

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

January 14, 1989

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

THE UNIVERSITY OF WYOMING

Minutes of the Trustees

January 14, 1989

TABLE OF CONTENTS

	<u>Page</u>
ROLL CALL -----	1
APPROVAL OF MINUTES -----	1
RATIFICATION OF EXECUTIVE COMMITTEE ACTION ON DECEMBER 21, 1988 -----	1
RATIFICATION OF EXECUTIVE COMMITTEE ACTION ON JANUARY 4, 1989 -----	2
ACADEMIC ISSUES COMMITTEE -----	2
DISCONTINUATION OF ADVISING DAYS WITH REPLACEMENT OF ADVISING WEEK -----	2
ACADEMIC YEAR CALENDAR, ACADEMIC YEAR 1989-90 -----	3
STUDENT CLASSIFICATION FOR FEE PURPOSES -----	3
DEADLINE FOR IN-STATE FEE STATUS PETITIONS -----	4
BUDGET COMMITTEE -----	5
STATE EXAMINER'S REPORT -----	5
FEES, CHARGES, REFUNDS AND DEPOSITS, UNIVERSITY OF WYOMING, JULY 1, 1989- JUNE 30, 1990 -----	7
SELECTION OF AUDITORS: REVENUE BONDS, INTERCOLLEGIATE ATHLETICS, AND CONTRACTS AND GRANTS -----	13
SALE OF STOCK, L.U. SHEEP COMPANY -----	15
ACCEPTANCE OF CONTRACTS, GRANTS, GIFTS, SCHOLARSHIPS -----	16

	<u>Page</u>
INTERNAL AUDIT ACTIVITY -----	17
PERSONNEL COMMITTEE -----	17
APPOINTMENTS -----	17
ADJUNCT APPOINTMENTS -----	18
CLINICAL FACULTY APPOINTMENTS -----	18
ADMINISTRATIVE REAPPOINTMENT -----	19
CHANGE IN ASSIGNMENT -----	19
LEAVES OF ABSENCE -----	19
SABBATICAL LEAVE -----	19
CHANGE IN SABBATICAL LEAVE -----	20
RETIREMENTS -----	20
EMERITUS DESIGNATION -----	20
PART-TIME APPOINTMENTS -----	21
RESIGNATIONS -----	21
CORRECTION OF ADJUNCT APPOINTMENT -----	21
PHYSICAL PLANT AND EQUIPMENT COMMITTEE -----	22
TEMPORARY EASEMENT, U. S. FOREST SERVICE -----	22
PROGRESS REPORTS AND CHANGE ORDERS -----	23
COMMITTEE OF THE WHOLE -----	23
NATIONAL CENTER FOR HIGHER EDUCATION MANAGEMENT SYSTEMS (NCHEMS) -----	23
EXTENSION OF CONTRACT, PAUL ROACH -----	24
<u>AGENDA: 2000</u> , PROGRESS REPORT -----	25
NORTH CENTRAL REACCREDITATION SELF-STUDY PROGRESS REPORT: TOWARD <u>AGENDA: 2000</u> -----	25
PROPOSED FINDINGS OF FACT AND CONCLUSIONS OF LAW REFLECTING AD HOC COMMITTEE'S DECISION IN THE CASE OF STEVE CLAYTON -----	25

	<u>Page</u>
NEW BUSINESS, WELCOME -----	26
MANDATORY PHYSICAL EDUCATION REQUIREMENT -----	26
APPRECIATION TO TRUSTEES -----	26
EXECUTIVE SESSION -----	26
TRUSTEE STATEMENT -----	26
ANNOUNCEMENT AND DATE OF NEXT MEETING -----	28

THE UNIVERSITY OF WYOMING

Minutes of the Trustees
January 14, 1989

A regular meeting of the Trustees of the University of Wyoming was called to order by President Bussart at 9:05 p.m. on January 14, 1989 in the Foundation Room at Laramie County Community College in Cheyenne, Wyoming. Committee meetings and an Executive Session dealing with acquisition matters were held on January 13, and an Executive Session was held earlier in the day on January 14, 1989.

ROLL CALL

The following Trustees were in attendance:

Bussart, Chapin, Dray, Kirk, Mickelson, Miracle, Rochelle, Schutte, Sharratt, Updike, and ex officio members Roark, Simons, and Skiles. Trustee Hinckley and ex officio member Governor Sullivan were not present.

APPROVAL OF MINUTES

President Bussart asked if there were any

corrections or additions to the minutes of the

meeting of December 10, 1988. There were no corrections or additions, and Mr.

Dray moved that the minutes of December 10, 1988, be approved as circulated.

Mr. Miracle seconded the motion, and it carried.

RATIFICATION OF EXECUTIVE
COMMITTEE ACTION ON
DECEMBER 21, 1988

President Bussart reported on the conference

telephone meeting of the Trustees of the

University which was held on December 21, 1988. The purpose of the conference

call was to discuss the report of the ad hoc committee on family practice cen-

ters and the University calendar.

The minutes of the conference telephone meeting are included as Enclosure 1, yellow.

Mr. Mickelson moved ratification of the Trustees' action of December 21, 1988, as outlined in Enclosure 1. The motion was seconded by Mr. Dray, and it carried.

RATIFICATION OF EXECUTIVE
COMMITTEE ACTION ON
JANUARY 4, 1989

President Bussart reported on the conference telephone meeting of the Executive Committee of the Trustees which was held on January 4, 1989. The purpose of the conference call was to discuss recent developments in the case of Bott v. University of Wyoming.

The minutes of the conference telephone meeting are included as Enclosure 2, green.

Mr. Updike moved ratification of the Trustees' action of January 4, 1989, as outlined in Enclosure 2. The motion was seconded by Mr. Dray, and it carried.

ACADEMIC ISSUES COMMITTEE

President Bussart called upon Chairperson Kirk for a report from the Academic Issues Committee meeting held January 13, 1989. Committee members Kirk, Dray, Miracle, Simons, Skiles, Updike, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Committee members Hinckley and Sharratt were not present. Based on the committee meeting, the following recommendations were presented to the full Board.

DISCONTINUATION OF ADVISING
DAYS WITH REPLACEMENT OF
ADVISING WEEK

Provost Karnig told members of the Academic Issues Committee that since initiation in Spring 1986 as an experiment, classes have been released for two days each semester for what have been referred to as "Advising Days." A majority of faculty responding to a survey, various Student Affairs officers, and Faculty Senate representatives believe that the two days of released classes are unnecessary.

Based on the Academic Issues Committee's recommendation, it was moved by Mrs. Kirk, seconded by Mr. Updike, and carried that Trustees of the University of Wyoming approve reinstating classes during the two days previously identified as "Advising Days"; and that a full week, to be termed "Advising Week", without release of classes, be instituted to undertake the advisement function.

ACADEMIC YEAR CALENDAR,
ACADEMIC YEAR 1989-90

Based on the above action with reference to "Advising Week," Provost Karnig told members of the Academic Issues Committee that the academic calendar for fall 1989 should be shortened. However, he noted that even with the reinstatement of the two days of classes, the starting and ending days for subsequent semesters should remain the same.

The proposed revised calendar for the 1989-90 academic year is presented in Enclosure 3, pink.

Upon a recommendation from the Academic Issues Committee, it was moved by Mrs. Kirk, seconded by Mr. Mickelson, and carried that Trustees of the University of Wyoming approve the proposed revised academic year calendar for 1989-90, as shown in Enclosure 3.

STUDENT CLASSIFICATION FOR
FEE PURPOSES

During the Academic Issues Committee meeting, Provost Karnig said that Chapter VIII., Section 3.a.(2) of the Regulations of the Trustees in part states "Individuals over 19 years old, who can document financial dependence on Wyoming resident parents or legal guardian, will qualify for in-state fee status." The Residency Classification Committee last year proposed using financial dependence on Wyoming parents as a criterion for in-state fee status. Provost Karnig said the Committee did not intend that this single piece of information by itself would result in residency status. The committee requests changing the word "will" to "may."

Based on a recommendation from the Academic Issues Committee, it was moved by Mrs. Kirk, seconded by Mr. Updike, and carried that Trustees of the University of Wyoming approve the revision to the Regulations of the Trustees, Chapter VIII. Section 3.a.(2), shown below, effective January 16, 1989. Words to be deleted are lined through and new words are capitalized:

Individuals over 19 years old, who can document financial dependence on Wyoming resident parents or legal guardian, ~~will~~ MAY qualify for in-state fee status.

DEADLINE FOR IN-STATE FEE
STATUS PETITIONS

Provost Karnig told members of the Academic Issues Committee that the current practice of allowing residency petitions to be submitted up to an including the first day of classes has encouraged some students to delay until the last minutes this very important submission. Admissions personnel are quite busy just before the start of classes processing applications for admissions filed at the "eleventh hour," while also continuing to prepare registration materials for all new students. Adding a large number of residency petitions (over 70 from August 17-24, 1988) just before mass registration multiplies the chances of errors in a residency decision, which can cost UW \$1600 per case per year in lost tuition and fees. Provost Karnig said a reasonable deadline prior to mass registration would allow Admissions personnel to turn full attention to the primary task of admitting students and preparing for their registration. The Residence Classification Committee has recommended that an earlier deadline for submission of the "Petition for In-State Fee Status" replace the current deadline which is the first day of classes for each semester and summer session. The Residence Classification Committee recommends the petition deadline be changed to "seven calendar days before the beginning of mass registration for each term."

Based on a recommendation from the Academic Issues Committee, it was moved by Mrs. Kirk, seconded by Mr. Mickelson, and carried that Trustees of the University of Wyoming approve the revision to the Regulations of the Trustees, Chapter VIII. Section 3.e., shown below, effective fall semester 1989. Words to be deleted are lined through and new words are capitalized.

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~~ SEVEN CALENDAR DAYS BEFORE THE BEGINNING OF MASS REGISTRATION FOR EACH 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.

BUDGET COMMITTEE

President Bussart called upon Chairman Schutte for a report from the Budget Committee meeting held January 13, 1989. Committee members Schutte, Chapin, Kirk, Mickelson, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Committee members Dray and Sharratt were not present. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

STATE EXAMINER'S REPORT

Vice President Baccari told members of the Budget Committee that the State Examiner's Office completed its annual examination of the University's financial records for the period July 1, 1986 through June 30, 1987. Included as Enclosure 4, blue, are the Examiner's Report on the Financial Statements, Report of Internal Control, Comments Regarding the FY 1987 Examination, and Follow-up on Previous Comments from the FY 1986 Examination. Mr. Jim Painter and Mr. Don Merriam, Office of the State Examiner, attended the Budget Committee meeting to address questions regarding the Examiner's Report.

Vice President Baccari told members of the Budget Committee that the Examiner's Report included financial statements excerpted from the University's 1986-87 Annual Financial Report and Supplemental Schedules prepared by the Examiners. Neither is included with the enclosure since the University's Annual Financial Report was presented earlier to the Trustees, and the Examiner's Supplemental Schedules basically provide additional details to the financial

statements. Mr. Baccari noted that these reports are available, if desired, in the Office of the Vice President for Finance.

University officials met with the State Examiners following the preparation of their preliminary report to review its findings and recommendations. The University's responses to the recommendations of the State Examiner are included with the Examiner's Comments, except for the Examiner's recommendation (page 33 of the enclosure) regarding the payment of management fees by deduction from a custodial account.

According to Mr. Baccari, the University did not respond immediately to this recommendation to allow itself time to consider the issue that was raised. The University's response follows:

It is the University's position that the custodial agreement between the University and the Central Bank of Denver constitutes an itemized statement in the sense that it provides for the fee to be allowed and the time and method of payment. In addition, a custodial agreement should certainly carry a legal implication of certification under penalty of perjury.

Furthermore, the custodial agreement constitutes a delegation of authority and responsibility to the Central Bank. Since the funds in question are held for the University by the bank, the officers of the bank are acting as agents for the University and are therefore the "officers whose duty it may be to audit the (claim)."

Based on the Budget Committee's recommendation, it was moved by Mr. Schutte, seconded by Mr. Sharratt, and carried that Trustees of the University of Wyoming accept the State Examiner's Financial Report of the University of Wyoming for the period July 1, 1986 to June 30, 1987, and that the University's responses to the recommendations presented in the Examiner's Management Report be approved.

FEES, CHARGES, REFUNDS AND
DEPOSITS, UNIVERSITY OF
WYOMING, JULY 1, 1989-
JUNE 30, 1990

Vice President Baccari told members of the
Budget Committee that Trustee consideration is
requested annually for changes and additions

to authorized fees, charges, refunds and deposits (Enclosure 5, tan)

The following proposed changes for the fiscal year beginning July 1, 1989
were presented to the Budget Committee.

1. Page 2. Section II, Tuition and Mandatory Fees, Regular Academic Year.
Authorizes a registration deposit to be paid by students to guarantee
their pre-registration class schedule. The deposit will be applied to
tuition if the student completes tuition and fee payment.
2. Page 4. Section II, Tuition and Mandatory Fees, Regular Academic Year.
Authorizes tuition and mandatory fees increases. The tuition increase
was approved by the Trustees on December 10, 1988. The mandatory fees
increase is an increase in the Student Health Service fee.
3. Page 4. Section II, Tuition and Mandatory Fees, Regular Academic Year.
Authorizes the application of the tuition increase to per credit hour
assessments. The tuition increase was approved by the Trustees on
December 10, 1988.
4. Page 10. Section IV, Tuition and Mandatory Fees, Summer Session.
Authorizes the application of the tuition and mandatory fees increases
to the summer session. The tuition increase includes the increase
approved by the Trustees on December 10, 1988; additionally, the
increase is amended to bring the per credit hour charge to a level
equal to the regular academic year per credit hour rate. The mandatory
fees increase is an increase in the Student Health Service fee.
5. Page 11. Section V. Tuition and Mandatory Fees, Extension Credit
Courses.

Authorizes the application of the tuition increases to Extension

Credit Courses and maximums for tuition and mandatory fees. The tuition increase was approved by the Trustees on December 10, 1988.

6. Page 13. Section VI. Tuition and Mandatory Fee, Concurrent Joint Enrollments.

Authorizes the definition, benefits and tuition and mandatory fees maximums for concurrent joint enrollments.

7. Page 13. Section VII. Other Student Fees, Charges and Deposits.

1. Tuition and Other Charges, Correspondence Courses.

Authorizes the application of the tuition increase to correspondence courses. The tuition increase was approved by the Trustees on December 10, 1988.

8. Page 14. Section VII. Other Student Fees, Charges and Deposits.

4. Fees, Departmental Examination for Credit Program.

Authorizes the application of the tuition increase to the credit by examination program.

9. Page 16. Section VII. Other Student Fees, Charges and Deposits.

- 8.a. Visitor's Card.

Authorizes the elimination of the visitor's card fee for non-enrolled class attendance.

10. Page 17. Section VII. Other Student Fees, Charges and Deposits.

8. Registration Office Fees. f. Transcript Fees.

Authorizes an additional charge for individuals requesting 24-hour service.

11. Page 20. Section X. Auxiliary Enterprises. 1. Residence Halls.

- c. Advance Payment.

Authorizes changing the date notification of cancellation must be received in order to receive an advance payment refund.

12. Page 21. Section X. Auxiliary Enterprises. 1. Residence Halls.

K. Authorizes students to live in a residence hall through the summer months if the student has pre-registered for the Fall term.

13. Page 29. Tuition, Academic Year, Per Term.

Authorizes the tuition increase; and authorizes the registration deposit.

14. Page 29. Tuition, Summer Session.

Authorizes the increase for the Summer session.

15. Page 29. Tuition, Correspondence Courses.

Authorizes the increase for Correspondence courses.

16. Page 29. Tuition, Extended Studies Courses.

Authorizes the increase for Extended Studies courses.

17. Page 30. Fees, Full-Time Students, Academic Year.

Authorizes the increase in the Student Health Service fee.

18. Page 30. Fees, Part-Time Students, Academic Year.

Authorizes the increase in the optional fee package for the Student Health Services fee.

19. Page 30. Fee, Summer Session.

Authorizes the increase in the Student Health Services fee.

20. Page 31-32. Schedule of Refunds.

Authorizes the restructuring of academic year and summer school refund schedules from a calendar day basis to a class day basis. The changes establish the conditions for a 100% refund and for the retaining of a flat-rate amount by the University for both full-time and part-time students.

21. Page 35. Graduate School, Microfilms Fee.

Increases the thesis microfilm fee to cover true cost.

22. Page 35. Admissions Office.
Authorizes an increase in the summer orientation fee with an effective date of June 1, 1989.
23. Page 35. Registration Office Fees.
Authorizes the elimination of the visitor card.
24. Page 35. Registration Office Fees.
Authorizes an increase in the transcript fee if 24-hour service is requested.
25. Page 36. Registration Office Fees.
Authorizes an increase in the reissued diploma fee if a name change is requested.
26. Page 38. Department of Athletics.
Authorizes an increase in the spouse activity card to correspond with the ticket increases authorized in FY 1988-89.
27. Page 38. Library Card, Replacement, Per Card.
Authorizes the elimination of a fee for replacement of library cards.
28. Page 38. Library, Lost Book Fee.
Authorizes an increase in the lost book fee to cover costs associated with replacing the lost book.
29. Page 38. Library, Lost Book Fee.
Authorizes an increase in the binding fee to cover costs associated with book binding.
30. Page 39. Library, Mutilation Charges, Processing Fees, Per Item.
Authorizes an increase in the per hour charges for staff time.
31. Page 39. Library, Mutilation of Facilities.
Authorizes an increase in the per hour staff time fee.
32. Page 39. ASUW, Activities, Student Juried Art Show.
Authorizes an entry fee for student Juried art shows.

33. Page 39. ASUW, Activities, Spring Daze.
Authorizes a contestant fee for the Spring Daze program.
34. Page 40. ASUW, Owen Wister Review.
Authorizes the purchase price and mailing charges for the Owen Wister Review publication.
35. Page 41. Board and Room, Academic Year, Board.
Adjusts board rates an average of 3.5% in order to cover increased operational costs.
36. Page 41. Board and Room, Academic Year, Room.
Adjusts room rates an average of 3.5% in order to cover increased operational costs.
37. Page 41. Board and Room Rates, 8-Week Summer Session, Board.
Adjusts board rates an average of 3.5% in order to cover increased operational costs.
38. Page 41. Board and Room Rates, 8-Week Summer Session, Room.
Adjusts room rates an average of 3.5% to cover increased operational costs.
39. Pages 41-42. Apartment Rental Rates, Per Month. Apartment rates are increased an average of 3.6% to cover increased operating costs.
40. Page 42. Housing Fees. Loss of Key.
Authorizes an increase to cover cost of re-keying.
41. Page 42. Housing Fees. Clean Stove/Oven.
Authorizes an increase to cover cost of cleaning materials.
42. Page 45. Housing Charges, Rental, Apartment Community Center.
Authorizes a fee for the use of the apartment community center.
43. Page 45. Food Service Charges, Knight-Watkins Science Camp.
Authorizes an increase in rental fees to cover actual costs.
44. Page 45. Conference and Guest Food Service Rates.

- Adjusts rates in line with other board plans offered.
45. Page 46. Wyoming Union, Facility Fees.
Authorizes increases in facility use fees to cover true costs.
 46. Page 47. Union Media Shoppe.
Authorizes an increase in oil cloth/canvas banners to cover true costs.
 47. Page 49. University Licensing.
Authorizes a fee schedule for mailing lists supplied by the University Licensing Office.
 48. Page 49. Athletic Parking, S Lot.
Authorizes the elimination of season pass, general admission parking in the S lot.
 49. Page 50. Telecommunications.
Authorizes a charge for data line connections in residence halls and student apartments.
 50. Pages 51-52. College of Arts and Sciences, Biology, Botany, Geography and Recreation, Geology and Geophysics.
Establishes course fees and increases other course fees to cover actual costs.
 51. Page 52. College of Arts and Sciences, Music.
Increases course fees to cover actual costs.
 52. Page 53. College of arts and Sciences, Zoology and Physiology.
Establishes course fees to cover actual costs.
 53. Page 54. College of Health Sciences, National Student Exchange.
Increases fee to cover actual costs.
 54. Page 55. School of Physical and Health Education, Skiing and Horsemanship.
Increases course fees to cover actual costs.

