

THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES

May 9, 1987

For the confidential information
of the Board of Trustee

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
May 9, 1987

TABLE OF CONTENTS

	<u>Page</u>
ROLL CALL-----	1
APPROVAL OF MINUTES-----	1
APPROVAL OF DEGREES-----	1
ELECTION OF OFFICERS-----	2
EXECUTIVE COMMITTEE-----	3
ELECTION OF MEMBERS TO COE/KUEHN ESTATE COMMITTEE-----	3
ELECTION OF MEMBERS TO SERVE ON UW RESEARCH CORPORATION BOARD OF DIRECTORS-----	4
ACADEMIC ISSUES COMMITTEE-----	4
DEPARTMENTAL NAME CHANGE IN THE COLLEGE OF AGRICULTURE----	5
CHANGE IN TITLE FOR THE VICE PRESIDENT FOR ACADEMIC AFFAIRS-----	5
HIGHER EDUCATION-----	6
SCHOLARSHIPS, GRANTS, AND LOANS-----	6
COMMUNITY COLLEGE RELATIONS COMMITTEE-----	7
ADOPTION OF A JOINT STATEMENT OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING AND THE WYOMING COMMUNITY COLLEGE COMMISSION-----	7
BUDGET COMMITTEE-----	8
AUTHORIZATION FOR STOCK TRANSFERS-----	9
SELECTION OF UNDERWRITER FOR REVENUE BONDS-----	9
SELECTION OF AUDITORS: REVENUE BONDS AND INTERCOLLEGIATE ATHLETICS-----	10
APPROVAL OF BUDGET COMMITTEE MINUTES OF MAY 8, 1987-----	11
REVISIONS TO INVESTMENT POLICY-----	11

	<u>Page</u>
AUTHORIZATION FOR EXPENDITURES FOR MARKETING WYOMING SHEEP PRODUCTS-----	12
ASUW REQUEST FOR TRANSFER FROM ASUW RESERVE-----	13
FISCAL YEAR 1988 BUDGET, ASSOCIATED STUDENT OF THE UNIVERSITY OF WYOMING-----	14
FISCAL YEAR 1988 BUDGET, WYOMING UNION-----	14
ACCEPTANCE OF CONTRACTS, GRANTS, GIFTS, AND SCHOLARSHIPS--	15
INTERNAL AUDIT PLAN FOR THE YEAR ENDING JUNE 30, 1988-----	15
QUARTERLY REPORT, UNIVERSITY INVESTMENTS-----	15
INTERNAL AUDIT ACTIVITY-----	16
ATHLETIC COMMITTEE-----	16
REPORT BY PAUL ROACH-----	16
KTWO BROADCASTING CONTRACT-----	17
PERSONNEL COMMITTEE-----	18
APPOINTMENTS-----	18
ADJUNCT APPOINTMENTS-----	19
ADMINISTRATIVE APPOINTMENTS-----	20
INTERCOLLEGIATE ATHLETIC REAPPOINTMENTS-----	21
CONTINUATION OF PROBATIONARY APPOINTMENTS-----	22
PROMOTIONS-----	26
TENURE-----	28
CHANGES IN ASSIGNMENT-----	30
LEAVE OF ABSENCE-----	31
CHANGES IN SABBATICAL LEAVES-----	31
RETIREMENTS-----	32
PART-TIME APPOINTMENTS-----	32
RESIGNATIONS-----	33
RETIREMENT-----	33
SUMMER SCHOOL FACULTY APPOINTMENTS-----	34

	<u>Page</u>
IMPLEMENTATION OF SALARY INCREASE POLICY FOR FISCAL YEAR 1987-----	34
REPORT ON FY 1987 EARLY RETIREMENT PROGRAM-----	36
PHYSICAL PLANT AND EQUIPMENT COMMITTEE-----	38
DISPOSITION OF COOPER PROPERTY-----	38
SELECTION OF ENGINEERING DESIGN AND TECHNICAL ASSISTANCE FIRM, TELECOMMUNICATIONS PROJECT-----	40
APPROVAL OF PHYSICAL PLANT AND EQUIPMENT COMMITTEE RECOMMENDATIONS-----	41
EASEMENT TO CITY OF AFTON, AFTON RESEARCH AND EXTENSION CENTER-----	41
ENGINEER FOR AGRICULTURE BUILDING WATERSHED LABORATORY----	42
REPORT ON AMERICAN HERITAGE CENTER/ART MUSEUM-----	43
PROGRESS REPORTS-----	44
W.R. COE/CHARLES CHACEY KUEHN ESTATE COMMITTEE-----	44
FISCAL YEAR 1988 BUDGETS, W.R. COE ESTATE, W.R. COE SCHOOL AND CHARLES CHACEY KUEHN ESTATE FUNDS-----	45
QUARTERLY REPORT-----	45
COMMITTEE OF THE WHOLE-----	46
SMOKING POLICY-----	46
COMMITTEE OF THE WHOLE'S RECOMMENDATION AND REPORT-----	48
GEORGE DUKE HUMPHREY DISTINGUISHED FACULTY AWARD-----	48
SCHEDULE OF TRUSTEES' MEETINGS FOR 1987-88-----	48
JOHN P. ELLBOGEN MERITORIOUS CLASSROOM TEACHING AWARDS----	49
BURLINGTON NORTHERN FOUNDATION SCHOLARSHIP AWARDS-----	50
HOLLON AWARD-----	50
ASUW REPORT-----	51
FACULTY SENATE REPORT-----	51
STAFF COUNCIL REPORT-----	51
NEW BUSINESS-----	51

ADJOURNMENT AND NEXT MEETING DATE-----

Page

53

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
May 9, 1987

The annual meeting of the Trustees of the University of Wyoming was called to order by President Mickelson at 9:00 a.m. on May 9, 1987 in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Bussart, Chapin, Dray, Hinckley, Kirk, Mickelson, Miracle, Rochelle, Sharratt, Schuster, Schutte, Updike, and ex officio members Houston, Simons, and Akers. Ex officio member Governor Sullivan was not present.

APPROVAL OF MINUTES

President Mickelson asked if there were any corrections or additions to the minutes of the meeting of March 27, 1987. There were no corrections or additions and President Mickelson declared these minutes approved as circulated.

APPROVAL OF DEGREES

Mr. Miracle moved that the award of degrees be approved to those individuals recommended by the faculty and deans, with a record of such degree awards to be maintained by the Registrar's office after authentication by the President of the University pursuant to this action. The motion was seconded by Mr. Bussart, and it carried.

ELECTION OF OFFICERS

President Mickelson called for election of officers of the Board of Trustees for 1987-88.

President Mickelson called for nominations for President. Upon a motion by Mr. Chapin, seconded by Mr. Rochelle, Trustee Mickelson was nominated. Upon a motion by Mr. Sharratt, seconded by Mr. Bussart, Trustee Miracle was nominated. Mr. Hinckley moved that nominations cease and that voting be by written ballot. Mr. Bussart seconded the motion and it carried. Messrs. Dray and Rochelle counted the ballots. Mr. Miracle was elected as President.

President Mickelson called for nominations for Vice President. Mr. Schuster moved that Mr. Bussart be nominated, that nominations cease, and that a unanimous ballot be cast for Mr. Bussart. Mr. Updike seconded the motion, and it carried.

President Mickelson called for nominations for Secretary. Upon a motion by Mr. Bussart, seconded by Mr. Schuster, Mr. Sharratt was nominated. Mr. Dray moved, Mr. Bussart seconded, and it carried that nominations cease and that Mr. Sharratt be unani- mously elected as Secretary.

President Mickelson called for nominations for Treasurer. Mr. Schuster nominated Mrs. Kirk. Mr. Bussart seconded the nomination. Mr. Rochelle moved that nominations cease and that a unanimous ballot be cast for Mrs. Kirk for Treasurer. The motion was seconded by Mr. Sharratt, and it carried.

The following were then declared the duly elected officers of the Trustees of the University of Wyoming to hold office for 1987-88, or until their successors are elected and qualified:

President-----Brian Miracle
Vice President-----Ford Bussart
Secretary-----Bryan Sharratt
Treasurer-----Geraldine Kirk

EXECUTIVE COMMITTEE

According to Trustee Bylaws,
the Executive Committee

shall consist of five members of the Trustees one of whom shall be the President of the Trustees who shall serve as Chairman, one of whom shall be the immediate past President of the Trustees, one of whom shall be the Vice President of the Trustees, and two of whom shall be elected Trustees for a term of one year. President Mickelson called for nominations for two members to serve on the Executive Committee.

Mr. Rochelle nominated Mr. Schutte. Mr. Miracle nominated Mr. Schuster, however, Mr. Schuster declined the nomination. Mr. Bussart nominated Mr. Dray. Mr. Schuster moved that nominations cease and that a unanimous ballot be cast for Messrs. Schutte and Dray as the two elected members of the Executive Committee. The motion was seconded by Mr. Rochelle, and it carried.

The Executive Committee will be composed of:

Brian Miracle, President
Gordon Mickelson, past President
Ford Bussart, Vice President
Mike Schutte
Perry Dray

ELECTION OF MEMBERS TO
COE/KUEHN ESTATE COMMITTEE

President Mickelson called
for nominations to the

Coe/Kuehn Estate Committee.

Trustees Mickelson, Updike, and Rochelle were nominated.
Mr. Bussart moved that nominations cease, and that a unanimous

ballot be cast for Trustees Mickelson, Updike, and Rochelle to serve as members of the Coe/Kuehn Estate Committee. Mr. Schuster seconded the motion, and it carried.

ELECTION OF MEMBERS TO SERVE
ON UW RESEARCH CORPORATION
BOARD OF DIRECTORS

Upon a motion by Mr.
Bussart, seconded by

Mr. Schuster, it carried that Mr. Schutte be elected to serve as a member of the Board of Directors of the UW Research Corporation until May 1988.

Mr. Updike requested that he be relieved of his appointment as a Director of the UW Research Corporation. Upon a motion by Mr. Updike, seconded by Mr. Bussart, it carried that Mr. Dray be nominated to complete the term. Mr. Mickelson moved that nominations cease and that a unanimous ballot be cast for Mr. Dray. The motion was seconded by Mr. Bussart, and it carried. Mr. Dray's term will expire May 1989.

Mr. Sharratt requested that his appointment on the UW Research Corporation Board of Directors be changed to expire May 1988 so that the appointments to the Board are in compliance with the Bylaws of the Research Corporation. Mr. Sharratt's appointment will now expire May 1988.

It was decided that any vacancies on the University of Wyoming Foundation Board would be handled at a later date.

Newly elected President Miracle presided over the remainder of the meeting.

ACADEMIC ISSUES COMMITTEE

President Miracle called on
Mr. Updike for a report

from the Academic Issues Committee meeting held on May 8. Committee members Miracle, Bussart, Kirk, Sharratt, Updike, Simons, and ex officio members Mickelson and Houston attended the committee meeting, along with other Trustees and University staff. Committee member Schutte was absent. Based on the committee meeting, the following recommendations were presented to the full Board.

DEPARTMENTAL NAME CHANGE IN THE
COLLEGE OF AGRICULTURE

There not being a quorum present at the beginning of of the Academic Issues Committee meeting, the Academic Issues Committee meeting convened as a Committee of the Whole. Dr. Houston indicated to the Trustees that the department name change would reflect a more realistic name for the department. The requested name change is supported by the Dean of the College of Agriculture and the Acting Vice President for Academic Affairs.

The change is requested in order that the departmental name will more accurately reflect the various subject areas represented in the department.

Based on the Committee of the Whole's recommendation, Mr. Updike moved approval of the proposed change in the name from the Department of Plant Science to the Department of Plant, Soil and Insect Sciences, effective July 1, 1987. Mr. Bussart seconded the motion, and it carried.

CHANGE IN TITLE FOR THE VICE
PRESIDENT FOR ACADEMIC AFFAIRS

Dr. Terry Roark responded to questions from the Committee of the Whole regarding the proposed change in title for the Vice President for Academic Affairs.

The change in title has been discussed by the Council of Deans and the Academic Planning Committee, who support the change. The new title will be used later this year in the national search for this University Officer, and bestowed on the successful candidate from that search.

The proposed title will denote this position as first among equals of the Vice Presidents, but all Vice Presidents will report directly to the President of the University of Wyoming. There will not be any changes in the formal duties of this position.

Based on the Committee of the Whole's recommendation, Mr. Updike moved approval of the change in the title of Vice President for Academic Affairs to Provost and Vice President for Academic Affairs and Student Affairs. Mr. Bussart seconded the motion, and it carried.

HIGHER EDUCATION

As a matter of information only, Mrs. Simons distributed and briefly discussed four articles with the Trustees regarding higher education issues. The articles are of particular interest for the August Trustees' Symposium. Mr. Boyer will attend the Symposium. Authors of the articles are prominent educators, several of whom will attend the Symposium.

