

**THE UNIVERSITY OF WYOMING  
MINUTES OF THE TRUSTEES**

**October 31, 1987**

**For the confidential information  
of the Board of Trustee**

THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
October 31, 1987

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
October 31, 1987

A regular meeting of the Trustees of the University of Wyoming was called to order by President Miracle at 9:45 a.m. on October 31, 1987 in the Board Room of Old Main.

ROLL CALL

The following Trustees  
were in attendance:

Bussart, Chapin, Mickelson, Miracle, Schuster, Schutte, Sharratt, Updike, and ex officio members Roark, Governor Sullivan, and Akers. Trustee members Dray, Hinckley, Kirk, Rochelle, and ex officio member Simons were absent.

ANNOUNCEMENTS

President Roark announced that in the advance payment of higher education costs plan, 3,103 responses have been received to date; 423 contracts have been issued; and 127 contracts have been completed and returned.

President Roark expressed his sincere thanks to the Trustees for their expressions of remembrance and caring in the recent death of his father.

APPROVAL OF MINUTES

President Miracle asked if there were any corrections or additions to the minutes of the meeting of October 2, 1987. It was moved by Mr. Bussart, seconded by Mr. Sharratt, and carried that the minutes of October 2, 1987 be approved with the understanding that they be amended to reflect a motion that the Trustees adopted the Amendment to Trustee Regulations, Chapter VII, Section 5, Retirement at their

October 2, 1987 meeting. The Section will now read as follows.

\* \* \*

## CHAPTER VII.

### Section 5. RETIREMENT

Employees of the University are automatically included by state law in the Wyoming Retirement System and participation in the Federal Social Security program. The Higher Education Retirement Act of 1969 permits certain options by employees to utilize a portion of employer and employee contributions to the State Retirement System for a separate plan approved by the Trustees meeting Statutory requirements, which is available pursuant to agreement with the Teachers Insurance Annuity Association. Individual contributions, benefits, and options shall be administered in accordance therewith and any other controlling state or federal laws.

Members of the Faculty with tenure will be retired on July 1 after attaining the age of 70, or they may elect retirement options, in accordance with the terms and conditions provided by state law. At the option of the Trustees, and with the concurrence of the individual faculty member, a recommendation for an annual extension of employment beyond age 70 in a capacity mutually agreed upon by the individual and the University may be presented to the Wyoming Retirement Board, which under state law shall grant approval of the recommendation.

Each year the President of the University shall report to the Trustees the names and positions of all tenured faculty members who will have reached the age of 70 or over by July 1 of that year. This report shall carry a specific recommendation from the President concerning further appointment. Such recommendations shall be required for each successive one year appointment.

Faculty members officially retired may be recalled annually by the Trustees. Request for recall shall be made by the appropriate University officers with the consent of the retiree. Accrued limited service rights will not be affected by recall.

Employees who have completed 25 years of service with the University or who have attained the age of 60 with 15 years of immediately preceding University service shall at the time of retiring from University service be designated retired with regard to staff and Emeritus with regard to faculty in recognition of such service. A roll of such personnel shall be maintained and such personnel shall thereafter be afforded such University privileges as have been customary and as may appear appropriate from time to time in the future.

ACADEMIC ISSUES  
COMMITTEE

President Miracle called on Chairman Schuster for a report from the Academic Issues Committee meeting held on October 30, 1987. Committee members Bussart, Hinckley, Kirk, Schutte, Sharratt, Simons, Updike, and ex officio members Miracle and Roark attended the committee meeting, along with

other Trustees and members of the University staff. Mr. Schuster moved approval of the Academic Issues Committee report and recommendations as listed below. The motion was seconded by Mr. Bussart, and it carried.

VISITATION: REVIEW OF THE  
COLLEGE OF ENGINEERING

Dean Sam Hakes presented  
information to the

Academic Issues Committee regarding the College of Engineering's enrollment, perceived need of salary adjustments, and breakdown of departmental activities.

AMENDMENT TO REGULATIONS OF THE  
TRUSTEES, CHAPTER V. FACULTY,  
SECTION 3. APPOINTMENT

Dr. Barden presented  
information to the

Academic Issues Committee regarding an amendment to Chapter V. of the Regulations of the Trustees which will allow that no appointment shall be binding upon the University unless accepted in writing by the faculty member within 15 working days following action by the Trustees. The Academic Issues Committee recommended approval of the amendment to Regulations of the Trustees, Chapter V. Faculty, Section 3. Appointment as follows.

\* \* \*

CHAPTER V. FACULTY

Section 3. APPOINTMENT

a. Full time members of the faculty shall be appointed by the Trustees. Recommendations for such appointments shall be initiated by the head of the unit in which the appointment occurs, after full consultation with members of the unit. Recommendations shall then be forwarded through the appropriate academic and/or administrative officers, who



shall add their recommendations to the President of the University for recommendation to the Trustees. No appointment shall be binding upon the University unless accepted in writing by the faculty member within 15 working days following action by the Trustees. Appointments shall be for a special period at the appropriate rank as described in Section 2 of this Chapter to be classified as follows....

\* \* \*

AMENDMENT TO REGULATIONS  
OF THE TRUSTEES, CHAPTER VIII.  
STUDENTS, SECTION 3. STUDENT  
CLASSIFICATION FOR FEE PURPOSES

At the September 19, 1987  
meeting, the Trustees  
approved significant

changes in the residency classification policy. These concepts have now been incorporated into the Regulations of the Trustees, Chapter VIII, Section 3. Student Classification for Fee Purposes.

The Academic Issues Committee recommended approval of the amendments to Regulations of the Trustees, Chapter VIII. Students, Section 3. Student Classification for Fee Purposes as shown below.

\* \* \*

CHAPTER VIII. STUDENTS

Section 3. STUDENT CLASSIFICATION FOR FEE PURPOSES

The following regulations govern the classification of students at the University of Wyoming as resident or non-resident for purposes of fee assessment.

a. The following persons shall be classified as Wyoming residents for fee purposes:

(1) Minors whose parent(s) are domiciled in the State of Wyoming. Domicile in Wyoming shall be deemed to exist when the parent(s) have established permanent residence in Wyoming and any former domicile is abandoned. "Parent" may be deemed to include a legally appointed guardian depending on the circumstances.

For purposes of these regulations, minors shall be classified as residents for fee purposes if the student's parent or guardian works and resides within the State for an anticipated period of not less than one year. Students must inform the Division of Admissions of any change in the place of residence of their parents or guardian between the time of filing the Application for Admission and registration for classes.

(2) Adults who have established a permanent domicile in Wyoming and resided in the State for one continuous year after the permanent domicile is perfected. Adults, for purposes of this regulation, are defined as persons at least 19 years of age, or married persons under such age maintaining a household in Wyoming with their spouse.

Individuals over 19 years old, who can document financial dependence on Wyoming resident parents or legal guardian, will qualify for in-state fee status. Acts of domicile include but are not limited to the following:

HIGHLY PERSUASIVE ACTS OF DOMICILE

- A. Full-time employment in Wyoming for one continuous year
- B. Ownership of home or property in Wyoming
- C. One year of continual presence in Wyoming without being enrolled in college for more than four hours per term
- D. Payment of substantial taxes to Wyoming

LESS PERSUASIVE ACTS OF DOMICILE

- E. Former domicile in Wyoming and maintenance of ties to Wyoming
- F. Reliance on Wyoming resources for full financial support
- G. Wyoming vehicle registration (required by state law)
- H. Wyoming address on most recent federal income tax
- I. A valid Wyoming driver's license
- J. Wyoming voter registration

(3) Persons temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn, who would have been classified as residents at the time of departure.

