion carried.

### **WRI Board Appointment**

Dr. Ovid "Gus" Plumb is currently the Dean of the College of Engineering. He received his Ph.D. from State University of New York at Buffalo in Mechanical Engineering and his B.S. and M.S. from Colorado State University in Mechanical Engineering. His research interests are in Heat Transfer and Transport Phenomena in Porous Media.

This item was moved to an Action Item at the Committee meeting on Friday, January 14. Trustee True moved to approve the appointment of Gus Plumb to the WRI Board. Trustee Saunders seconded. Trustee Schaefer asked for clarification of the appointment period. Trustee McCue noted this is subject to reappointment. The motion carried.

### **President Review Committee**

Trustee McCue reported that the President Review Committee has one final action to complete as part of their review of President Dubois. Trustee McCue stated "On behalf of the President Review Committee, I would move that the Board approve a deferred compensation agreement for the President to extend over the calendar years 1999-2004 covered by the 5-year contract we previously approved in September, to be funded by private funds from the UW

Foundation in an annual amount and on a vesting schedule agreed to with the Foundation. I would further move that the Board authorize Board President True, Trustee Spicer and Trustee McCue to participate in a press conference at 4:00 pm on Friday, January 14, in the Boardroom for a public disclosure of the terms of the deferred compensation agreement with the President.” Trustee Spicer seconded. The question was called by President True. The motion carried.

### **Campaign Feasibility Study**

Mr. Blalock and Ms. Williams made a presentation to the Board on the University’s Campaign Feasibility Study prepared by the firm of Grenzebach, Glier and Associates, Inc.

The results of the study indicate that UW should go forward immediately with the planning and implementation of a major fund raising effort with a working goal of \$100 million. GG&A sites three critical factors that must be addressed in planning the campaign: 1) Further refine the University’s priorities for fund raising into a “cogent and compelling case”, 2) Creation of a formal written campaign plan, and 3) Identification and engagement of a core group of volunteers.

Trustee McCue moved to accept the feasibility study report and to move forward with a campaign as recommended by GG&A. Trustee Ritthaler seconded the motion. The motion carried.

### **Development Report**

See the following page for details.

<b>FY 2000 Monthly Gift Report through November 1999</b>														
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						
	FY 2000	Month		FY 2000 to date		FY99 to same date		FY99	Month		FY 2000 to date		FY99 to same date	
GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	
A & S		114	\$81,456	687	\$341,203	1444	\$474,491	\$ 311,000	105	\$ 51,856	473	\$133,093	1138	\$63,172
AGRIC		88	\$53,675	399	\$262,282	580	\$124,337	\$ 118,500	31	\$35,575	160	\$54,662	521	\$29,092
BUSINESS		31	\$5,950	202	\$52,774	685	\$72,500	\$ 81,750	29	\$5,450	184	\$30,575	624	\$29,329
EDUCATION		16	\$1,340	145	\$227,809	589	\$47,240	\$ 42,500	16	\$1,340	135	\$7,297	534	\$19,422
ENGR		90	\$20,249	345	\$1,082,710	832	\$551,089	\$ 223,500	88	\$18,424	335	\$67,781	764	\$70,173
HEALTH SCI		22	\$2,800	167	\$150,825	396	\$89,978	\$ 52,250	22	\$2,800	142	\$15,840	336	\$17,597
LAW		16	\$2,650	73	\$34,613	167	\$168,122	\$ 35,000	16	\$2,650	65	\$16,915	151	\$8,497
STUD AFFRS		11	\$270	166	\$47,820	971	\$17,493	\$ 37,500	11	\$270	187	\$4,935	965	\$16,948
AHC		1	\$1,654	33	\$8,975	76	\$44,982	\$ 27,000			34	\$6,600	54	\$5,064
ALUMNI		6	\$3,125	53	\$14,650	104	\$22,583	\$ 5,000	6	\$3,125	6	\$3,125	10	\$2,258
ART/MUS		4	\$300	290	\$74,735	258	\$85,063	\$ 31,750	4	\$300	23	\$2,495	9	\$1,213
ATHLETICS		44	\$54,484	677	\$1,595,157	972	\$302,973	\$ 19,750	2	\$1,000	408	\$82,707	30	\$1,415
IENR		4	\$11,000	18	\$101,169	31	\$101,299	\$ 50,250	3	\$1,000	15	\$13,669	19	\$8,047
LIBRARY		16	\$4,520	71	\$30,344	144	\$61,373	\$ 36,000	11	\$1,770	64	\$16,775	126	\$20,348
UNIV. FUND		31	\$4,215	309	\$42,269	510	\$34,704	\$ 150,000	31	\$4,215	313	\$42,444	510	\$34,704
OTHER		29	\$96,481	792	\$538,418	3,579	\$2,333,758	\$ 51,250	20	\$6,030	706	\$68,263	110	\$18,875
GIFTS NOT YET BOOKED			\$136,868		\$464,141									
<b>TOTAL</b>	<b>\$12,000,000</b>	<b>523</b>	<b>\$481,036</b>	<b>4,427</b>	<b>\$5,690,893</b>	<b>11,338</b>	<b>\$4,531,985</b>	<b>1,273,000</b>	<b>395</b>	<b>\$135,805</b>	<b>3,250</b>	<b>\$567,174</b>	<b>5,901</b>	<b>\$346,151</b>

\*Total Ruffalo Cody Pledges in November: \$114,003 Includes Matching.