SCHOLARSHIPS, GRANTS, AND LOANS

As a matter of information only, Dr. James Hurst reported to the Trustees that: 75% of University of Wyoming students receive some form of financial aid from the University, and Office of Student Financial Aids processes about 9600

applications for aid each year. There are two basic challenges to this office: 1) the complexity of federal regulations necessitates verifying information and securing more detailed information on students and 2) the office is labor intensive currently but hopes to go on line soon with the Student Information System which will reduce turn around time of the application process/student notification time frame.

Mr. Delbert Smith and Ms. Margot Barnes of the Office of Student Financial Aids responded to questions from the Trustees regarding the complexity of and frequent changes in federal regulations which complicates the award eligibility and notification process. Mr. Smith and Ms. Barnes provided other information regarding the Student Financial Aids office and distributed a student guide to federal grants to the Trustees.

This concluded the report and recommendations from the Academic Issues Committee and the Committee of the Whole.

COMMUNITY COLLEGE
RELATIONS COMMITTEE

President Miracle called
on Chairman Updike for a

report from the Community College Relations Committee meeting held on May 8. Committee members Updike, Hinckley, Sharratt, Schuster, Dray, and ex officio members Mickelson and Houston attended the committee meeting, along with other Trustees and University staff. Based on the Community College Relations Committee meeting, the following report was given to the full Board.

ADOPTION OF A JOINT STATEMENT OF THE
TRUSTEES OF THE UNIVERSITY OF WYOMING
AND THE WYOMING COMMUNITY COLLEGE
COMMISSION

Dr. Barden led a discussion
in the Community College
Relations Committee meeting

regarding the joint statement drafted by University officers and the Executive Director's staff after the Visitation Meeting with the Wyoming Community Commission on February 5, 1987. The brief statement expresses the joint desire of the Trustees and the Commission to support cooperation among and between the Wyoming institutions of higher education in providing limited junior, senior and graduate level coursework on the campuses of community colleges.

Mr. Updike moved that Trustees adopt the joint statement of the Trustees and the Commission on "Cooperation in Providing Selected Junior, Senior and Graduate Level Courses to Populations of Site-Bound Students in Wyoming" with the following change: Paragraph 3, first sentence to read: It is the feeling of the Commissioners and the Trustees that cooperative educational ventures, defined to meet the valid needs of the communities throughout Wyoming, are in the best interest of the state's citizens, and that where the capacity to make upper-division programs available exists, these resources and talents at the local level should be used toward that interest where appropriate. Mr. Hinckley seconded the motion and it carried.

This concluded the report from the Community College Relations Committee.

BUDGET COMMITTEE

President Miracle called on Chairman Chapin for a report from the Budget Committee meeting held on May 8. Committee members Chapin, Bussart, Dray, Kirk, Rochelle, Sharratt, and ex

officio members Mickelson and Houston attended the committee meeting, along with other Trustees and University staff. Based on the Budget Committee meeting, the following report and recommendations were presented to the full Board.

AUTHORIZATION FOR
STOCK TRANSFERS

Upon a motion by Mr. Chapin,
seconded by Mr. Rochelle,

it carried to adopt the following resolution:

RESOLVED that the Treasurer of the Board of Trustees and the President of the University of Wyoming, 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, that any officer of this corporation is hereby authorized to certify this Resolution to whom it may concern.

SELECTION OF UNDERWRITER
FOR REVENUE BONDS

At the March 27, 1987

meeting of the Trustees,

the Trustees authorized the Vice President for Finance to solicit proposals from financial institutions to serve as underwriters for the issuance of revenue bonds to finance the installation of a telecommunications system at the University. Seven proposals were received on April 27, 1987, as follows:

Boettcher & Co., Inc.; George K. Baum & Co.;
and E.F. Hutton & Co., Inc.

Dain Bosworth Incorporated

Kirchner Moore & Company

Piper, Jaffray & Hopwood, Incorporated

Prudential-Bache Capital Funding; First Wyoming
Wyoming Bancorporation

Smith Barney; Kaiser and Company; and Wyoming Financial Securities, Inc.

United Bank of Denver

The proposals were evaluated by University officers and Sherman & Howard, bond counsel to the Trustees.

Based upon the evaluation, three firms were invited for interview before the Budget Committee and Trustees. Making presentations were:

- ° Jim Anderson, Don Sessions and Bruce Hendrickson, representing Prudential-Bache Capital Funding; First Wyoming Bancorporation.
- ° Ron Kaiser, Charles Youtz, and Blake Lynch, representing Boettcher & Co., Inc.; George K. Baum & Co.; and E. F. Hutton & Co., Inc.
- ° Marshall Crawford, Jim Polsfut, Curt Kaiser, Dan Grothe, and Bob Moberly representing Smith Barney; Kaiser and Company; and Wyoming Financial Securities, Inc.

Based on the Budget Committee's recommendation, Mr. Chapin moved that Smith Barney, Kaiser and Company and Wyoming Financial Securities, Inc., be selected to serve as underwriter and that they be authorized to come back with proposals for structuring the financial instrument at an appropriate time, on the condition that Vice President Todd is able to negotiate the underwriter's discount to a level not to exceed 0.9 percent and issuance costs to be negotiated not to exceed \$50,000. The motion was seconded by Mr. Updike, and it carried. In the Budget Committee meeting, Trustee Dray requested that the underwriter be instructed to look into private placement with "Sallie Mae" as one alternative.

SELECTION OF AUDITORS: REVENUE
BONDS AND INTERCOLLEGIATE ATHLETICS

On February 14, 1986, the
Trustees selected McGladrey,

Hendrickson & Pullen, Cheyenne, Wyoming, as the auditor for the University revenue bond and the Intercollegiate Athletic program

for FY 1986. The performance of McGladrey, Hendrickson & Pullen has been satisfactory.

Mr. Chapin moved that McGladrey, Hendrickson & Pullen, Cheyenne, Wyoming, be appointed as the auditor for the University revenue bond program for FY 1987 at a fee not to exceed \$18,375, including out-of-pocket expenses, and the Intercollegiate Athletic program, if required by NCAA, including the Cowboy Joe Club, for fiscal year 1987, at a fee not to exceed \$4,950 including out-of-pocket expenses. The motion was seconded by Mr. Updike, and it carried. Mr. Dray abstained from voting due to a conflict of interest.

APPROVAL OF RECOMMENDATIONS
OF THE BUDGET COMMITTEE

Mr. Schuster moved approval of the remainder of the recommendations listed in the Budget Committee minutes of May 8, 1987, as listed below, which includes the revisions to the investment policy, authorization for expenditures for marketing Wyoming sheep products, ASUW request for transfer from ASUW reserve, fiscal year 1988 budget--Associated Students of the University of Wyoming, fiscal year 1988 budget--Wyoming Union, acceptance of contracts, grants, gifts, and scholarships, Internal Audit Plan for the year ending June 30, 1988, quarterly report--University investments, and Internal Audit Activity Report. The motion was seconded by Mr. Bussart, and it carried.

REVISIONS TO
INVESTMENT POLICY

A revision of the University Investment Policy, which was adopted by the Trustees on May 17, 1986, was necessitated by the action of the 1987 Legislature in the adoption

of the program for the Advance Payment of Higher Education Costs. The program, which was sponsored by Senators Thomas Stroock and Frank Prevedel, permits the advance payment of tuition and fees, and room and board costs at a Wyoming community college and/or the University of Wyoming.

The legislation directs the deposit of payments made under the program "into an account within the University of Wyoming permanent endowment fund." Furthermore, all funds deposited in the permanent endowment funds are to be invested "in the manner provided for investment of other University of Wyoming funds."

The Trustees approved the University Investment Policy as attached in Enclosure 1 (gold).

AUTHORIZATION FOR EXPENDITURES FOR
MARKETING WYOMING SHEEP PRODUCTS

The 1987 Legislature
enacted legislation

(Enrolled Act No. 57) directing the College of Agriculture to "develop and implement a feasibility study of methods to identify and improve the quality of Wyoming wool products for international and domestic markets." The 1987 legislative action also directs the Wyoming Department of Agriculture to develop and implement a marketing strategy for increasing sales of Wyoming sheep products and requires a cooperative venture between the College of Agriculture and the State Department of Agriculture to investigate and develop a program for increased sales of sheep products to cottage industries involving arts, crafts, and manufactured products.

The Legislature authorized an expenditure of \$70,000 through

the Department of Agriculture to support the activities for the program. The funds appropriated for the program are not sufficient to support the total College of Agriculture activities to be devoted to the program. When the legislation was heard before the Senate Appropriations Committee, the University identified the additional costs associated with its participation. Discussion centered on the expenditure of \$23,500 from the College of Agriculture Land Income Fund for the purchase of equipment (\$21,000) and associated supportive service expenditures (\$2,500). The legislative Act for the program did not contain the authorization for the expenditure of these funds by the University, although the bill's sponsor and the Legislative Service Office have indicated that it was legislative intent to obtain such authorization.

In addition to the need for authorization to expend \$23,500 from the College of Agriculture Land Income Fund during the 1987-1988 biennium, the College of Agriculture will, from current budgets, provide technical assistance (\$6,500) and will secure donations from participating wool producers of approximately twelve hundred pounds of wool required for the study.

Based on the Budget Committee's recommendation, authorization was granted to request an increase in the FY 1987-1988 expenditure authorization of \$23,500 for College of Agriculture participation in the program for marketing of Wyoming sheep products, with the funds to be provided by the College of Agriculture Land Income Fund.

ASUW REQUEST FOR TRANSFER
FROM ASUW RESERVE

On April 1, 1987, the
Associated Students of the

University of Wyoming enacted Senate Bill 1573 pertaining to a Home Child Care program. The program would be jointly funded by ASUW and the University Housing Department. For FY 1988, ASUW funds in the amount of \$16,204 would be required, while Housing funds of \$20,711 would be budgeted for the Home Child Care program.

The ASUW action of April 1, 1987 specified that the ASUW support of \$16,204 for FY 1988 would be allocated from the ASUW Reserve account. Prior to the adoption of a budget for subsequent fiscal years, it is suggested that the University of Wyoming administration and ASUW evaluate the effectiveness of the Home Child Care program and recommend appropriate recurring funding sources for the support of the program.

In the Budget Committee meeting James Hurst, Associate Vice President for Academic Affairs, responded to questions on the Home Child Care Program.

The Trustees approved a transfer of \$16,204 from the ASUW Reserve account to the Home Child Care program for FY 1988, provided that the total FY 1988 expenditures for the program will not exceed \$36,915.

FISCAL YEAR 1988 BUDGET--ASSOCIATED
STUDENTS OF THE UNIVERSITY OF WYOMING

The Trustees approved the fiscal year 1988 budget for the Associated Students of the University of Wyoming, including \$7,535 from the ASUW Reserve, as attached in Enclosure 2 (green).

FISCAL YEAR 1988 BUDGET--
WYOMING UNION

The Trustees approved the fiscal year 1988 budget for the Wyoming Union, as attached in Enclosure 3 (yellow).

ACCEPTANCE OF CONTRACTS, GRANTS,
GIFTS, AND SCHOLARSHIPS

The Trustees accepted contracts and grants in the amount of \$1,656,393.00 for the period March 5, 1987 through April 20, 1987; and gifts and scholarships in the amount of \$190,717.44 for the period February 23, 1987 through March 26, 1987.

INTERNAL AUDIT PLAN FOR THE
YEAR ENDING JUNE 30, 1988

The Trustees approved the annual audit plan for the fiscal year ending June 30, 1988 as follows:

- a. Review or participate in the implementation of systems within the new administrative computer system;
- b. Continue audit of Revolving Funds and Auxiliary Enterprises Funds;
- c. Verify the number of unsold event tickets in the Arena Auditorium prior to their disposal;
- d. Verify the number of unsold athletic tickets in the Athletic Ticket Office prior to their disposal;
- e. Perform cash counts whenever appropriate; and
- f. Provide audit services for the following affiliated organizations:
 - 1) University of Wyoming Alumni Association (For the fiscal year ending June 30, 1988, perform annual audit and prepare financial statements);
 - 2) Wyoming State 4-H Foundation (For the fiscal year ending September 30, 1987, perform a limited examination); and
 - 3) Cowboy Joe Club, Inc. (For the fiscal year ending December 31, 1987, perform annual audit and prepare financial statements).

QUARTERLY REPORT,
UNIVERSITY INVESTMENTS

A quarterly report on the status of the University investments, excluding the W. R. Coe and Charles Chacey Kuehn Estate funds was presented to the Budget Committee as a matter of information.

INTERNAL AUDIT ACTIVITY

Mr. Van Jacobson presented and answered questions in the Budget Committee meeting on the internal audit activity for the period January 1, 1987 to March 31, 1987, conducted in accordance with the audit plan.

This concluded the report and recommendations from the Budget Committee.

ATHLETIC COMMITTEE

President Miracle called on Chairman Updike for a report on the Athletic Committee meeting held on May 8, 1987. Committee members Updike, Miracle, Hinckley, Dray, Kirk, and ex officio members Mickelson and Houston, attend the Athletic Committee meeting, along with other Trustees and University staff.