55. Page 55. School of Physical and Health Education, Fitness/Exercise Program.
Increases fee to cover actual costs.
56. Pages 57-58. Jacoby Golf Course.
Increases/decreases fees to cover costs at the times they actually occur.
57. Pages 58-59. Wyoming State Veterinary Laboratory.
Establishes fees for new tests available and adjusts fees to cover actual costs.
58. Page 60. Soil Testing.
Increases fees to cover true costs.
59. Page 65. Service Fees, Energy Research Laboratory.
Increases fees to cover actual costs.
60. Pages 65-66. Speech Pathology and Audiology.
Establishes fees for new services and increases fees to cover true costs.
61. Page 73. Tickets.
Adds language to provide the basis for determining season ticket prices.
62. Page 76. Arena-Auditorium, Facility Use Fees, Non-Profit Organization.
Authorizes the elimination of the individual set-up charge as it is included in the other charge categories.

Based on the Budget Committee's recommendation, it was moved by Mr. Schutte, seconded by Mr. Dray, and carried that Trustees of the University of Wyoming approve the proposed changes and additions to University fees, charges, deposits and refunds as presented above.

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

Vice President Baccari told members of the Budget Committee that on February 14, 1986, the Trustees selected the public accounting

firm of McGladrey & Pullen, Cheyenne, Wyoming, to audit the University's revenue bonds and the Intercollegiate Athletic program for FY 1986. The Trustees have since reappointed McGladrey & Pullen to perform these two audits for FY's 1987 and 1988.

In addition, the Trustees appointed McGladrey & Pullen to audit the University's Federal Contracts and Grants program for the two-year period ending June 30, 1986 and fiscal year 1987. The audit for fiscal year 1987 was not performed due to implementation problems with the new payroll system that was not complete insofar as certain information subsystems for Contracts and Grants are concerned. Consequently, the audit was deferred to the end of fiscal year 1988.

The performance of these audits by McGladrey & Pullen over the past three years has been very satisfactory. The fees charged for these past audits are presented in the fee schedule below:

AUDIT FEE SCHEDULE

	<u>FY 1986</u>	<u>FY 1987</u>	<u>FY 1988</u>
Revenue Bonds	\$17,500	\$18,375	\$18,675
Intercollegiate Athletics	4,750	4,950	5,250
Contracts and Grants	62,675	---	53,000 to 57,000

Mr. Baccari told members of the Budget Committee that McGladrey has submitted engagement letters, including estimated fees, for the audit of the Revenue Bond and Intercollegiate Athletic programs for the fiscal year ending June 30, 1989. The University will continue to audit Federal Contracts and Grants on a two-year cycle, and the next audit is scheduled for the two-year period ending June 30, 1990. The respective fees for each audit, which include out-of-pocket expenses, are \$18,675 for the University Revenue Bonds and \$5,250 for the Intercollegiate Athletics program, including Cowboy Joe. The

Intercollegiate Athletics audit will be performed only if it is still required by the NCAA.

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Miracle, and carried that Trustees of the University of Wyoming approve the engagement of McGladrey & Pullen, Cheyenne, Wyoming, to audit the University Revenue Bonds and the Intercollegiate Athletic program, including the Cowboy Joe Club, if the NCAA continues to require the audit of athletic programs, for the fiscal year ending June 30, 1989, for fees not to exceed the amounts specified above.

SALE OF STOCK, L. U. SHEEP
COMPANY

Vice President Baccari informed members of the Budget Committee that the University has been given thirty (30) shares of stock in the L. U. Sheep Company from the estate of Philip C. Brown. The stock certificate has not yet been distributed.

On November 21, 1988, the executor for the estate of Mr. Brown received an offer to purchase the 30 shares for \$425 per share, for a total of \$12,750, from Mr. Daniel S. Healy, Board Chairman for L. U. Sheep Company.

The offer expired December 20, 1988, but Mr. Healy has extended his offer to purchase to January 20, 1989.

The L. U. Sheep Company is a Wyoming corporation that conducts livestock operations in the area of Worland. As of April 1988 there were 3,614 shares of stock outstanding in the corporation. Of that number, 2,678 shares, or 74%, were owned or controlled by members of the Healy family. The ranch has been in the control of the Healy family since the mid-1930's.

The offer to purchase that Mr. Healy made to the University was also extended to all minority stockholders in November 1988. To date, five parties have accepted the offer, including Mr. Healy's two sisters.

According to Mr. Baccari, Mr. Healy has provided the University with the financial statements and supplemental schedules of the L. U. Sheep Company for

the fiscal years ending September 30, 1988 and 1987, and the corporation's dividend and stock transaction history for the 20-year period ending September 30, 1987. During the past twenty years the corporation has paid average dividends of \$5.50 per share, and \$8.40 per share for the latest five-year period. During this same 20-year period, the corporation had six transactions for the repurchase of stock involving a total of 649 shares, and two transactions for the sale of stock totaling 60 shares.

Vice President Baccari told members of the Budget Committee that if the University were to retain the stock, then it could anticipate in the near future dividend revenue of approximately \$240 a year, based on the recent dividends paid by the corporation. If the University were to accept the offer to sell for \$12,750, then it could anticipate annual income of approximately \$1,020, assuming a yield of 8 percent.

Based on review of the corporation's financial statements, its dividend record, and verification of recent stock transactions to sell back to the corporation shares at \$425, the offer by Mr. Healy to purchase the University's shares for \$425 per share appears to be both reasonable and fair.

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Mickelson, and carried that the Trustees of the University of Wyoming accept the offer of Mr. Daniel S. Healy to purchase the University's 30 shares of stock in the L. U. Sheep Company.

ACCEPTANCE OF CONTRACTS,
GRANTS, GIFTS, SCHOLARSHIPS

It was moved by Mr. Schutte, seconded by Mrs. Kirk, and carried that Trustees of the

University of Wyoming accept contracts and grants in the amount of \$1,823,240 for the period November 16, 1988 through December 15, 1988; and gifts and scho-

larships in the amount of \$75,395.82 for the period November 15, 1988 through December 15, 1988.

INTERNAL AUDIT ACTIVITY Information was provided to Trustees on the internal audit activity conducted in accordance with the audit plan for the period October 1, 1988 to December 31, 1988.

Mr. Updike requested that copies of the last three contracts for athletic broadcasting be provided to the Trustees, and that this item be placed on the agenda for the next Athletic Committee meeting.

PERSONNEL COMMITTEE President Bussart called upon Chairman Updike for a report from the Personnel Committee meeting on January 13, 1989. Committee members Updike, Chapin, Mickelson, Schuster, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Committee member Hinckley was not present. Based on recommendations of the Personnel Committee, Mr. Updike moved approval of the following appointments, adjunct appointments, clinical faculty appointments, administrative reappointment, change in assignment, leaves of absence, sabbatical leave, change in sabbatical leave, retirements, and emeritus designation. 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. Keith T. Carron as Assistant Professor of Chemistry, effective December 29, 1988 at an annual (9-month) salary rate of \$35,004. This is a tenure track appointment.
2. Leigh W. Selting as Assistant Professor of Theatre and Dance, effective January 16, 1989 at an annual (9-month) salary rate of \$24,000. This is a tenure track appointment.

COLLEGE OF EDUCATION

3. Jack L. Rudolph, Jr. as Assistant Professor of Vocational Education, effective August 22, 1988 at an annual (9-month) salary rate of \$28,560. 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 ARTS AND SCIENCES

1. Fred Barker as Adjunct Professor of Geology and Geophysics for the period July 1, 1988 through June 30, 1991.
2. Donald H. Lindsley as Adjunct Professor of Geology and Geophysics for the period July 1, 1988 through June 30, 1991.
3. Stephen E. Strom as Adjunct Professor of Physics and Astronomy for the period November 1, 1988 through October 31, 1991.

CLINICAL FACULTY APPOINTMENTS The following clinical faculty appointments in support of student programs in the School of Pharmacy for a three-year period effective December 1, 1988, were approved.

<u>NAME</u>	<u>CLINICAL TITLE</u>	<u>LOCATION</u>
Auble, Elizabeth A.	Clinical Faculty in Pharmacy	Ft. Collins, CO
Butler, Paul	Clinical Faculty in Pharmacy	Ft. Collins, CO
Conrad, Aubrey B.	Clinical Faculty in Pharmacy	Ft. Collins, CO
Farrell, Betty L.	Clinical Faculty in Pharmacy	Ft. Collins, CO
Frydendall, Jane	Clinical Faculty in Pharmacy	Ft. Collins, CO
Horejs, Edward J.	Clinical Faculty in Pharmacy	Ft. Collins, CO
Irwin, Alan D.	Clinical Faculty in Pharmacy	Bellvue, CO
Keller, J. David	Clinical Faculty in Pharmacy	Ft. Collins, CO
Neuman, Peter S.	Clinical Faculty in Pharmacy	Ft. Collins, CO

Reed, Robert W. Clinical Faculty in Pharmacy Ft. Collins, CO
Stuart, Clifford C. Clinical Faculty in Pharmacy Ft. Collins, CO
Wilkins, Charles R. Clinical Faculty in Pharmacy Ft. Collins, CO

ADMINISTRATIVE
REAPPOINTMENT

The following administrative reappointment was approved as indicated.

1. John H. Jackson as Head of the Department of Business Administration for the period December 23, 1988 through May 31, 1992.

CHANGE IN ASSIGNMENT

The following change in assignment was approved.

1. Don A. Roth, Professor of Plant, Soil, and Insect Sciences, be reassigned as Professor of Plant, Soil, and Insect Sciences and Professor of Molecular Biology effective November 22, 1988.

LEAVES OF ABSENCE

The following leaves of absence without pay were granted for the period and under the con-

ditions cited.

1. Jack Battle, Professor of Law, for the 1989-90 academic year, so that his wife can complete studies for an advanced degree.
2. David Egolf, Associate Professor of Electrical Engineering, for the 1989 spring semester, for health reasons.
3. Kenton Walker, Assistant Professor of Accounting, for the 1989-90 academic year, to teach an additional year at the University of Otago, Dunedin, New Zealand.

SABBATICAL LEAVE

The following faculty member was granted a sabbatical leave for fall semester 1989, sub-

ject to available funds.

1. James G. Hook, Professor of Educational Foundations and Instructional Technology, and Dean of the College of Education.

CHANGE IN SABBATICAL
LEAVE

The following change in sabbatical leave was approved.

1. At the December 18, 1987 meeting of the Trustees, Bruce W. Culver, Associate Professor of Pharmacy, was granted a sabbatical leave for the 1989 spring semester. Professor Culver has requested that this sabbatical leave be changed to the 1990 spring semester.

RETIREMENTS

The following retirements were approved on the dates and under the conditions cited.

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Date of Retirement</u>
Harris, D. Jean	Sr. Administrative Secretary, College of Agriculture	1/24/26	11/5/73	2/3/89 with designation as <u>Retired</u>
Mears, Brainerd, Jr.	Professor of Geology	6/24/21	9/1/49	5/14/89 with designation as <u>Emeritus</u>
Ruiz, Angela	Secretary II Cooperative Extension Service	6/20/28	8/7/72	1/6/89 with designation as <u>Retired</u>

EMERITUS DESIGNATION

Dr. William D. Carlson, now living in the Washington, D.C. area, served as President of the University of Wyoming from January 1, 1968 to March 1, 1979. As UW's 17th president, he was instrumental in strengthening academic programs, expanding the physical plant, and advancing salary and benefit packages for University faculty and staff. In recognition of his many contributions to the University of Wyoming and the State, Trustees authorized that William D. Carlson be designated President Emeritus.

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. Thomas K. Anderes, Deputy Vice President to the Vice President for Finance, January 6, 1989.
2. Richard A. Cottrill, Director of Personnel Services, January 16, 1989.
3. Douglas P. Killian, Assistant Professor of Journalism and Telecommunication, December 21, 1988.
4. Cynthia S. McCahon, Assistant Professor of Business Administration, December 21, 1988.
5. Anne Ostrye, Assistant Professor of University Libraries, December 29, 1988.
6. Thomas C. Pearson, Assistant Professor of Accounting, December 21, 1988.

Three faculty members left the institution to accept positions at other academic institutions: one received a promotion and a salary increase of \$13,000, one received a 12 percent salary increase. One faculty member accepted a position in the private sector, one faculty member left for family reasons, and one accepted a position in a state agency.

CORRECTION OF ADJUNCT APPOINTMENT

As an item for information only, at their meeting on September 5-6, 1986, the Trustees of the University of Wyoming approved the appointment of Katherine Duchen-Smith as an Adjunct Assistant Professor of Nursing for the period August 28, 1986 through June 30, 1987. The ending date was incorrectly reported. It should be August 28, 1989.

PHYSICAL PLANT AND
EQUIPMENT COMMITTEE

President Bussart called upon Chairman Chapin for a report from the Physical Plant and Equipment Committee meeting held January 13, 1989. Committee members Chapin, Kirk, Rochelle, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Committee members Hinckley and Sharratt were not present. Based on the committee meeting, the following recommendation and report was presented to the full Board.

TEMPORARY EASEMENT
U.S. FOREST SERVICE

Vice President Baccari told members of the Physical Plant and Equipment Committee that the United States Forest Service has asked the University to grant it a temporary easement, included as Enclosure 6, salmon, to use an existing road across land that the University owns in the Fletcher Park, Albany County area. The Forest Service is planning an operation to remove timber on its lands, which are adjacent to the University's property, sold under the Albany Peak Timber Salvage Sale.

The University acquired this land in September 1984 as a gift from Colonel William C. Rogers. The University is not currently using the land for any specific purpose, and Colonel Rogers still lives on the property under a life estate.

Mr. Baccari said the temporary easement is requested for approximately 12 months, the length of time that timber operations will be in process. The Forest Service will do whatever work is necessary to improve the existing road to accommodate the vehicles that will be using the road.

Based on a recommendation from the Physical Plant and Equipment Committee, it was moved by Mr. Chapin, seconded by Mr. Rochelle, and carried that Trustees of the University of Wyoming grant the U. S. Forest Service a temporary easement

through December 31, 1989, to improve and use the existing road on University lands as described in Enclosure 6.

PROGRESS REPORTS AND
CHANGE ORDERS

As a matter of information only, Progress Reports and Change Orders were provided to the

members of the Physical Plant and Equipment Committee.

COMMITTEE OF THE WHOLE

President Bussart reported on the meeting of the Committee of the Whole held January 13,

1989. Present were Bussart, Chapin, Kirk, Mickelson, Miracle, Rochelle, Schutte, Updike, and ex officio members Roark, Simons, Skiles, along with University staff. Mr. Dray and Mr. Schuster were present during the Committee of the Whole discussion with NCHEMS consultants and during the discussion of the Extension of Contract for Paul Roach. Absent were members Hinckley, and Sharratt. Based on the committee meeting, the following recommendations and reports were presented to the full Board:

NATIONAL CENTER FOR
HIGHER EDUCATION MANAGEMENT
SYSTEMS (NCHEMS)

President Bussart reported to the Trustees that the Committee of the Whole heard a presen-

tation by consultants from the National Center for Higher Education Management Systems (NCHEMS). NCHEMS consultants outlined for members of the Committee of the Whole, the questions raised by Trustees which fall into two categories: first, those requiring independent studies/responses and second, those that, taken together focus on institutional efficiency and effectiveness. The consultants also outlined data acquisition activities which included compilation of internal data, comparative statistics, surveys, compilation of existing statistics external to the University, and interviews. They said the products of the project would include a response to the Ferrari Report, report on faculty/staff morale and institutional functioning, white paper on mission, role, and scope of the University in the context of the priority needs of the state, white paper on tuition levels, report on computing (hardware/software)

needs of the University, report on resource allocation and utilization within the University, and microcomputer model to investigate potential financial consequences of strategic policy initiatives. The cost of the study would be \$157,000 and require 10 months to complete.

Based on a recommendation from the Committee of the Whole, it was moved by Mr. Chapin, seconded by Mr. Updike, and carried that Trustees of the University of Wyoming recommend that NCHEMS be retained to perform the work as outlined by NCHEMS and for the cost and the timeline cited, subject to approval by the Wyoming State Legislature of the bill to be introduced by Representative Sheila Arnold containing an appropriation of up to \$150,000 for the purpose of deferring cost and having this study performed. It was further noted that the administration is authorized to contact NCHEMS to take initial steps to begin discussions on the study.

EXTENSION OF CONTRACT
PAUL ROACH

During Committee of the Whole discussion on January 13, Mr. Dray reviewed and discussed the contract of Paul Roach as Director of Intercollegiate Athletics and/or Head Football Coach.

Mr. Schuster expressed concern to members of the Committee of the Whole with regard to increasing the salary for Paul Roach. Mr. Schuster said that while he is an admirer of the University and of Paul Roach, he felt that the proposed action to increase Paul Roach's salary by \$10,000 in the current year, is irresponsible. He said that he felt this action is symptomatic of the problem that precludes this University from achieving the greatness that this state deserves and this state has every right to expect from the Board of Trustees. Mr. Schuster went on to say that the Board's attention and devotion must be to the academic vitality of the institution. He said that too often the Board's attention and devotion is to the athletic vitality of the University. He said that the Trustees are most reliably a board for athletics, rather than a board

for academics. Mr. Schuster continued by saying that as the governing board of the University, the Trustees have a responsibility and a trust to nurture the University's academic excellence. He said it was a trust owed the people of Wyoming, a trust owed to this generation, and a trust owed to future generations. Mr. Schuster further stated that the University has never been in more precarious shape than it is now. In conclusion, Mr. Schuster said that the action to increase Paul Roach's salary by \$10,000 would break the trust owed to University faculty, and to the state, and that he could not condone it.

Based on a recommendation from the Committee of the Whole, it was moved by Mr. Rochelle, seconded by Mr. Dray, and carried that Trustees of the University of Wyoming extend the contract of Paul Roach as Director of Intercollegiate Athletics and/or Head Football Coach through December 31, 1997, with a \$10,000 increase in the current year.

AGENDA: 2000
PROGRESS REPORT

As a matter of information only, President Roark presented members of the Committee of the Whole with a progress report on the implementation of Agenda: 2000.

NORTH CENTRAL REACCREDITATION
SELF-STUDY PROGRESS REPORT:
TOWARD AGENDA: 2000

Provost Karnig gave members of the Committee of the Whole copies of a plan for University of Wyoming Self-Study and Site Visit for Reaccreditation by North Central Association of Colleges and Schools for 1988-89 and 1989-90.

PROPOSED FINDINGS OF FACT AND
CONCLUSIONS OF LAW REFLECTING
AD HOC COMMITTEE'S DECISION IN
THE CASE OF STEVE CLAYTON

President Roark informed Trustees that he would approve the decision of the Ad Hoc Committee in the Findings of Facts and Conclusion of Law in the case of Steve Clayton.

NEW BUSINESS
WELCOME

On behalf of the Trustees of the University of Wyoming, President Bussart extended a cordial welcome to Ms. Carol Ann Strader, Chairperson of the Board of Trustees at Laramie County Community College in Cheyenne, Wyoming, and to Ms. Merrilyn Borthwick, University of Wyoming Alumni Board of Directors, both of whom attended the Business Session on January 14.

MANDATORY PHYSICAL
EDUCATION REQUIREMENT

Mr. Updike raised the question of the University's mandatory physical education requirement. He questioned the desirability of requiring such courses, and asked if the requirement was outdated. Following Trustee discussion, it was suggested that the University's Core Curriculum Committee study this issue, along with others under consideration, and report back to Trustees at a future meeting.

APPRECIATION TO
TRUSTEES

On behalf of the Board of Trustees, President Bussart expressed deep appreciation to Trustees Chapin, Hinckley, Rochelle, and Updike whose regular terms on the Board have finished. President Roark expressed his appreciation and support to those members and said he would be pleased to work with any of them again, should they be reappointed for another term.

EXECUTIVE SESSION

Upon a motion by Mr. Mickelson, seconded by Mr. Sharratt, it carried that Trustees call an Executive Session to discuss a personnel matter.

TRUSTEE STATEMENT

The following prepared statement was read by President Bussart.

For many years, faculty salaries have been the highest priority of University of Wyoming Trustees.

While we deeply regret the resignation of our colleague Bob Schuster, we regret even more the implication of an anti-academic bias on the part of UW Trustees. Nothing could be further from the truth.

As Dr. Roark observed yesterday, "During my one and one-half years of working with Trustees, I have found them to be an incredibly balanced board, consisting of highly qualified individuals with broad viewpoints. At least 90 percent of the Trustees' time and attention is directed to addressing academic issues, student affairs, physical plant matters and a range of other complex issues, all of which underlie academic excellence.

Far less time is spent on intercollegiate athletics, and most of that discussion and attention is focused on insuring UW has a balanced, competitive program that is above reproach and is a credit to the institution and the state. The Trustees are dedicated to excellence in all programs at the University of Wyoming."