\*\*Total Dnrs do not reflect Column totals. Donors may give to more than one dept/division.

## **UNFINISHED BUSINESS**

Trustee Haynes said he had previously raised the question about the Steer-A-Year program and what appeared to be a financial loss by the program. In fact, the program is doing very well and it netted \$76,000 last year.

Mr. Baccari wanted to advise the Board that the sale of the property at Bar Nunn did not go through and it is still for sale.

Trustee Hunt commented that she saw many smiles from University employees who received the benefit of the Winter Closure. She wanted President Dubois to know how positive that gesture and decision has been. Trustee McCue reported he had received many thank-you notes on the closure as well.

## **NEW BUSINESS – PUBLIC COMMENTS**

President True appointed Trustees Bonner, Ritthaler and Spicer to serve on the Honorary Degree Committee. The deadline for nominations is January 31, 2000 and the committee will be meeting to review files and make a selection prior to the March Board meeting.

President True appointed Trustees McCue, Patrick, Saunders, and Schaefer to the President's Evaluation Committee. Trustee Schaefer will chair the committee.

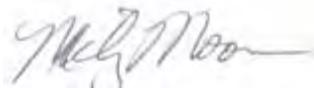
Dr. Klaus Hanson reported that the retirement discussions have been well received especially by research faculty.

**ANNOUNCEMENT OF NEXT MEETING DATE/ADJOURNMENT**

The next meeting will be held on March 3-4, 2000.

There being no further business to come before the Board, it was moved by President True and seconded by Trustee Schaefer for adjournment. The motion carried. The meeting was adjourned at 11:30 am.

Respectfully submitted,



Nicky S. Moore  
Deputy Secretary, Board of Trustees



Crystal R. M. Bennett  
Assistant to the Vice President



Enclosure I  
Executive Committee Minutes

Trustees' Executive Committee  
11/23/99 Conference Call

Host: Dan Baccari

Present on-site: Terry Benson, Roger Baalman

Present via teleconference: Hank True, Debbie Hammons, Jerry Saunders, Tom Spicer, Dave Bonner

AGENDA:

I. Sale of Bar Nunn Property

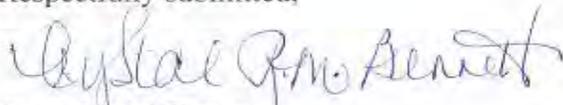
Dan advised that Roger Baalman, Director, Facilities Planning, and Terry Benson, Land Manager, were participating in the call to answer any questions. As was discussed at the last Trustee meeting, UW received an offer for the purchase of the Bar Nunn property near Casper. Information on the property appraisal was faxed to the Trustees. The market value of the property ranged between \$5500-7500 for the two lots. The current offer is for \$11,000 for the two lots, and the buyer will pay tap fees or sewer assessments for development, which is \$3,750 per lot.

Trustee Saunders moved that the Executive Committee accept the offer the University of Wyoming had received for the sale of two lots in the Bar Nunn property for \$11,000, plus the buyer agreed to assume responsibility for the recapture and sewer fees necessary to bring the utilities into a modular-type residence. Trustee Spicer seconded. Motion carried. Dr. Saunders commented that he was pleased with the offer.

Dan also briefly mentioned the water line easement at the airport that the City of Laramie has proposed. He noted that the appraisal has been received, and he will be in touch with the Executive Committee for approval.

Meeting adjourned at 3:40 p.m.

Respectfully submitted,



Crystal R.M. Bennett  
Assistant to the Vice President

Enclosure II  
Physical Plant and Equipment Committee Minutes

## Trustees' Physical Plant & Equipment Committee

11/30/99 Conference Call

Host: Dan Baccari

Present on-site: Roger Baalman

Present via teleconference: Dave Bonner, Kathy Hunt, Shelly Ritthaler, Greg Schaefer, Hank True

Dan advised the committee that Ron McCue and Pete Jorgensen were unable to join the call.

### AGENDA:

#### I. Request for project authorization and authority to issue bonds for the Washakie renovation and remodel

Dan briefly discussed the project. Materials were faxed or sent to everyone for their review. He noted that Washakie facilities are over 35 years old, and cannot serve the food-service expectations for year 2000 students. The university has had on-going planning discussions for the renovation of Washakie for several years.

The proposal is a \$10 million dollar project and UW needs authorization to issue \$7.5 million in bonds. The difference between the \$10 million and \$7.5 million will come from reserves accumulated by the food service and housing operations. Dan explained the diagrams of the renovation proposal to the committee, and noted that the exterior deck has had many leakage problems that UW has not been able to resolve, but those would be eliminated by the proposed expansion of the dining area.