REPORT BY PAUL ROACH

Mr. Roach reported to the Athletic Committee that Dr. Sally Jones, who was in charge of the counseling and guidance, has resigned. Dr. Jones was also responsible for compliance with rules and regulations of WAC, NCAA, and HCAA. With the increase in rules and forms, Mr. Roach is planning on dividing the work load into (1) administrative and (2) counseling. The administrative portion will be transferred to an Assistant Athletic Director, thus giving the counselor more time to work with the 500 student-athletes. The new counselor will be responsible for academic counseling and guidance, plus the voluntary drug testing and counseling program.

Mr. Benny Dees, Head Basketball Coach, was unable to attend

the Athletic Committee meeting, and will be present at the Saturday morning business meeting, so that Trustees will have an opportunity to meet him.

Mr. Roach advised that the University may be involved in doubleheader basketball games in Denver in December with the University of Colorado, University of Illinois, and University of Cincinnati. Both national and regional television have expressed an interest in televising the games.

Mr. Roach discussed various changes in the football schedule, and the strengths and weaknesses of the football team. He noted that the attitude of the players is excellent.

Previously, the Trustees were advised that 29% of the student-athletes had a grade point average of 3.0 or better. Mr. Roach reported that after last fall semester, 31% of the student-athletes now have a gpa of 3.0 or better.

KTWO BROADCASTING CONTRACT

Mr. Baker reported to the Athletic Committee that negotiations were continuing with KTW0 on the broadcasting contract. He said the proposal accepted by the Trustees did not include a 50-50 split on revenue from the pre and post-game shows. KTW0 has now offered to have a 50-50 split on the revenue for these shows and this will be incorporated into the contract. He noted that the satellite delivery system is being investigated along with all necessary backups for broadcasting. Also, KTW0 people have sent a questionnaire to every broadcast station in Wyoming asking about their interest in broadcasting University

athletic events. As soon as the satellite delivery system investigation and the survey are finished, the contract can be completed and submitted to the Trustees for their consideration.

This concluded the report from the Athletic Committee.

PERSONNEL COMMITTEE

President Miracle called on Chairman Bussart for a report from the Personnel Committee meeting held on May 8, 1987. Committee members Bussart, Hinckley, Kirk, Miracle, Schuster, Updike, and ex officio members Mickelson and Houston attended the committee meeting, along with other Trustees and University staff. Based on the Personnel Committee recommendations, Mr. Bussart moved approval of the following appointments, adjunct appointments, administrative appointments, Intercollegiate Athletic reappointments, continuation of probationary appointments, promotions, tenure, changes in assignment, leave of absence, changes in sabbatical leaves, and retirements. The motion was seconded by Mr. Mickelson, and it carried.

APPOINTMENTS

The following appointments were approved under the conditions cited.

College of Arts and Sciences

1. Frank E. Millar as Associate Professor of Communication for the 1987-88 academic year effective August 24, 1987 at an annual (9-month) salary rate of \$34,008. This is a tenure track appointment.

College of Education

2. Timothy R. Rush as Associate Professor of Curriculum and Instruction for the 1986-87 academic year effective January 6, 1987 at an annual (9-month) salary rate of \$26,004. This is a tenure track appointment.

College of Law

3. Jerome B. Elkind as Visiting Professor of Law for the 1987-88 academic year effective August 24, 1987 at an annual (9-month) salary rate of \$48,000. This is a non-tenure track appointment.

University Libraries

4. Christine C. Avery as Senior Assistant Librarian for the period June 1, 1987 through June 30, 1987 and for the 1987-88 fiscal year at an annual (11-month) salary rate of \$23,004.

Intercollegiate Athletics

5. Benjamin F. Dees as Lecturer/Head Basketball Coach for the period April 2, 1987 through March 31, 1992 at an annual (11-month) salary rate of \$65,004. This is a non-tenure track appointment.

ADJUNCT APPOINTMENTS

An adjunct appointment carries no tenure rights or salary.

The following adjunct appointments were approved under the conditions cited.

College of Arts and Sciences

1. John G. Wilkinson as Adjunct Professor of Zoology and Physiology for the period January 1, 1987 through December 31, 1989.

College of Engineering

2. Michael L. Kmetz as Adjunct Assistant Professor of Mechanical Engineering for the period March 23, 1987 through March 23, 1990.

ADMINISTRATIVE APPOINTMENTS

The following administrative appointments were approved

as indicated.

College of Agriculture

1. Lee A. Bulla, Jr., Dean of College of Agriculture, as Acting Director of the Cooperative Extension Service, effective July 1, 1987 until a permanent director is identified.

College of Commerce and Industry

2. George R. McGrail, Professor in the Department of Accounting, as Acting Chairman of the Department of Accounting effective May 11, 1987, and as Chairman of the Department of Accounting for the 1987-1988 academic year, effective August 24, 1987.

College of Education

3. George W. Bailey as Professor of Educational Administration and Head of the Department of Educational Administration and Adult Education for the 1987-88 academic year effective August 24, 1987 at an annual (9-month) salary rate of \$30,000. This is a non-tenure track appointment.

INTERCOLLEGIATE ATHLETIC
REAPPOINTMENTS

The policy governing

personnel awarded academic

rank in Intercollegiate Athletics states that recommendations for reappointment with faculty rank in the Division of Intercollegiate Athletics shall be initiated by the Director of Athletics and submitted to the President for recommendation to the Trustees no later than thirty days prior to the end of the employee's employment year. The following reappointments for the 1987-88 fiscal year, or as otherwise noted were approved.

Name

Title and Rank

Mary Ellen Cloninger

Assistant Athletic Director and
Lecturer in Intercollegiate Athletics

Mike Doane

Head Swim Coach and Lecturer in
Intercollegiate Athletics

Joe Dowler

Head Wrestling Coach and Lecturer in
Intercollegiate Athletics

Mike English

Head Volleyball Coach and Lecturer in
Intercollegiate Athletics

Bill Kinneberg

Baseball Coach and Lecturer in
Intercollegiate Athletics (1987-88
academic year, half-time Athletics
and half-time Physical Education)

Chad Lavin

Head Women's Basketball Coach and
Lecturer in Intercollegiate Athletics

Duane Schopp	Head Track and Cross Country Coach and Lecturer in Intercollegiate Athletics
Kurt Smitz	Head Men's Ski Coach and Lecturer in Intercollegiate Athletics
Kent Towler-ton	Head Women's Ski Coach and Lecturer in Intercollegiate Athletics
Ann Vicchy	Head Women's Swim Coach and Lecturer in Intercollegiate Athletics

CONTINUATION OF
PROBATIONARY APPOINTMENTS

The following members in
their third and fourth

years of service were approved for reappointment for the year
1988-89 under the conditions cited.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
	<u>College of Agriculture</u>	
Isaak, Dale D.	Molecular Biology	Associate Professor
Koch, David W.	Plant Science	Associate Professor
Krall, James M.	Plant Science	Assistant Professor
Lauer, Joseph G.	Extension Service	Assistant Professor
McCormick, Richard	Animal Science	Assistant Professor
Mills, Kenneth W.	Veterinary Science	Assistant Professor
Moss, Gary E.	Animal Science	Assistant Professor
Petersen, Nancy S.	Molecular Biology	Assistant Professor
Scholl, Jan F.	Extension Service	Assistant Professor
Steinhour, Wayne D.	Animal Science	Assistant Professor
Stevenhagen, Karen	Home Economics	Assistant Professor
Whipple, Glen	Agricultural Economics	Associate Professor
Whitson, Thomas D.	Plant Science	Assistant Professor

College of Arts and Sciences

Alberts, Kelly T.	Philosophy	Assistant Professor
Angevine, Charles L.	Geology and Geophysics	Assistant Professor
Barrett, Karen C.	Psychology	Assistant Professor
Brown, Gregory	Botany	Assistant Professor
Buskirk, Steven W.	Zoology and Physiology	Assistant Professor
Buttry, Daniel A.	Chemistry	Assistant Professor
Chow, Shue S.	Mathematics	Assistant Professor
Djomehri, Jahed	Mathematics	Assistant Professor
Dorst, John D.	English	Assistant Professor
Frost, Carol D.	Geology and Geophysics	Assistant Professor
Gantenbein, Rex E.	Computer Science	Assistant Professor
Goldberg, Julia A.	Communication	Assistant Professor
Hall, Christian T.	English	Assistant Professor
Heller, Paul L.	Geology and Geophysics	Assistant Professor
Ipina, Lynne K.	Mathematics	Assistant Professor
Killian, Douglas P.	Journalism/ Telecommunication	Assistant Professor
Knight, Marsha F.	Theatre and Dance	Assistant Professor
Marston, Richard	Geography and Recreation	Assistant Professor
Nye, Eric W.	English	Assistant Professor
Rahel, Frank J.	Zoology and Physiology	Assistant Professor
Rosen, Steve	Music	Assistant Professor
Schultz, Ronald D.	History	Assistant Professor
Shih, Shagi-di	Mathematics	Assistant Professor
Smith, Eddie R.	Music	Assistant Professor
Spillar, Earl J.	Physics and Astronomy	Assistant Professor
Taylor, Jonathon	Geography and Recreation	Assistant Professor

Vogelman, Thomas C.	Botany	Assistant Professor
Warnock, Sue H.	English	Assistant Professor
Webster, Gerald R.	Geography and Recreation	Assistant Professor

COLLEGE OF COMMERCE AND INDUSTRY

Harrison, Kenneth	Accounting	Assistant Professor
Herron, Daniel J.	Business Administration	Assistant Professor
Pearson, Thomas C.	Accounting	Assistant Professor
Price, Thomas M.	Business Administration	Associate Professor
Schmidt, Dennis R.	Accounting	Assistant Professor
Spudeck, Raymond E.	Business Administration	Assistant Professor
Walker, Kenton B.	Accounting	Assistant Professor

COLLEGE OF EDUCATION

Baldwin, Cynthia	Counselor Education	Assistant Professor
Green, Kathy E.	Educational Foundations & Instr Technology	Assistant Professor
Hopkins, Dee	Educational Foundations & Instr Technology	Assistant Professor
Mielke, Danny R.	University School	Assistant Professor
Miller, Linda B.	University School	Assistant Professor
Minier, Judith E.	University School	Assistant Professor
Nardi, Margaret B.	Curriculum & Instr	Assistant Professor
Rush, R. Timothy	Curriculum & Instr	Associate Professor
Sisco, Burton R.	Educational Admin	Assistant Professor

COLLEGE OF ENGINEERING

Cupal, Jerry J.	Electrical Engineering	Assistant Professor
Edgar, Thomas V.	Civil Engineering	Assistant Professor
Englert, Thaddeus J.	Electrical Engineering	Assistant Professor
Iverson, William P.	Petroleum Engineering	Assistant Professor

Junna, Mohan R.	Agricultural Engineering	Assistant Professor
Karfakis, Mario G.	Civil Engineering	Assistant Professor
Kelly, Robert D.	Atmospheric Science	Assistant Professor
Neibling, William H.	Agricultural Engineering	Assistant Professor
Puckett, Jay	Civil Engineering	Associate Professor
Schmidt, Richard J.	Civil Engineering	Assistant Professor
Sharma, Mrityunjai	Petroleum Engineering	Associate Professor
Trzynadlowski, A.	Electrical Engineering	Assistant Professor

COLLEGE OF HEALTH SCIENCES

Bigbee, Jeri L.	Nursing	Assistant Professor
Clement, Kathi D.	Family Practice/Cheyenne	Assistant Professor
Davis, Laura F.	Social Work	Assistant Professor
Deiss, Frederick	Family Practice/Casper	Associate Professor
Kapil, Ram P.	Pharmacy	Assistant Professor
Lambert, Leslie T.	Physical & Health Educ	Assistant Professor
Maas, Gerald M.	Physical & Health Educ	Assistant Professor
Marlow, Robert A.	Family Practice/ Cheyenne	Assistant Professor
Primus, Michael A.	Speech Pathology & Audiology	Assistant Professor
Torrez Jr., Adolph	Family Practice/ Cheyenne	Assistant Professor
Wilkinson, John G.	Physical & Health Educ	Assistant Professor

COLLEGE OF LAW

Binder, Joan	Law	Assistant Professor
Burman, Marilyn P.	Law	Assistant Professor
Stevens, Ann B.	Law	Associate Professor

UNIVERSITY LIBRARIES

Baldwin, David A.	Library	Associate Librarian
Dawson, Deborah	Library	Senior Assistant Librarian
Gustafson, Nancy M.	Library	Senior Assistant Librarian
Mack, Bonnie R.	Library	Assistant Professor
Merritt, Meredith J.	Library	Senior Assistant Librarian
Miller, Marilyn	Library	Assistant Professor
Nelson, Michael L.	Library	Senior Assistant Librarian
Ostrye-MacDonald, A.	Library	Assistant Professor
Roos, Tedine J.	Library	Senior Assistant Librarian

PROMOTIONS

The following promotions
were approved to be

effective July 1, 1987.