During the past two years, we have met collectively and individually with faculty and students so that we can better articulate their views and needs to external constituencies, and we have spent many days in formal and informal sessions with legislators and other key decision makers of the state in efforts to fulfill our very real and pressing academic needs. At the same time, we have endeavored to give the state and the University a meaningful plan for moving the University of Wyoming to the forefront of academic institutions in America.

This process started with the appointment of 12 Centennial Committees in 1985. Those committees consisting of Trustees, faculty, staff, students, alumni, Wyoming citizens and others, offered bold and innovative recommendations. Many of those recommendations have evolved into Agenda: 2000, our action agenda as we move toward the 21st century. A cursory reading of that agenda and of the Centennial Committee reports will certainly show where our priorities lie.

Major symposia and seminars hosted by the Trustees centered discussion on critical academic issues confronting the University of Wyoming. Major discussion topics have included such items as faculty reward systems, student recruiting and retention, internationalism of curricula, honors programs, academic outreach, pre-college curricula, research and teaching balances and Wyoming's economic development.

In the matter of Paul Roach's salary, it should be emphasized that Roach is doing two jobs. Salaries for a separate athletic director and football coach would be considerably in excess of the salary being paid Roach.

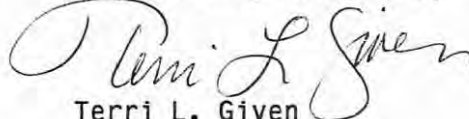
The contributions Bob Schuster made as a UW Trustee have been many and will be enduring. His service will be sorely missed,

as will the perceptions he has brought to our deliberations. We profoundly hope that his resignation will not adversely affect the efforts the University is making to achieve faculty and salary increases and to realize the overall academic excellence to which we aspire.

**ANNOUNCEMENT AND DATE OF
NEXT MEETING**

The next meeting of the Trustees had previously been scheduled for March 30-31, 1989 at Casper College in Casper, Wyoming. Following discussion, it was moved by Mr. Miracle, seconded by Mrs. Kirk, and carried that because of the new Trustees that will be appointed to the Board, the next meeting will be held in Laramie on March 30-31, 1989, with an orientation session for new and old Trustees on March 29. It was decided that Mr. Sharratt and Mr. Miracle would coordinate with the administration the orientation agenda for March 29, and that such an orientation would include a briefing by Trustees and the administration on matters of physical plant, Trustee responsibilities, and budget presentations. There being no further business to come before the Trustees, the meeting adjourned at 10:15 a.m.

Respectfully submitted,


Terri L. Given
Deputy Secretary

MINUTES OF CONFERENCE TELEPHONE MEETING
OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING

December 21, 1988

A telephone conference meeting of the Trustees of the University of Wyoming was held on December 21, 1988, at 8:00 a.m. with Trustees Bussart, Chapin, Hinckley, Kirk, Mickelson, Rochelle, Schuster, Schutte, Sharratt, Updike, and ex officio members Roark, Simons, and Skiles participating. Trustees Dray, Miracle, and ex officio member Governor Sullivan did not participate in the call. Also participating in the call were Provost Albert Karnig, Dean Philip Catalfomo and Mr. Vern Shelton.

REPORT OF THE AD HOC COMMITTEE
ON FAMILY PRACTICE CENTERS

President Roark said there was a need for a decision by the Board of Trustees with respect to the report of the Ad Hoc Committee on Family Practice Centers. The committee report was disseminated on December 8. Dean Catalfomo reviewed all salient features of the draft with the Trustees. It was noted that some editorial corrections needed to be made in the draft. Following discussion, it was agreed by those Trustees participating in the conference call that the draft, as corrected, was acceptable and that it would be sent to the Legislative Service Office December 21, 1988, as a supplement to the Comprehensive Plan for the College of Human Medicine.

UNIVERSITY CALENDAR

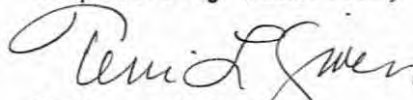
Provost Karnig told Trustees that since spring 1986, two days have been designated as advising days in which no classes were offered, and that some individuals have expressed concern that the advising days were not used for the purpose they were intended. Dr. Karnig said that he met with the chair of the Faculty Senate, Director of the Center for Academic Advising, and Dr. Jim Hurst to discuss the concerns. Provost Karnig recommended to Trustees that effective fall semester

1989, the two advising days be eliminated, that classes begin on the same date, but that they finish two days earlier in the semester, which would be December 20, 1989.

Following discussion, Trustees authorized the Provost to make administrative changes required to implement the above proposal, with planning to proceed subject to ratification by the Board of Trustees at their January 1989 meeting.

There being no further business to come before the Trustees, the teleconference call was adjourned at 8:35 a.m.

Respectfully submitted,



Terri L. Given
Deputy Secretary

MINUTES OF CONFERENCE TELEPHONE MEETING
OF THE EXECUTIVE COMMITTEE OF THE TRUSTEES
OF THE UNIVERSITY OF WYOMING

January 4, 1989

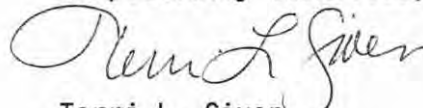
A conference telephone meeting of the Executive Committee of the Trustees of the University of Wyoming was held on January 4, 1989, with committee members Bussart, Dray, Miracle, and Updike participating. Trustee Hinckley did not participate in the call. President Roark, David Baker, and Hoke MacMillan also took part in the call.

The telephone meeting was called at the request of President Bussart, who asked Mr. MacMillan to brief the Executive Committee with respect to recent developments in the Bott v. University of Wyoming, et al., Civil Action.

Following discussion related to the availability of funding, it was moved by Mr. Dray, seconded by Mr. Updike, and carried, that the Trustees make a final offer of settlement in the case of Bott v. University of Wyoming along lines recommended by their attorney, Mr. MacMillan; and that this action be subject to ratification by the Trustees at their January 14, 1989 meeting.

There being no further business to come before the Executive Committee, the telephone conference call was adjourned at 1:30 p.m.

Respectfully submitted,



Terri L. Given
Deputy Secretary

1702	D 1989							D						
1713	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1719	JANUARY							JULY						
1730	1	2	3	4	5	6	7	2	3	4	5	6	7	8
1741	8	9	10	11	12	13	14	9	10	11	12	13	14	15
1747	15	16	17	18	19	20	21	16	17	18	19	20	21	22
1755	22	23	24	25	26	27	28	23	24	25	26	27	28	29
1759	29	30	31					30	31					
1766	FEBRUARY							AUGUST						
1797	1	2	3	4				1	2	3	4	5		
1809	5	6	7	8	9	10	11	6	7	8	9	10	11	12
1815	12	13	14	15	16	17	18	13	14	15	16	17	18	19
1826	19	20	21	22	23	24	25	20	21	22	23	24	25	26
1837	26	27	28					27	28	29	30	31		
1843	MARCH							SEPTEMBER						
1854	1	2	3	4				1	2	3	4	5	6	7
1855	5	6	7	8	9	10	11	8	9	10	11	12	13	14
1571	12	13	14	15	16	17	18	15	16	17	18	19	20	21
1572	19	20	21	22	23	24	25	17	18	19	20	21	22	23
1573	26	27	28	29	30	31		24	25	26	27	28	29	30
1574	APRIL							OCTOBER						
1575	1	2	3	4	5	6	7	1	2	3	4	5	6	7
1576	8	9	10	11	12	13	14	8	9	10	11	12	13	14
1577	15	16	17	18	19	20	21	15	16	17	18	19	20	21
1578	22	23	24	25	26	27	28	22	23	24	25	26	27	28
1579	29	30						29	30	31				
1580	MAY							NOVEMBER						
1581	1	2	3	4	5	6		1	2	3	4	5	6	7
1582	7	8	9	10	11	12	13	8	9	10	11	12	13	14
1583	14	15	16	17	18	19	20	15	16	17	18	19	20	21
1584	21	22	23	24	25	26	27	22	23	24	25	26	27	28
1585	28	29	30	31				29	30	31				
1586	JUNE							DECEMBER						
1587	1	2	3					1	2	3	4	5	6	7
1588	4	5	6	7	8	9	10	8	9	10	11	12	13	14
1589	11	12	13	14	15	16	17	15	16	17	18	19	20	21
1590	18	19	20	21	22	23	24	22	23	24	25	26	27	28
1591	25	26	27	28	29	30		29	30	31				

This is a Success calendar.

This is a Success calendar.

1703	E 1990							E						
1714	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1725	JANUARY							JULY						
1731	1	2	3	4	5	6		1	2	3	4	5	6	7
1742	7	8	9	10	11	12	13	8	9	10	11	12	13	14
1753	14	15	16	17	18	19	20	15	16	17	18	19	20	21
1759	21	22	23	24	25	26	27	22	23	24	25	26	27	28
1770	28	29	30	31				29	30	31				
1781	FEBRUARY							AUGUST						
1795	1	2	3	4	5	6	7	1	2	3	4	5	6	7
1799	8	9	10	11	12	13	14	8	9	10	11	12	13	14
1810	15	16	17	18	19	20	21	15	16	17	18	19	20	21
1821	22	23	24	25	26	27	28	22	23	24	25	26	27	28
1838	29	30						29	30	31				
1849	MARCH							SEPTEMBER						
1855	1	2	3	4	5	6	7	1	2	3	4	5	6	7
1866	8	9	10	11	12	13	14	8	9	10	11	12	13	14
1877	15	16	17	18	19	20	21	15	16	17	18	19	20	21
1888	22	23	24	25	26	27	28	22	23	24	25	26	27	28
1899	29	30	31					29	30	31				
1910	APRIL							OCTOBER						
1923	1	2	3	4	5	6	7	1	2	3	4	5	6	7
1934	8	9	10	11	12	13	14	8	9	10	11	12	13	14
1945	15	16	17	18	19	20	21	15	16	17	18	19	20	21
1956	22	23	24	25	26	27	28	22	23	24	25	26	27	28
1967	29	30						29	30	31				
1978	MAY							NOVEMBER						
1989	1	2	3	4	5	6	7	1	2	3	4	5	6	7
2000	8	9	10	11	12	13	14	8	9	10	11	12	13	14
2007	15	16	17	18	19	20	21	15	16	17	18	19	20	21
2015	22	23	24	25	26	27	28	22	23	24	25	26	27	28
2025	29	30	31					29	30	31				
2035	JUNE							DECEMBER						
2046	1	2	3	4	5	6	7	1	2	3	4	5	6	7
2057	8	9	10	11	12	13	14	8	9	10	11	12	13	14
2063	15	16	17	18	19	20	21	15	16	17	18	19	20	21
2074	22	23	24	25	26	27	28	22	23	24	25	26	27	28
2085	29	30	31					29	30	31				

FALL SEMESTER 1989

- Advising/Registration Aug. 24-25
- Classes Begin Aug. 28
- Labor Day Sept. 4
- Homecoming Activities Day Sept. 22
- Mid-Semester Oct. 20
- Pre-Registration Advising Week Oct. 30-Nov. 3
- Thanksgiving Break Nov. 22-26
- Study Day Dec. 13
- Finals Week Dec. 14-16/18-20

TOTAL DAYS: 72 (Blocked Classes
1st half: 38
2nd half: 34)

SPRING SEMESTER 1990

- Advising/Registration Jan. 15
- Classes Begin Jan. 16
- Mid-Semester Mar. 9
- Spring Break Mar. 10-18
- Pre-Registration Advising Week Mar. 26-30
- Easter Break Apr. 13-16
- Study Day May 11
- Finals Week May 12/14-18
- Commencement May 20

TOTAL DAYS: 75 (Blocked classes:
1st half: 39
2nd half: 36)

State of Wyoming



MIKE SULLIVAN
GOVERNOR

STANLEY R. HUNT
STATE EXAMINER
307-777-6600

K.H. McILHENNY
DEPUTY STATE EXAMINER
307-777-7797

BANKING DIVISION
307-777-7797
PUBLIC FUNDS DIVISION
307-777-7798
UNIFORM CONSUMER CREDIT CODE
307-777-7775

OFFICE OF STATE EXAMINER

HERSCHLER BUILDING, 4TH FLOOR WEST
CHEYENNE, WYOMING 82002

August 31, 1988

The Board of Trustees
University of Wyoming
Laramie, Wyoming

We have examined the balance sheet of the University of Wyoming as of June 30, 1987. Except as explained in the following paragraph, our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records, and such other auditing procedures as we considered necessary in the circumstances.

The statements of changes in fund balances and current operating funds revenues, expenditures and other changes, the summarization of current and plant funds, and the statement of receipts, disbursements and cash balances for student organizations and student loans (Exhibits B, C, F and G) are unaudited. They are included for analytical purposes, only.

Since we did not examine the statements listed in the preceding paragraph, the scope of our work was not sufficient to enable us to express, and we do not express, an opinion on them.

In our opinion, except for the effects on the financial statements of such adjustments, if any, as might have been determined to be necessary had we audited the financial statements listed in the second paragraph, above, the balance sheet referred to above presents fairly the financial position of the University of Wyoming at June 30, 1987, in conformity with generally accepted accounting principles applied on a basis consistent with that of the preceding year.

Our examination was made for the purpose of forming an opinion on the balance sheet. The supplementary schedules listed in the table of contents are presented for purposes of

additional analysis and are not a required part of the financial statements of the University of Wyoming. Such information has been subjected to the auditing procedures applied in the examination of the balance sheet and, in our opinion, is fairly stated in all material respects in relation to the balance sheet taken as a whole.

Public Funds Division
Public Funds Division

State of Wyoming



MIKE SULLIVAN
GOVERNOR

STANLEY R. HUNT
STATE EXAMINER
307-777-6600

K.H. McILHENNY
DEPUTY STATE EXAMINER
307-777-7797

OFFICE OF STATE EXAMINER

HERSCHLER BUILDING, 4TH FLOOR WEST
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BANKING DIVISION
307-777-7797
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307-777-7798
UNIFORM CONSUMER CREDIT CODE
307-777-7775

August 31, 1988

Board of Trustees
University of Wyoming
Laramie, Wyoming

We have examined the Balance Sheet of the University of Wyoming for the year ended June 30, 1987, and have issued our report thereon dated August 31, 1988. As part of our examination we made a study and evaluation of the system of internal accounting control of the University of Wyoming to the extent we considered necessary to evaluate the system as required by generally accepted auditing standards. For the purpose of this report, we have classified the significant internal accounting controls in the following categories: Receipts and Disbursements, Cash and Temporary Investments, Investments, Receivables, Inventory, Prepaid Expenses, Investment in Plant, Accounts Payable and Accrued Liabilities, Bonds Payable, Deferred Revenue, Deposits Held in Custody for Others, and Fund Balances. Our study included all of the control categories listed above except that we did not evaluate the accounting controls over Inventories because Inventories were examined by McGladrey, Hendrickson and Pullen in the bond audit. The purpose of our study and evaluation was to determine the nature, timing and extent of the auditing procedures necessary for expressing an opinion on the University's Balance Sheet. Our study and evaluation was more limited than would be necessary to express an opinion on the system of internal accounting control taken as a whole or on any of the categories of controls identified above.

The management of the University of Wyoming is responsible for establishing and maintaining a system of internal accounting control. In fulfilling that responsibility, estimates and judgments by management are required to assess the expected benefits and related costs of control procedures. The objectives of a system are to provide management with reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization and recorded properly to permit the preparation of financial statements in accordance with generally accepted accounting principles. Because of inherent limitations in any system of internal accounting and administrative controls, errors or

irregularities may nevertheless occur and not be detected. Also, projection of any evaluation of the systems to future periods is subject to the risk that procedures may become inadequate because of changes in conditions or that the degree of compliance with the procedures may deteriorate.

Our study and evaluation made for the limited purpose described in the first paragraph would not necessarily disclose all material weaknesses in the system. Accordingly, we do not express an opinion on the system of internal accounting control of the University of Wyoming taken as a whole or on any of the categories of controls identified in the first paragraph. However, our examination and our study and evaluation of internal controls disclosed no conditions which we believe to be material weaknesses in the internal control system.

Comments/deficiencies noted during the examination and recommendations which may aid in improving management's internal accounting control can be found under the Comments section following this report.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our examination of the June 30, 1987 Balance Sheet, and this report does not affect our report on the Balance Sheet dated August 31, 1988.

This report is intended solely for the use of management and The Board of Trustees, University of Wyoming and should not be used for any other purpose. This restriction is not intended to limit the distribution of this report, which, upon acceptance by the Board of Trustees, is a matter of public record.

Public Funds Division
Public Funds Division

COMMENTS

Our examination was made for the purpose of: satisfying statutory requirements for an examination of receipts and expenditures for the period July 1, 1986 through June 30, 1987; determining that statutory requirements, University policies, and management directives are complied with; and for the purpose of forming an opinion on the June 30, 1987 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, 1987 and was issued December 21, 1987. The above audit report does not contain any adverse comments. KUWR funds are included in the University of Wyoming's financial statements.

The following comments and recommendations were discussed with Daniel Baccari, Vice President for Finance and Linda Nydahl, Manager, University Accounting on August 3, 1988. Where appropriate the University's response follows the recommendation(s) on each comment.

INVESTMENTS:

The review of University of Wyoming investments June 30, 1987 revealed two areas of concern:

A. The University includes three investments on its financial records which are not on the June 30, 1987 investment inventory list and were not reviewed during the verification of investments on June 30, 1987. The three investments are:

1. Under current funds-restricted, \$1,500.00, Ideal Aerosmith. Past records indicate there were two certificates (\$500.00 and \$1,000.00) on the Industrial Development Association of Cheyenne.
2. Also under current funds-restricted, \$1.00, Vidakovich Family. The Examiners' workpapers indicate the certificate on the Bankers National Service Corporation was not available during the review of investments on June 30, 1986 because the certificate had been returned as the corporation was being liquidated.
3. Under agency funds, \$582.75, Alumni Association. Past records indicate this was 27 shares of Intel Corporation. The Examiners' workpapers from the review of investments June 30, 1986 indicate this investment was not available for review as it was sold.

COMMENTS - Continued

Recommendation:

The Examiners recommend that the above investments be reviewed and if they have been sold they be removed from University financial records and if not, the certificates be located, returned to the safety deposit box, and included on the year-end inventory list.

University Response:

University records have been corrected to reflect the removal of the aforementioned investments.

B. Printouts (from Central Bank of Denver) of the investments held by other trustees show a total of \$106,450.15 of income cash (dividends and interest received on June 30 which was not swept into the invested income STIC Fund) on June 30, 1987. This income cash is not currently reflected on University year-end financial records. A conversation with a representative of Central Bank indicates the income cash is transferred to the University in July along with the invested income STIC Fund. The July transfer is receipted by the University.

Recommendation:

The Examiners recommend that since the invested income STIC Fund is currently reflected on University year-end financial records, to be consistent, the income cash be reflected in a similar manner on year-end financial records.

University Response:

The income cash as well as the invested income STIC funds will be recorded in the appropriate fiscal year in the future.

PAYMENT OF MANAGEMENT FEE BY DEDUCTION FROM CUSTODIAL ACCOUNT

During the discussion of Part B of the above comment on Investments, it was learned that the trustee (Central Bank of Denver) withholds its fee for custody accounts from the transfer of income (dividends received and interest received) on University accounts. The custodial agreement between the University of Wyoming and the Central Bank of Denver authorizes the Central Bank of Denver to withdraw its custodial fee quarterly directly from the custody account. The Examiners consider this practice to be in violation of Article 16, Section 7 of the Constitution of the State of Wyoming which states "... no bills, claims, accounts or demands against the state, or any county or political subdivision, shall be audited, allowed or

COMMENTS - Continued

paid until a full itemized statement in writing, certified to under penalty of perjury, shall be filed with the office or officers whose duty it may be to audit the same."

Recommendation:

The Examiners recommend the University of Wyoming require the Central Bank of Denver to submit an itemized statement of its charge(s) which University officials can examine for its accuracy before payment is made. Only after the correctness of the charge(s) on the statement has been determined should a warrant payable to the Central Bank of Denver be issued.

University Response:

A University response was not available when this report was submitted.

NET VALUE OF INVESTMENT OVERSTATED

The net asset value of a FNMA Discount Note purchased at a premium on December 1, 1986 was incorrectly stated on June 30, 1987. The value shown in University records on June 30, 1987 was \$968,754.46; however, due to premium amortization and the return of investment principal, the value of the investment on June 30, 1987 was \$941,616.96.