(4) A U.S. citizen or permanent resident who marries a person who qualifies as a Wyoming resident for University fee purposes shall be granted resident fee status at the beginning of the next University term subsequent to the marriage.

(5) For purposes of tuition/fee assessment, an individual (and his or her legal dependents) on active duty with the United States Armed Forces will be granted resident status if he or she verifies by copy of his/her orders that (a) he/she is on active duty with the Armed Forces and (b) his/her permanent duty station is in Wyoming.

(6) All students enrolling in a term for four (4) credit hours or less per semester will be assessed tuition at the resident rate. All students enrolling in summer session credit will pay in-state tuition and fees.

(7) UW graduates, and sons and daughters of University of Wyoming graduates, will be granted resident status for purposes of tuition/fee assessment.

(8) All Wyoming high school graduates (residing in bordering states) who initiate enrollment at UW or a Wyoming community college within one year of high school graduation, and who remain continuously enrolled, will qualify for in-state fee status at the University of Wyoming for purposes of continued enrollment at the University.

b. Persons other than U.S. citizens who have not been admitted to the United States for permanent residence shall be classified non-residents.

c. All other persons shall be classified as non-residents for fee purposes. Residing in Wyoming primarily as a student does not qualify a student as a resident for fee purposes irrespective of the length of such temporary residence. Students may request review of such original classification when they consider these regulations as not clearly applicable to their claim for resident classification.

d. Change of residence classification shall be governed by the following regulations:

(1) Non-resident undergraduates whose original classification was based on domicile of parents may be reclassified after reaching age 19 and meeting all other domicile requirements.

(2) Individuals may be reclassified for the following term when the facts indicate that a change in domicile has occurred since the time of original residence classification.

e. An initially assigned non-resident classification may be appealed to the Director of Admissions for decision provided the request is submitted on or before the first day of classes for the appropriate term. The decision on the petition for reclassification made by the Director of Admissions may be further appealed to the Residence Classification Committee provided the appeal is made within twenty calendar days of the date of the Director's decision.

f. The Director of Admissions shall be responsible for the administration of these regulations.

g. There shall be a Residence Classification Committee consisting of three members appointed by the President and the Director of Admissions who shall be an ex officio (without vote) member of the Committee and shall serve as Chairperson. The duties of this committee shall be as follows:

(1) To render interpretations and rulings at the request of the Director of Admissions.

(2) To serve as an appeals Committee for students who wish to appeal the decision of the Director of Admissions.

(3) To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

PLANNING FOR NEXT TRUSTEE  
MEETING

Mrs. Simons inquired during  
the Academic Issues

Committee about a visitation for the next Trustees' meeting, December 18-19, 1987. Dr. Roark suggested a visitation from Dr. Walter Eggers, Dean of the College of Arts and Sciences, and Dr. James Hook, Dean of the College of Education, regarding the combined efforts of the two colleges in teacher preparation. The committee agreed to request the visitation.

BUDGET COMMITTEE

President Miracle called on Chairman Bussart for a report from the Budget Committee meeting held on October 30, 1987. Committee members Bussart, Chapin, Kirk, Schuster, Schutte, Sharratt, and ex officio members Miracle and Roark attended the committee meeting, along with other Trustees and University staff. Committee member Dray was absent.

Mr. Bussart moved approval of the following recommendations from the Budget Committee. The motion was seconded by Mr. Schuster, and it carried.

SERIES 1987 FACILITIES  
REVENUE BONDS

Based on the Budget  
Committee recommendations

the Trustees authorized the President of the Trustees, or his designee, and the Acting Vice President for Finance to proceed with the pricing of the Series 1987 Facilities Revenue Bonds, to undertake appropriate actions necessary to complete the pricing, and to submit these actions for ratification to the Trustees at the December 18-19, 1987 meeting.

FACULTY AND STAFF  
SALARY REQUESTS FOR  
1989-90 BIENNIUM

In the meeting of the  
Budget Committee,

President Roark stressed the need to implement salary increases for faculty and staff as the University's highest budget priority for the 1989-90 biennium. He stated that the employee compensation issue has continued to increase in magnitude over the past four years and has progressed to a point of critical impact.

Based on the Budget Committee recommendations, the Trustees approved the submission of a request for salary increases to be effective July 1, 1988, for the 1989-90 biennium of a 7 percent pool for full and part-time University faculty and a 5 percent pool for full and part-time University staff for consideration by the Governor and the 1988 Wyoming Legislature.

SELECTION OF AUDITORS: REVENUE  
BONDS, INTERCOLLEGIATE  
ATHLETICS AND CONTRACTS AND  
GRANTS

According to the Budget  
Committee report, the  
firm of McGladrey,

Hendrickson & Pullen, Cheyenne, Wyoming, has served as the  
auditor for the University revenue bonds and the  
Intercollegiate Athletic program for the fiscal years 1986  
and 1987 and as the auditor for the University's Federal  
Contracts and Grants programs for the two year period ending  
June 30, 1986. The performance of McGladrey, Hendrickson &  
Pullen has been satisfactory.

Based on the Budget Committee recommendations, the  
Trustees approved the appointment of McGladrey, Henrickson &  
Pullen, Cheyenne, Wyoming, as the auditor for the University  
revenue bond program and the Intercollegiate Athletic  
program if required by NCAA, including the Cowboy Joe Club  
for fiscal year 1988, and the Federal Contracts and Grants  
programs for the two-year period ending June 30, 1988 for  
the following fees, each of which include out-of-pocket  
expenses: \$18,675 for University Revenue Bonds; \$5,250 for  
Intercollegiate Athletics programs, including the Cowboy Joe  
Club; and \$53,000 to \$57,000 for Federal Contracts and  
Grants programs.

STATE EXAMINER'S REPORT

Based on the Budget

Committee recommendations,

the Trustees accepted the State Examiner's Report (Enclosure  
1, blue) and the University's responses on the Accounts and



Records of the University of Wyoming for the period from July 1, 1985 to June 30, 1986, inclusive.

ACCEPTANCE OF CONTRACTS  
AND GRANTS

Based on the Budget  
Committee recommendations,

the Trustees accepted the contracts and grants for the period August 29, 1987 through October 9, 1987 in the total amount of \$2,165,736.

ACCEPTANCE OF GIFTS  
AND SCHOLARSHIPS

Based on the Budget  
Committee recommendations,

the Trustees approved gifts and scholarships for the period August 11, 1987 through September 30, 1987 in the amount of \$494,813.47.

QUARTERLY REPORT,  
ENDOWMENT FUNDS

As a matter of information  
only, the quarterly report

on the status of the University endowment funds, prepared by Boettcher & Company, Investment Advisor, as of September 30, 1987, was provided to the Budget Committee. A summary of the market value of the endowment funds, including the funds managed by the W. R. Coe/Charles Chacey Kuehn Estate Committee, as of October 27, 1987 was presented by Linda Nydahl, Acting Director of Fiscal Operations.

QUARTERLY REPORT,  
UNIVERSITY INVESTMENTS

As a matter of information  
only, the quarterly report

of the status of University investments as of September 30, 1987, was provided to the Budget Committee.