<u>Name</u>	<u>Title</u>	<u>Promoted to</u>
<u>COLLEGE OF AGRICULTURE</u>		
Bradley, Edward B.	Assistant Professor of Agricultural Economics	Associate Professor
Miller, Stephen D.	Associate Professor of Plant Science	Professor
Taylor, David T.	Instructor in Agricultural Economics	Assistant Professor
Williams, Elizabeth	Assistant Professor of Veterinary Science	Associate Professor
Williams, Steve	Associate Professor of Plant Science	Professor

COLLEGE OF ARTS AND SCIENCES

Allen III, Myron B.	Assistant Professor of Mathematics	Associate Professor
Boyce, Mark	Associate Professor of Zoology and Physiology	Professor
Harlow, Henry J.	Assistant Professor of Zoology and Physiology	Associate Professor
Lindstedt, Stan L.	Assistant Professor of Zoology and Physiology	Associate Professor
Miner, Madonne	Assistant Professor of English	Associate Professor
Myers, James D.	Assistant Professor of Geology and Geophysics	Associate Professor
Martin, James	Associate Professor of Philosophy	Professor
Massey, Garth	Associate Professor of Sociology	Professor
Picherit, Jean-Louis	Associate Professor of Modern & Classical Lang	Professor
Tate, Patricia S.	Assistant Professor of Theatre and Dance	Associate Professor
Warnock, John	Associate Professor of English	Professor

COLLEGE OF COMMERCE AND INDUSTRY

Phillips, Owen R.	Assistant Professor of Economics	Associate Professor
Sterbenz, Frederic P.	Assistant Professor of Economics	Associate Professor
Tung, Yeou-Koung	Assistant Professor of Statistics	Associate Professor

COLLEGE OF EDUCATION

Hobbs, Max	Associate Professor of Educational Admin	Professor
------------	--	-----------

COLLEGE OF ENGINEERING

Puckett, Jay A.	Assistant Professor of Civil Engineering	Associate Professor
Rose, James	Assistant Professor of Civil Engineering	Associate Professor
Sharma, Mrityunjai P.	Assistant Professor of Petroleum Engineering	Associate Professor

COLLEGE OF HEALTH SCIENCES

Finch-Williams, Amy	Assistant Professor of Speech Pathology & Audio	Associate Professor
Jelinek, Janis A.	Associate Professor of Speech Pathology & Audio	Professor
Scalley, Robert	Associate Professor School of Pharmacy	Professor
Steiner, Joseph F.	Associate Professor of Family Practice/Casper	Professor

UNIVERSITY LIBRARIES

Johnson, Jean S.	Senior Assistant Librarian	Associate Librarian
VanArsdale III, W.	Assistant Professor in the Library	Associate Professor

TENURE

The following individuals
were placed on tenure

effective August 24, 1987.

<u>Name</u>	<u>Department</u>	1987-88 <u>Academic Rank</u>
<u>COLLEGE OF AGRICULTURE</u>		
Bradley, Edward B.	Agricultural Economics	Associate Professor
Meideiros, Denis M.	Home Economics	Associate Professor
Miller, Stephen D.	Plant Science	Professor
Nel, Johannes E.	Animal Science	Associate Professor
Taylor, David T.	Agricultural Economics	Assistant Professor

Wangberg, James K.	Plant Science	Professor
Williams, Elizabeth	Veterinary Science	Associate Professor
Woodard, Lynn	Veterinary Science	Professor

COLLEGE OF ARTS AND SCIENCES

Allen III, Myron B.	Mathematics	Associate Professor
Fountain, David	Geology and Geophysics	Associate Professor
Harlow, Henry J.	Zoology and Physiology	Associate Professor
Lindstedt, Stan L.	Zoology and Physiology	Associate Professor
Miner, Madonne	English	Associate Professor
Myers, James D.	Geology and Geophysics	Associate Professor
Ropp, Stephen C.	Political Science	Professor
Sigalov, Pavel	Modern and Classical Languages	Associate Professor
Tate, Patricia S.	Theatre and Dance	Associate Professor

COLLEGE OF COMMERCE AND INDUSTRY

Phillips, Owen R.	Economics	Associate Professor
Sterbenz, Frederic	Economics	Associate Professor
Tung, Yeou-Koung	Statistics	Associate Professor

COLLEGE OF EDUCATION

Luft, Roger	Vocational Education	Professor
Singleton, H. Wells	Curriculum & Instruction	Professor

COLLEGE OF ENGINEERING

Rose, James	Civil Engineering	Associate Professor
Ula, A.H.M.S.	Electrical Engineering	Associate Professor

COLLEGE OF HEALTH SCIENCES

Baldwin, H. J.	Pharmacy	Professor
Finch-Williams, Amy	Speech Pathology and Audiology	Associate Professor

Nichols, Elizabeth G. Nursing Professor

COLLEGE OF LAW

Pridgen, Mary Dee Law Professor

Selig, Joel L. Law Professor

UNIVERSITY LIBRARIES

VanArsdale III, W. Library Associate Professor

CHANGES IN ASSIGNMENT

The following changes in assignment were approved

as indicated.

In the College of Agriculture

1. Frank E. Busby, Director of the Cooperative Extension Service and Professor of Range Management, was reassigned as Professor of Range Management effective July 1, 1987.

In the College of Education

2. Max E. Hobbs, Associate Professor and Head of the Department of Educational Administration and Adult Education, was reassigned as Associate Professor of Educational Administration and Adult Education effective May 9, 1987.

3. Judith E. Minier, Assistant Professor in the University School, was reassigned as Assistant Professor of Curriculum and Instruction effective January 6, 1987.

In the College of Law

4. Peter C. Maxfield, Professor of Law and Dean of the College of Law, was reassigned as Professor of Law effective July 1, 1987.

In the School of Extended Studies and Public Services

5. Lester Jacobs, Temporary Associate Professor in the AFIT Minuteman Program, be reassigned as Associate Professor with tenure, Casper Business Programs effective August 24, 1987.

6. Robert E. Jones, Temporary Associate Professor in the AFIT Minuteman Program, was reassigned as Associate Professor with tenure, Casper Business Programs effective August 24, 1987.

7. Dale Von Riesen, Temporary Professor in the AFIT Minuteman Program, was reassigned as Professor and Coordinator with tenure, Casper Business Programs effective August 24, 1987.

LEAVE OF ABSENCE

The following leave of absence without pay was granted for the period and under the conditions cited.

In the College of Law

1. Jackson B. Battle, Professor of Law, for the 1987-88 academic year for personal reasons.

CHANGES IN SABBATICAL LEAVES

The following changes in sabbatical leaves were approved.

In the College of Arts and Sciences

1. Steven Heyman, Associate Professor of Psychology, was granted a sabbatical leave for the 1987-88 academic year by the Trustees at their January 16, 1987 meeting. At his request, his sabbatical leave was changed to the 1988 spring semester only.

In the College of Engineering

2. Ken P. Chong, Professor of Civil Engineering, was granted a sabbatical leave for the 1987-88 academic year by the Trustees at their January 16, 1987 meeting. At his request, his sabbatical leave was changed to the 1988 spring semester only.

In the College of Law

3. Jack Van Baalen, Professor of Law, was granted a sabbatical leave for the 1987 fall semester by the Trustees at their January 16, 1987 meeting. At his request, his sabbatical leave was changed to the 1988 spring semester.

RETIREMENTS

Retirements were granted to the individuals listed

below under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Date of Retirement</u>
Birks, Keith	Associate Professor of Vocational Education	5/10/87 with designation as <u>Emeritus</u>
Escolas, Edmond	Professor of Business Administration	5/10/87 with designation as <u>Emeritus</u>
Lee, Leroy L.	Professor of Accounting	5/10/87 with designation as <u>Emeritus</u>
Peters, Arlan	Professor of Curriculum and Instruction	5/10/87 with designation as <u>Emeritus</u>

PART-TIME APPOINTMENTS

As a matter of information only, the part-time

appointments were reported to the Trustees.

RESIGNATIONS

The following resignations
were acknowledged by the

Trustees.

1. R. Baweja, Assistant Professor of Pharmacy, May 10, 1987.
2. Charles Bell, Assistant Director of Athletics and Lecturer in Intercollegiate Athletics, March 20, 1987.
3. Charles W. Bradley, Assistant Basketball Coach and Lecturer in Intercollegiate Athletics, March 24, 1987.
4. Jimmy Ray Brandenburg, Basketball Coach and Lecturer in Intercollegiate Athletics, March 24, 1987.
5. Eugene Huey, Assistant Football Coach and Lecturer in Intercollegiate Athletics, April 17, 1987.
6. Sally N. Jones, Lecturer in Intercollegiate Athletics, May 15, 1987.
7. Robert E. Julian, Professor of Agricultural Extension, June 30, 1987.
8. Kevin K. McLeod, Assistant Basketball Coach and Lecturer in Intercollegiate Athletics, March 24, 1987.
9. John H. Mutti, Professor of Economics, August 15, 1987.
10. Thomas J. Ross, Lecturer in English, December 20, 1986.
11. Dennis Steele, Assistant Professor of Computer Science, May 15, 1988.
12. John Wideman, Professor of English, May 9, 1987.

RETIREMENT

As a matter of information
only, it was reported

that Robert M. Fowler, Associate Professor of Family Practice/Casper, was retiring effective July 1, 1988.

SUMMER SCHOOL FACULTY APPOINTMENTS

As a matter of information only, the Summer School

faculty appointments were reported to the Trustees.

IMPLEMENTATION OF SALARY INCREASE
POLICY FOR FISCAL YEAR 1987

Dr. Todd provided the Trustees with the results

of the implementation of the FY 1987 salary policy adopted on March 26, 1987 to be effective March 1, 1987.

The Trustees' salary policy for fiscal year 1987 conforms to the action of the 1987 Wyoming Legislature. The University was authorized to provide funds for salary increases of \$585,679 out of existing funds available in Section I budgets for the remaining four months of the fiscal year (March 1, 1987 to June 30, 1987). No new funds were appropriated.

The Trustees' March 26, 1987 salary policy for faculty and University officers with faculty rank provided a 3.32 percent average increase based on merit, as reflected in the most recent performance appraisal, and/or special consideration. The salary increases were limited to full-time faculty members or University officers with faculty rank who were employed continuously from a date on or before January 1, 1986 and who were continuing for fiscal year 1987.

For full-time general and professional staff employees, including University officers without faculty rank, the Trustees' March 26, 1987 salary policy differed from the policy for faculty and University officers. The salary policy provided for a uniform increase of 1.82 percent, an annual adjustment of \$168, and

additional increases based on merit and/or special considerations. The individual must have been employed on June 30, 1986, had not received a "less than satisfactory" or "unacceptable" rating for the last performance appraisal period, and had no disciplinary penalties imposed as of June 30, 1986. Salary adjustments based on merit and/or special consideration were limited to continuing staff employed at the University from a date on or before June 30, 1986. Salary increase dollars amounted to 3.32 percent of salaries for staff employees.

The Trustees' March 26, 1987 salary policy for part-time faculty and staff was commensurate with the Trustees' policy for full-time faculty and staff.

A statistical summary of the salary increases effective March 1, 1987 is included as Enclosure 4 (green).

RESULTS OF THE IMPLEMENTATION OF TRUSTEES' SALARY POLICY FOR FACULTY

Excluding individuals employed after January 1, 1986, those not continuing through fiscal year 1987, and all unfilled positions, the Trustees' policy applied to 660 eligible positions.

As shown in Enclosure 4 (Tables 1-3), of the 660 eligible individuals, 373 (56.5%) received at least a 3.1% increase in salary while 287 (43.5%) received less than 3.1%. Thirty individuals were denied an increase for reasons including failure to provide at least satisfactory performance. The lowest increase granted was \$180; the highest was \$9,996. Of those eligible for raises, 64.5% received dollar increases greater than \$1,000 per year. The average increase (based on the grouped data) was 3.74%.

RESULTS OF THE IMPLEMENTATION
OF TRUSTEES' SALARY POLICY FOR STAFF

Under the Trustees' salary policy for general and professional staff, 881 individuals were eligible for salary increases effective March 1, 1987. Individuals employed after July 1, 1986 and unfilled positions were not included in the 881 eligible positions.

As shown in Enclosure 4 (Tables 4-6), of the 881 eligible individuals, 570 (64.7%) received at least a 3.1% increase in salary while 311 (35.3%) received less than 3.1%. Two of those eligible received no increase. The lowest increase granted was \$222; the highest was \$2,988. Of those eligible for raises, 10.8% received dollar increases greater than \$1,000 per year. The average increase (based on the grouped data) was 3.50%.

Dr. Todd reported to the Budget Committee that under the Results of the Implementation of Trustees' Salary Policy for Faculty, the figure of \$9,996 given for the highest increase granted was incorrect. The correct figure is \$7,812.

REPORT ON FY 1987 EARLY
RETIREMENT PROGRAM

At the February 6, 1987
meeting of the Trustees,

the Trustees approved an Early Retirement Option for University of Wyoming employees. The program approved by the Trustees was a one-time option to be exercised on or before June 30, 1987, and the program included the following characteristics:

- "a. Eligibility. All employees aged 55 through 70 on June 30, 1987 who have completed fifteen years or more of paid continuous University service;

"b. Benefit. The basic benefit would be determined using a combination of age, years of paid continuous University service, and the individual's budgeted salary for Fiscal Year 1987;

"c. Proposed Timetable. The program would be funded with appropriations in the FY 1987 budget. Consequently, all who decide to accept early retirement must be retired on or before June 30, 1987. . . ."