Recommendation:

No recommendation is necessary as the journal entries required to correct University records have been made.

University Response:

No comment required.

ACCRUED INTEREST RECEIVABLE

The University of Wyoming's June 30, 1987 balance sheet (Exhibit A) shows \$22,261.18 of accrued interest receivable. However, this amount reflects only accrued interest receivable on plant fund investments. A significant amount of accrued interest receivable, approximately \$320,000.00 (Schedule No. 7), on investments from other funds is not reported on the University's balance sheet.

COMMENTS - Continued

Recommendation:

The Examiners recommend the University, in order to be consistent in reporting, reflect all accrued interest receivable on its balance sheet.

University Response:

Entries will be made in the future on the University books to record interest receivable on investments by fund group.

PREPAID EXPENSES

A review of items composing the prepaid expenses shown on the University's June 30, 1987 balance sheet revealed that some calculations used in arriving at the amount of prepaid insurance on policies with terms of less than or more than one year was incorrect. Three examples of inaccuracies in calculating prepaid insurance noted are:

1. A one-year policy expiring July 3, 1988, premium \$6,978, is shown as having three days of the policy premium already used up on June 30, 1987. The prepaid insurance of \$6,921 should be \$6,978.
2. A nine-month policy expiring March 17, 1988, premium \$22,980, is shown as having 75% of the policy unexpired on June 30, 1987. However, the policy has 261 days left after June 30 until its expiration resulting in a policy premium of 96% left instead of 75%. The prepaid insurance should be \$22,060 instead of \$17,235.
3. Two two-year policies expiring March 17, 1989, premiums of \$10,146 and \$20,000, are shown as having 35.6% unexpired time left on the policies instead of 86.9%. The prepaid insurance expenses for these two policies shown on University workpapers are \$3,614 and \$7,123 but should be \$8,820 and \$17,380.

The net effect of the above noted errors shows that prepaid expenses on the balance sheet were understated by \$20,345.00.

Recommendation:

The Examiners recommend, that since insurance policies with terms of less than or more than one year is where the miscalculations occurred, more care be taken in the calculation of the unexpired time remaining on a policy.

UNIVERSITY OF WYOMING
LARAMIE, WYOMING

COMMENTS - Continued

University Response:

Procedures have been put in place to guard against similar miscalculations in the future.

INSUFFICIENT COLLATERAL PLEDGED

First Interstate Bank, Laramie is underpledged on June 30, 1987 by \$171,030.63. Securities pledged and FDIC insurance total \$2,255,515.43 and balances of accounts at First Interstate total \$2,426,546.06 (Schedule No. 4, Part B) on June 30.

Recommendation:

The Examiners recommend that the reconciliation of balances to collateral pledged by depositories be performed and reviewed daily to assure collateral pledged is adequate.

University Response:

Collateral versus balances are logged and reviewed daily. Anticipated income and expenditures are calculated. The bank is then notified of potential collateral shortages. However, bond money was required to be left in the General Fund account until the actual coupons were received. These funds, approximating \$1,500,000 at June 30, 1987, had been debited to the First Interstate Bank of Laramie account by Continental Illinois, but the funds would not be drawn from the University General Fund account to reimburse First Interstate until the physical coupons were delivered from Continental Illinois. Since June 30, 1987 this problem has been resolved whereby the University will leave on deposit sufficient funds to pay all coupon debt with the understanding that First Interstate will fully collateralize the University account irrespective of charges to their bank from Continental Bank or other paying agents.

ATHLETIC TICKET OFFICE

Sales Tax on Sale of Press Guides and Posters Not Being Remitted

The Athletic Ticket Office sells press guides (\$3.00) and posters (\$1.00) to the public but has not been remitting sales tax on these sales. Sales of press guides totaled \$136.50 in fiscal year 1986 but increased to \$757.31 in fiscal year 1987.

Recommendation:

The Examiners recommend that sales tax be remitted on the

COMMENTS - Continued

sale of press guides and posters. It is suggested that this remittance of sales tax be handled in a method similar to that used for the remission of sales tax on ticket sales; i.e., sales tax be computed on annual sales and remitted annually.

University Response:

Effective with the FY88 year, sales tax is collected (and remitted) on all items sold through the Athletic Ticket Office.

Deposit Tapes (Cashier's Register Tapes) Not on File

There were several instances where the tear-off cash register tapes from the Cashier's Office, indicating the amount of the Athletic Ticket Office deposits and the accounts the deposits were made to, were not attached to the daily ticket sale summary sheets. There were indications in some instances, staple holes in the daily ticket sale summary sheet, that the register tapes had at one time been attached but somehow became detached and apparently subsequently lost.

Recommendation:

The Examiners recommend that every effort be made to attach/reattach cash register tapes from the Cashier's Office to the appropriate daily ticket sale summary sheet.

University Response:

Attachment of the tapes is routine procedure. When summary sheets are subsequently reviewed by auditors and others, the documents have occasionally been missing the attachments. Every effort will be made to review documents returned by outside parties for completeness.

Monthly Reconciliation of Athletic Ticket Office Ledger Balance to Handling Account Balance on University Records

Receipts from football ticket sales (\$865.00) and mailing fees (\$8.00) for August 11, 1986 were deposited into the wrong account (4-20101--Air Force ROTC-Uniform Augmentation). The correction for this deposit error was not made until November 21, 1986 which indicates to the Examiners that the error was not detected for quite some time and that the balance on the office ledger is not regularly reconciled to the account balance on University records on a monthly basis.

COMMENTS - Continued

Recommendation:

The Examiners recommend the balance of the office ledger be reconciled to the account balance on University records monthly in order that any deposit error may be corrected in a more timely manner.

University Response:

Turnover in a part-time position responsible for the reconciliation resulted in the condition creating the untimely handling of the reconciliation as noted above. The office procedures do require a monthly reconciliation of the University accounts to the office ledger.

ANIMAL SCIENCE

Monthly Reconcilement of Collection Ledgers to University Records

Three accounts receivables payments credited on University records to Animal Science Sales accounts (4-25500 and 4-62470) do not appear on the monthly collection ledgers. Two accounts receivables payments appearing on the June, 1987 monthly collection ledger were credited to account 4-62030 (Off-Campus Teaching) instead of an Animal Science Sales account.

Recommendation:

The Examiners recommend the monthly collection ledgers be reconciled to University records of the Animal Science Sales accounts on a monthly basis. This would indicate amounts which may have been deposited into an Animal Science Sales account in error or those amounts which should have been deposited into an Animal Science Sales account and allow for correction in a timely manner. (In order for Animal Science to reconcile, they will need to receive copies of the 90-91s on account 4-25500 which they do not currently receive.)

University Response:

A copy of the detailed University report for account 4-25500 will be provided to the Animal Science department to allow for thorough reconciliation of the animal science sales receipts on a monthly basis.

Computerizing Animal Science Sales Accounts Receivables

The present method of accounting for accounts receivables on meat sales requires a duplication in the posting of payment

COMMENTS - Continued

information. For example, Cashier's Office register tapes (indicating payments against accounts receivables) are handposted by date, name of payee, Cashier's receipt number, and amount paid to a monthly collections ledger. In addition, the register tapes must be posted against the individual accounts receivables ledger cards.

Recommendation:

The Examiners recommend the Animal Science Sales accounts receivables be moved to a computer accounting system. This would result in a significant savings of time in the posting process and in the generation of reports; i.e., accounts receivables listing. We suggest the University Accounting Office be contacted in this regard to determine what software, if any, would be required for moving to a computerized system of accounting for accounts receivables.

University Response:

The Accounting Office and Office of Administrative Systems will contact the Animal Science Department regarding accounts receivable application software available to computerize receivables.

Payment of Sales Tax on Sales Which Are Tax-Exempt

In tracing the remittance of sales tax collections, it was noted that most remittances were not in agreement with the amount of sales tax actually collected as shown on the Monthly Record of Taxable and Non-Taxable Sales. The difference, which in most cases was only a few dollars but in May, 1987 amounted to \$45.00, resulted from the combination of the sale of meat to a tax-exempt organization not being posted on the Monthly Record of Taxable and Non-Taxable Sales under the non-taxable column and the sales tax to be remitted being calculated instead of remitting actual collections.

Recommendation:

The Examiners recommend that either the actual amount of sales tax collected, as listed in the sales tax column of the Monthly Record of Taxable and Non-Taxable Sales, be remitted or tax-exempt meat sales be posted to the Non-Taxable Sales column of the Monthly Record of Taxable and Non-Taxable Sales before the sales tax to be remitted is calculated.

COMMENTS - Continued

University Response:

Concur. Actual sales tax will be remitted in the future.

CORRESPONDENCE STUDY

There are \$2,205.10 of copy charge expenditures made out of the Refundable Deposit Account, a deposit liability account. These expenditures were made to replace material users did not return and were paid for with the deposits users had forfeited. University of Wyoming accounting procedures governing deposit liability accounts allow for refundable deposits to be made from those accounts but not other expenditures.

Recommendation:

The Examiners recommend that only refunds of deposits be paid out of the Refundable Deposit Account, 9-93025, and that only the balance necessary to cover future commitments for refunds be kept in this account. Periodically as excess funds build up in the account through forfeiture of refunds, a list of refunds forfeited should be submitted along with the necessary form(s) to move the excess funds to an account where expenditures can be made. We suggest the transfer be made to Correspondence Study Library account, 4-20143.

University Response:

Concur. The Correspondence Study Department will inform the Accounting Office of excess funds to be transferred and no supplies expenditures will be made from the deposit liability account in the future.

STUDENT LOANS

There are a few instances where:

1. The certification of receipt of payment on student loan cash vouchers had not been signed by the recipients; and
2. A cash voucher signed by the recipient did not have either the payment approval or payment authorization signatures on it.

Recommendation:

Since signatures are an important part of internal control procedures, the Examiners recommend that cash vouchers be examined prior to the disbursement of funds to determine

COMMENTS - Continued

that the signatures for payment approval and authorization and the recipient's signature are on the form.

University Response:

Concur. Examination of documents for proper approval and authorization for payment signatures and recipient signature will be performed.

STUDENT ORGANIZATIONS

1. The book balance from the Financial Records System (FRS) used in reconciling on June 30, 1987 is \$24,297.12. However, the individual account balances total \$24,586.52 on June 30, 1987. The \$289.40 difference is the result of several errors over the past two years.

Recommendation:

The Examiners recommend that:

1. Individual account balances be corrected as outlined in the above referenced schedule.
2. Periodically, at least annually, the total of the individual account balances be compared to the book balance.

University Response:

Account balance reconciliation will be performed at least annually. The individual account balances have been corrected as outlined.

2. Several of the Student Organization account checks outstanding on June 30, 1987 were outstanding on June 30, 1985.

Recommendation:

The Examiners recommend checks which have been outstanding more than a reasonable limit be written off. (The University writes off checks which have been outstanding more than 18 months prior to June 30 of the current fiscal year.)

UNIVERSITY OF WYOMING
LARAMIE, WYOMING

COMMENTS - Continued

University Response:

The outstanding checks will be written off in a manner consistent with the eighteen month time frame the University uses on its other accounts.

UNIVERSITY OF WYOMING
LARAMIE, WYOMING

FOLLOWUP ON PREVIOUS COMMENTS

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

Cash and Temporary Investments

The Examiners noted that cash and temporary investments on the balance sheet, June 30, 1986, were \$597,233.33 more than the amount shown in the Notes to Financial Statements. The \$45,461,685.02 in the Notes to Financial Statements was correct. The difference was the result of an incomplete entry which resulted in the amount of Endowment Fund cash and temporary investments and fund balance being overstated.

Recommendation:

The Examiners recommended that every effort be made to assure the accuracy of information and that information presented in more than one place was in agreement.

Followup:

The above comment was the result of the partial recording of a transaction. No such error was noted in the current examination.

Investments Overstated:

Two transactions resulted in the overstatement of investments on the balance sheet: (1) the memorandum entry 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; and (2) 1200 shares of Exxon stock with a cost of \$42,712.50 in the Keuhn Estate were not included on the balance sheet.

Recommendation:

The Examiners recommended a reconciliation of University workpapers to Central Bank of Denver printouts be a routine part of the procedure in determining University investments.

Followup:

A review of University workpapers and printouts from Central Bank of Denver for June 30, 1987 did not reveal any discrepancy. However, investments on the June 30, 1987 balance sheet are overstated by \$1,432,914.00 which is offset by a like understatement of cash and temporary investments. The June 30, 1986 comment was due to two transactions not being recorded on University records. The

FOLLOWUP ON PREVIOUS COMMENTS - Continued

June 30, 1987 over and understatement resulted from a certificate of deposit being grouped with Federal securities.

CALCULATING ACCRUED INTEREST RECEIVABLE

The Examiners pointed out that in determining accrued interest receivable (1) the counting of days for calculating the interest was inconsistent; i.e., sometimes the purchase date was included and sometimes it was not, and (2) the workpaper was prepared by two different people with one using a 360 day base and the other a 365 day base.

Recommendation:

The Examiners recommended the method used for determining the number of days for use in the calculation of accrued interest receivable be consistent; i.e., the purchase date either be counted or not counted in all cases and the base either be 360 or 365 days in all cases.

Followup:

Calculation methods used for June 30, 1987 are consistent.

RECEIPTING PROCESS AT STUDENT HEALTH

Two weaknesses in internal controls in the receipting process were noted: (1) One individual handled the entire receipting process in the Pharmacy; i.e., prepared the charge, accepted the payment, and counted cash at the end of the day. (2) A noisy cash register in the Pharmacy frequently resulted in it being turned off after a transaction and when turned back on the cash register often automatically printed some numbers or the date as a transaction amount or changed the transaction date on the tape.

Recommendation:

The Examiners recommended that:

1. The receipting processes in the Pharmacy and Student Health be combined at one location with a cash register with sufficient function keys to separate activities by area be located at that location.
2. If the above recommendation was not feasible at this time, the cash register in Pharmacy be replaced or repaired.

UNIVERSITY OF WYOMING
LARAMIE, WYOMING

FOLLOWUP ON PREVIOUS COMMENTS - Continued

3. Tear-off register tapes for voids and over-rings be retained and attached to the daily reconciliation form.
4. The daily reconciliation form be changed to reflect the total cash counted, the amount of the working fund, and cash short or long.

Followup:

The Pharmacy borrowed a cash register from the Cashier's Office while its machine is being repaired; the tear-off register tape on voids and over-rings is being retained and attached to the daily reconciliation form; and the daily reconciliation form will be changed to show total cash counted, the amount of the working fund, and cash short or long when the current stock of forms is used up.

FEES.1

FEES, CHARGES, REFUNDS AND DEPOSITS

University of Wyoming

July 1, ~~1988~~ 1989 - June 30, ~~1989~~ 1990

The policies outlined in this document apply to the ~~1988-89~~ 1989-90 fiscal year. All prior approvals of fees, charges and deposits are repealed effective July 1, ~~1988~~ 1989 except as to rights or obligations previously acquired or incurred thereunder.

I. Authority

The Trustees of the University of Wyoming, a constitutional body, are responsible for the "management of the university" (Wyoming Constitution, Article 7, §17). The Trustees "possess all the powers necessary or convenient to accomplish the objects and perform the duties prescribed by law and shall have custody of the books, records, buildings and all other property of the university" (W.S. §21-17-203). The Trustees may "(e)xpend the income placed under their control from whatever source derived, and exercise all other functions properly belonging to such a board and necessary to the prosperity of the university and all its departments" (W.S. §21-17-204).

The Wyoming Constitution directs that the "university shall be equally open to students of both sexes" and that the instruction furnished should be "as nearly free as possible" (Wyoming Constitution, Article 7, §16). The statutes also provide that "tuition shall be as nearly free as possible" (W.S. §27-17-105).

Section 2 of Chapter VIII (STUDENTS) of the Regulations of the Trustees stipulates that "(a)ll student fees, charges, refunds, and deposits shall be fixed by resolution of the Trustees and shall be published in the appropriate

University publications."

Therefore, pursuant to constitutional and statutory provisions, the Trustees are responsible for the establishment of all fees, charges and deposits assessed and refunds afforded to individuals applying for admission to the University, enrolled students, University employees, and the general public.

II. Tuition and Mandatory Fees, Regular Academic Year

The Tuition policy of the Trustees for the ~~1988-89~~ 1989-90 academic year includes the following:

- a. The tuition fee is established to provide support for the costs of enrollment in a University class, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy; and
- b. Tuition is payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no student shall be admitted to classes until such tuition has been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President of the University.
- C. A REGISTRATION DEPOSIT WILL BE ASSESSED ALL STUDENTS PARTICIPATING IN THE PRE-REGISTRATION PROCESS. THE REGISTRATION DEPOSIT GUARANTEES THE STUDENT THEIR PRE-REGISTERED CLASS SCHEDULE PROVIDED THE STUDENT HAS MET THE DEPARTMENTAL REQUIREMENTS FOR EACH CLASS(ES) ENROLLMENT AND PAYMENT OF THE REGISTRATION DEPOSIT HAS OCCURRED PRIOR TO ITS ESTABLISHED DEADLINE. THE REGISTRATION DEPOSIT WILL BE APPLIED TO THE STUDENT'S TUITION ASSESSMENT PROVIDED THE STUDENT COMPLETES TUITION AND FEE PAYMENT. DEPOSIT REFUNDS WILL BE GRANTED AT 100% UP TO THREE WEEKS PRIOR TO THE START OF THE SEMESTER FOR WHICH THE DEPOSIT WAS MADE; THEREAFTER, THE REGISTRATION DEPOSIT IS NON-REFUNDABLE.

Mandatory fees assessed each full-time student during the regular academic year and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Intercollegiate Athletics: The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.

Student Loans: The income is specified for the support of short-term student loans.

Wyoming Union: The income is SPLIT WITH A PORTION specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union. THE BALANCE IS EARMARKED FOR PLANNING, RENOVATION AND CONSTRUCTION OF THE WYOMING UNION AS AUTHORIZED BY THE TRUSTEES.

ASUW: The income is specified for the support of student publications, student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees. \$2.00 of the ASUW fee is earmarked for the yearbook.

Intramural Fee: The income is specified for the support of the University intramural and open recreation programs.

Computer Fee: The income is specified for the support of the computer education environments of the University.

Fees are payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no student shall be admitted to classes until such fees have been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President of the University.

Financial assistance received by students through the Division of Financial Aids and Scholarships will be applied to assessed tuition and mandatory fees first and to all other University assessed fees, charges and deposits second, prior to distribution to the student.

Tuition and mandatory fees for full-time students (12 through 20 hours) for each semester of the ~~1988-89~~ 1989-90 academic year are as follows:

	<u>Resident Students</u>		<u>Non-Resident Students</u>	
Tuition	\$329.50	\$379.50	\$1,215.50	\$1,397.50
Fees	102.00	122.00	102.00	122.00
Total Tuition and Fees	\$431.50	501.50	\$1,317.50	1,519.50

Tuition and mandatory fees for part-time students (less than 12 hours) for each semester of the ~~1988-89~~ 1989-1990 academic year are as follows:

	<u>Resident Students</u>		<u>Non-Resident Students</u>	
Tuition, per hour				
Students taking 4 hours or less	\$ 35.00	\$41.00	\$ 35.00	\$ 41.00
Students taking more than 4 hours but less than 12 hours	\$ 35.00	\$41.00	\$ 108.00	\$127.00
Fees, per hour		3.25		3.25
Total Tuition and Fees, per hour				
Students taking 4 hours or less	\$ 38.25	\$44.25	\$ 38.25	\$ 44.25
Students taking more than 4 hours but less than 12 hours	\$ 38.25	\$44.25	\$ 111.25	\$130.25

The Student Fee Package is available, as an option, to part-time undergraduate students and graduate and professional students.

The student, in order to qualify for the Optional Student Fee Package, must be enrolled for a minimum of 6 but less than 12 hours. This option is not available to employees exercising employee fee benefit privileges.

The Optional Student Fee Package is also available to graduate students who have essentially completed their coursework and are working on their required research projects. These students may register for 1 (master's candidates) or 2 (doctoral candidates) credit hours and be eligible for the Optional Student Fee Package by satisfying the following conditions:

- a. Have filed his/her program of study with the Graduate School and have coursework substantially completed;
- b. Have completed at least one academic year as a full-time, full fee paying student in his/her graduate program at the University of Wyoming;
- c. Be in pursuit of a Thesis Option (Plan A) if a master's candidate, or have successfully completed his/her preliminary examination if a doctoral candidate;
- d. Have major professor and department head certification that he/she will be working full time on his/her research project; and submit said certification at least one week prior to the first scheduled day of classes; and
- e. Be registered for at least a credit hour load equal to the credit hour minimum established by the School of Graduate Studies.