PROGRESS REPORT, CASPER  
FAMILY PRACTICE RESIDENCY  
CENTER/WYOMING MEDICAL CENTER  
AGREEMENTS

As a matter of information  
only, a summary of the  
activity that has taken

place since the Wyoming Medical Center and Casper Family  
Practice Residency Center began in November 1986 to develop  
a comprehensive medical education program beneficial to all  
parties was presented to the Budget Committee. Dean  
Catalfomo of the College of Health Sciences responded to  
questions concerning the status of the program.

INTERNAL AUDIT ACTIVITY

Van Jacobson presented to  
the Budget Committee

internal audit activity for the period June 22, 1987 to  
September 30, 1987, conducted in accordance with the audit  
plan.

FACULTY AND STAFF SALARY  
REQUESTS FOR THE 1989-90  
BIENNIUM

Based on recommendations  
from the Budget Committee,

it was moved by Mr. Bussart, seconded by Mr. Updike, and  
carried that that Trustees of the University of Wyoming  
clarify the position of the Board of Trustees that the  
salary increase which was adopted in a previous motion be  
the number one priority in the Trustees' budget and funding  
request for the biennium, but that it would not be in the  
best interest of education at the University of Wyoming to  
defer any capital construction items. Mr. Schuster is  
recorded as voting no.

PERSONNEL COMMITTEE

President Miracle called on Mr. Updike for a report from the Personnel Committee meeting held on October 30, 1987. Committee members Kirk, Hinckley, Mickelson, Updike, and ex officio members Roark and Miracle were in attendance, along with other Trustees and members of the University staff.

SABBATICAL LEAVE--  
Bernice B. Elkin

Based on the Personnel Committee recommendation, it was moved by Mr. Updike, seconded by Mr. Schutte, and carried that Dr. Bernice B. Elkin, Associate Professor of Family Practice/Psychiatry in the Casper Family Practice Residency Center, be granted a sabbatical leave for the period October 1, 1988 through March 30, 1989.

RECOMMENDATION ON APPOINTMENTS,  
ADJUNCT APPOINTMENTS, ADJUNCT  
REAPPOINTMENT, ADMINISTRATIVE  
APPOINTMENTS, REAPPOINTMENTS,  
CHANGE IN ASSIGNMENT,  
CANCELLATION OF SABBATICAL  
LEAVE, PART-TIME APPOINTMENTS,  
RESIGNATIONS

Based on the Personnel Committee recommendation, Mr. Updike moved, Mr. Bussart seconded, and it

carried that the Trustees approve the following appointments, adjunct appointments, adjunct reappointment, administrative appointments, reappointments, change in assignment, cancellation of sabbatical leave, part-time appointments, and resignations.

APPOINTMENTS

cated.

The following appointments were approved as indi-

College of Arts and Sciences

1. Bruce W. Bishop as Lecturer in Music for the 1987-88 academic year effective August 24, 1987 at an annual (9-month) salary of \$22,008. This is a non-tenure track appointment.

College of Education

2. Charlotte L. Farr as Temporary Assistant Professor of Curriculum and Instruction for the 1987-88 academic year effective August 24, 1987 at an annual (9-month) salary of \$23,004. This is a non-tenure track appointment.

3. Mae O. Simpson as Temporary Assistant Professor of Curriculum and Instruction for the 1987-88 fiscal year effective August 24, 1987 at an annual (11-month) salary of \$27,000. This is a non-tenure track appointment.

College of Health Sciences

4. Harold J. Bruyere, Jr. as Assistant Professor of Pharmacy for the 1987-88 academic year effective September 24, 1987 at an annual (9-month) salary of \$31,500. This is a 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 Agriculture

1. Patricia J. Colberg as Adjunct Professor of Molecular Biology for the period November 1, 1987 through June 30, 1990.

2. Frederick R. Holbrook as Adjunct Professor of Plant, Soil and Insect Sciences for the period October 1, 1987 through September 30, 1990.

3. James O. Mecham as Adjunct Professor of Molecular Biology for the period November 1, 1987 through June 30, 1990.

4. Walter J. Tabachnick as Adjunct Assistant Professor of Plant, Soil and Insect Sciences for the period October 1, 1987 through September 30, 1990.

5. William C. Wilson as Adjunct Professor of Molecular Biology for the period November 1, 1987 through June 30, 1990.

College of Health Sciences

6. Sherrie M. Hotchkiss as Adjunct Assistant Professor of Dental Hygiene for the period November 1, 1987 through October 31, 1990.

ADJUNCT REAPPOINTMENT

Richard A. Nunamaker was reappointed as Adjunct

Assistant Professor of Plant, Soil and Insect Sciences in the College of Agriculture for the period October 1, 1987 through September 30, 1990.

ADMINISTRATIVE APPOINTMENTS

The following administrative appointments were approved

as indicated.

College of Arts and Sciences

1. Roberto A. Mena as Professor of Mathematics and Head of the Department of Mathematics effective August 1, 1987 at an annual (9-month) salary of \$45,000.

College of Engineering

2. Clifford T. Ferris as Professor of Electrical Engineering and Acting Head of the Department of Electrical Engineering effective August 24, 1987 until a permanent head is appointed.

REAPPOINTMENTS

The following reappointments were approved as

noted.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
<u>COLLEGE OF ARTS AND SCIENCES</u>		
Anderson, Stanley H. (7/1/87-6/30/88)	Zoology and Physiology	Professor
Hubert, Wayne A. (7/1/87-6/30/88)	Zoology and Physiology	Associate Professor
Lindzey, Frederick G. (7/1/87-6/30/88)	Zoology and Physiology	Associate Professor
<u>COLLEGE OF ENGINEERING</u>		
Polson, Donald E. (8/24/87-5/15/88)	Civil Engineering	Lecturer

CHANGE IN ASSIGNMENT

Francis M. Long, Professor of Electrical Engineering

and Head of the Department of Electrical Engineering, was reassigned as Professor of Electrical Engineering, effective August 24, 1987.

CANCELLATION OF SABBATICAL LEAVE

The sabbatical leave for the 1988 Spring semester

for William Morgan, Professor of Economics in the College of Commerce and Industry was cancelled. This was at Dr. Morgan's request.

PART-TIME APPOINTMENTS

As a matter of information only, the part-time

appointments were acknowledged by the Trustees.

RESIGNATIONS

The following resignations were acknowledged by the

Trustees.

1. Larry E. Gholson, Assistant Professor of Cooperative Extension Service, September 29, 1987.
2. James E. Todd, Vice President for Finance and Deputy Treasurer, August 31, 1987.
3. David C. Walsh, Supervisor, Cowboy Joe Outreach Program, September 30, 1987.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

President Miracle called on Mr. Chapin for a report

from the Physical Plant and Equipment Committee meeting held on October 30, 1987. Committee members Chapin, Hinckley, Schuster, and Schutte and ex officio members Miracle and Roark attended the committee meeting, along with other Trustees and University staff.

DISPOSAL OF MODULAR OFFICE UNIT, ADJACENT TO WILSON SCHOOL, CASPER, WYOMING

In the Physical Plant and Equipment Committee, it

was noted that in 1981 the University constructed a modular office facility in Casper, Wyoming, adjacent to Wilson School on land leased from the Board of Charities and Reform. The facility was constructed to provide faculty

office space for the UW-Casper program that was expanding at that time.