The principal objective of the program, as approved by the Trustees, is for the "renewal of the faculty and staff." The program was completely voluntary and is funded from FY 1987 appropriations. Compliance with all state and federal laws and regulations is required, and the program is non-discriminatory. And, finally, the program provides the greatest benefit to those faculty and staff retiring at younger ages.

A total of 108 faculty and 86 staff employees were eligible to participate in the program.

As of May 1, 1987, forty-four University employees--23 percent of those eligible--have elected to participate; nineteen of the participants are faculty and twenty-five are staff employees.

The following table provides further information about the characteristics of the program's participants:

	<u>No.</u>	<u>Ave. Years of Service</u>	<u>Ave. Age</u>	<u>Average Salary FY 87</u>	
				<u>11 mos.</u>	<u>9 mos.</u>
<u>Faculty</u>					
Administration	1	29	56	87,480	---
Agriculture	3	26	64	38,442	53,556
Arts & Sciences	4	29	64	---	39,768
Commerce & Industry	4	27	66	---	41,331
Education	4	26	63	---	41,799

Law	1	38	67	---	65,280
Extended Studies	2	22	57	41,898	---
Total	19	28	62	55,940	48,346
<u>Staff</u>					
Professional	6	27	62	31,388	---
Clerical	8	26	62	21,747	---
Other	11	21	62	19,168	---
Total	25	25	62	24,101	---
GRAND TOTAL	44	27	62	40,020	48,346

Benefits payable to retirees total \$358,298.66. Based upon the amount of these payments and estimates of the amounts required to replace the employees who have retired, it is estimated that the University will realize a net savings of \$137,109.34 during fiscal year 1988 as a result of the forty-four early retirements.

This concluded the report from the Personnel Committee.

PHYSICAL PLANT AND
EQUIPMENT COMMITTEE

President Miracle called on
Chairman Hinckley for a

report on the Physical Plant and Equipment Committee meeting held on May 8, 1987. Committee members Hinckley, Chapin, Dray, Rochelle, Schuster, and ex officio members Mickelson and Houston attended the committee meeting, along with other Trustees and University staff. Committee member Schutte was absent. Based on the Committee meeting, the following report was given on the Physical Plant and Equipment Committee.

DISPOSITION OF
COOPER PROPERTY

Dr. Todd reported to the
Physical Plant and Equipment

Committee on the public hearing held on April 22, 1987, to hear comments on the disposition of the Cooper property. He noted that

in order to accommodate campus, community and state interests in adaptive reuse of the Cooper property, the University administration recommends that the Trustees appoint a committee chaired by a Trustee to investigate potential reuses of the buildings. The committee would be charged with: 1) recommending a specific use of the property; 2) identifying the construction costs associated with such use; and 3) obtaining financing commitments from non-state sources for the project. It was recommended that the committee report to the Trustees no later than the May 1988 meeting of the Trustees. Such a Trustee committee could include campus, community and state representatives with interests in the project.

The Physical Plant and Equipment Committee meeting then convened as a Committee of the Whole for the discussion on the disposition of the Cooper property.

Mr. Hinckley read the recommendations of the Committee of the Whole as to the Cooper Mansion. Based on the Committee of the Whole recommendations, Mr. Hinckley moved and Mr. Dray seconded that

(a) the so-called "Cooper House" and grounds be designated: Faculty House; that its restoration and remodeling be assigned a place on capital construction schedule and that the Office of Development, the University Foundation, and the Friends of the Cooper Mansion be requested to include same on appropriate fund raising programs; and

(b) the Trustees express an intent to preserve the Cooper Mansion and appoint a committee chaired by a Trustee to

investigate potential reuses of the buildings; the committee would be charged with: 1) recommending specific alternatives for the preservation and adaptive reuses of the property; 2) identifying the construction costs as well as continuing operation costs associated with such use; 3) obtaining financial commitments or possibility of funding from state and non-state sources for the project; and 4) determining the extent of matching funds or other special funding necessary; and it is recommended that the committee report to the Trustees no later than the September 1987 meeting of the Trustees.

Then Mr. Sharratt moved that the motion on the floor be amended by deleting the designation of the Cooper Mansion as the Faculty House. The motion was seconded by Mr. Bussart. After discussion, the motion carried. Messrs. Schuster and Hinckley voted nay.

President Miracle called for the vote on the main motion as amended. The main motion, as amended, carried.

SELECTION OF ENGINEERING DESIGN
AND TECHNICAL ASSISTANCE FIRM,
TELECOMMUNICATIONS PROJECT

Dr. Todd reported to the
Physical Plant and

Equipment Committee that a Request for Proposal (RFP) for the engineering design and technical assistance on the University's telecommunication project was sent to prospective firms on April 13, 1987. Seven responses to the RFP were received, as follows:

Coopers & Lybrand
CyberLink
Federal Engineering, Inc.
McGladrey Hendrickson & Pullen
Martin & Jones
Peat, Marwick, Mitchell & Co.
Telecommunications International, Inc.

The proposals were evaluated by the University Telecommunications Advisory Committee (UTAC).

In the general business meeting, Dr. Todd responded to questions as to why a Wyoming firm was not recommended for the project. Dr. Todd advised that three of the firms involved had Wyoming associates and that the firm of Coopers & Lybrand of Denver, Colorado presented the best proposal in terms of cost.

Based on the Physical Plant and Equipment Committee recommendations, Mr. Hinckley moved that the Trustees select the firm of Coopers & Lybrand of Denver, Colorado, for the engineering design and technical assistance on the University's telecommunication project for a fee of \$350,000. The motion was seconded by Mr. Rochelle, and it carried.

APPROVAL OF PHYSICAL PLANT
AND EQUIPMENT COMMITTEE
RECOMMENDATIONS

of Afton, Afton Research and Extension Center; Engineer for Agriculture Building Watershed Laboratory; and the report on American Heritage Center/Art Museum. The motion was seconded by Mr. Bussart, and it carried. In accordance with the motion, the following actions were approved.

EASEMENT TO CITY OF AFTON, AFTON
RESEARCH AND EXTENSION CENTER

Mr. Schuster moved approval of the Easement to the City of Afton, Afton Research and Extension Center; Engineer for Agriculture Building Watershed Laboratory; and the report on American Heritage Center/Art Museum. The motion was seconded by Mr. Bussart, and it carried. In accordance with the motion, the following actions were approved.

In the Physical Plant and Equipment Committee meeting, it was reported that Representative Alan C. Stauffer and Senator Boyd L. Eddins, on behalf of the City of Afton, have requested an easement for a proposed information center and road-side park.

The easement is for property on the southeast corner of the Afton Research and Extension Center.

The project proposed by Representative Stauffer and Senator Eddins represents a joint effort of the City of Afton, Lincoln County, the U.S. Forest Service and the Afton Lions Club. Proposed is an information center and road-side park which would promote self-guided tours of geologic sites and periodic springs. The Afton Research and Extension Center would participate in the project through the landscaping of the area, including the planting of demonstration flowers and shrubs.

The College of Agriculture administration has reviewed the proposal and concurs in the recommendation to grant the easement provided that the City of Afton and the U.S. Forest Service be responsible for maintaining the area. The City of Afton and the U.S. Forest Service have agreed to the condition.

The Trustees granted an easement to the City of Afton for the east 200 feet of the south 248 feet of Lot 4, Block 6 of the Afton, Wyoming Original Town Site, provided the City of Afton and the U.S. Forest Service accept the responsibility for the maintenance of the area.

ENGINEER FOR AGRICULTURE
BUILDING WATERSHED LABORATORY

The Physical Plant and
Equipment Committee reviewed

proposals from four engineering firms for the design of a laboratory lysimeter facility enclosure within the Agriculture Building. The lysimeter enclosure will include an environmental chamber enclosing a rainfall simulator. The environmental chamber is to

provide rainfall and year-round environmental conditions with control and monitoring equipment. The environmental chamber will provide the necessary conditions for research dealing with the redistribution of water and percolates in lifts of disposed processed oil shale. The research is supported through an inter-agency agreement with the Department of Energy. The estimated cost of the construction contract is \$300,000, which would be financed by federal funds.

The departments of Range Management and Civil Engineering reviewed the qualifications of proposing engineering firms and recommended the firm of McFall Konkel and Kimball. The estimated cost of the engineering services agreement is \$30,500, and the expenditure is supported by federal funds.

The Trustees approved the appointment of McFall Konkel and Kimball, Consulting Engineers, Inc., of Cheyenne, Wyoming and Denver, Colorado as consulting engineers for modifications to the watershed laboratory in the Agriculture Building.

REPORT ON AMERICAN HERITAGE
CENTER/ART MUSEUM

As a matter of information only, Roger Baalman gave a progress report to the Physical Plant and Equipment Committee on the American Heritage Center/Art Museum project. The 1987 Wyoming Legislature deappropriated funds for the construction of the facility. With funds appropriated in 1985, it is the intent to continue the program and design through the design development stage. Through the design development, the University user groups will have had their input into the project and assisted the architect

in molding the final design of the project. Until the construction funds are available, the construction documents will not be produced.

Since the December 1986 Trustee meeting, Antoine Predock's office has assisted in the application to and a site visitation by the National Endowment of the Arts (NEA). An application for a grant up to one million dollars has been requested by the Art Museum for the facility. Communication with the NEA indicates the AHC/AM facility is still being considered after the initial application reductions by the NEA.

PROGRESS REPORTS

As a matter of information only, the Physical Plant and Equipment Committee heard progress reports on the various construction projects.

This concluded the report and recommendations from the Physical Plant and Equipment Committee meeting.

W.R. COE/CHARLES CHACEY
KUEHN ESTATE COMMITTEE

President Miracle called on Chairman Rochelle for a report on the W.R. Coe/Charles Chacey Kuehn Estate Committee meeting held on May 8, 1987. Committee members Rochelle, Bussart, Kirk, and ex officio members Mickelson and Houston attended the committee meeting, along with University staff. The following report was given on the W.R. Coe/Charles Chacey Kuehn Estate Committee meeting.

FISCAL YEAR 1988 BUDGETS, W.R. COE
ESTATE, W.R. COE SCHOOL AND CHARLES
CHACEY KUEHN ESTATE FUNDS

Mr. Bussart moved, Mr.
Rochelle seconded and it

carried to approve the fiscal year 1988 budgets for the W.R. Coe
Estate, W.R. Coe School and Charles Chacey Kuehn Estate funds, as
follows:

	<u>Approved FY 1987</u>	<u>Proposed FY 1988</u>
W. R. Coe Estate Funds		
Expenditures		
Administrative Expenses	\$ 20,697	\$ 19,737
American Studies Program	109,303	105,263
Total	\$ 130,000	\$ 125,000
W. R. Coe School Funds		
Expenditures		
Administrative Expenses	\$ 23,808	\$ 21,368
American Heritage Center	126,192	120,632
Total	\$ 150,000	\$ 142,000
Charles Chacey Kuehn Estate		
Expenditures		
Administrative Expenses	\$ 39,031	\$ 47,275
American Studies Program	50,323	54,241
American Heritage Center	50,323	54,242
College of Agriculture	50,323	54,242
Total	\$ 190,000	\$ 210,000

QUARTERLY REPORT

As a matter of information,
the Committee heard a

report by John A. Vann, Investment Adviser for the Coe and Kuehn
accounts, presented the most recent quarterly reports on the funds

under the management of the Coe/Kuehn Committee.

This concluded the report from the Coe/Kuehn Committee.

COMMITTEE OF THE WHOLE

Mr. Mickelson reported on
the Committee of the Whole

meeting held on May 8, 1987. Those present at the meeting were committee members Mickelson, Bussart, Chapin, Dray, Hinckley, Kirk, Miracle, Rochelle, Schuster, Sharratt, Updike, and ex officio members Houston and Simons.

SMOKING POLICY

Mr. Baker discussed with the
Committee of the Whole

the proposed University Regulation pertaining to the regulating of smoking in University facilities. He said on January 17, 1987, the Trustees discussed the application of a November 28, 1986 ordinance regulating smoking in public places adopted by the City Council of the City of Laramie. Following the discussion, no action was taken by the Trustees.

The Faculty Senate, Staff Council and Associated Students of the University of Wyoming had been asked by the University administration to comment on and review the ordinance adopted by the Laramie City Council. All three representative bodies endorsed the ordinance and recommended its adoption by the Trustees.

The proposed University Regulation incorporates the provisions of the City of Laramie ordinance, but applies the provisions through a University Regulation to all University facilities throughout the State of Wyoming. Moreover, the

proposed University Regulation provides for the application of the provisions of the regulation, with necessary modifications, to the concourse area of the Arena-Auditorium.

The current University regulation pertaining to the regulation of smoking is contained in University Regulation 178, Use of University Buildings, Grounds and Services. University Regulation 178, 4.(g)(ix) provides that "Smoking is expressly prohibited in any University classroom or laboratory, or any area authorized by the cognizant dean or University administrative officer as 'no-smoking.'" Trustee adoption of the proposed University Regulation pertaining to smoking would require amendments to University Regulation 178.