Committee members asked questions regarding the workout center and if it was necessary with the availability of Half Acre. Roger stated the facility is 1000 sq. ft., and would take the place of the current workout center of 200-250 sq. ft. This provides additional access for students that want to use this type of a facility when Half Acre is not open.

This request has not been taken to the full Board, and the Executive Committee is being asked to provide the recommendation to go ahead with the project so that President Dubois can introduce the request during upcoming conversations with the JAC. The item will be on the Trustees' agenda for the January meeting; however, the JAC will be scheduling pre-session meetings in December. A question was asked about repayment of the bonds, and the fact that mineral royalties will be used to secure the bonds, and if this issue ties up any of the monies that are needed for the current bonds. Dan explained that UW will dedicate revenue streams other than mineral royalties for repayment. The plan is for food service and housing to fund the project on a pro-rata basis. The two areas are aware that this obligation would be for approximately 20 years. The committee asked if this impacts what UW wants to do with deferred maintenance, and Dan noted that the governor's recommendations will be publicized tomorrow.

Committee members asked if the rate increase built into the pro forma statement is about average. Maintenance costs will require some increase in the costs due to new mechanical systems. The costs are currently built into their budgets, and will need to be managed in the same fashion in the future. There will also be a review of heat recovery systems.

Questions were asked about UW's bonding authority and how this would affect other obligations that are secured by mineral royalties. General fund, and tuition and fees cannot be pledged to secure the projects. Other sources that can be used to pledge include telecommunications, housing, and food service. All the revenues will be pledged, and the actual revenue source will be the operating income from food service and housing. This will not limit UW's bonding capacity for future needs. Future repayment strategies have been reviewed and are well in hand.

The Washakie facility is designed to feed the maximum resident capacity for the residence halls. The residence halls, however, are not configured for maximum capacity since all students won't want to live in the residence halls. During construction, Crane-Hill Cafeteria will be utilized to feed students.

Trustee Ritthaler moved to recommend to the full Board that UW proceeds to issue \$7.5 million in bonds for the Washakie complex renovation; seconded by Trustee Hunt. Dan suggested a friendly amendment, to read that \$10 million is approved for the project, with authorization to issue \$7.5 million in bonds. Trustees Ritthaler and Hunt agreed to the amended recommendation. Motion carried. Trustees Pete Jorgensen and Ron McCue indicated their support of this project by separate phone calls. At the January meeting, the Committee will make the recommendation to the full Board.

Meeting adjourned at 9:33 a.m.

Respectfully submitted,



Crystal R.M. Bennett  
Assistant to the Vice President



Enclosure III  
Executive Committee Minutes

Trustees' Executive Committee  
12/13/99

Host: Dan Baccari

Present on-site: Roger Baalman

Present via teleconference: Hank True, Pete Jorgensen, Jerry Saunders, Tom Spicer, Dave Bonner

AGENDA:

1. Sell to the City of Laramie 3.92 acres of vacant land adjacent to the Laramie Regional Airport for the appraised value of \$20,000, plus \$1,000 for the cost of the appraisal; and
2. Grant them an easement of 8,990.68 feet for a fee of \$1.00 per lineal foot.

Dan reviewed the information provided to the board at their November Board meeting regarding the easement. The \$1.00 is the same rate as the city has charged another entity, although it is higher than what is normally charged. Dan also reviewed the appraisal information he had received (not sent in advance to the committee) and described the comparables that were included in the appraisal.

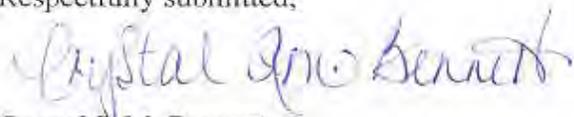
The Committee asked if selling the 3.92 acres would devalue the university's other lands in that area. It is an odd-shaped piece of land, and would probably not cause any detraction from the value. Committee members also asked how far the property was from the hangar at the airport. It is about  $\frac{1}{4}$  of a mile, which would not cause crowding for expansion. The city will place a pumping station and a one million gallon storage tank on the property. Roger noted this will also help support the water pressure in West Laramie. The city's plan to place its water line on the south side of the highway will make future development of this site less expensive for the University. The charge per lineal foot includes surface damages, and the city has to repair surface damage as part of their activity on the easement.

Dan noted that an additional concern is that the city would want access to the site, and would probably want an easement to use our road. Committee members asked about negotiating tap fees at the current rates, rather than 10-15 years down the road, and suggested including the road easement in the land sale agreement.

Trustee Saunders moved to approve the sale of UW land to the City of Laramie for the appraised value of \$20,000, plus \$1,000 for the cost of the appraisal, and grant them an easement of 8,990.68 feet at a fee of \$1.00 per lineal foot; Trustee Jorgensen seconded. Motion carried.

Adjourned at 1:34 p.m.

Respectfully submitted,



Crystal R.M. Bennett  
Assistant to the Vice President