In the fall of this year, the UW-Casper program was moved to Casper College under a new agreement between the two institutions that provides for operation of the Casper College-University of Wyoming Upper Division Center. The Wilson School site has been completely vacated by the University, and the modular office building is not needed for the new program, or any other University operations in Casper.

Based on the recommendation from the Physical Plant and Equipment Committee, Mr. Chapin moved that the modular office building located at Wilson School in Casper, Wyoming be sold to the State Board of Charities and Reform for use by the State Children's Home for the highest available consideration. The motion was seconded by Mr. Schutte, and it carried.

VENDOR SELECTION,  
TELECOMMUNICATIONS PROJECT

Acting Vice President

Baccari reported to the

Budget Committee that on September 30, 1987, bids were received for the University's new telecommunications project. A total of ten proposals were received from seven vendors, including AT&T, IBM-Rolm, Ericsson, PacTel, US West, GTE and UCS.

Mr. Baccari noted that on Friday, October 23, 1987, the Executive Council met with members of the University Telecommunications Advisory Committee (UTAC), including Roger Baalman, Director of Facilities Planning, Don Gardner,



Assistant Vice President for Finance, and Sam Hakes, Dean of the College of Engineering, to discuss the Committee's review of vendor proposals for the telecommunications project, and to receive their recommendation. Coopers & Lybrand, who has been contracted to serve as Designer/Project Manager for the new telecommunications system, was represented at the meeting by Roger Nesbitt.

UTAC reported that shortly after the vendor proposals were received on September 30, 1987, members of a Project Steering Committee selected from UTAC began working closely with Coopers & Lybrand to evaluate the bids. After initial review, two of the bidders, US West/Mountain Bell and PacTel Information Systems, were invited to make presentations to UTAC on October 22.

According to Mr. Baccari's report to the Physical Plant and Equipment Committee, Coopers & Lybrand also submitted their evaluation report on October 22 that provided a "Vendor Proposal Summary," a preliminary financial analysis, and the rating and scoring documents and endnotes. The report also included the following specific conclusions:

- ° PacTel was the lowest price vendor which was also technically responsive to the University's Request for Proposal;
- ° PacTel likely can serve as prime contractor in all four areas (voice, data, video and cable);
- ° PacTel should be considered a "finalist" vendor; and
- ° The University may determine that other vendors are appropriate "finalists."

Mr. Baccari noted in the Physical Plant and Equipment Committee that after review of the bid response documents, the Coopers & Lybrand's evaluation report and the vendor presentations, members of the UTAC voted unanimously to recommend acceptance of the Coopers & Lybrand conclusions, with the exception that no other vendors were identified as appropriate "finalists." UTAC also identified a number of possible exclusions and inclusions to the PacTel proposal.

After review of the Coopers & Lybrand report and UTAC recommendations, the Executive Council concluded that of the eight vendors who responded to the University's Request for Proposal, only one, PacTel Information Systems, submitted a proposal that addressed all of the University's needs at a cost economically manageable for the University. As was noted in Coopers & Lybrand's report, PacTel was also rated the highest of all vendors for technical responsiveness.

Mr. Baccari noted in the Physical Plant and Equipment Committee that PacTel's total base bid for the project was \$6,744,104. After review of the proposal and selection of certain exclusions and inclusions, the adjusted cost for the system is \$5,875,991. The total cost for the project, after addition of \$1,190,000 for the cost of facilities remodeling to accommodate system switches, administrative costs, engineering fees, start-up costs and contingencies, is projected to be \$7,065,991.

Based on recommendations from the Physical Plant and Equipment Committee, Mr. Chapin moved the selection of PacTel Information Systems as successful bidder to serve as sole vendor for the University's Central Telecommunications System. The motion was seconded by Mr. Sharratt, and it carried.

PROGRESS REPORTS

As a matter of information only, Mr. Baalman responded to questions from the Physical Plant and Equipment Committee on the progress reports and change orders on the various construction projects.

COMMUNITY COLLEGE  
RELATIONS COMMITTEE

President Miracle called on Chairman Sharratt for a report from the Community College Relations Committee meeting held on October 30, 1987. Committee members Chapin, Hinckley, Kirk, Schuster, Sharratt, and ex officio members Miracle and Roark attended the committee meeting, along with other Trustees and University staff.

ADVISORY BOARD FOR THE  
UNIVERSITY OF WYOMING/CASPER  
COLLEGE UPPER DIVISION CENTER

In the Community College Relations Committee meeting, it was noted that the Cooperative Agreement (Article VIII) between the University of Wyoming and Casper establishes an Advisory Board to advise the Dean of the UW/CC Upper Division Center "on student and community needs and concerns". The Advisory Board is to be composed of five members, three appointed by the Casper College Board and two by the Trustees of the University of Wyoming. The Casper College Board has appointed three members.

Based on the Community College Relations Committee recommendation, it was moved by Mr. Sharratt that the Chairman of the Community College Relations Committee and Vern E. Shelton, Assistant to the President for Information, be appointed to the Advisory Board for the University of Wyoming/Casper College Upper Division Center, and that the University of Wyoming select the chairman of the Board. The motion was seconded by Mr. Schutte, and it carried.

ACADEMIC ARTICULATION  
CONFERENCES

As a matter of information only, a summary of articulation conferences held in academic year 1986-87 was provided to the members of the Community College Relations Committee.

COMMITTEE OF THE WHOLE

President Miracle reported on the meeting of the Committee of the Whole held on October 30, 1987. Trustees present were Bussart, Chapin, Hinckley, Kirk, Mickelson, Miracle, Schuster, Schutte, Sharratt, Updike, and ex officio members Roark, Simons, and Akers. Committee members Dray, Rochelle, and ex officio member Governor Sullivan were not in attendance.

ENHANCED OIL RECOVERY  
INSTITUTE

Richard E. Ewing, Professor of Mathematics and Petroleum Engineering, presented to the Committee of the Whole, a brief survey of enhanced oil recovery and a focus on future directions of the Enhanced Oil Recovery Institute at the University of Wyoming.

Dr. Ewing noted that in recognition of the importance of enhanced oil recovery (EOR) to the State of Wyoming and the nation, the Wyoming State Legislature established and funded, effective July 1, 1984, an Enhanced Oil Recovery Institute at the University of Wyoming. This Institute, which is a multidisciplinary center involving a component of both mathematical simulation and laboratory studies of enhanced oil recovery processes at the University on behalf of the State of Wyoming, is designated as the Rocky Mountain center which provides research on enhanced oil recovery techniques. The EOR Institute is now under the College of Arts and Sciences/College of Engineering and the Director reports to the deans of these colleges.

Based on recommendations from the Committee of the Whole, it was moved by Mr. Bussart that effective immediately, the Trustees approve the transfer of the Enhanced Oil Recovery Institute to the Office of Research and that the administrative supervision be assigned to the Vice President for Research and International Programs; and that University Regulation 642 (Enclosure 2, yellow) which sets forth the basic organization and processes through and by which the Institute may function be adopted. The motion was seconded by Mr. Schuster, and it carried.

Based on Committee of the Whole recommendations, it was moved by Mr. Updike, seconded by Mr. Schuster, and carried that Richard E. Ewing, be appointed Director of the EOR Institute.

WYOMING WATER RESEARCH  
CENTER

Dr. Steven Gloss, Director,  
Wyoming Water Research

Center, presented to the Committee of the Whole a brief overview of the future direction and goals of the Wyoming Water Research Center.