Mr. Mickelson moved the adoption of University Regulation 180, Regulating Smoking (with an effective date of July 1, 1987), which is attached as Enclosure 5 (pink), and the adoption of an amendment to University Regulation 178 which eliminates 4.(g)(ix). The motion was seconded by Mr. Bussart.

Mr. Schuster moved that the motion be amended by deleting from the proposed University Regulation 180 Section 4.(d)(iv), which states that smoking may be permitted in the "(iv) Cafeterias or eating areas with a seating capacity of thirty (30) or fewer persons." Mr. Bussart seconded the motion, and it carried.

President Miracle called for the vote on adopting University Regulation 180, Regulating Smoking, as amended above, effective July 1, 1987, and eliminating 4.(g)(ix) in University Regulation 178. The motion carried.

COMMITTEE OF THE WHOLE'S
RECOMMENDATIONS AND REPORT

Mr. Bussart moved that the
Trustees accept the rest

of the recommendations and the report of the Committee of the Whole on the George Duke Humphrey Distinguished Faculty Award, Schedule of Trustees' Meetings for 1987-88, John P. Ellbogen Meritorious Classroom Teaching Awards, Burlington Northern Foundation Scholarship Awards, Hollon Award, ASUW Report, Faculty Senate Report, and Staff Council Report. Mr. Schuster seconded the motion, and it carried.

GEORGE DUKE HUMPHREY
DISTINGUISHED FACULTY AWARD

The George Duke Humphrey
Distinguished Faculty Award

is given in recognition of teaching effectiveness, distinction in scholarly work, and distinguished service to the University of Wyoming and the State. Nominees are screened carefully by the Faculty Development Committee which weighs work of each individual. The award carries a cash grant of \$2,800. The Trustees approved the granting of the 1987 George Duke Humphrey Distinguished Faculty Award to Jason A. Lillegraven, Professor of Geology and Geophysics.

SCHEDULE OF TRUSTEES'
MEETINGS FOR 1987-88

The following schedule of
Trustees' meetings for

1987-88 was adopted, with the understanding that it may be necessary to change some of the proposed meeting dates.

Schedule of Meeting Dates

July	9	(Thursday)	Committees
	10	(Friday)	Committees and Business Session

August	2-5	(Sunday - Wednesday)	Trustees' Symposium - Jackson
September	18	(Friday)	Visitation and Committees
	19	(Saturday)	Committees and Business Session (followed by Wyoming-Oklahoma State football game)
October	30	(Friday)	Visitation and Committees
	31	(Saturday)	Committees and Business Session (followed by Wyoming-Colorado State football game)
December	4	(Friday)	Committees
	5	(Saturday)	Committees and Business Session (followed by Wyoming-Texas Tech basketball game)
January	14	(Thursday)	Visitation and Committees
	15	(Friday)	Committees and Business Session (followed by Wyoming-Brigham Young basketball game)
March	24	(Thursday)	Visitation and Committees
	25	(Friday)	Committees and Business Session
May	13	(Friday)	Committees
	14	(Saturday)	Committees and Business Session
	15	(Sunday)	Commencement

JOHN P. ELLBOGEN MERITORIOUS
CLASSROOM TEACHING AWARDS

Each year John P. Ellbogen

Awards are presented to

faculty distinguishing themselves through superior classroom
teaching. Recipients are selected by the Faculty Development
Committee on the basis of recommendations from students,
colleagues, and staff. These awards carry a cash grant of \$2,500.

Faculty selected to receive John P. Ellbogen Meritorious Classroom Teaching Awards during the 1987 Spring Commencement are Professors Sue Warnock (English), Robert Kitchin (Zoology and Physiology), Karen Nicholas (Psychology), Carl Olson (Agricultural Economics), Thomas Parish (Atmospheric Science), Cedric Reverand (English), and Patricia Pattison (Business Administration).

BURLINGTON NORTHERN FOUNDATION
SCHOLARSHIP AWARDS

The Burlington Northern

Foundation provides funds

to honor University of Wyoming faculty for scholarly work. These awards carry a cash grant of \$2,500. The Acting President and the Vice President for Research, after consultation with the Research Coordination Committee, have selected Professors Harold L. Bergman (Zoology and Physiology) and David J. Hofmann (Physics and Astronomy) to receive the 1987 awards.

HOLLON AWARD

The Hollon Award is

presented for Excellence

in Teaching in Off-Campus Programs. This award carries a cash grant of \$1,000. It recognizes quality teaching contributions to the general extension outreach programs of the University. Dr. Timothy Rush, Professor of Curriculum and Instruction, has been selected by the Faculty Development Committee to receive the Hollon Award for 1987.

ASUW REPORT

On behalf of ASUW President
Rich Jamieson, Jim Gerard,

ASUW Public Relations Executive, reported to the Trustees on the activities of the ASUW during the academic year 1986-87.

FACULTY SENATE REPORT

Faculty Senate Chairman
Steve Bieber reported to

the Trustees on the activities of the Faculty Senate during the 1986-87 academic year, and introduced Dr. Michael Day, Faculty Senate Chair for the 1987-88 academic year

STAFF COUNCIL REPORT

Staff Council Chairman John
Nutter reported to the

Trustees on the activities of the Staff Council during the 1986-87 academic year.

This concluded the report on the Committee of the Whole meeting.

Mr. Hinckley commended the faculty and their outstanding work. He said it was important for the faculty to be recognized.

NEW BUSINESS

Trustee Simons expressed
concern that the public

receive information on the Advanced Payment of Higher Education costs program. Dr. Todd said that rules and regulations are being developed for the program and that they will be presented to the Board for adoption.

Trustee Updike requested that the administration provide the Trustees with an updated Master Plan.

President Miracle reported that he will be scheduling a Trustee Retreat with Dr. Roark. A brief discussion was held concerning the elimination of the committee system, and the structure and format of Board meetings. This matter will be discussed at the retreat.

It was moved by Mr. Bussart, that Mr. Baker be requested to prepare a written list of all potential litigation, amounts in controversy, names of counsel, and amount of dollars involved. The motion was seconded by Mr. Schuster. Then Mr. Dray moved, Mr. Schuster seconded, and it carried that the motion be amended to also include pending claims. The original motion, as amended, carried.

Mr. Schuster moved that the Trustees adopt a resolution commending the Trustees who served as officers of the Board for 1986-87. The motion was seconded by Mr. Bussart, and it carried.

President Miracle advised he would appoint a committee to study the Cooper Mansion. He asked Mr. Hinckley to serve as chairman of the Committee. Mr. Hinckley declined, but he recommended Mr. Sharratt to serve in this capacity. President Miracle reported that in conjunction with University officials, he will appoint the committee within the next few days.

With regard to committee appointments, President Miracle distributed a list of the committees and requested each Trustee to identify committee preferences.

Several Trustees expressed interest in presenting the diplomas to their graduating relatives. Discussion was held concerning the signatures on the diplomas.

ADJOURNMENT AND NEXT
MEETING DATE

There being no further
business to come before
the Trustees, Mr. Hinckley moved that the meeting be adjourned at
10:45 a.m. The motion was seconded by Mr. Bussart, and it
carried. The next meeting of the Trustees is scheduled for
July 9-10, 1987.

Respectfully submitted,

Karleen B. Anderson

Karleen B. Anderson
Deputy Secretary

INVESTMENT POLICY

UNIVERSITY OF WYOMING

(Proposed for Adoption by Trustees, University of Wyoming, May 8, 1987)

I. PURPOSE

The Investment Policy of the University of Wyoming establishes policies and procedures for the administration of investment of University funds, excluding the W. R. Coe Estate, W. R. Coe School, and Charles Chacey Kuehn Estate funds. The Investment Policy is approved by the Trustees of the University of Wyoming; the Deputy Treasurer, acting on behalf of the Trustees, is directed to implement the Policy. It is the further intent of the Trustees, acting through its Budget Committee, to direct the Trustees' investment adviser or advisers and investment manager or managers to implement the investment policy and goals of this Policy.

II. DEFINITIONS

For purposes of this Policy:

- A. The "endowment portfolio" shall mean the permanent endowment funds, including all endowment and quasi-endowment funds. The permanent endowment funds shall exclude the W. R. Coe Estate, W. R. Coe School, and Charles Chacey Kuehn funds but shall include all other endowment or quasi-endowment funds of the University, including quasi-endowment funds received by the University on behalf of beneficiaries under the provisions of the Wyoming program for the Advance Payment of Higher Education Costs (W.S. 21-16-501 through 21-16-505).
- B. Endowments shall mean the funds received from a donor or the Legislature with a restriction that the principal is not expendable.
- C. Quasi-endowments shall mean the funds established by the Trustees or Legislature to function like endowment funds but which may be totally or partially expended at any time under the direction of the Trustees or the Legislature.
- D. The "University portfolio" shall mean all University funds other than endowment or quasi-endowment funds, and state general funds and funds to be transferred by the University to the State Treasurer as prescribed by law.

III. INVESTMENT PHILOSOPHY

The primary fiduciary responsibility of the Trustees of the University of Wyoming in investing and managing the University endowment portfolio and the University portfolio is to maximize the financial return of these resources at prudently acceptable levels of risk. Priority shall be given by the Trustees to investment of the University portfolio in Wyoming financial institutions, whenever possible and whenever consistent with the income requirements of the University.

When the Trustees adjudge that corporate policies or practices cause substantial social injury, the Trustees, as responsible and ethical investors, shall give independent weight to this factor in the investment of the endowment portfolio.

IV. INVESTMENT GOALS

The investment goals of the funds in the "endowment portfolio," excluding the funds received under the program for the Advance Payment of Higher Education Costs, and the "University portfolio" are as follows:

- A. The funds shall produce income to support the financial requirements of the University's various programs and services;
- B. The safety and, when required, liquidity of invested University portfolio and endowment portfolio funds shall be emphasized;
- C. The real purchasing power of the principal in the endowment portfolios shall be preserved and maintained;
- D. The yield should be considered acceptable by conservative investment managers;
- E. Whenever possible, interest/dividend income from the endowment portfolio should be in excess of the annual program requirements; the interest/dividend income in excess of annual program requirements will be credited to the individual accounts in order to build principal; and
- F. Permanently endowed gifts and/or quasi-endowment gifts, through the investment of the endowment portfolio, will be managed to provide income and growth of the portfolio for current and future University programs and operations.

The investment goals of the funds deposited in the "endowment portfolio" for the program for the Advance Payment of Higher Education Costs are as follows:

- A. The real purchasing power of the principal shall be preserved and maintained;
- B. The safety and growth of the funds shall be emphasized; and
- C. The annual yield should be considered acceptable by conservative investment managers.

V. INVESTMENT OF UNIVERSITY PORTFOLIO

The University portfolio shall be limited to investments in fixed-income securities, subject to the provisions of this Policy.

- A. The investment in fixed-income securities shall be made with a low degree of default risk, a low degree of price risk resulting from

changes in the level of interest rates, and a high degree of market-ability (unless the maturity is short term).

- B. The investment shall comply with the provisions of the State Depository Act except as otherwise directed by the Trustees. The exceptions authorized by the Trustees may be more stringent but not less stringent than the provisions of the State Depository Act.
- C. Investments in certificates of deposits issued by Wyoming financial institutions shall be purchased through a bidding process under the supervision of the Deputy Treasurer. All Wyoming financial institutions approved by the State Treasurer as a depository for public funds are eligible to submit a bid or bids on the University portfolio, provided not more than twenty percent (20.0%) of the invested assets of the University portfolio is invested in certificates of deposit purchased from a single Wyoming financial institution.
- D. Funds in the University portfolio may not be transferred to any Wyoming financial institution for payment of certificates of deposit purchased through the bidding process unless the University has received a safekeeping receipt or receipts for securities pledged to the University of Wyoming and held by a custodian bank in an amount adequate to fully secure the University's investment.
- E. Investments in certificates of deposit issued by Wyoming banks and savings and loans shall be fully secured by federal deposit insurance and/or by a pledge of assets as required under the provisions of W. S. 9-4-831. The Deputy Treasurer will accept as collateral pledges of conventional real estate first mortgages and notes connected with the mortgages as provided by law, provided the collateral pledge is at the ratio of two to one (2:1) of the value of the certificate of deposit secured by such securities.

VI. INVESTMENT OF ENDOWMENT PORTFOLIO
(EXCLUDING ADVANCE PAYMENT OF
HIGHER EDUCATION COSTS)

The endowment portfolio, excluding the funds received under the program for the Advance Payment of Higher Education Costs, shall be invested under the provisions of this Policy.

- A. The Budget Committee may elect to employ an Investment Adviser, who shall be responsible for advising the Budget Committee on general matters pertaining to the status of the investment portfolio, and who shall monitor the performance of the Investment Manager and report periodically to the Budget Committee on the performance of the Investment Manager.
- B. The Budget Committee may elect to employ an Investment Manager, who shall be responsible for managing the endowment portfolio subject to direction from the Budget Committee and who shall periodically report to the Budget Committee on the status of the endowment portfolio.
- C. The permanent endowment portfolio may, under the provisions of this Policy, be invested in equities, or fixed income securities. The

purchase or sale of the equities by the Investment Manager is permitted provided such purchase or sale is authorized by the chairperson of the Budget Committee.