The master's candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed four (4) academic terms (excluding summer

sessions).

The doctoral candidate is eligible to participate in the Optional Student Fee Program for a period not to exceed six (6) academic terms (excluding summer sessions).

The benefits received shall be the same as those afforded full-time students.

As part of tuition and mandatory fees, foreign students will be required to purchase a University of Wyoming Student Health Insurance Plan, unless their government specifically provides them with adequate insurance; determination of adequate coverage shall be made by the Office of International Programs. The Student Health Insurance Plan premium shall be determined by the University annually.

III. Deferred Fee Payment Plans

1. A Deferred Fee Payment Plan for the regular academic year is offered by the University as follows:
 - a. A student electing to participate in the Deferred Fee Payment Program must sign a Deferred Fee Payment Agreement with the University Billing and Receivable Department prior to their regularly scheduled fee payment date.
 - b. A payment of 30% of all assessed tuition and fees for the regular academic semester of attendance must be made by their regularly scheduled fee payment date.
 - c. A payment of 20% of all assessed tuition and fees for the regular academic semester of attendance must be made on or before September

15th/February 15th of the academic semester of attendance.

- d. A payment of 20% of all assessed tuition and fees for the regular academic semester of attendance must be made on or before October 15th/ March 15th of the academic semester of attendance.
 - e. The balance due of all assessed tuition and fees for the regular academic semester of attendance must be made on or before November 15th/ April 15th of the academic semester of attendance.
 - f. A finance charge of $1\frac{1}{2}\%$ per month (18% APR) will be assessed on the average daily balance for any payment received after its respective due date. The finance charge will be calculated on the number of days from the payment due date to the date payment is received.
 - g. No student signing a Deferred Fee Payment Agreement will be allowed to complete the current academic semester of attendance unless payment in full has been made by the prescribed balance due payment date, except upon specific authorization of the President of the University.
 - h. All financial assistance received by students through the Division of Student Financial Aids and Scholarships will be distributed first to tuition, fees, then room and board assessments, if applicable, and may effect the Deferred Fee Payment Schedule.
2. A Deferred Fee Payment Plan for the summer session is offered by the University as follows:
- a. Only students attending the entire summer session will be eligible to participate in the Deferred Fee Payment Program; and must have a minimum fee assessment of \$200.00.
 - b. A student electing to participate in the Deferred Fee Payment Program

must sign a Deferred Fee Payment Agreement with the University Billing and Receivable Department prior to their regularly scheduled fee payment date.

- c. A payment of 50% of all assessed tuition and fees for the summer session of attendance must be made by their regularly scheduled fee payment date.
- d. The balance due of all assessed tuition and fees for the summer session of attendance must be made on or before July 15th of the summer session of attendance.
- e. A finance charge of $1\frac{1}{2}\%$ per month (18% APR) will be assessed on the average daily balance for any payment received after its respective due date. The finance charge will be calculated on the number of days from the payment due date to the date payment is received.
- f. No student signing a Deferred Fee Payment Agreement will be allowed to complete the current summer session of attendance unless payment in full has been made by the prescribed balance due payment date, except upon specific authorization of the President of the University.
- g. All financial assistance received by students through the Division of Student Financial Aids and Scholarships will be distributed first to tuition, fees, then room and board assessments, if applicable, and may effect the Deferred Fee Payment Schedule.

IV. Tuition and Mandatory Fees, Summer Session

The tuition policy of the Trustees for the 1989 1990 Summer Session is as follows:

- a. The tuition fee is established to provide support for the costs of enrollment in a University class, excluding laboratory and special course fees authorized by the Trustees and defined in Section IV of this policy; and
- b. Tuition is payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no student shall be admitted to classes until such tuition has been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President of the University.

Mandatory fees assessed each student during the summer session and to be paid with tuition are as follows:

Student Health Services: The income is specified for the support of the Student Health Services.

Lecture and Recital Programs: The income is specified for the support of summer session lecture, recital and cultural activities.

Activity and Recreation Programs: The income is specified for the support of summer session activity and recreation programs.

Wyoming Union: The income is SPLIT WITH A PORTION specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union. THE BALANCE IS EARMARKED FOR PLANNING, RENOVATION AND CONSTRUCTION OF THE WYOMING UNION AS AUTHORIZED BY THE TRUSTEES.

Fees are payable in advance, unless the student has signed a Deferred Fee Payment Agreement with the University, and no summer session student shall be admitted to classes until such fees have been paid, or a Deferred Fee Payment Agreement has been signed, except upon specific authorization of the President

of the University.

Tuition and mandatory fees for students enrolled in the ~~1989~~ 1990 summer session are as follows:

	<u>Resident Students</u>		<u>Non-Resident Students</u>	
Tuition, per hour				
Students taking 4 hours or less	\$ 31.59	\$41.00	\$ 31.59	\$41.00
Students taking more than 4 hours	\$ 31.59	\$41.00	\$ 31.59	\$41.00
Fees, per hour	\$ 5.91	\$ 7.00	\$ 5.91	\$ 7.00
Total Tuition and Fees, per hour				
Students taking 4 hours or less	\$ 37.50	\$48.00	\$ 37.50	\$48.00
Students taking more than 4 hours	\$ 37.50	\$48.00	\$ 37.50	\$48.00
Maximum Tuition	\$379.00	\$432.50	\$379.00	\$432.50
Maximum Fees	\$ 55.92	\$ 69.00	\$ 55.92	\$ 69.00
Maximum, Total Tuition and Fees	\$435.00	\$501.50	\$435.00	\$501.50

V. TUITION AND MANDATORY FEES, EXTENSION CREDIT COURSES

THE TUITION POLICY OF THE TRUSTEES FOR THE 1989-90 YEAR INCLUDES THE FOLLOWING:

- A. THE TUITION FEE IS ESTABLISHED TO PROVIDE SUPPORT FOR THE COSTS OF INSTRUCTION IN AN EXTENSION CREDIT COURSE, EXCLUDING LABORATORY AND SPECIAL COURSE FEES AUTHORIZED BY THE TRUSTEES AND DEFINED IN SECTION VII OF THIS POLICY; AND
- B. TUITION IS PAYABLE IN ADVANCE AND NO STUDENT SHALL BE ADMITTED TO CLASSES UNTIL SUCH TUITION HAS BEEN PAID EXCEPT UPON SPECIFIC AUTHORIZATION OF THE PRESIDENT OF THE UNIVERSITY.

A MANDATORY EXTENSION COURSE FEE WILL BE ASSESSED EACH STUDENT AND PAID WITH TUITION. THE INCOME IS SPECIFIED FOR THE SUPPORT OF OPERATIONS AND DELIVERY OF EXTENSION CREDIT COURSES.

THE MANDATORY EXTENSION COURSE FEE IS PAYABLE IN ADVANCE AND NO STUDENT SHALL BE ADMITTED TO CLASSES UNTIL SUCH FEE HAS BEEN PAID EXCEPT UPON SPECIFIC AUTHORIZATION OF THE PRESIDENT OF THE UNIVERSITY.

FINANCIAL ASSISTANCE RECEIVED BY STUDENTS THROUGH THE DIVISION OF FINANCIAL AIDS AND SCHOLARSHIPS WILL BE APPLIED TO ASSESSED TUITION AND MANDATORY FEES FIRST AND TO ALL OTHER UNIVERSITY ASSESSED FEES, CHARGES AND DEPOSITS SECOND, PRIOR TO DISTRIBUTION TO THE STUDENT.

TUITION AND MANDATORY FEES FOR STUDENTS ENROLLING IN EXTENSION CREDIT COURSES FOR 12 THROUGH 20 HOURS FOR THE ENROLLMENT PERIOD JULY 1, 1989 THROUGH JUNE 30, 1990 ARE AS FOLLOWS:

	<u>RESIDENT STUDENT</u>	<u>NON-RESIDENT STUDENT</u>
TUITION	\$501.50	\$1,519.50
FEES	120.00	120.00
TOTAL TUITION AND FEES	\$621.50	\$1,639.50

TUITION AND MANDATORY FEES FOR STUDENTS ENROLLING IN EXTENSION CREDIT COURSES FOR LESS THAN 12 HOURS FOR THE ENROLLMENT PERIOD JULY 1, 1989 THROUGH JUNE 30, 1990 ARE AS FOLLOWS:

	<u>RESIDENT STUDENT</u>	<u>NON-RESIDENT STUDENT</u>
TUITION, PER HOUR		
STUDENTS TAKING 4 HOURS OR LESS	\$ 41.00	\$ 41.00

FEEs.12

	<u>RESIDENT STUDENT</u>	<u>NON-RESIDENT STUDENT</u>
STUDENTS TAKING MORE THAN 4 HOURS BUT LESS THAN 12 HOURS	\$ 41.00	\$ 127.00
FEEs, PER HOUR	\$ 10.00	\$ 10.00
TOTAL TUITION AND FEEs, PER HOUR		
STUDENTS TAKING 4 HOURS OR LESS	\$ 51.00	\$ 51.00
STUDENTS TAKING MORE THAN 4 HOURS BUT LESS THAN 12 HOURS	\$ 51.00	\$ 137.00

VI. TUITION AND MANDATORY FEES, CONCURRENT JOINT ENROLLMENTS

CONCURRENT JOINT ENROLLMENT SHALL BE DEFINED AS: A STUDENT ENROLLED IN ONE OR MORE REGULAR ON-CAMPUS COURSES AND IN ONE OR MORE EXTENSION CREDIT COURSES DURING THE SAME ACADEMIC TERM WILL BE CONSIDERED TO BE CONCURRENTLY JOINTLY ENROLLED.

THE TOTAL HOURS OF CONCURRENT JOINT ENROLLMENT SHALL BE UTILIZED IN DETERMINING THE STUDENT'S PART-TIME OR FULL-TIME STATUS.

ANY CONCURRENTLY JOINTLY ENROLLED STUDENT ENROLLED IN 6 TO 11.5 HOURS OF ON-CAMPUS COURSES, WILL BE ELIGIBLE TO PARTICIPATE IN THE STUDENT FEE PACKAGE PROGRAM AS OUTLINED IN SECTION II OF THIS POLICY.

THE TUITION AND MANDATORY FEE POLICIES AS DEFINED IN SECTIONS II, IV AND V OF THIS POLICY SHALL BE APPLIED TO THE APPLICABLE INDIVIDUAL ENROLLMENTS EXCEPT THAT NO STUDENT'S TOTAL ASSESSMENT FOR THE CONCURRENT JOINT ENROLLMENT SHALL EXCEED THE FOLLOWING:

	<u>RESIDENT STUDENT</u>	<u>NON-RESIDENT STUDENT</u>
MAXIMUM TUITION AND FEES	\$621.50	\$1,639.50

VII. Other Student Fees, Charges and Deposits

1. Tuition and Other Charges, Correspondence Courses. Tuition and mandatory fee for enrollment in credit Correspondence Courses, whether for students classified as resident or non-resident, shall be ~~\$45.00~~ 51.00 per credit hour. Tuition for non-credit Correspondence Courses varies with the length and number of lessons in the course. Mandatory campus fees are not to be assessed to students enrolled solely in Correspondence Courses. Textbook rental charges for students using text books from the Correspondence Study Library, and reasonable refundable deposits on audio and visual tapes, slides, prints and kits are not included in tuition. A nominal charge is assessed for transferring a registration from one course to another, or for extending the normal completion date of a course. Charges for course

syllabi for individuals not registered in a course, or to institutions other than the University of Wyoming, shall be \$7.00 for college and \$5.00 for high school and non-credit. Tuition is payable in advance, except upon specific authorization of the President of the University.

2. Tuition and Other Charges, Extension Credit Courses. Tuition and mandatory extension fee for enrollment in courses administered by the Office of Extension Classes shall be ~~\$45.00~~ \$51.00 per credit hour for students classified as resident students and for students classified as non-resident students taking 4 or less credit hours, and ~~\$118.00~~ \$137.00 per credit hour for students classified as non-resident students taking more than 4 credit hours. Mandatory campus fees are not to be assessed to students enrolled solely in Extension Credit Courses. Reasonable charges may be assessed for supplementary educational materials, guest resource instructors, or charges required to support telecourses, such as line charges or licensing fees. Tuition and related charges are payable in advance, except upon specific authorization of the President of the University.
3. Fees, Non-Credit Educational Services. The fees established for individual non-credit courses and conferences shall be sufficient to cover the instructors/speakers and other related expenditures, as well as a reasonable charge for administrative overhead. Such fees are payable in advance, except upon specific authorization of the President of the University.
4. Fees, Departmental Examination for Credit Program. The fees for the Departmental Examination for Credit Program, whether for students classified as residents or non-residents, shall be ~~\$15.00~~ \$18.00 for each hour of

earned credit; minimum ~~\$15.00~~ \$18.00 exam fee. Mandatory campus fees are not to be assessed to students solely taking a Departmental Examination for Credit.

5. Tuition, University School. The tuition established for enrollment in the University School is payable in advance, except upon the specific authorization of the President of the University.
6. Graduate School Fees.
 - a. Thesis Binding Fee: Each masters degree candidate on Plan A (Thesis Option) is assessed a fee to cover the cost of binding two copies of the thesis.
 - b. Dissertation Binding Fee: Each doctoral degree candidate is assessed a fee to cover the cost of binding a copy of the dissertation (Ph.D) or project report (Ed.D).
 - c. University Microfilms Fees: Each doctoral candidate is assessed a fee to cover the cost of microfilming the dissertation or project report. This fee also covers the cost of publishing the abstract of the dissertation or project report in Dissertation Abstracts International.
 - d. Examination Fee: A fee assessed to each graduate student who completes degree requirements during a semester in which he or she is not registered or to graduate students who complete the degree requirements between semesters. The fee is set at \$20.00 above the two-credit-hour registration fee (either resident or non-resident).
7. Admission Office Fees.

- a. Application Fee, New, Non-International Students: A fee assessed all new, non-international students applying for admission to the University for the fall semester 1988 and after.
 - b. Application Fee, International Students: A fee assessed international students applying for admission to the University.
 - c. Orientation Fee: A fee assessed to all applicants for admission who participate in the summer orientation program.
8. Registration Office Fees.
- ~~a. Visitor's Card: A fee assessed to full-time registrants attending (not enrolling) a class or a course; the individual may not receive course credit or audit status.~~
 - a. Late Registration: A fee assessed to students enrolling as late registrants during the first ten days of University scheduled classes for a regular semester (\$18.50), and such other late period as may be designated and announced for the summer term (\$10.00).
 - b. Late Fee Payment: A fee assessed to students in a regular semester who fail to pay registration fees during such period after having timely initiated registration (\$10.00 during the following two working days and \$18.50 thereafter until the end of the late registration period).
 - c. Late Graduation Check Sheet: A fee assessed to students failing to complete the check sheet at least six months prior to the scheduled graduation.
 - d. Graduation Fees: A fee assessed to all graduating students to cover the costs of diplomas, signature plates, mailing and overtime; this fee must be paid six weeks prior to the scheduled graduation date.

- e. Late Payment, Graduation Fees: A fee assessed to all graduating students failing to pay the Graduation fee as prescribed.
 - f. Transcript Fees: A fee assessed for all transcripts issued by the Registrar's Office in excess of two per individual; AN ADDITIONAL FEE WILL BE ASSESSED THOSE INDIVIDUALS REQUESTING 24-HOUR SERVICE.
 - g. Lost Check Sheet for Graduation: A fee assessed to students for loss of a Graduation Check Sheet.
 - h. Replacement Diploma: A fee assessed to graduates requesting a replacement diploma for a lost, destroyed or stolen diploma. Only the large size diploma may be ordered as the replacement diploma. The new diploma will carry the original date of graduation but signatures will be those of current University officials.
 - i. Reissued Diploma: A fee assessed to graduates requesting a diploma be reissued with a name change. The new diploma will carry the original date of graduation but signatures will be those of current University Officials.
9. Laboratory and Special Course Fees. Laboratory or special course fees are subject to approval of the Trustees and are limited to:
- a. Charges to students for such facilities and services as may be utilized for golf, horsemanship, skiing, bowling, scuba diving and standard first aid, and only when the department is subject to payment of a non-departmental fee for such services;
 - b. Charges to students for such facilities and services as may be utilized for dance, theatre and applied music, and only when the department is subject to payment of a non-departmental cost or when the fee is set at

- a level necessary to cover the costs of providing such special services;
- c. Charges to students for equipment, services or materials required as a part of course instruction provided that the equipment, services or materials i) is retained as the personal property of the student at the conclusion of the course, and ii) is not readily available for purchase through the University bookstore or an external source;
 - d. Charges that are essentially the equivalent of textbooks as a tool of instruction; or
 - e. Charges that may be necessary to recover the cost of transportation outside the City of Laramie.

In no instance shall laboratory or special course fees be assessed to students for use of institutionally owned equipment, for specimens, for reagents, or for other materials and supplies that are consumed in the instruction process.

10. Other Student Fees, Charges, Fines, Penalties and Deposits. Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of University funds, equipment, facilities, services and materials.

VIII. Refunds

The refund policies of the Trustees for the ~~1988-89~~ 1989-1990 academic year and the 1990 summer session are:

- a. Fees, other than late registration fees and deposits, will be refunded,

in accordance with the Trustee Fixed Schedule of Refunds, to students who formally withdraw from the University after registration and the payment of fees.

- b. Fees, other than late registration fees and deposits, will be refunded, in accordance with the Trustee Fixed Schedule of Refunds, to students who formally change status; that is, non-resident to resident or full-time to part-time, after registration and the payment of fees.
- c. Refunds due to students participating in the Deferred Fee Payment Program will not be refunded until all deferred payments have been made.
- d. Refunds due to students who receive financial assistance through the Division of Financial Aids and Scholarships will be distributed first to the various aid programs from which the student received funds.
- e. Refunds due to students who have debts owed the University will be distributed to outstanding debts owed the University after required refunds have been distributed to the various aid programs from which the student received funds.

The President of the University, or designee, may authorize refunds inconsistent with these policies in unusual and infrequent circumstances and only when such actions are in the best interest of the University.

IX. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students may be established, subject to authorization by the Trustees.

X. Auxiliary Enterprises

1. Residence Halls

Each student seeking application to live in the University residence halls

must comply with the following:

- a. The student must enter into an agreement with the University; the agreement is the Application-Agreement and incorporates the terms and conditions by reference.
- b. The student must submit a \$50.00 advance payment with the signed Application-Agreement.
- c. The \$50.00 advance payment will be refunded only upon cancellation provided the student notifies the Division of Housing of intent to cancel at least ~~two weeks~~ ONE MONTH prior to the first day of registration. If such intent to cancel is not submitted at least ~~two weeks~~ ONE MONTH prior to the first day of registration, the advance payment is forfeited.
- d. The \$50.00 advance payment will be applied toward payment of the first room and board obligation.
- e. The student must elect one of three room and/or board payment plans:
 - 1) lump sum within one week of the first day of each regular academic semester;
 - 2) four payment plan each regular academic semester; or,
 - 3) ten month payment plan for the regular academic year, starting in August and ending in May of the regular academic year of attendance. Summer session room and/or board is due in full the first day of the summer session of attendance.
- f. Cancellation of an Application-Agreement on or after the date the residence hall opens for the purpose of moving off-campus will result in the assessment of a penalty fee of \$225.00. Room and board charges are in addition to any penalty fee assessed. The imposition of the penalty may

be appealed under guidelines established by the President, or designee.

- g. Failure to properly check in or out of the hall will result in the assessment of a \$50.00 charge, plus room and board. This includes a person who does not check out before semester break when they voluntarily do not return for the Spring Semester.
- h. A resident may be required to vacate their room in one week and terminate meal privileges immediately if room and board charges are not paid or arrangement made for payment upon receipt of notice of an overdue payment. Eviction for non-payment requires assessment of the penalty charge noted in the preceding paragraphs.
- i. In the case of loss or damage, the student will be billed for the cost of replacement or repair, unless at check-in time the check-in report lists the losses and/or damages.
- j. If a student loses a key, an emergency key may be provided. The privilege is allowed five times each semester without charge. After five times, the charge will be \$5.00 for each additional check out.
- K. RESIDENTS RESIDING IN THE RESIDENCE HALLS DURING THE SPRING SEMESTER MAY CONTINUE THROUGH SUMMER MONTHS WITHOUT ACADEMIC ENROLLMENT PROVIDED THE OCCUPANT PRE-REGISTERS FOR AT LEAST 6 CREDIT HOURS FOR THE SUCCEEDING FALL TERM.