Based on recommendations from the Committee of the Whole, Mr. Schutte moved approval of University Regulation 643 (Enclosure 3, pink) which sets forth the basic organization and processes through and by which the Center may function. The motion was seconded by Mr. Bussart, and it carried.

WYOMING ASSOCIATION OF  
COMMUNITY COLLEGE TRUSTEES

President Miracle welcomed  
Dr. William Doughty and Mr.

Charles Graves, Trustee representatives of the Wyoming Association of Community College Trustees, to the Committee of the Whole. Mr. Graves expressed appreciation for the opportunity to attend the Trustees' meeting, and expressed the hope that the community college Trustees and the Trustees of the University of Wyoming would continue to maintain open communications.

Mr. Sharratt noted that the Wyoming Association of Community College Trustees will meet December 3 at 3:00 p.m. in Riverton. The Wyoming Community College Commission will meet December 4.

Mr. Sharratt indicated that he would attend the meetings, and invited other Trustees to attend also.

PROPOSED CHANGE IN TRUSTEE  
COMMITTEE STRUCTURE

In the Committee of the Whole, President Miracle noted Mr. Hinckley's previous proposal to consider changing the Trustee committee structure, which was tabled for further study at the October 2, 1987 meeting of the Trustees. No action was taken by the Trustees, and the proposed change remained tabled.

EXECUTIVE SESSION

The Committee of the Whole then went into Executive Session to consider pending and potential litigation.

NEW BUSINESS

President Miracle noted that there had been a request from the attorney for the Wyoming Press Association to provide the Trustees' Report to the press at approximately the same time it is provided to the Trustees.

After discussion, it was moved by Mr. Sharratt, seconded by Mr. Schutte, and carried that the Trustees' Report be mailed to the Trustees on the Friday prior to the Trustees' meeting and made available to be picked up at the offices of the administration beginning the Monday morning prior to the Trustees' meeting in order for the press to receive and make advance publication.

PUBLIC COMMENTS

Mr. Schutte acknowledged the tremendous job Acting Vice President Baccari is doing in trying to resolve the issue of timely payments to vendors. Mr. Schutte also mentioned the good turn around time when vouchers are sent to Cheyenne.

Mr. Updike noted that although he did not vote no on the advance Trustees' Report to be made available to the press, he considers the new policy a trial run.

Governor Sullivan noted that he had received the University's budget request and the understanding with which it was made. He indicated he would see what could be done.

President Miracle acknowledged the work of the Centennial Committees in the publication of the Centennial Committee reports. He noted that the recommendations of the committees will provide guidelines for the future of the University of Wyoming. He said that President Roark will be appointing the chairs of the Centennial Committees to continue to work with him in an advisory capacity.

ADJOURNMENT AND DATE  
OF NEXT MEETING

There being no further  
business to come before

the Trustees, Mr. Schuster moved that the meeting be adjourned at 10:30 a.m. The motion was seconded by Mr.



Schutte, and it carried. The next meeting of the Trustees  
is scheduled for December 18-19, 1987.

Respectfully submitted,

*Terri L. Given*

Terri L. Given  
Deputy Secretary

UNIVERSITY OF WYOMING  
LARAMIE, WYOMING

COMMENTS

Our examination was made for the purpose of: satisfying statutory requirements for an examination of receipts and expenditures for the period July 1, 1985 through June 30, 1986; determining that statutory requirements, University policies, and management directives are complied with; and for the purpose of forming an opinion on the June 30, 1986 balance sheet.

Upon the request of University officials, the annual audit of radio station KUWR required by the Corporation of Public Broadcasting was performed. That audit report covered the one-year period ended June 30, 1986 and was issued November 21, 1986. The above audit report does not contain any adverse comments. KUWR funds are included in the University of Wyoming's financial statements.

The Examiners participated in a cash count at the University Cashier's Office with the University's Internal Auditor on March 4, 1986. In addition, during the examination period in which work on this examination report was being performed, July 14, 1986 through July 10, 1987, the Examiners participated in the following joint projects with the University's Internal Auditor: a count of turn-in basketball and football tickets at the Athletic Ticket Office, February 16, 17, and 18, 1987; a count of 1986/87 unsold tickets and discount ticket stubs (Cultural Affairs - Arena-Auditorium concerts) at the Arena-Auditorium Ticket Office, May 18, 1987; and a cash count at the Cashier's Office, May 28, 1987. Also, an Examiner accompanied G. Max Irving, Office of Naval Research, Department of the Navy, on June 1 and 2, 1987 to physically verify the existence and condition of 60 (30 Federal and 30 State) randomly selected items of equipment located on campus.

The following comments and recommendations were discussed with Dr. James E. Todd, Vice President for Finance, Dan Baccari, Director, Fiscal Operations, and Linda Nydahl, Manager, Accounting on July 17, 1987. Where appropriate the University's response follows the recommendation(s) on each comment.

OVERSTATEMENT OF CASH AND TEMPORARY INVESTMENTS AND  
INVESTMENTS ON THE BALANCE SHEET

Cash and Temporary Investments

Cash and temporary investments on the balance sheet (Exhibit A) are \$597,233.33 more than the amount shown in Note 1, Cash and Temporary Investments, on Notes to

COMMENTS - Continued

Financial Statements (Exhibit B). The \$45,461,685.02 in the Notes to Financial Statements is correct. The difference is the result of an incomplete entry with the result that the amount of Endowment Fund cash and temporary investments and fund balance are overstated.

Recommendation:

The Examiners realize time constraints in completing transactions, schedules, and reports can result in an occasional error. However, every effort must be made to assure that information is correct and especially that the same information presented in more than one place is in agreement.

University's Response:

Every effort will be made to assure figures are correct.

Investments Overstated

Investments on the University of Wyoming's Balance Sheet are overstated \$107,158.54. This overstatement is the result of two transactions:

(1) the memorandum entry (receipts remain with the investment advisor for reinvestment) for the sale of \$149,871.04 of Treasury Notes in the William R. Coe School of American Studies was not entered on University records. Printouts from the Central Bank of Denver show the Treasury Notes were sold September 20, 1985.

(2) 1200 shares of Exxon stock with a cost of \$42,712.50 in the Kuehn Estate are not included on the Balance Sheet. Printouts from the Central Bank of Denver indicate 600 shares were sold on September 11, 1985. Central Bank of Denver's printout on June 30, 1985 had 1800 shares of Exxon stock costing \$64,068.75 in the Kuehn Estate and the printout of June 30, 1986 shows 1200 shares of Exxon costing \$42,712.50 in the Kuehn Estate. The memorandum entry on October 17, 1985 recording the sale of the Exxon stock inadvertently recorded the sale of all 1800 shares instead of only 600 shares.

Recommendation:

The Examiners recommend that a reconciliation of University workpapers to Central Bank of Denver

UNIVERSITY OF WYOMING  
LARAMIE, WYOMING

COMMENTS - Continued

printouts be a routine part of the procedure in determining University investments.

University's Response:

There will be a coordination and streamlining of efforts between offices in determining University investments.

CALCULATING ACCRUED INTEREST RECEIVABLE

Determining the number of days for calculating accrued interest receivable is inconsistent. In counting the days to June 30, the purchase date of an investment is sometimes counted and other times not counted. For example, an investment listed as purchased May 20, 1986 is counted as 41 days in one place but 42 days in another. Also, parts of the workpaper for accrued interest receivable were prepared by two people. One person used a 365 day year and the other a 360 day year in their calculations.