- D. For the permanent endowment funds, the Investment Manager shall be guided by an investment philosophy and discipline which provides well-researched selection and liquidation of equities and/or cash equivalents according to changing economic and stock market conditions.
- E. A portion of the endowment portfolio may be invested in fixed-income securities. The investment in fixed income securities shall be made with a low degree of default risk, a low degree of price risk resulting from changes in the level of interest rates, and a high degree of marketability (unless the maturity is short term).
- F. Funds may be transferred from the permanent endowment funds in the endowment portfolio managed by the Investment Manager to the Deputy Treasurer for investment in fixed-income securities, or vice-versa, upon the expressed authorization of the chairperson of the Budget Committee only.
- G. The Investment Adviser shall annually present for consideration and approval by the Budget Committee an Annual Statement of Investment Objectives for the endowment portfolio, and shall, when conditions merit, present revisions to the Statement for consideration and approval by the Budget Committee. The Annual Statement of Investment Objectives shall:
 - 1. Identify all cash flow requirements from the managed portfolios for the permanent endowment funds;
 - 2. Identify investment income expectations from the managed portfolios for the permanent endowment funds;
 - 3. Identify the asset allocation for the managed portfolio for the permanent endowment funds.
- H. The general characteristics of equity selection will be for growth, income, liquidity, and safety of principal. Fixed income investments generally should not exceed 90 percent of the total assets of the managed accounts. Fixed income investments in bonds shall not be rated less than -A- by Moodys or Standard and Poors. The general characteristics of fixed income investments shall be stability of income and stability of market value. Constant management of fixed income securities is essential to optimize total return. The percentage of the total assets of the managed accounts invested in cash equivalents should vary considerably, depending on the prevailing economic and stock market conditions.
- I. The Investment Manager will be responsible for the recommending and the implementation of all investment decisions regarding the assets of the managed accounts.
- J. The following guidelines must be integrated into the investment manager's philosophy.

1. At the time when a security falls to a market value of 5% below the cost value, the situation should be carefully scrutinized.
 2. The Investment Manager must incorporate a contingency plan for the resurgence of inflation and adjust the portfolio accordingly.
- K. The Investment Management organization should implement selling action when, in its opinion, liquidation of securities must be made because of new events or changes in the investment attractiveness or marketability of any investments.
- L. Not more than 10% of the equities portion of the endowment portfolio shall be concentrated in any particular industry. Certificates of deposit in banks and savings and loans shall not be deemed as an investment in the banking and savings and loan industry. The test of any industry shall be made as of the date an investment is made.
- M. An amount not to exceed 3% of the outstanding shares of a company may be purchased. All stock shall be of investment grade.
- N. Under the provisions of this policy it is permissible for the Deputy Treasurer to realize losses in the endowment portfolio provided such action is consistent with the University's investment goals.

VII. INVESTMENT OF ENDOWMENT PORTFOLIO,
ADVANCE PAYMENT OF HIGHER EDUCATION COSTS

The investment of the funds received under the provisions of the program for the Advance Payment of Higher Education Costs shall comply with the following:

- A. The Budget Committee may elect to employ an Investment Adviser, who shall be responsible for advising the Budget Committee on general matters pertaining to the status of the funds in the investment portfolio for the program for the Advance Payment of Higher Education Costs; the Investment Adviser shall monitor the performance of the Investment Manager and shall report periodically to the Budget Committee on the performance of the Investment Manager.
- B. The Budget Committee may elect to employ an Investment Manager, who shall be responsible for managing the funds in the endowment portfolio for the program for the Advance Payment of Higher Education Costs subject to direction from the Budget Committee and who shall periodically report to the Budget Committee on the status of the funds.
- C. The funds in the permanent endowment for the Advance Payment of Higher Education Costs may, under the provisions of this Policy, be invested in equities, or fixed income securities. The purchase or sale of the equities by the Investment Manager is permitted provided such purchase or sale is authorized by the chairperson of the Budget Committee.
- D. For the investment of the funds for the Advance Payment of Higher Education Costs, the Investment Manager shall be guided by an investment philosophy and discipline which provides well-researched selection of equities according to changing economic and stock market conditions.

- E. A portion of the funds for the Advance Payment of Higher Education Costs may be invested in fixed-income securities. The investment in fixed-income securities shall be made with a low degree of default risk, a low degree of price risk resulting from changes in the level of interest rates, and a high degree of marketability (unless the maturity is short term).
- F. Funds may be transferred from the equity portion of the investment to the fixed-income portion, or vice-versa, upon the expressed authorization of the chairperson of the Budget Committee only.
- G. The Investment Adviser shall annually present for consideration by the Budget Committee an Annual Statement of Investment Objectives for the funds for the program for the Advance Payment of Higher Education Costs, and shall, when conditions merit, present revisions to the Statement for consideration and approval by the Budget Committee. The Annual Statement of Investment Objectives shall:
 - 1. Identify investment income expectations from the managed funds for the program; and
 - 2. Identify the asset allocation for the managed funds for the program.
- H. The general characteristics of equity selection will be for growth and safety of principal. Fixed income investments in bonds shall not be rated less than -A- by Moodys or Standard and Poors. The general characteristics of fixed income investments shall be stability of income and stability of market value.
- I. The Investment Manager will be responsible for the recommending and the implementation of all investment decisions regarding the assets of the managed accounts.
- J. The following guidelines must be integrated into the investment manager's philosophy.
 - 1. At the time when a security falls to a market value of 5% below the cost value, the situation should be carefully scrutinized.
 - 2. The Investment Manager must incorporate a contingency plan for the resurgence of inflation and adjust the portfolio accordingly.
- K. The Investment Management organization should implement selling action when, in its opinion, liquidation of securities must be made because of new events or changes in the investment attractiveness or marketability of any investments.
- L. Not more than 10% of the equities portion of the endowment portfolio shall be concentrated in any particular industry. Certificates of deposit in banks and savings and loans shall not be deemed as an investment in the banking and savings and loan industry. The test of any industry shall be made as of the date an investment is made.
- M. An amount not to exceed 3% of the outstanding shares of a company may be purchased. All stock shall be of investment grade.

VII. REPORTING AND ACCOUNTABILITY

- A. The Deputy Treasurer shall be accountable to the Trustees of the University of Wyoming for implementing this policy. The Deputy Treasurer shall make a written report quarterly to the Budget Committee on the status of the University and endowment portfolios, including the funds in the program for the Advance Payment of Higher Education Costs, and the Budget Committee shall report not less than annually to the Trustees.
- B. The Investment Manager shall provide a quarterly report to the Budget Committee for invested endowment portfolio funds, including funds in the program for the Advance Payment of Higher Education Costs, placed with him for management. Annually, the Investment Manager will meet in person with the Budget Committee to review the following:
1. Review the book value, and market value of the investments in the managed accounts and investment performance in relation to the stated indices and stated objectives during the most recent quarter, and three-year period (or such shorter period as the Investment Manager has been engaged.)
 2. Review the investment philosophy pertaining to the managed accounts and any suggested changes as well as any changes in discipline relating thereto. Also, review any deviations in philosophy or discipline which may have occurred during the preceding period and the effect thereto.
 3. Review past, present, and prospective economic and stock market conditions, the possible impact on investments in the managed accounts and prospective sales and purchases of investments for the managed accounts.
 4. Review any significant changes in management, research, personnel or ownership at the Investment Management Organization.
 5. Review and discuss any other conditions or situations which might affect or improve the performance of the investments in the managed accounts.
- C. Expendable gifts and endowment income received and held on deposit for the benefit of specific University departments may be invested for those departments, and earned income credited to invested accounts. Such investments will be made only on request by department heads.

Specific accounts with account balances in excess of \$1,000 identified for investment will participate in an investment pool. The account will cease to earn interest anytime its balance falls below the \$1,000 and will be dropped from the investment pool if its month-end balance is below the required minimum more than six months out of the fiscal year. Departmental gift and endowment income accounts may be consolidated to meet minimum investment requirements provided separate accounts are not required.

Expendable gifts and endowment income are the only funds that may be invested specifically for a University department. Income earned from the investment of any other departmental funds will be deposited to the General Fund Interest account of the University. Exceptions to the provisions of this section may be permitted when authorized, in writing, by the Deputy Treasurer.



THE UNIVERSITY OF WYOMING
LARAMIE, WYOMING 82071

1987-88 Budget Request
ASUW Fee

Presented herein is the budget requests for use of the ASUW Fee and ASUW Reserves for the fiscal year 1988.

An anticipated enrollment average per semester of 7700 full fee paying students was used to estimate the ASUW Fee collected. The ASUW Fee equals \$22.00 per student per semester.

7700 x \$22.00 x 2 semesters	=	\$338,800
Budget requests equal	=	338,775

Thus a balanced request of income (ASUW Fee) over anticipated expenditures.

Also included in this request is use of ASUW Reserve funds as follows:

ASUW Equipment Replacement	\$5,535
ASUW Alcohol Awareness Program	1,000
ASUW Freshman Council Program	1,000
Home Child Care Program	<u>16,204</u>
Total Request	<u>23,739</u>

The ASUW Reserve balance as of June 30, 1987 will be estimated at approximately \$120,000.

The budget request for the ASUW Fee and its operating incomes with support of the ASUW Reserve represents a balanced request.

INCOME AND EXPENDITURE STATEMENT
1986-87 and 1987-88

Self Sustaining Account
Fiscal Year Budget Request

Associated Student FEE
April 29, 1987

1986-87			1987-88	
Income & Expenditure Detail	Budget Estimate		Income and Expenditure Detail	Budget Request
\$	\$	-0-	\$	\$ -0-
		Cash Balance July 1		
		Income:		
352,000		ASUW FEE	338,800	
1600		Deposits	850	
114,100		Ticket Sales	102,820	
14,087		Rental Fees	10,414	
32,526		Consignment Sales	35,946	
23,896		Media Shoppe Services	4,478	
208,831		Advertising Sales	178,575	
20,800		Publication Sales	15,400	
3,000		Composervices	3,000	
32,200		ASUW RESERVES	23,739	
-----		Total Income	-----	
	803,040			714,022
	-----			-----
		FUNDS AVAILABLE		
		Expenditures:		
84,976		Full Time Services	87,525	
187,911		Part Time Services	172,064	
14,842		Social Security	13,428	
15,119		Wyo State Retirement	14,074	
19,800		Health Insurance	18,480	
-----		Total Personal Services	-----	
322,648			305,571	
-----			-----	
11,618		Travel	9,696	
229,284		Support Services, Supplies	202,526	
11,020		Equipment	7,405	
119,400		Non-Operating Expenses	143,031	
83,570		Contractual Services	18,807	
-----		Total Other Expenses	-----	
454,892			381,465	
-----		TOTAL EXPENDITURES	-----	
	428,385			687,036
	-----			-----
		Special Allocations:		
		Sports Club Program		10,782
		Home Child Care Program		16,204
-----		Total Special Programs	-----	26,986
25,500				

\$ -0-		Cash Balance June 30	\$ -0-	
=====			=====	

WYOMING UNION

FY 88 BUDGET

	<u>FY 87</u>	<u>FY 88</u>
Expenditures		
Personal Services - Full time	508,334	413,208
Personal Services - Part time	81,166	155,292
Employer Related Expenditures	<u>119,000</u>	<u>118,689</u>
Total Personal Services	708,500	687,189
Maintenance and Repair	54,000	43,000
Purchase for Resale	221,975	218,300
Supplies	64,500	63,200
Other Expenses	111,400	139,223
Travel	<u>5,600</u>	<u>5,820</u>
	457,475	469,543
Transfer to Debt Service	60,515	63,282
Total Expend. & Transfer	<u><u>1,226,490</u></u>	<u><u>1,220,014</u></u>
Means of Financing		
Food Sales	625,000	625,000
Fees	425,000	425,000
Game Area/Sales	46,550	50,450
Vending Machines	30,000	30,000
Rentals	44,868	47,136
Other	25,275	25,275
Cash balances carried forward	<u>29,797</u>	<u>35,568</u>
	<u><u>1,226,490</u></u>	<u><u>1,238,429</u></u>

*Cash balances are used to meet anticipated commitments.