2. University-Owned and University-Leased Apartments

Each student seeking application to live in a University-owned or University-leased apartment shall comply with the following:

- a. An application form must be submitted and must be accompanied by a \$25.00 application deposit.

- b. When accepting the assignment of an apartment, an additional \$50.00 deposit is required and the \$25.00 application deposit is applied to the total deposit of \$75.00.
- c. The \$75.00 deposit will be refunded only if a thirty day notice of intent to vacate is provided to the Division of Housing and only after a proper check out has been completed; this includes tenants intending to vacate at the end of any given semester or term.
- d. The \$25.00 application deposit is forfeited if the application is withdrawn after an assignment is offered but refused or if the response is not submitted in a timely manner.
- e. The \$50.00 deposit will be forfeited if written notification OF INTENT TO NOT ACCEPT ASSIGNMENT is not received BY THE DIVISION OF HOUSING prior to the anticipated move-in.
- f. Rent is payable on or before the first working day of each month at the Cashier's Office in Knight Hall. The monthly rental rates include local telephone service, water, trash disposal, furnishings, appliances, parking and newsletters. Gas and electricity is also included for the two-story apartments and Spanish Walk apartments.
- g. Failure to pay monthly charges on schedule will be considered a breach of contract, unless the occupant makes special arrangements with the Accounts Receivable Office for delayed payments. The tenant agrees to pay all charges arising from the failure to pay rent according to the agreement. This may include eviction charges and collection agency fees.
- h. Rental computation for less than a month shall be based on the number of

days in that month.

- i. Tenants vacating before the end of a month for which rent has been paid in advance shall receive rental refunds for the remaining nights in the month if they do not owe any other money to the University.
- j. The contract is valid for the academic year or summer term in which occupancy is taken. Tenants may terminate the contract by giving at least 30 day notice to the Housing Office (15 days for summer-only students). Renewal of the contract must be made at least 30 days prior to the expiration of the present contract.
- k. Subletting or subleasing the premises or any equipment therein is prohibited.
- l. Use of the premises or University equipment for activities of a business or commercial nature is prohibited.
- m. Tenants residing in the apartments during the spring semester may continue through summer months without academic enrollment provided the occupant ~~intends to enroll~~ PRE-REGISTERS for at least 6 credit hours ~~during~~ FOR the succeeding fall term.
- n. Tenants wishing to move out for the summer may reserve an apartment for the fall term (not necessarily the same apartment) by contacting the Housing Office at the time of completing the "Intent to Vacate" form.
- o. The deposit paid by the tenant is to secure the tenant's obligation under the rental contract. The deposit will be refunded when the contract is terminated and after deductions for non-payment of rent, damages or losses in the apartment, necessary cleaning charges, penalty fee charges, and other debts owed to the University. The deposit will

be forfeited in cases where tenant fails to file an "Intent to Vacate" form in the Housing Office within the time period prescribed under "Length of Contract." Cases of eviction resulting from failure to abide by the Terms and Conditions stated herein will result in forfeiture of deposit.

- p. The apartment contract may be terminated after 30 days notice by the tenant. This notice is given by completing the "Intent to Vacate" form in the Housing Office. The University reserves the right to terminate any apartment contract upon written notification and justification. When vacating, the tenant agrees to leave the apartment clean and in good repair.
- q. If the tenant vacates or abandons their apartment and leaves any personal property in the apartment or about the premises, the property shall be deemed abandoned.

3. Identification Cards

Students, faculty and staff, on initial registration or employment, are issued a University identification card free of charge. Dependents and spouses of University students, faculty and staff and employees of cooperating agencies are assessed a \$5.00 charge for an initial identification card. Replacement identification cards will be replaced as follows:

- a. lost/stolen \$20.00; b. deterioration \$5.00; c. dependent \$5.00;
- d. picture at student's request \$20.00. The cardholder is assessed a \$5.00 handling charge for the return of a lost card and is responsible for all use and/or misuse of their card until its loss or theft is reported to the I.D. Office or to the Campus Police (after hours only).

4. Other Student Fees, Charges, Fines, Penalties and Deposits

Other student fees, charges, fines, penalties and deposits for services provided by the University may be established, subject to authorization by the Trustees, provided such fees, charges, fines, penalties and deposits are reasonable and prudent for the adequate protection and control of the University funds, equipment, facilities, services and materials. In no instance shall the fee, charge, fine, penalty or deposit in Auxiliary Services exceed the direct cost appropriately amortized plus a reasonable administrative overhead.

5. Fees, Charges, Fines, Penalties and Deposits to Non-Students

Fees, charges, fines, penalties and deposits assessed to non-students may be established, subject to authorization by the Trustees; such fees, charges, fines, penalties and deposits in Auxiliary Services shall be limited to the recovery of the full cost of equipment, services, facilities and materials appropriately amortized, if applicable, plus a reasonable administrative overhead.

XI. Failure to Pay Fees, Charges, Fines, Penalties or Deposits

A student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied registration at the University or copies of their transcripts until such fees, charges, fines, penalties or deposits are paid in full. A non-student failing to pay fees, charges, fines, penalties or deposits as prescribed by the Trustees of the University of Wyoming shall be denied use of University facilities and services until such fees, charges, fines, penalties or deposits are paid in

full. Procedures for adjudication of disputes over payment of fees, charges, fines, penalties or deposits shall be prescribed by the President of the University, or designee.

XII. Student Loans and Scholarships

Interest rates for 1) loan funds established by the University of Wyoming; 2) loan funds established by trust agreement, will or similar instrument with no stipulated interest rate; and 3) loan funds established by the State of Wyoming without statutory interest rates: shall be established at six percent (6%) annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

Interest shall be established at prescribed rates for 1) loan funds established by trust agreement, will or similar instrument with interest rate provisions; and 2) loan funds established by the State of Wyoming with statutory interest rates.

Interest rates for the Medical Student Contract Support Program, Medical School Student Loan Program and Family Practice Residency Loan Program shall be consistent with Trustee actions on student loan interest rates prescribed by the Trustees on July 9, 1985 and November 9, 1985.

The interest rate for the Scholarship Loan Fund for superior students planning teaching careers shall be consistent with Trustee action on student loan interest rates (April 11, 1985) and established at six percent (6%) Annual percentage rate with a two percent (2%) annual percentage rate penalty for loan default.

XIII. Fees, Charges and Deposits, Student Publications

The Trustees delegate the authority for the establishment of advertising, subscription and related rates or charges for student publications, including the Branding Iron, WYO Yearbook and Owen Wister Review, to the Publications Board. Rates or charges established by the Publications Board shall be filed annually with the Office of the Vice President for Finance.

XIIII. Internal Fees, Charges and Deposits

The President of the University, or designee, is authorized to establish such fees, charges or deposits assessed by a University department for services provided internally within the University to another department or departments. The authority of the President, or designee, to establish such fees, charges or deposits includes fees, charges and deposits for University sponsored activities, including training programs, whether paid by the employee or the employee's department. In no case shall the assessment of such fee, charge or deposit exceed the direct cost, including reasonable administrative overhead, to the department or University, and in no case shall the fee, charge or deposit be assessed to a student without authorization from the Trustees.

XV. Exclusion

For purposes of this policy, a fee, charge or deposit does not include recovery of direct costs of University facilities, equipment, services or materials provided to students, faculty, staff or the general public on an individual basis. This exclusion shall not be abridged in any way to avoid the Trustees authority to establish fees, charges and deposits, but is intended to permit University departments to recover direct costs for ad hoc voluntary use

of University facilities, equipment, services or materials.

The Trustees authority to establish fees, charges and deposits is delegated to the President of the University, or designee, for the establishment of casual food service rates in the University food service operations, resale of items in the University bookstore, and other similar resale activities within the University. The delegation to the President, or designee, is contingent upon the establishment of rates for such items or commodities consistent with recovery of actual cost, including reasonable indirect cost. In no instance shall the President, or designee, authorize rates for such items or commodities which create unreasonable competition with the private sector.

The Trustees delegate the authority for a waiver or reduction of fees, charges and deposits to the President of the University, or designee. The Trustees, in delegating this authority to the President, authorize such waivers or reductions in only unusual and infrequent circumstances and only when such waivers or reductions are in the best interests of the University.

The Fees, Charges, Fines, Penalties, Refunds, and Deposits are subject to change without notice.

I. TUITION, MANDATORY UNIVERSITY FEES AND REFUNDS

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Tuition, Academic Year, Per Term			
Resident Students			
Per credit hour, up to 12 credits	35.00	41.00	17.1
12 credits through 20 credits	329.50	379.50	15.2
Per credit hour, over 20 credits	35.00	41.00	17.1
Non-Resident Students			
Per credit hour, taking 4 or less credits	35.00	41.00	17.1
Per credit hour, taking more than 4 credits but less than 12 credits	108.00	127.00	17.6
12 credits through 20 credits	1,215.50	1,397.50	15.0
Per credit hour, over 20 credits	108.00	127.00	17.6
REGISTRATION DEPOSIT (EFFECTIVE APRIL 1, 1989)		50.00	NEW
Tuition, Summer Session			
Resident Students			
Per credit hour (maximum)	31.59 379.08	41.00 432.50	29.0 14.0
Non-Resident Students			
Per credit hour (maximum)	31.59 379.08	41.00 432.50	29.0 14.0
Tuition, Wyoming Senior Citizens (Age 65 and over admitted to University on space available basis; student benefits not available)	no cost		
Tuition, Correspondence Courses			
Resident Students			
Per credit hour	35.00	41.00	17.1
Non-Resident Students			
Per credit hour	35.00	41.00	17.1
Mandatory Fee, Per Credit Hour	10.00		
Tuition, Extended Studies Courses			
Resident Students			
Per credit hour	35.00	41.00	17.1
Non-Resident Students			
Per credit hour, taking 4 or less credits	35.00	41.00	17.1
Per credit hour, taking more than 4 credits	108.00	127.00	17.6
Mandatory Fee, Per Credit Hour	10.00		
Fees, Departmental Examination for Credit			
Resident Students			
Per credit hour of earned credit	15.00		
Non-Resident Students			
Per credit hour of earned credit	15.00		
Minimum examination fee	15.00		

FEES.30

	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Tuition, University School, Per Semester			
pre-school	95.00		
Grades 1-9	170.00		
Fees, Full-time Students, Academic Year			
Per Term (Resident and Non-Resident Students)			
Student Health Services	20.00	\$40.00	100.0
Intercollegiate Athletics	12.00		
Student Loan	2.50		
Wyoming Union	38.50		
ASUW	22.00		
Intramural Fee	3.00		
Computer Fee	4.00		
Total Fees	102.00	122.0	19.6
Fees, Part-time Students, Academic Year			
Per Term (Resident and Non-Resident Students)			
Wyoming Union			
1/2 credit through 11 1/2 credits, per credit hour	3.25		
Optional Part-time Student Activity Fee			
Resident and Non-Resident Students registering			
for 6 to 12 credit hours; or Graduate and			
Professional Students satisfying established			
conditions			
Optional Fee Package to obtain Full-time	63.50	83.50	31.5
Student benefits			
Fees, Foreign Students, Calendar Year			
Per Calendar Year, Student Health Insurance			
Plan premium			
			by competitive bid
Fees, Summer Session (Resident and Non-Resident Students)			
Wyoming Union			
1 credit hour	2.50		
2 credit hours	5.00		
3 credit hours	7.50		
4 credit hours	10.00		
5 credit hours	12.50		
6 or more credit hours	15.00		
Student Activity Fee, per credit hour			
Student Health Services	.99	2.08	110.0
Lecture and Recital	.97		
Activity and Recreation	1.45		
Maximum, regardless of hours	46.92	54.00	15.0

SCHEDULE OF REFUNDS
July 1, 1988 1989 - June 30, 1989 1990

Tuition and Mandatory Fees
Academic Year, Per Term

Calendar Days Elapsed (First Day of Term, Including Registration Dates, to Date Withdrawal is Completed, Including Weekends)	Length of Semester or Course and Percent of Registration Fees to be Refunded				
	Weeks Included	Weeks Included	Weeks Included	Weeks Included	Weeks Included
	16-19	9-15	6-8	3-5	2
1- 7 days, inclusive	80.0%	80.0%	60.0%	50.0%	40.0%
8-14 days, inclusive	80.0%	60.0%	20.0%	0.0%	0.0%
15-21 days, inclusive	60.0%	40.0%	0.0%	0.0%	0.0%
22-28 days, inclusive	40.0%	20.0%	0.0%	0.0%	0.0%
29-35 days, inclusive	20.0%	0.0%	0.0%	0.0%	0.0%
36 days or more	0.0%	0.0%	0.0%	0.0%	0.0%

TUITION, MANDATORY FEES AND
SPECIAL COURSE FEES
ACADEMIC YEAR, PER TERM
FULL-TIME STUDENT

CLASS DAYS ELAPSED (NOT CLASS MEETING PATTERN) TO DATE WITHDRAWAL IS COMPLETE	LENGTH OF SEMESTER OR COURSE AND PERCENT OF REGISTRATION FEES TO BE REFUNDED				
	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED
	16-19	9-15	6-8	3-5	2
THREE OR MORE WEEKS PRIOR TO FIRST DAY OF GENERAL REGISTRATION	100%	100%	100%	100%	100%
LESS THAN THREE WEEKS PRIOR TO FIRST DAY OF GENERAL REGISTRATION AND					
1- 5 DAYS, INCLUSIVE (FLAT AMOUNT RETAINED BY UW)	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
6-10 DAYS, INCLUSIVE	80.0%	80.0%	60.0%	50.0%	40.0%
11-15 DAYS, INCLUSIVE	60.0%	40.0%	20.0%	0.0%	0.0%
16-20 DAYS, INCLUSIVE	40.0%	20.0%	0.0%	0.0%	0.0%
21-25 DAYS, INCLUSIVE	20.0%	0.0%	0.0%	0.0%	0.0%
26 DAYS OR MORE	0.0%	0.0%	0.0%	0.0%	0.0%

TUITION, MANDATORY FEES AND
SPECIAL COURSE FEES
ACADEMIC YEAR, PER TERM
PART-TIME STUDENT

CLASS DAYS ELAPSED
(NOT CLASS MEETING
PATTERN) TO DATE
WITHDRAWAL IS COMPLETE

LENGTH OF SEMESTER OR COURSE AND PERCENT
OF REGISTRATION FEES TO BE REFUNDED

	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED	WEEKS INCLUDED
	16-19	9-15	6-8	3-5	2
THREE OR MORE WEEKS PRIOR TO FIRST DAY OF GENERAL REGISTRATION	100%	100%	100%	100%	100%
LESS THAN THREE WEEKS PRIOR TO FIRST DAY OF GENERAL REGISTRATION AND					
1- 5 DAYS, INCLUSIVE (FLAT AMOUNT RETAINED BY UW)	\$5/CR HR	\$5/CR HR	\$5/CR HR	\$5/CR HR	\$5/CR HR
6-10 DAYS, INCLUSIVE	80.0%	60.0%	20.0%	0.0%	0.0%
11-15 DAYS, INCLUSIVE	60.0%	40.0%	0.0%	0.0%	0.0%
16-20 DAYS, INCLUSIVE	40.0%	20.0%	0.0%	0.0%	0.0%
21-25 DAYS, INCLUSIVE	20.0%	0.0%	0.0%	0.0%	0.0%
26 DAYS OR MORE	0.0%	0.0%	0.0%	0.0%	0.0%

~~Pre-Session and Summer Session~~

~~Course Length~~

~~Calendar Days Elapsed For
80% Refund 20% Refund~~

8-week	1- 5 days	6-10 days
7-week	1- 5 days	6- 9 days
6-week	1- 4 days	5- 7 days
5-week	1- 4 days	5- 6 days
4-week	1- 3 days	4- 5 days
3-week	1- 3 days	4 days
2-week	1- 2 days	3 days
1-week	1 day	2 days

PRE-SESSION AND SUMMER SESSION

COURSE LENGTH

PRIOR TO GENERAL
REGISTRATION
FOR CLASS

CLASS DAYS ELAPSED
FLAT RATE \$5/CR HR

8-week	100%	1-3 days
7-week	100%	1-2 days
6-week	100%	1 day
5-week	100%	1 day
4-week	100%	1 day
3-week	100%	1 day
2-week	100%	1 day
1-week	100%	1 day

Calendar Days Elapsed For
75% Refund 25% Refund

8-week	4- 6 days	7-11 days
7-week	3- 6 days	7-10 days
6-week	2- 5 days	6- 8 days
5-week	2- 4 days	5- 6 days
4-week	2- 3 days	4- 5 days
3-week	2 days	3- 4 days
2-week	2 days	3 days
1-week	2 days	3 days

Laboratory and Special Course Fees

Calendar Days Elapsed From
Last Date of Eligible
Registration

Refundable
Percentage

1- 7 days, inclusive	60.0%
8-14 days, inclusive	40.0%
15-21 days, inclusive	20.0%
22 days or more	0.0%

Tuition
Correspondence Courses

Calendar Days Elapsed From
Date Registration Completed

Refundable
Percentage

1- 7 days, inclusive	80.0%
8-14 days, inclusive	60.0%

15-21 days, inclusive	40.0%
22-28 days, inclusive	20.0%
29 days or more	0.0%

Extended Studies Courses

Sessions Elapsed From Official Course Start	Course Credit Hour				
	1 Cr Hr	2 Cr Hr	3 Cr Hr	4 Cr Hr	5 Cr Hr
1 Session	60.0%	80.0%	80.0%	80.0%	80.0%
2 Sessions	20.0%	60.0%	80.0%	80.0%	80.0%
3 Sessions	0.0%	40.0%	60.0%	60.0%	60.0%
4 Sessions	0.0%	20.0%	40.0%	60.0%	60.0%
5 Sessions	0.0%	0.0%	20.0%	40.0%	40.0%
6 Sessions	0.0%	0.0%	0.0%	20.0%	40.0%
7 Sessions	0.0%	0.0%	0.0%	0.0%	20.0%
8 Sessions	0.0%	0.0%	0.0%	0.0%	0.0%

	<u>FY 1989</u>	<u>New/Change FY 1990</u>	<u>% Change</u>
II. UNIVERSITY FEES, CHARGES AND DEPOSITS			
Graduate School			
Thesis Binding Fee	10.00		
Dissertation Binding Fee	10.00		
University Microfilms Fee	48.50	55.00	13.0
Examination Fee			
Resident Students	80.00		
Non-Resident Students	206.00		
Admissions Office			
Application Fee, New, Non-International Students	10.00		
Application Fee, International Students	25.00		
Orientation Fee (EFFECTIVE JUNE 1, 1989)	12.00	15.00	25.0
College of Agriculture			
Administrative Fee, Sponsored International Students Under Training Agreements with the College of Agriculture			
Per Academic Semester	200.00		
Per Summer Session	100.00		
Geology and Geophysics			
Application Fee, Non-UW Students			
Summer Field Course, effective for Summer Session 1988	10.00		
Registration Office Fees			
Visitor's Card	1.75	0.00	<100.0>
Late Registration			
Summer Session	10.00		
Regular Semester	18.50		
Late Fee Payment			
First two days	10.00		
Three days and thereafter	18.50		
Late Graduation Check Sheet			
0-5 months late	3.00		
6 months late	6.25		
Graduation Fees	12.50		
Late Payment, Graduation Fees			
0-5 weeks late	3.00		
6 weeks late	6.00		
Transcript Fee			
First Two (2)	no charge		
After 2, Each	3.00		
24-Hour Service, Each	3.00	6.00	100.0

	FY 1989	New/Change FY 1990	% Change
Lost Check Sheet for Graduation	1.00		
Replacement Diploma Fee	25.00		
Reissued Diploma Fee	25.00	50.00	100.0
Student Loan Interest Rates			
Loan Funds, interest rate not established by trust agreement, will or similar instrument or loan fund established by University of Wyoming or loan fund established by State of Wyoming without statutory interest rate			
Minimum interest charge	2.0%		
Maximum interest rate	6.0%		
Penalty interest rate for default, per annum	2.0%		
Scholarship Loan Fund for Superior Students Planning Teaching Careers			
Maximum interest rate, per annum	6.0%		
Penalty interest rate for default, per annum	2.0%		
Medical Student Contract Support Program			
Maximum interest rate, per annum, first 96 months of repayment	0.0%		
Maximum interest rate, per annum, 97-120 months of repayment	8.0%		
Penalty interest rate of default, per annum	2.0%		
Student Admission Charges (Full-time students only)			
Public Exercises Sponsored by Cultural Affairs Committee		50% of regular admission	
Music Department			
Recording and Program Production Fee			
Music Major Student Concert	35.00		
Sponsored Concerts, Ticket Sales			
Adult	4.00		
High School Students and Senior Citizens	2.00		
University of Wyoming Students		free with validine	
University Theatre Productions			
Regular Event			
Adults	4.00		
Children	2.00		
University of Wyoming Students		free with validine	
Special Guests			
Adults	5.00		
Children	2.50		