Recommendation:

It is recommended that the method used for calculating accrued interest receivable be consistent in either counting or not counting the purchase date of an investment and in the number of days used for the year for interest purposes.

University's Response:

When necessary efforts will be coordinated so calculations use the same number of days from purchase date through the end of the year and for the year.

JOINT CUSTODY RECEIPTS

Official depositories of University of Wyoming funds were not using the new Joint Custody Receipt required by the memorandum of April 8, 1986 from the Office of the State Examiner. (A large portion of the University's funds in depositories are on Federal Reserve Bank Joint Custody Receipts.) In a letter of November 3, 1986 from the FDIC to the Wyoming Attorney General, it was pointed out that "in the event of future bank failures in Wyoming," public funds which are not documented in conformity with Wyoming law could be "deemed unsecured and the public depositors

COMMENTS - Continued

paid only the insured portion of the deposit." In response to the FDIC's concern regarding sufficiency of documentation, this new form was developed by the Attorney General's Office, State Treasurer's Office and State Examiner's Office.

Recommendation:

With the FDIC feeling that improper documentation could result in only the insured portion of a deposit being repaid and the Wyoming Attorney General's feeling "that the failure of a treasurer to obtain a joint custody receipt in the specified form could result in a personal liability to that treasurer" (Memo of November 24, 1986 to State Examiner), the Examiners feel it is paramount that University of Wyoming depositories use only the new/approved joint custody receipt form or Federal Reserve form. The review of joint custody receipts on June 30, 1987 indicates the University has had its depositories change to the new form.

University's Response:

The University felt the situation on June 30, 1986 was a transitional problem in that depositories were being required to convert to the new joint custody receipt form as old receipts matured.

ATHLETIC TICKET OFFICE DEPOSITS

There was a substantial delay in depositing money from NIT ticket sales to the Cashier's Office. Apparently the receipts were held while the individual games were being reconciled. Under the hectic circumstances and with having cash register problems, the ticket office manager is to be complimented on being able to reconcile the individual games; however, the reconciliation could have been performed without the ticket sales receipts being on hand.

Recommendation:

No recommendation is necessary as the policy requiring daily deposits of receipts is now being observed without exception.

COMMENTS - Continued

RECEIPTING PROCESS AT STUDENT HEALTH

In reviewing the receipting process at Student Health, the Examiners noted two weaknesses in internal controls:

(1) One individual handles the entire receipting process in the Pharmacy; i.e., prepares the charge, accepts the payment, and counts cash at the end of the day.

(2) Because of the noise the cash register in the Pharmacy makes, it is turned off after a transaction and when turned back on it occasionally automatically prints some numbers or the date on the register tape as a transaction and/or changes the transaction date. On the register tapes for transactions dated 7-17-85 and 7-24-85, there are overring entries on the register tapes for \$717.85 and \$724.85 respectively and the transactions for 8-30-85 through 9-3-85 have the following dates and transaction numbers: 8-30-85, Trans. Nos. 1 through 50; 16-61-70, Trans. Nos. 1252 through 1262; and 9-3-85, Trans. Nos. 1263-1332.

Recommendations:

The Examiners recommend that:

1. The receipting processes now separate for the Pharmacy and Student Health be combined at the Student Health desk. It is suggested that a cash register with sufficient function keys for separating Pharmacy and Student Health receipts be located at the Student Health desk.
2. If the above recommendation is not feasible because of physical or personnel limitations, the cash register now located in the Pharmacy be repaired or replaced.
3. The tear-off register tape (portion given to payee) for voids and overrings be retained and attached to the daily reconciliation form.
4. The cash count section of the daily reconciliation form reflect the total cash counted, the amount of the change fund to be subtracted from the total cash counted, and then the cash short or long items.

UNIVERSITY OF WYOMING  
LARAMIE, WYOMING

COMMENTS - Continued

University's Response:

The Cashier's Office has been contacted regarding the availability of a cash register. The Manager of Accounting will contact the Director, Student Health Services regarding the recommendations.

FOLLOWUP ON PREVIOUS COMMENTS

CONTROL OF CHECKS

The Examiners were concerned with two areas in accounting for the numerical sequence of Local Fund checks: 1) The original of numerous voided checks were neither interfiled with the cancelled checks nor attached to the voucher with the voided duplicate and in trying to determine if missing checks had been voided it was necessary to check the monthly outstanding lists and two handwritten lists to see if a notation had been made that a check had been voided or replaced by another check. 2) The accounts payable office was using an extremely large supply of checks for hand-typing purposes which resulted in dates on the checks being up to several months later than those on checks later in the numerical sequence.

Recommendation:

The Examiners had recommended that: (1) the originals of all voided checks be filed in numerical sequence with the cancelled checks; (2) a computer listing of all checks generated during the fiscal year be prepared which would indicate what happened to the check; and (3) checks required for hand typing be picked up in smaller amounts on a monthly basis.

Followup:

The Examiners found most voided checks had been interfiled, in a few instances they were attached to the voided duplicate. The computer listing was quite helpful in accounting for missing checks. The situation of dates and sequence numbers was greatly improved.

CASHIER'S WORKING FUND

The Examiners commented on two areas of concern: (1) an excessive delay in reimbursing the Cashier's Working Fund for travel advances; there were \$73,804.00 of travel advances in which the travel had been completed at least 45 days prior to the March 4, 1986 cash count. (2) filing the charge out slips for petty cash, change, and working funds with travel advances.

Recommendation:

The Examiners recommended a strict policy on travel advances be established by the Board of Trustees and charge out slips for petty cash, change, and working funds be filed separately.



UNIVERSITY OF WYOMING  
LARAMIE, WYOMING

FOLLOWUP ON PREVIOUS COMMENTS -Continued

Followup:

The Board of Trustees in its November 8, 1986 meeting approved Revision 4, UNIREG 177, "Official University Travel and Reimbursement Policy for Employees". This revision provided for the issuance of a corporate credit card, through an agreement with American Express, to employees earning \$15,000.00 or more annually. This revision apparently has had a very positive affect in addressing the Examiners' concern. The cash count of May 28, 1987 indicated only one situation similar to the above situation (travel completed 45 days prior to the cash count). In this situation one individual had 16 outstanding travel vouchers, for travel on various dates from October 4, 1986 through April 13, 1987, totaling \$12,806.00. Also, it was noted during the cash count that charge out slips are now filed separately.

COMBINING ADVANCES AND PAYMENTS RECEIVED IN LOAN ACCOUNTS

The Examiners found that in most loan accounts, funds advanced to students and principal payments received were combined in the Total Loans Receivable - Student Account code.

Recommendation:

The Examiners recommended that separate account codes for principal payments received and loans advanced be used on all loan accounts.

Followup:

The University had already implemented this recommendation prior to receiving the Examiners' comment. Loan accounts have separate codes for payments received and loans advanced.

TRANSFER OF FAMILY PRACTICE CLINIC INCOME

The Examiners were unable to trace sample groups of daily receipts in the Cheyenne program to specific transfers from the local bank to the University's General Fund.

UNIVERSITY OF WYOMING  
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FOLLOWUP ON PREVIOUS COMMENTS - Continued

Recommendation:

The Examiners recommended that transfers of daily receipts from the Cheyenne Residency Programs' local bank to the University's General Fund be handled in the same manner as is done in the Casper Program; i.e., several days' receipts be transferred intact and on a regular basis.