TABLE 2

The University of Wyoming
Faculty Raise Analysis
1986-87 Distribution of Raises

Budget Unit	No. of Eligible Positions	Raise Amounts			Percent of Total Eligible							
		Ave.	Low	High	\$0	\$1- \$500	\$501- \$749	\$750- \$1000	\$1001- \$1500	\$1501- \$2000	\$2001- \$3000	Over \$3000
Instruction and Research	596	\$1,380	\$180	\$9,996	4.7%	4.7%	9.2%	16.6%	33.1%	13.6%	13.3%	4.9%
Extension and Public Services	29	1,196	372	2,400	3.4%	10.3%	10.3%	17.2%	34.5%	13.8%	10.3%	0.0%
Intercollegiate Athletics	12	947	696	1,248	8.3%	0.0%	8.3%	50.0%	33.3%	0.0%	0.0%	0.0%
Maintenance, Operation and Repair of Plant	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Student Services	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
General Services	4	3,627	1,980	8,268	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	50.0%	25.0%
Human Medicine	16	1,583	492	4,344	0.0%	6.3%	0.0%	18.8%	0.0%	68.8%	0.0%	6.3%
Wyoming Water Research Center	3	1,188	924	1,356	0.0%	0.0%	0.0%	0.0%	100.0%	0.0%	0.0%	0.0%
TOTAL	660	\$1,381	\$180	\$9,996	4.5%	4.8%	8.9%	17.1%	32.4%	14.7%	12.7%	4.7%

Source: SSRB7SL Budget File on AMSII

OIR:GP
20-Apr-87

TABLE 3

The University of Wyoming
 Faculty Raise Analysis
 1986-87 Distribution of Raises

Budget Unit	No. of Eligible Positions	Raise Amounts			Percent of Total Eligible							
		Ave.	Low	High	0%	0.1%-2.0%	2.1%-3.0%	3.1%-4.0%	4.1%-5.0%	5.1%-8.0%	8.1%-10.0%	Over 10.0%
Instruction and Research	596	\$1,380	\$180	\$9,996	4.7%	9.6%	28.5%	25.8%	11.9%	13.4%	3.0%	3.0%
Extension and Public Services	29	1,196	372	2,400	3.4%	13.8%	37.9%	31.0%	10.3%	3.4%	0.0%	0.0%
Intercollegiate Athletics	12	947	696	1,248	8.3%	0.0%	0.0%	91.7%	0.0%	0.0%	0.0%	0.0%
Maintenance, Operation and Repair of Plant	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Student Services	0	0	0	0	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
General Services	4	3,627	1,980	8,268	0.0%	0.0%	50.0%	25.0%	0.0%	0.0%	0.0%	25.0%
Human Medicine	16	1,583	492	4,344	0.0%	31.3%	43.8%	12.5%	0.0%	6.3%	0.0%	6.3%
Wyoming Water Research Center	3	1,188	924	1,356	0.0%	33.3%	0.0%	66.7%	0.0%	0.0%	0.0%	0.0%
TOTAL	660	\$1,381	\$180	\$9,996	4.5%	10.2%	28.8%	27.1%	11.2%	12.4%	2.7%	3.0%

134097

TABLE 4

The University of Wyoming
 Staff Raise Analysis
 1986-87 Distribution of Raises

Budget Unit	No. of Eligible Positions	Percent Increases										Dollar Increases							
		0%		2.1%		3.1%		4.1%		5.1%		\$1-		\$501-		\$1001-		Over	
		2.0%	3.0%	4.0%	5.0%	6.0%	7.0%	8.0%	9.0%	\$0	\$500	\$749	\$1000	\$1500	\$2000	\$2000	\$2000	\$2000	
Instruction and Research	340	0	102	179	48	11	0	0	0	0	85	177	46	28	2	2			
Extension and Public Services	86	1	61	15	3	5	1	1	1	14	37	23	7	4	0				
Intercollegiate Athletics	17	0	1	16	0	0	0	0	0	2	12	2	1	0	0				
Maintenance, Operation and Repair of Plant	187	1	74	77	17	18	0	1	1	66	75	29	15	1	0				
Student Services	74	1	17	40	11	5	0	0	0	18	31	14	5	5	1				
General Services	133	0	46	62	16	8	1	0	0	40	44	28	16	2	3				
Human Medicine	41	0	6	17	16	1	1	0	0	4	23	12	2	0	0				
Wyoming Water Research Center	3	0	1	2	0	0	0	0	0	0	1	1	1	0	0				
TOTAL	881	3	308	408	111	48	3	2	229	400	155	75	14	6					

Source: SSR87SL Budget File on AMSII

OIR:GP
 01-May-87

The University of Wyoming
 Staff Raise Analysis
 1986-87 Distribution of Raises

Budget Unit	No. of Eligible Positions	Raise Amounts			Percent of Total Eligible						
		Ave.	Low	High	\$0	\$1- \$500	\$501- \$749	\$750- \$1000	\$1001- \$1500	\$1501- \$2000	Over \$2000
Instruction and Research	340	\$650	\$234	\$2,760	0.0%	25.0%	52.1%	13.5%	8.2%	0.6%	0.6%
Extension and Public Services	86	742	372	1,968	1.2%	16.3%	43.0%	26.7%	8.1%	4.7%	0.0%
Intercollegiate Athletics	17	634	456	1,104	0.0%	11.8%	70.6%	11.8%	5.9%	0.0%	0.0%
Maintenance, Operation and Repair of Plant	187	626	222	1,656	0.5%	35.3%	40.1%	15.5%	8.0%	0.5%	0.0%
Student Services	74	756	324	2,220	0.0%	24.3%	41.9%	18.9%	6.8%	6.8%	1.4%
General Services	133	735	348	2,988	0.0%	30.1%	33.1%	21.1%	12.0%	1.5%	2.3%
Human Medicine	41	696	408	1,056	0.0%	9.8%	56.1%	29.3%	4.9%	0.0%	0.0%
Wyoming Water Research Center	3	848	744	1,044	0.0%	0.0%	33.3%	33.3%	33.3%	0.0%	0.0%
TOTAL	881	\$678	\$222	\$2,988	0.2%	26.0%	45.4%	17.6%	8.5%	1.6%	0.7%

OIR:GP
 01-May-87

Source: SSR87SL Budget File on AMSII

TABLE 6

The University of Wyoming
Staff Raise Analysis
1986-87 Distribution of Raises

Budget Unit	No. of Eligible Positions	Raise Amounts			Percent of Total Eligible						
		Ave.	Low	High	0%- 2.0%	2.1%- 3.0%	3.1%- 4.0%	4.1%- 5.0%	5.1%- 8.0%	Over 8.0%	
Instruction and Research	340	\$650	\$234	\$2,760	0.0%	30.0%	52.6%	14.1%	3.2%	0.0%	
Extension and Public Services	86	742	372	1,968	1.2%	70.9%	17.4%	3.5%	5.8%	1.2%	
Intercollegiate Athletics	17	634	456	1,104	0.0%	5.9%	94.1%	0.0%	0.0%	0.0%	
Maintenance, Operation and Repair of Plant	187	626	222	1,656	0.5%	39.6%	41.2%	9.1%	9.6%	0.0%	
Student Services	74	756	324	2,220	1.4%	23.0%	54.1%	14.9%	6.8%	0.0%	
General Services	133	735	348	2,988	0.0%	34.6%	46.6%	12.0%	6.0%	0.8%	
Human Medicine	41	696	408	1,056	0.0%	14.6%	41.5%	39.0%	2.4%	2.4%	
Wyoming Water Research Center	3	848	744	1,044	0.0%	33.3%	66.7%	0.0%	0.0%	0.0%	
TOTAL	881	\$678	\$222	\$2,988	0.3%	35.0%	46.3%	12.6%	5.4%	0.3%	

Source: SSR87SL Budget File on AMSII

OIR:GP
01-May-87

THE UNIVERSITY OF WYOMING

Laramie, Wyoming

UNIREG 180
May 10, 1987

UNIVERSITY REGULATION 180

Initiating Authority: Vice President for Finance

Subject: Regulating Smoking

References: (a) W.S. 21-17-203

(b) Regulations of the Trustees, Chapter VII, Section 3

(c) University Regulation 178 August 1, 1986

(d) Enrolled Ordinance, City of Laramie, November 18, 1986

1. Purpose. To establish restrictions on the use of smoking devices in public places and in places of employment at the University of Wyoming, except those designated as smoking areas.
2. Policy. It is the policy of the University of Wyoming to prohibit the use of smoking devices in public places and places of employment at the University of Wyoming, except those designated as smoking areas. This policy may be modified to accommodate the special problem presented by the concourse area of the Arena-Auditorium.
3. Definitions. For purposes of this regulation, the following definitions shall apply:
 - (a) "University" means the University of Wyoming;
 - (b) "Smoke or smoking" means the act of burning any tobacco product, weed filler or plant of any kind in a cigarette, cigar, pipe, water pipe, or in any other device;
 - (c) "Smoking instrument" means any cigarette, cigar, pipe or other smoking device;
 - (d) "Public areas" means University facilities which are, by the physical nature, function, custom or usage, generally open to students, University employees, or members of the general public; specifically included, but not limited, to are: classrooms; laboratories; hallways; stairwells; elevators; rest rooms; office reception areas; physical education or intercollegiate exercise or performance areas; fine arts performance areas; lobbies; museums; child care facility; conference or meeting rooms; seminar rooms; cafeterias or other eating areas accommodating thirty or more people; employee and student lounges; library stacks, study areas and circulation areas; and employment areas occupied by any non-smoking University employee.
 - (e) "Non-Public areas" means University facilities which are, by their physical nature, function, custom or usage, generally not open to students, University employees, or members of the general public; specifically included are enclosed office areas.

4. Directive.

- (a) No University student or employee, or member of the general public shall smoke or carry any lighted smoking instrument in a public meeting except in permitted smoking areas.
- (b) No University student or employee, or member of the general public shall smoke or carry any lighted smoking instrument in any University facility where signs indicating that smoking is not permitted or allowed on the premises are posted; provided, however, that smoking may be permitted in any such facility in any area or enclosure set aside for that purpose with signs indicating that smoking is permitted in that area.
- (c) Any University student or employee, or member of the general public persisting in smoking contrary to the terms of this regulation, after an oral or written request or warning to cease smoking, shall be deemed to be in violation of this regulation.
- (d) Smoking may be permitted in the following places:
 - (i) University facilities in which malt, vinous and/or spirituous liquor are available for consumption on the premises pursuant to University Regulation 39, or University Regulation 241, except for those areas, and during those times, when such facilities are utilized primarily for restaurant purposes.
 - (ii) Fully enclosed offices or rooms occupied exclusively by smokers, even though the offices or rooms may be visited by non-smokers.
 - (iii) Rooms or halls being used by a person or group for a social or business function where the seating arrangements are under the control of the sponsor of the function.
 - (iv) Cafeterias or eating areas with a seating capacity of thirty (30) or fewer persons.
 - (v) Smoking areas designated, by the persons in charge of a public University facility or a public meeting pursuant to Section 4.(e) of this regulation.
- (e) The person(s) in charge of a University facility may designate no more than fifty percent (50%) of a public place or public meeting as a smoking area except as follows:
 - (i) In places of work in which smokers or non-smokers work in the same office, room or suite, it shall be the responsibility of the appointing authority to provide smoke-free work areas to accommodate employees who request the same in writing.
 - (ii) In no event shall lobbies, hallways, rest rooms, elevators, or other common areas typically shared by smokers and non-smokers be designated as smoking areas, except the lobbies, hallways or other common areas which exceed five thousand square feet (5,000 s.f.) in area may have within them designated smoking areas, provided that no more than twenty-five percent (25%) of the total area of such

lobby, hallway, or common area is so designated and further provided that such designated smoking areas are located such that it is not necessary for non-smokers to pass through such areas to reach other non-smoking areas.

- (iii) In cafeterias or eating areas with a seating capacity of over thirty (30) persons, the person in charge shall provide a non-smoking area of sufficient size to accommodate University students or employees, or members of the general public who shall be advised through signs that non-smoking areas are available.
 - (f) To advise persons of the existence of "No Smoking" or "Smoking Permitted" areas, signs shall be posted as follows:
 - (i) In public areas where the person in charge prohibits smoking in the entire University facility, a sign using the words "No Smoking" and/or the international "No Smoking" symbol shall be conspicuously posted either on all entrances or in a position clearly visible upon entry into the University facility.
 - (ii) In public areas where certain areas are designated as smoking areas pursuant to this regulation, the statement "No Smoking Except in Designated Areas" shall be conspicuously posted either on all entrances or in a position clearly visible upon entry into the University facility.
 - (iii) In public areas where smoking is permitted in the entire establishment, a sign using the words "Smoking Permitted" and/or the international smoking symbol shall be conspicuously posted either on all entrances or in a position clearly visible upon entry into the University facility.
 - (g) Smoking shall not be permitted, and smoking areas shall not be designated, in those areas where smoking is prohibited by the Fire Chief, State statute, ordinances or regulations of appropriate city or county jurisdictions relating to fire and life safety codes, or other applicable laws. Nothing herein shall be interpreted so as to permit smoking where it is otherwise restricted by statute of the State of Wyoming.
 - (h) The person in charge of a University facility or meeting shall make reasonable efforts to obtain compliance with this regulation in such places by:
 - (i) Posting appropriate signs.
 - (ii) Arranging seating and work areas to provide a smoke-free area.
 - (iii) Using existing physical barriers and ventilation systems to minimize the toxic effect of transient smoke in adjacent no-smoking areas.
 - (iv) Any other means which may be appropriate.
5. Sanctions. Any University student or employee, or member of the general public violating any provision of this regulation may be subject to disciplinary sanctions pursuant to University Regulations.