	New/Change	
	<u>FY 1989</u>	<u>FY 1990</u> <u>% Change</u>
University of Wyoming Students	free with	
	validine	
Season Pass	16.00	
Patron	50.00	
Counseling and Testing Center		
Testing Charge		
American College Testing Program, residual only	17.00	
General Educational Development, per test	3.00	
Graduate School Foreign Language test	25.00	
Miller Analogies test	27.50	
Vocational and Personality Inventories,	5.00	
Strong Campbell Interest Inventory and Kuder		
College Level Examination Program	30.00	
As required, charges for administration of		
other tests are established to recover cost of		
test to the Center and reasonable administrative		
expenses.		
Discover Program, Non-UW Student, per exam	10.00	
ACT Career Planning Program (ACT-CPP), per program	5.00	
Colorado Educational Interest Test (CEIT), per test	5.00	
Myers-Briggs Type Indicator (MBTI), per test	5.00	
16 Personality Factors (16PF), per test	5.00	
Career Assessment Inventory (CAI), per inventory	5.00	
Temperament and Values Inventory (TVI), per inventory	5.00	
Placement Services		
Placement Service Fee, Alumni, per fiscal year	30.00	
International Programs		
Administrative Fee, International Students	10% of	
	program costs	
Student Health Services		
After-Hours Fee (applies to all after-hours	5.00	
service rather than to non-emergency service		
only)		
Charges for services in the Student Health Services (e.g., laboratory		
services, x-ray services, I.V. solutions, bandages, casting and medical		
supplies) include the cost of such services and supplies to Student Health		
Services. Charges to students for such services may include the direct cost		
only to Student Health Services. Inasmuch as full-time students are		
assessed a mandatory student fee, which includes \$20.00 \$40.00 for Student Health		
Services, the charges to students for services for items other than x-ray		
exams and pharmacy charges may not exceed thirty percent of the usual and		
customary charges in the Laramie medical community, including the local		
emergency rooms.		
Microfilm records, per page	.10	

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Department of Athletics			
Student Spouse Activity Card	10.00	12.00	20.0
University School			
University School Summer Program, K-9, per class	60.00		
Library			
Bibliographic Database Searching	direct cost		
Health Science Information Network			
Interlibrary Loan Request Fee (out-of-state only), per request	5.00		
Card deposit, out-of-state user	10.00		
Card, replacement, per card	2.00	0.00	(100.0)
Carrel deposits (forfeited when carrel is not renewed or key is not returned within one month of notification of request for renewal)	10.00		
Interlibrary loan			
If cost to UW Library is over \$10.00, faculty, staff, or student pays excess	cost over 10.00		
Other institutions, no cooperative agreement			
Minimum (up to 50 photocopied pages)	5.00		
Over 50 photocopied pages, per page	.10		
Other institutions, cooperative agreement			
First 19 photocopied pages	no charge		
20 pages and over, per page	.10		
Overdue Interlibrary loan books, per day (if book is lost, borrower pays cost charged to University)	.10		
Lost book fee	15.00	25.00	66.7
	plus cost of the material	plus cost of the material	
Additional fee if replacement material is available in paperback only and requires binding	5.00	7.50	50.0
Science locker deposit (forfeited if locker is not renewed or lock is not returned by May), per locker	3.00		
Loss of auditron for copy machine	32.00		
Fines, overdue library materials			
Materials, 3 day check-out			
Each day overdue, per day per item	.10		
Other library materials			
First two days overdue	no charge		
Over two days, per day per item	.10		
Maximum overdue fine	10.00		
Book called			
First seven days	no charge		

	FY 1989	New/Change FY 1990	% Change
Over seven days, letter seven days to return	5.00		
Over fourteen days, maximum charge	25.00		
Reserve materials overdue			
Per hour or any part of hour	1.00		
Maximum	25.00		
Mutilation Charges			
Any person mutilating library materials or damaging library facilities are subject to the following charges:			
Mutilation of materials			
	actual		
	replacement		
Processing fees, per item			
Tip-in (2 xeroxed pages maximum)	5.00		
Rebinding fee (if tip-in is not applicable)	7.50		
Staff time fee, per hour (1 hour minimum)	4.00	6.00	50.0
Reordering and shipping costs	cost		
Billing charges if complete replacement is necessary	15.00	25.00	66.7
Fine per item when intentional mutilation	10.00		
Mutilation of Facilities, including equipment			
	actual		
	replacement		
Staff time fee, per hour (1 hour minimum)	4.00	6.00	50.0
Reordering and shipping costs, where applicable	cost		
Fine per item when intentional mutilation has occurred	10.00		
Photocopy charges			
Photocopy card			
Replacement card	1.00		
Public machines, per copy	.05		
Special enlargements, reductions, per copy	.20		
Microform machines, per copy	.20		
Transparencies, per copy	.60		
Telefacsimile transmissions	cost		
	recovery		
	basis		
Unprocessed collection research fee, per hour	3.40		
Word processing use fee, per hour	10.00		
ASUW and Student Service Programs			
ACTIVITIES			
STUDENT JURIED ART SHOW			
STUDENT, PER ENTRY		3.00	NEW
PER THREE (3) ENTRIES		8.00	NEW
SPRING DAZE			
PER CONTESTANT/TEAM		2.00	NEW
Associated Students Technical Service Program			

	New/Change		
	FY 1989	FY 1990	
Labor costs			
ASTEC Coordinator, per hour	10.00		
Technician, per hour	5.00		
Equipment Rental, per day			
Sound System			
Large concert	200.00		
Small concert	30.00		
Music Playback System	10.00		
Lecture System	10.00		
PA System			
Large	30.00		
Small	15.00		
Stage Lighting	15.00		
Amplifier	7.50		
Loudspeaker			
Large	7.00		
Small	3.50		
Sound Mixer Board			
4 channel	7.50		
8 channel	15.00		
16 channel	40.00		
Microphone (stand/cable)	3.50		
Tapedeck			
Reel-to-Reel	7.50		
Cassette	7.50		
Equipment Rental, additional days, per day	50% costs		
Sales Commissions			
Participation voucher, per item	.50		
Sales to students	10.0%		
Sales to non-students	15.0%		
OWEN WISTER REVIEW			
STUDENTS, FACULTY, STAFF, PER ISSUE		2.50	NEW
MAILING CHARGE		1.00	NEW
Wyo Yearbook			
Students	10.00		
Mailing Charge	2.00		
ASUW Campservice (average per hour)	14.00		
ASUW Key Deposit, per key	10.00		
Student Affairs			
Academic Decathlon Fee, Per School	65.00		
University Ticket Sales			
Handling Fee, Per Order, Maximum	1.00		
(Intramural/Season Orders - Mail and			
Credit Card Orders)			

III. UNIVERSITY AUXILIARY ENTERPRISES
FEES, CHARGES AND DEPOSITS

	<u>FY 1989</u>	<u>New/Change FY 1990</u>	<u>% Change</u>
Board and Room Academic Year			
Board (excluding Thanksgiving, Christmas, Spring and Easter Vacation breaks)			
Unlimited access plan	1,675.00	1,734.00	3.5
Any 12 access plan	1,585.00	1,641.00	3.5
Any 9 access plan	1,245.00	1,289.00	3.5
Any 7 access plan	1,000.00	1,035.00	3.5
Any 5 access plan	740.00	766.00	3.5
Any 3 access plan	455.00	471.00	3.5
Lunch only, 5 per week	600.00	621.00	3.5
Room (excluding break between semesters)			
Double Occupancy Room (includes social fee)	1,185.00	1,226.00	3.5
Single Occupancy Room (includes social fee)	1,774.00	1,839.00	3.7
Summer Session 1989, 1990 8 Weeks			
Board (excluding July 4)			
3 meals per day, Monday through Friday	345.00+	357.00	3.5
Any 9 access plan	280.00	290.00	3.5
Room			
Double Occupancy Room	276.00	286.00	3.6
Single Occupancy Room	414.00	429.00	3.5
Apartment Rental Rates			
Apartments Residents Council Social Fee			
Per apartment, per month	1.00		
Academic Year, Per Month,			
University-Owned, Student			
1 bedroom	159.00*	165.00*	3.8
2 bedroom, 1 story	195.00*	202.00*	3.6
2 bedroom, 2 story	280.00**	290.00**	3.6
University-Leased, Student			
(Spanish Walk)			
1 bedroom	279.00**	289.00**	3.6
University-Owned, Faculty/Staff			
1 bedroom	205.00*	212.00*	3.4
2 bedroom, 1 story	251.00*	260.00*	3.6
2 bedroom, 2 story	358.00**	371.00**	3.6
University-Leased, Faculty/Staff			
(Spanish Walk)			
1 bedroom	325.00**	336.00**	3.4

+ Resident Hall students must take this one

* Excludes gas and electricity

** Includes gas and electricity

	<u>FY 1989</u>	<u>New/Change FY 1990</u>	<u>% Change</u>
Summer Session 1989 1990			
Summer Only, Per Month			
University-Owned, Student			
1 bedroom	210.00**	217.00**	3.3
2 bedroom, 1 story	246.00**	255.00**	3.7
2 bedroom, 2 story	301.00**	312.00**	3.7
University-Leased, Student (Spanish Walk)			
1 bedroom	300.00**	311.00**	3.7
University-Owned, Faculty/Staff			
1 bedroom	255.00**	264.00**	3.5
2 bedroom, 1 story	301.00**	312.00**	3.7
2 bedroom, 2 story	378.00**	391.00**	3.4
University-Leased, Faculty/Staff (Spanish Walk)			
1 bedroom	345.00**	357.00**	3.5
Housing Fees and Charges to Students			
Loss of Key (re-key charge)	20.00	24.00	20.0
Advance payment with application, Residence Hall Summer and Fall	50.00		
Cancellation without proper notification (forfeiture of advance payment)	50.00		
Storage fee for Students not returning, one time	50.00		
Improper check-out of residence halls	50.00		
Application fee, Apartments	25.00		
Acceptance fee, Apartments	50.00		
Apartment damage deposit	75.00		
Pet Policy Violation, Per Incident	25.00		
Forfeiture of application fee when apartment is offered but not accepted	25.00		
Forfeiture of apartment deposit for failure to notify 30 days in advance of move out of apartment (maximum)	75.00		
Penalty fee for moving off campus while under residence hall agreement	25.00		
Fee for excessive key check-outs (5 check-outs per semester)	5.00		
Apartment cleaning and damage charges			
Floors scrubbed and waxed (no carpet)			
1 bedroom	35.00		
2 bedroom	50.00		
Clean bathroom	9.00		
Clean stove/oven	18.00	24.00	33.3
Clean stove vent	3.00		

		New/Change	
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Clean heater vent, per vent	3.00		
Clean heating vents/air ducts, each	1.50		
Change lock, 1 story, two locks	40.00		
Change lock, 2 story & Spanish Walk	20.00		
Change door combination, per change after two changes, per semester	6.00		
Clean couch or chair			
Vacuum	3.00		
Spot clean chair, additional	3.00		
Spot clean couch, additional	6.00		
Clean refrigerator	9.00		

** Includes gas and electricity

	New/Change	
	<u>FY 1989</u>	<u>FY 1990</u> <u>% Change</u>
Clean blinds, each	3.00	
Clean utility room	9.00	
Clean cabinets	9.00	
Clean walls (hourly)	7.00	
Vacuum carpet	5.00	
Vacuum cleaner rental, per day after first day	5.00	
Shampoo carpet		
1 bedroom	24.00	
2 bedroom	30.00	
Clean window sills (hourly)	7.00	
Repair curtain rods		
Small window	2.76	
Large window	5.12	
Repair/replace plywood,	14.00	
Double bed		
Repair box springs and mattress,	50.00	
Double bed		
Repair head board, double bed	30.00	
Repair frame, double bed	35.00	
Replace mattress cover,	6.75	
Double bed		
Replace mattress cover,	5.65	
Single bed		
Repair/replace living room window		
Single story	90.00	
Two story	80.00	
Repair/replace back door window	45.00	
Repair/replace small window	42.00	
Repair/replace bedroom window, two story	55.00	
Repair/replace kitchen window, two story	72.00	
Repair hole in wall, per hour	20.00	
Repair chest of drawers, per hour	20.00	
Repair table, per hour	20.00	
Repair chair, per hour	20.00	
University phone directory	2.00	
Food Service Fees and Charges to Students		
Charge, loss of temporary card	60% of	
	guest rate	
Service charge, student without a valid	5.00	
identification card but eating at		
Washakie		
Cancellation of off-campus meal contract	25.00	
Change of meal plan (one free per semester-	15.00	
on-campus mandatory plans only)		
Discount for purchase of \$20.00 or more,	10.0%	
individual meal tickets		

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Housing Charges, Other			
Rental of rooms, Washakie Center, per room	25.00		
Book Locker Deposit, Washakie Center	.25		
Billiard Tables			
Per game, or	.25		
Per minute	.02		
Rental of dormitory rooms, per night			
Between semesters, students	5.00		
Double occupancy	10.00		
Single occupancy	15.00		
RENTAL, APARTMENT COMMUNITY CENTER, PER USAGE		25.00	NEW
Food Service Charges, Other			
Knight Watkins Science Camp Rental and Deposit			
Deposit	300.00		
Rental			
First day	100.00	150.00	50.0
Last day	100.00	150.00	50.0
All other days	100.00		
Banquet Room Rental, per event, without food			
Crane-Hill Cafeteria (All)	300.00		
Crane-Hill Cafeteria (1/2)	150.00		
Washakie Cafeteria	500.00		
Ross Hall	150.00		
Snack Bar	50.00		
Kitchen Rental, per day, plus any repair			
Crane-Hill Kitchen	100.00		
Washakie Kitchen	100.00		
Snack Bar Kitchen	50.00		
Conference and guest food service rates			
Less than one day			
Breakfast	3.33	3.45	3.6
Lunch	4.29	4.44	3.5
Dinner	6.19	6.41	3.6
Conference daily rate			
3 Consecutive days	11.19	11.58	3.5
Rental of Tents			
On-campus			
40x40 tent	300.00		
40x60 tent	420.00		
40x80 tent	540.00		
40x100 tent	660.00		
Off-campus			
40x40 tent	420.00		
40x60 tent	588.00		
40x80 tent	756.00		
40x100 tent	924.00		

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Wyoming Union			
Union Facility Fees			
Meetings and Conferences			
Regular Meetings of Campus Organizations	no charge		
University Conferences with Off-Campus			
Personnel; per hour			
East Ballroom	3.00	4.00*	33.3
West Ballroom	2.00	3.00*	50.0
Ballroom Lounge	2.00	3.00*	50.0
Room 213	1.00	1.50*	50.0
Room 216	1.00	1.50*	50.0
Room 231	1.00	1.50*	50.0
Room 233	1.00	1.50*	50.0
Room 235	1.00	1.50*	50.0
Room 248	1.00	1.50*	50.0
Room 250	1.00	1.50*	50.0

* RESERVATION FOR ALL DAY WILL BE CHARGED FOR 8 HOURS

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Conference sponsored by and involving only students	50% of Univ. rate		
Off-Campus Organizations	3 times Univ. rate		
Reservations of all day will be charged for 8 hours			
Special Programs and Events (DANCES, MOVIES, LECTURES)			
Sponsored by Campus Organizations, open admission, no charge		no charge	
Sponsored by Campus Organization, admission charge, per event			
East Ballroom	35.00		
West Ballroom	20.00		
Ballroom Lounge	20.00		
Room 123	15.00		
Room 216	15.00		
Room 231	10.00		
Room 233	10.00		
Room 235	10.00		
Room 248	10.00		
Room 250	10.00		
Dining Room	25.00		
Snack Bar	25.00		
Mall	20.00		
Lobbies	20.00		
Special Set-ups, PER EVENT	direct cost		
Union Games Area			
Bowling, per line	1.05		
Billiards, per hour per table	1.60		
Table Tennis, per hour per table	.65		
Shoe Rental, pair	.25		
Union Activities			
Posters and Signs			
Silkscreen setup	20.00		
Additional run	10.00		
Per poster	.75		
Projector Change, per showing	12.50		
	plus labor		
Video Projection Unit			
Student Organization, per hour, 2 hour minimum	5.00		
All Others, per hour, 2 hour minimum	10.00		
Union Media Shoppe			
Banners	7.00	7.50	7.1
Oil cloth/canvas, per hour	7.00		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Paper, per hour	7.00		
Framing	5.00		
Posters (silkscreened)			
Setup	30.00		
Per poster	.50		
Handbill/Flyer			
Per order (photo-ready master)	20.00		
Buttons, each (does not include artwork)	.50		
T-Shirts (silkscreened)			
Setup	30.00		
Per shirt (shirt not included)	1.50		
Original artwork, per hour	10.00		
Union Locker Charge			
Games Area Locker			
Semester	3.00		
Year	5.00		
Key Deposit (student, faculty, staff)	1.00		
Parking and Vending Services			
Refrigerator and Bicycle Locker Rentals			
Deposit for refrigerator	10.00		
Deposit for bicycle locker	5.00		
Refrigerator rentals			
One month	5.00		
Summer session	10.00		
One academic year semester	25.00		
Two academic year semesters	40.00		
One calendar year	50.00		
Bicycle locker rentals			
One month	5.00		
Summer session	10.00		
One academic year semester	20.00		
Two academic year semesters	40.00		
One calendar year	50.00		
Laundry Facilities			
Washing machines	.50		
Dryers	.25		
Shuttle bus			
Single ride	.40		
Monthly pass	12.00		
Semester pass	44.00		
Two semester pass	75.00		
Charter			
Per hour, and	15.00		
Per mile	1.50		
Minimum charge	25.00		
Identification Card Charges			

	New/Change		% Change
	FY 1989	FY 1990	
Initial Card			
Students, faculty/staff	no charge		
Dependents, spouses or employees of cooperating agencies, per card	5.00		
Replacement cards			
Lost/stolen	20.00		
Deterioration	5.00		
Dependent	5.00		
Picture, at student's request	20.00		
Return of lost card			
Handling fee	5.00		
Registration of scuba diving graduates (photo only)	5.00		
Loss of temporary card	10.00		
Campus service card, no picture	5.00		
UNIVERSITY LICENSING			
MAILING LISTS			
IN-STATE INQUIRIES		31.00	NEW
OUT-OF-STATE INQUIRIES		62.00	NEW
Parking Permits, On-Campus			
Faculty/Staff, Per Year	14.00		
Students, Per Year	7.00		
Special Event Parking			
Basketball and Football (S Lot)	25.00	0.00	(100.0)
Per athletic event	1.00		
Fines, Violation of University Parking Regulations			
Visitor's Permit	no charge		
False information in any application or misuse of parking permit	25.00		
Failure to register vehicle, failure to display permit properly, or to keep permit attached	15.00		
Failure to report change of status or change of address	15.00		
Parking in area not covered by permit held	10.00		
Motorcycle on main campus	10.00		
Displaying expired permit or any portion thereof, per sticker	10.00		
Improper parking	10.00		
Overtime, 30 minute zone	10.00		
Handicapped violation	15.00		
Yellow/Fire zone	25.00		
Trail Lake Ranch Conference Center			
Room and Board			
Youth Groups, 5 days, 80 people			
Minimum	4,000.00		

FEES.50

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Maximum	6,000.00		
Adult Groups, 5 days, 60 people			
Minimum	6,000.00		
Maximum	8,000.00		
Individual payment, short courses			
Per person per day			
Minimum	32.00		
Maximum	40.00		
TELECOMMUNICATIONS (DATA LINE CONNECTION)			
STUDENTS			
RESIDENCE HALL/APARTMENT			
PER SEMESTER		40.00	NEW