Followup:

In a cursory review of specific transfers to the University's General Fund in January, February, and March, 1987, the Examiners were still unable to trace groups of daily receipts to specific transfers.

University's Response:

Checking with the bank involved revealed that their policy is to transfer only collected funds.

DRAFT - 10/9/87

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 642

UNIVERSITY REGULATION 642

Initiating Authority: Vice President for Research and  
International Programs

Subject: Regulations of the Enhanced Oil Recovery Institute

References: (a) Regulations of the Trustees, Chapter IV,  
(b) Adopted by the Enhanced Oil Recovery Institute  
Steering Committee, May 14, 1987

1. Purpose. To establish the regulations of the Enhanced Oil Recovery Institute, as adopted by the Steering Committee, May 14, 1987.

2. General Information. Enclosure sets forth the basic organization and processes through and by which the Enhanced Oil Recovery Institute may function in the exercise of its authority and responsibility as prescribed by the Regulations of the Trustees.

3. Directive. In accordance with reference (a), Regulations of the Enhanced Oil Recovery Institute, shall be effective upon approval by the President of the University.

APPROVED:

Terry P. Roark  
President

## REGULATIONS OF THE ENHANCED OIL RECOVERY INSTITUTE

### PART I. PURPOSE OF THE INSTITUTE

In recognition of the importance of enhanced oil recovery (EOR) to the State of Wyoming and the nation, the Wyoming State Legislature established, effective July 1, 1984, an Enhanced Oil Recovery Institute at the University of Wyoming.

The EOR Institute at the University of Wyoming is unique in that it has a multidisciplinary focus on several essential aspects of enhanced oil recovery:

1. mathematical modeling and simulation of enhanced oil recovery processes and techniques,
2. geology, geophysics, geochemistry, and reservoir characterization,
3. laboratory experimental investigation of essential features of EOR processes,
4. research in environmental aspects of EOR technology, and
5. economics and potential of EOR processes.

In approaching research and development on EOR processes, the Institute is to emphasize an interdisciplinary effort.

The general objectives for which the EOR Institute was founded are:

1. To continually assess the potential, the economics, and the limitations of the use of EOR technology, and to perform a periodic review of ongoing EOR field projects within the State of Wyoming.
2. To conduct basic and applied research essential to the development of innovative, economically efficient recovery processes.
3. To effect the transfer of technologies under development by the Institute to industry Sponsors in a timely manner.
4. To assist in the training of both undergraduate and graduate students, in a variety of disciplines, in EOR technologies.
5. To sponsor symposia on the subject of EOR.

### PART II. ORGANIZATION OF THE INSTITUTE

The Enhanced Oil Recovery Institute is a unit of the University of Wyoming, and shall function according to the applicable regulations of the University.

Section 1. THE DIRECTOR--APPOINTMENT OF, DUTIES AND RESPONSIBILITIES

Overall responsibility for management and administration of the Institute shall be vested in a Director of the Institute.

Appointment. The Director of the Institute shall be appointed by the Vice President of Research and International Programs, with the advice of the Steering Committee. The appointment will be subject to approval by the Trustees.

Term. The Director shall be appointed for a term not to exceed four years. Reappointment of the Director is permitted.

Duties and Responsibilities. The duties of the Director shall include, but not be limited to:

1. planning for the activities of the Institute
2. preparation of periodic budgets
3. appointment of other officers and employees of the Institute, as described in Section 2.
4. appointment of members of the Steering Committee and of members of other committees, as outlined in Sections 3. and 4.
5. appointment of Affiliates of the Institute, as described in Section 5.

The Director of the Institute shall report to the Vice President for Research and International Programs of the University of Wyoming.

Section 2. OTHER OFFICES

The Director of the Institute shall create such offices, and shall appoint and/or employ such personnel to fill these offices, as may be required for the orderly conduct of Institute business. Appointment of such individuals may or may not include compensation, and such appointments may be filled by personnel from either within or without the University community.

Appropriate job descriptions and job titles to describe such offices shall be developed by the Director and his staff, and shall conform to applicable University regulations. Employment of personnel shall follow all guidelines, regulations, and requirements as currently exist or may be established by the University of Wyoming.

### Section 3. STEERING COMMITTEES

A Steering Committee shall be appointed to advise the Director on matters of policy. Effective July 1, 1987, the Steering Committee shall consist of seventeen (17) members. The Vice President for Research and International Programs of the University of Wyoming and the Director of the Institute shall serve ex officio, and there shall be fifteen (15) appointive members.

Appointment. Steering Committee members shall be appointed by the Director, with the concurrence of the Vice President for Research and International Programs.

Term. Members of the Steering Committee shall serve for a two-year term, and appointment shall be effective July 1. The terms of the Steering Committee members shall be staggered, such that approximately one-half of the members shall be appointed in even years, and one-half of the members shall be appointed in odd years. Vacancies may be filled as they occur. Reappointment of members of the Steering Committee is permitted.

Duties and Responsibilities. It shall be the duty and responsibility of the Steering Committee to advise the Director on matters of Institute policy. The Steering Committee shall elect a chairman, who shall serve for a two-year term.

### Section 4. OTHER COMMITTEES

With the advice and concurrence of the Steering Committee, the Director may form other committees to provide advice on matters related to technical direction of the research and development programs of the Institute.

Appointment. Appointive members of such other committees shall be appointed by the Director, with the concurrence of the Vice President for Research and International Programs.

Term. Appointive members of such other committees shall serve for a two-year term, and appointments shall be effective July 1. The terms of appointive members of such other committees shall be staggered, such that approximately one-half of the members shall be appointed in even years, and one-half of the members shall be appointed in odd years. Reappointment is permitted.

Duties and Responsibilities. The duties and responsibilities of such other committees shall be defined by the Director, with the advice and concurrence of the Steering Committee.

### Section 5. AFFILIATES

Research and development projects within the Institute will normally be conducted by personnel from the University

community. These participants shall be termed Affiliates of the Institute.

Appointment. Affiliates shall be appointed by the Director, with the concurrence of the Vice President for Research and International Programs.

Term. Affiliates shall serve for a term to be set by the Director. Reappointment is permitted.

Duties and Responsibilities. The duties and responsibilities of Affiliates shall be defined by the Director, with the advice and concurrence of the Steering Committee.

### PART III. INSTITUTE FUNDING

Funds for operation of the Institute shall be obtained from the State, from federal agencies, and from industrial participants. The method of participation in the Institute by the petroleum and related industries is outlined in Part IV.

### PART IV. INDUSTRIAL PARTICIPATION IN THE INSTITUTE

One of the objectives of the Institute is to attract the interest, the involvement, and the support of the petroleum and related industries. The Institute shall therefore encourage companies and corporations to sponsor Institute research and development programs.

#### Section 1. INSTITUTE SPONSORS

Companies, corporations, or individuals who provide funds or other means of support to the Institute shall be designated Institute Sponsors. The terms and conditions of sponsorship of the Institute shall be set forth by the Director, with the advice and concurrence of the Steering Committee.

Benefits of Institute sponsorship shall include periodic updates and briefings on research and development programs underway at the Institute, participation in EORI Symposia, and receipts of reports and publications prepared by Institute personnel and affiliates.

In certain situations, it may be desirable for scientists and engineers from Sponsor companies to work with Institute personnel for an extended period. In such cases, effort shall be made to provide scientists and engineers from Sponsor companies with suitable office space, computer time, secretarial and clerical assistance, and other services and facilities as appropriate.

PART V. AMENDMENTS TO THE CHARTER

These regulation may be amended by a two-thirds majority of the Steering Committee and with the approval of the President.



REVISED DRAFT - 10/30/87

THE UNIVERSITY OF WYOMING  
Laramie, Wyoming

UNIREG 643

UNIVERSITY REGULATION 643

Initiating Authority: Vice President for Research and  
International Programs

Subject: Regulations of the Wyoming Water Research Center

References: (a) Regulations of the Trustees, Chapter IV,

1. Purpose. To establish the regulations of the Wyoming Water Research Center, as outlined in the Wyoming Water Research Center Charter.
2. General Information. Enclosure sets forth the basic organization and processes through and by which the Wyoming Water Research Center may function in the exercise of its authority and responsibility as prescribed by the Regulations of the Trustees.
3. Directive. In accordance with reference (a), Regulations of the Wyoming Water Research Center, shall be effective upon approval by the President of the University.

APPROVED:

Terry P. Roark  
President

# REGULATIONS OF THE WYOMING WATER RESEARCH CENTER

## PART I. PURPOSE OF THE CENTER

The Wyoming Water Research Center (WWRC), created and funded by the 1982 Wyoming Legislature, shall be the administrative unit designated to participate in the Water Resources Research Act of 1964 and shall be the Center of multidisciplinary water research at the University of Wyoming for and in behalf of the State of Wyoming. This designation shall meet the requirements of paragraph 104(a) of Public Law 98-242 and Part 401.6, Title 30, Chapter IV of the Code of Federal Regulations.

The Wyoming Water Research Center shall have the following elements: (1) service, (2) extension, (3) research, and (4) instruction (education).

## PART II. ORGANIZATION OF THE CENTER

The Wyoming Water Research Center is a unit of the University of Wyoming, and shall function according to the applicable regulations of the University.

### Section 1. THE DIRECTOR--APPOINTMENT OF, DUTIES AND RESPONSIBILITIES

Overall responsibility for management and administration of the Center shall be vested in a Director of the Center.

Appointment. The Director of the Center shall be appointed by the Vice President of Research and International Programs, with the advice of a Selection Committee. The appointment shall be subject to approval by the President of the University and the Board of Trustees.

Term. The Director shall be appointed for a term not to exceed four years. Reappointment of the Director is permitted.

Duties and Responsibilities. The duties of the Director shall include, but not be limited to:

1. planning for the activities of the Center
2. receive and account for all funds paid under the provisions of the Water Resources Research Act of 1964 and to make annual reports to the granting agency on work accomplished
3. preparation of periodic budgets
4. appointment of other officers and employees of the Center, as described in Section 2.

The Director of the Center shall report to the Vice President for Research and International Programs of the University of Wyoming.

## Section 2. OTHER OFFICES

The Director of the Center shall create such offices, and shall appoint and/or employ such personnel to fill these offices, as may be required for the orderly conduct of the Center's business. Appointment of such individuals may or may not include compensation, and such appointments may be filled by personnel from either within or without the University community.

Appropriate job descriptions and job titles to describe such offices shall be developed by the Director and his staff, and shall conform to applicable University regulations. Employment of personnel shall follow all guidelines, regulations, and requirements as currently exist or may be established by the University of Wyoming.

## Section 3. RESEARCH REVIEW AND PRIORITIES COMMITTEE

A Research Review and Priorities Committee (RRPC) shall be appointed to advise the Director on matters of policy. The Research Review and Priorities Committee shall consist of twelve (12) members.

Composition of the Research Review and Priorities Committee shall be as follows:

- (a) Three members to be appointed by the President of the University of Wyoming, to include the Vice President for Research and International Programs
- (b) Three members to be appointed by the Governor of the State of Wyoming, to include the State Planning Coordinator
- (c) The State Climatologist, when one is identified, shall be appointed as the seventh regular member
- (d) The President of the University of Wyoming and the Governor of the State of Wyoming shall serve as ex officio voting members
- (e) The Director, who shall be an ex officio member, shall serve as the Committee Executive Secretary
- (f) The President of the Wyoming State Senate and the Speaker of the Wyoming State House of Representatives shall recommend to the Governor one member of each entity for appointment

Term. Terms of appointment shall be for a four-year period. One person from each of (a), (b), and (f) above will rotate off the committee at two-year intervals.

## Responsibilities.

1. The Committee shall use all available sources of information including the Citizens Water Issues Advisory Council and the University faculty to profile the immediate, short-term, and long-term water issues of the State of Wyoming.
2. The information collected will be used by the Committee to:
  - (a) Identify problems
  - (b) Classify and prioritize research needs and develop requests for proposals. Under the guidance of the RRPC committee, the Director of the Water Center will:
    - (1) Implement the selection of research projects that have a high likelihood of solving ranked problems by establishing peer review of the responding proposals thereby increasing the scientific quality and utility of the selected projects.
    - (2) Identify problems which require immediate action and initiate development of proposals and their review in order to provide an excellent information product in a timely manner.
    - (3) Recommend the funding level of the selected projects and endeavor to ensure the appropriate balance of basic research, applied research, and service activity.
    - (4) Establish accountability and evaluation of the funded projects on a continuing basis. The Director shall be responsible for disclosing the disbursement of Center funds and for reporting consequent achievements.

## Section 4. CITIZENS WATER ISSUES ADVISORY COUNCIL

The Council is an advisory resource to the Research Review and Priorities Committee and as such does not determine priorities or policy. Its function is entirely limited to the identification of water concerns and the transmission of those concerns to the Research Review and Priorities Committee.

This advisory group will consist of not more than 20 members selected by the Governor and the University of Wyoming President, and should represent (a) Agriculture, (b) Recreation, (c) Municipalities, (d) U.S. Forest Service, Bureau of Land Management, Bureau of Reclamation, or U.S. Fish and Wildlife Service, (e) Consulting Engineers, (f) the State Legislature, (g) Industry, (h) Environmental Interests,

(i) Private Citizens, (j) Legal Profession, (k) Political Action Groups, (l) Wyoming Higher Education System, and (m) State Agencies.

#### Section 5. OTHER COMMITTEES

With the advice and concurrence of the Research Review and Priorities Committee, the Director may form other committees to provide advice on matters related to technical direction of the research and development programs of the Center.

Appointment. Appointive members of such other committees shall be appointed by the Director, with the concurrence of the Vice President for Research and International Programs.

Term. Appointive members of such other committees shall serve for a two-year term, and appointments shall be effective July 1. The terms of appointive members of such other committees shall be staggered, such that approximately one-half of the members shall be appointed in even years, and one-half of the members shall be appointed in odd years. Reappointment is permitted.

Duties and Responsibilities. The duties and responsibilities of such other committees shall be defined by the Director, with the advice and concurrence of the Research Review and Priorities Committee.

#### PART III. CENTER'S FUNDING

Funds for operation of the Center shall be obtained from the State, from federal agencies, and from industrial and private participants.

#### PART V. AMENDMENTS TO THE REGULATIONS

These regulations may be amended by a two-thirds majority of the Research Review and Priorities Committee and with the approval of the President of the University and the Governor of the State of Wyoming.