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
IV. LABORATORY AND SPECIAL COURSE FEES			
International Studies Study Abroad	105.00		
College of Agriculture Range Management Fee, 635 Field Applications Minimum	175.00		
Maximum	225.00		
College of Arts and Sciences Administrative Fee, Internship Program sponsored by the Washington Center	200.00		
Anthropology Fee, 615 Field Work in Wyoming Archaeology	350.00		
Art Art Material Card (unused portion refunded)	10.00		
BIOLOGY			
FEE, 462 INTRODUCTION TO FIELD ECOLOGY		5.50	NEW
Botany			
FEE, 528 PLANT ANATOMY		5.50	NEW
FEE, 550 ALGAE AND BRYOPHYTES		5.50	NEW
Fee, 631 Flora of the Rocky Mountains	40.00	37.00	(8.1)
FEE, 632 MYCOLOGY		12.00	NEW
Fee, 670 Vegetation Ecology	22.00	20.00	(10.0)
FEE, 835 PLANT BIOSYSTEMATICS		20.00	NEW
Geography and Recreation			
FEE, 501 LANDFORMS AND SOILS		5.50	NEW
FEE, 600 TERRAIN ANALYSIS		12.00	NEW
FEE, 610 FLUVIAL GEOMORPHOLOGY		20.00	NEW
Fee, 620 Computer Cartography	12.50		
Fee, 621 Geographic Information Systems	12.50		
FEE, 631 PLANNING THEORY I		5.50	NEW
FEE, 632 PLANNING THEORY II		5.50	NEW
FEE, 641 PEDOLOGY		5.50	NEW
FEE, 651 GLACIAL AND PERIGLACIAL ENVIRONMENTS		5.50	NEW
Fee, 685 Current Topics in Recreation	85.00	0.00	(100.0)
FEE, 690 FIELD TECHNIQUES		20.00	NEW
FEE, 733 PLANNING THEORY III		12.00	NEW
FEE, 741 FIELD AND LAB METHODS		20.00	NEW
FEE, 834 PLANNING THEORY IV		12.00	NEW
Geology and Geophysics			
FEE, 301 PHYSICAL GEOLOGY		5.50	NEW

	New/Change		
	FY 1989	FY 1990	% Change
FEE, 402 MINERALOGY AND PETROGRAPHY		5.50	NEW
Fee, 410 General Education in Geologic Field Methods	25.00	37.00	48.0
FEE, 430 STRATIGRAPHY AND SEDIMENTATION		5.50	NEW
FEE, 627 MARINE PALEOECOLOGY		5.50	NEW
FEE, 633 MESOZOIC STRATIGRAPHY		20.00	NEW
FEE, 660 STRUCTURAL GEOLOGY AND TECTONICS		37.00	NEW
FEE, 661 STRUCTURAL GEOLOGY AND TECTONICS		37.00	NEW
FEE, 663 STRUCTURAL PHOTOGEOLOGY		20.00	NEW
FEE, 675 GEOHYDROLOGY		12.00	NEW
FEE, 680 INDEPENDENT STUDY		5.50	NEW
Fee, 717 Summer Field Course	625.00	750.00	20.0
Fee, 720 Tectonic Evolution of the North American Cordillera	50.00		
FEE, 741 METAMORPHIC PETROLOGY		37.00	NEW
FEE, 834 SEDIMENTARY TECTONICS		12.00	NEW
Fee, 855 Advanced Geomorphology	30.00		
FEE, 864 ADVANCED GEOHYDROLOGY		37.00	NEW
FEE, 883 NUMERICAL METHODS OF GEOLOGY		20.00	NEW
FEE, 885 STRUCTURE AND DEVELOPMENT OF EARTH'S CRUST		37.00	NEW
Music			
Applied Music Fees with Faculty Member			
One lesson per week			
Per semester, academic year	90.00		
Summer session	60.00		
Two lessons per week			
Per semester, academic year	150.00	180.00	20.0
Summer session	90.00	120.00	33.0
Fee, 651 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		
Fee, 652 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		
Fee, 653 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		
Fee, 654 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		
Fee, 655 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		
Fee, 656 Applied Music Methods and Materials			
Per semester, academic year	90.00		
Summer session	60.00		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Practice Rooms			
One hour daily, per semester	2.50		
Two hours daily, per semester	5.00		
Organ Practice			
One hour daily, per semester	5.00		
Two hours daily, per semester	7.00		
Zoology and Physiology			
FEE, 475 VERTEBRATE NATURAL HISTORY		5.50	NEW
FEE, 643 LIMNOLOGY LABORATORY		5.50	NEW
Fee, 646 Wildlife Ecology	50.00		
FEE, 672 PRINCIPLES OF GAME BIOLOGY		12.00	NEW
FEE, 673 FISHERIES MANAGEMENT		5.50	NEW
FEE, 674 FISH CULTURE AND NUTRITION		5.50	NEW
FEE, 675 ICHTHYOLOGY		5.50	NEW
FEE, 678 ORNITHOLOGY		5.50	NEW
FEE, 679 MAMMALOLOGY		5.50	NEW
FEE, 830 BIOLOGICAL ELECTRON MICROSCOPY		5.50	NEW
FEE, 850 BIOLOGICAL SAMPLING AND ESTIMATION		5.50	NEW
FEE, 872 WILDLIFE HABITAT ECOLOGY		12.00	NEW
FEE, 876 ADVANCED FISHERIES MANAGEMENT		5.50	NEW
College of Education			
Student Teaching, applicable once as an undergraduate and once as a graduate	35.00		
Service Fee, out-of-state students enrolled in non-Wyoming institutions student teaching in Wyoming and supervised by University of Wyoming	350.00		
Service Fee, University of Wyoming students requesting out-of-state student teaching placements	100.00		
Testing Fee, California Achievement Test, teachers and outside applicants not enrolled at University of Wyoming or Wyoming community colleges seeking teacher certification in states other than Wyoming	30.00		
Charge per sub-test, repeat of sub-test	6.00		
Industrial/Vocational Education			
Fee, 354 Wood Materials and Processes	7.50		
Fee, 356 Electronic Communications	10.00		
Fee, 357 Industrial Graphics	2.50		
Fee, 358 Industrial Arts for Elementary and Special Education Teachers	12.50		
Fee, 359 Plastic Materials and Processes	10.00		
Fee, 417 Ag Mech - Lab	10.00		
Fee, 451 Industrial Graphic Arts Processes	10.00		
Fee, 452 Electrical Power	10.00		
Fee, 453 Mechanical and Fluid Power Tech	7.50		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Fee, 454 Metallic Materials and Processes	8.00		
Fee, 455 Welding Technology	10.00		
Fee, 456 Graphics for Light Construction	2.50		
Fee, 457 Communications Circuits & Devices	10.00		
Fee, 458 Copy Preparation	10.00		
Fee, 459 Wood Fabrication Technology	10.00		
Fee, 553 Plastics Production Technology	10.00		
Fee, 555 Electrical Machinery and Controls	5.00		
Fee, 556 Digital Circuits	10.00		
Fee, 557 Machine Tool and Casting Tech.	8.00		
Fee, 560 Industrial Crafts	10.00		
Fee, 653 Manufacturing & Construction Ent.	8.00		
Fee, 655 Advanced Welding Technology	5.00		
Fee, 656 Testing of Materials	5.00		
Fee, 658 Trade-Tech Occupations	5.00		
Fee, 617 Project Development - Ag Mech	15.00		
Education Placement Fee			
File activation	10.00		
Activation Fee, non-UW Graduates, per placement year	50.00		
Subsequent Activation Fee, per placement year	20.00		
Credential processing	2.00		
Out-of-state for in-state placement	35.00		
Vacancy Notices (30 notices)	6.60		
School of Extended Studies			
Special Course Fee, Summer Tour, London, England (in lieu of tuition), per student	150.00		
Audio Teleconferencing Fees			
Academic/Instructional			
Per port/per hour (Meet Me)	no charge		
Per port/per hour (Dial-up)	no charge		
Non-Instructional/Educational Groups			
Per port/per hour (Meet Me)	10.00		
Per port/per hour (Dial-up)	not available		
Governmental Agencies			
Per port/per hour (Meet Me)	10.00		
Per port/per hour (Dial-up)	not available		
Commercial/Private Sector			
Per port/per hour (Meet Me)	15.00		
Per port/per hour (Dial-up)	not available		
Use of Computer Laboratories in Public Schools			
Per student	10.00		
College of Health Sciences			
National Student Exchange Program			

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Application Fee	35.00	45.00	28.6
School of Nursing			
Uniforms	75.00		
Travel Fee (Cheyenne)	150.00		
School of Physical and Health Education			
Course Fees			
Fee, 315 Beginning Scuba	70.00		
Fee, 353 Beginning Bowling	25.00		
Fee, 355 Beginning Golf	15.00		
Fee, 358 Beginning Skiing	75.00		
SIX (6) CLASSES	75.00	80.00	6.7
SEVEN (7) CLASSES	75.00	85.00	13.3
Fee, 412 Advanced Scuba	80.00		
Fee, 453 Intermediate Bowling	25.00		
Fee, 455 Intermediate Golf	15.00		
Fee, 456 Beginning Horsemanship	85.00	90.00	5.9
Fee, 458 Intermediate Skiing	75.00		
SIX (6) CLASSES	75.00	80.00	6.7
SEVEN (7) CLASSES	75.00	85.00	13.3
Fee, 421 Standard First Aid	5.00		
Fitness/Exercise Program			
Students, SEVEN WEEK SESSION	10.00	15.00	50.0
Students carrying less than 9 credits	15.00	0.00	(100.0)
Faculty/Staff, SEVEN WEEK SESSION	20.00	30.00	50.0
Supercircuit Exercise Program			
Student	20.00		
Faculty/Staff	30.00		
University Tennis Clinic			
Children of UW Students	20.00		
Children of UW Faculty/Staff	25.00		
Summer Swim Program			
Per student	20.00		
Cooperative A.S./B.S. Program in Dental Hygiene			
Program Fee, assessed students in clinical component of the program, collected in 2nd, 3rd and 4th years, per semester	100.00		
Military Science - Army ROTC Course Fees			
Fee, 500 Theory of Management and Leadership	10.00		
Fee, 501 Introduction to the Military Team	10.00		
Fee, 600 Dynamics of the Military Organization I	10.00		
Fee, 601 Dynamics of the Military Organization II	10.00		
Office of Correspondence Study			
Rentals			
Textbooks, half year	4.50		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Deposits			
Textbooks			
High School Courses	22.00		
Non-credit Courses	22.00		
Video Tapes			
VHS (includes accompanying audio tapes-package)	40.00		
Beta (includes accompanying audio tapes-package)	50.00		
Audio Tapes	4.00		
Kits			
Geology	20.00		
Educational Administration	15.00		
Metric	40.00		
Prints			
All	10.00		
Slides			
College Courses	11.00		
High School Courses	3.00		
Changes in Registration			
Transfer to another course	5.00		
Extension of completion date	5.00		
Sales			
Course syllabi to non-registered students or other institutions			
College	7.00		
High School and Non-credit	5.00		

	<u>FY 1989</u>	<u>New/Change FY 1990</u>	<u>% Change</u>
V. MISCELLANEOUS FEES, CHARGES AND DEPOSITS			
University Photo Service			
Charges to students and University personnel are on the same basis as to University departments			
Wyoming Career Information Service			
Computerized Package			
Community Colleges (no additional long distance telephone charges)	950.00		
Other (long distance telephone charges are additional)	575.00		
Micro-Quest Package	575.00		
Information Books Only	275.00		
Additional Materials			
Diskette	25.00		
Set of information books	75.00		
Implementation book	25.00		
User's handbook	.40		
Jacobys Golf Course (effective February 1, 1987 1989)			
Greens Fees, FACULTY, STAFF AND GENERAL PUBLIC			
Weekdays			
9 holes	5.00	6.00	20.0
18 holes	7.50	9.00	20.0
Weekends and Holidays			
9 holes	6.50	6.00	(7.7)
18 holes	10.00	9.00	(10.0)
After 6:00 P.M.	4.00	0.00	(100.0)
GREEN FEES, STUDENTS			
WEEKDAYS			
9 HOLES	3.00	4.50	50.0
18 HOLES	6.00	7.00	16.7
WEEKENDS AND HOLIDAYS			
9 HOLES	3.00	4.50	50.0
18 HOLES	6.00	7.00	16.7
Memberships			
Junior (18 years of age and under)	90.00	100.00	11.1
Single	170.00	185.00	8.8
Spouse	90.00	100.00	11.1
Children (18 years of age and under)	60.00		
Family (maximum)	350.00	405.00	15.7
UW Student Greens Fee Booklet, 10 tickets (each ticket,			

	FY 1989	New/Change	
		FY 1990	% Change
9 holes, weekdays, weekends and holidays)	30.00	0.00	(100.0)
Locker Rentals, per year			
Small	20.00		
Large	25.00		
Wyoming State Veterinary Laboratory			
Basic Services			
Accession fee			
MINIMUM	6.00	4.00	(33.3)
MAXIMUM-INCLUDES ACCESSION FEE, NECROPSY, HISTOPATHOLOGY, BACTERIOLOGY, VIROLOGY, ELECTRON MICROSCOPY, SEROLOGY, PARASITOLOGY AND MYCOLOGY ON 1 ANIMAL TISSUE FROM 1 ANIMAL (DOES NOT INCLUDE TOXICOLOGY)	15.00	25.00	66.7
EACH ADDITIONAL ANIMAL OR TISSUES FROM 1 ANIMAL SUBMITTED AS PART OF SAME CASE AND AT SAME TIME AS ANIMAL #1. (DOES NOT INCLUDE TOXICOLOGY)		10.00	NEW
Histopathology (per tissue)	2.00		
EXTRA SLIDES		2.00	NEW
Bacteriology			
Aerobic	2.00		
Anaerobic	6.00		
MYCOPLASMA CULTURE		6.00	NEW
K99 E. COLI ELISA		2.00	NEW
Antibiotic Sensitivity	1.00	2.00	100.0
FA EXAM		2.00	NEW
Mycology (per sample)			
SPECIAL STAIN	2.00		
CULTURE	2.00		
Parasitology (per sample)			
FECAL FLOTATION	2.00		
I.D. OF PARASITE	2.00		
TRICHOMONAS CULTURE	2.00		
Virology (per sample)			
FA tests	2.00		
Virus isolation	10.00		
CHLAMYDIA ISOLATION		10.00	NEW
Electron microscopy	6.00	10.00	66.7
SPECIAL STAIN		2.00	NEW
Referred Tests (accession fee only)	6.00		
Serology (per sample)			
Test Kits			
FIP, FeLeuk, BoLeuk, B.Canis, Eq.Preg., Rotavirus, Heartworms, Toxoplasmosis, etc.	10.00		
EIA (Coggins Acid Test, in-state)	6.00		

	<u>FY 1989</u>	<u>New/Change</u>	
		<u>FY 1990</u>	<u>% Change</u>
EIA (Coggins Acid Test, out-of-state)	10.00		
EIA (Elisa Test, in-state)	10.00		
EIA (Elisa Test, out-of-state)	15.00		
SN Tests for viral antibody (PI ₃ , IBR, BVD, BRSV, EQ.Rhinopneum)*	4.00		
Haemophilus Somnus*	2.00		
Leptospirosis (5 Serovars)*	4.00		
Anaplasmosis	1.00	2.00	100.0
Bluetongue	2.00		
Brucella Abortus	no charge		
PSEUDORABIES		2.00	NEW
NECROPSY (WITHOUT ADDITIONAL TESTS)		10.00	NEW
Clinical Pathology			
Serum Chemistries			
Profiles	8.00-10.00		
Individual (first and second)	6.00		
Individual (after second)	2.00		
Hematology (CBC)	6.00	2.00	(66.7)
Urinalysis	4.00	2.00	(50.0)
Toxicology (call for quotes)	6.00-50.00		
Referral Fee	6.00		
For those tests not run by WSVL			
No Referral Fee for those tests offered by WSVL but referred because of unforeseen difficulties			
No Referral Fee for specimens delivered to Wyoming State Chemical Lab			
Public Health Service	no charge		
e.g. Rabies, Plague, etc.			
SCREENS			
SCOURS		15.00	NEW
ABORTION		25.00	NEW
EACH ADDITIONAL, AS ONE CASE		10.00	NEW

* No additional charge for paired sera

	New/Change		
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Certification Fees, Plant Science			
Wyoming Crop Improvement Assoc. Annual Dues and Assessment per acre	10.00	.25	
Wyoming Seed Certification Annual Application Fee, each variety	10.00		
Late Application Fee	25.00		
Field Inspection Fees			
Minimum, each variety	10.00		
Grasses, large-seeded (small grains), per acre	3.00		
Grasses, small-seeded, per acre	3.00		
Legumes, large-seeded (beans), per acre	3.00		
Legumes, small-seeded, per acre	3.00		
Potatoes, per acre	4.00		
Potato Latent "Virus X" (WCIA Fee), per acre	2.00		
New seeding of perennials (annual application fee of \$10.00)	no charge		
Potato Bin Inspection Fee, same owner			
First sample	30.00		
Each additional sample per inspection trip	15.00		
Tag Fees			
Blue tag for all crops (.01¢ to WCIA), per tag	.10		
Potato "Virus X" tested tags (.02¢ to WCIA), per tag	.10		
Sealed in the Dirt Tags, per tag	.05		
Metal Seals, per tag	.05		
Bulk certification for all crops based on application for bulk sales certificate (.01¢ to WCIA), per cwt.	.05		
Soil Testing			
Routine test (includes pH, salts, organic matter, phosphorous, nitrate-nitrogen, lime and texture), per sample	3.50	5.50	57.1
Sub-soil (nitrate-nitrogen on extra sub-soil accompanying routine test on surface), per sample	1.50	2.00	33.3
Available potassium, per sample	1.50	2.00	33.3
Available iron, per sample	1.50	2.00	33.3
Available zinc, per sample	1.50	2.00	33.3
Irrigation suitability, per sample	15.00	20.00	33.3
Plant mounts, per plant or seed mount	.75		
Forage tests, per entry per location	200.00		
Corn tests, per entry per location			
Wyoming seed dealers	30.00		
Non-Wyoming seed dealers	50.00		
Variety testing, sugar beets			

	FY 1989	New/Change FY 1990	% Change
Per variety, selected location	726.00		
Per variety, each additional location	363.00		
Wool Evaluation Fees, Animal Science			
Clean Wool Determination			
In-state, per fleece	15.00		
Out-of-state, per fleece	20.00		
Diameter Determination			
Air Flow (Port-Ar), per sample	2.50		
Microprojection, per sample	5.00		
Information cores of bag lots			
Machine use	1.00		
Yield	5.00		
Diameter (by microprojection of 200 fibers)	3.00		
Purebred flocks raised in Wyoming, "on farm performance testing program," fleece evaluation			
Clean wool determination, per fleece	10.00		
Diameter determination			
Air-flow	2.50		
Microprojection	5.00		
Processing charges			
Scour, per grease pound	.50		
Scoured wool, per pound	3.00		
Card Sliver, per pound	3.50		
Grease wool, per pound	1.50		
Civil Engineering			
Soils Laboratory and Rock Mechanics Laboratory			
Atterberg Limit Test Equipment, per day	10.00		
Sieve Analysis Equipment, per day	10.00		
Soils Direct Shear Test Equipment, per day	20.00		
Proctor Test Equipment, per day	15.00		
Inplace Density Test Equipment, per day	10.00		
CBR Test Equipment (test run by user), per test	70.00		
Soil Resistivity Test Equipment, per day	20.00		
Small-Scale Direct Shear Tests			
Trimmed Specimen Fees, per specimen			
Labor, per hour (minimum \$8.00)	4.00		
Normal Load Test, add 1/2 hour per load	2.00		
Equipment	30.00		
Normal Load Test, per load, add	10.00		
Non-Trimmed Specimen Fees, per specimen			
Labor, per hour (minimum \$16.00)	4.00		
Normal Load Test, add 1/2 hour per load	2.00		
Equipment	50.00		
Normal Load Test, per load, add	10.00		
Structural Test Facility and Wet Room			
Concrete Cylinder Testing, per test	12.00		
Surveying Laboratory and Surveying Equipment			

	New/Change	
	<u>FY 1989</u>	<u>FY 1990</u> <u>% Change</u>
Electronic Distant Meter with 2 tripods and prism	60.00	
Theodolite 1" with tripod	30.00	
Theodolite 10" with tripod	15.00	
Transit Vernier with tripod	10.00	
Level, automatic with tripod	8.00	
Level Rod	1.00	
100' Steel Tape	1.00	
 Home Child Care Provider Program		
Per child, per hour	.60	
 Child Care Center		
Registration Fee (non refundable), per child	25.00	
Per child, per day	9.50	
Per child, per half day	5.50	
Per child, per half day, kindergarten only	6.75	
 Child Development Center		
Per child, full day care, per semester	150.00	
Per child, half day care, per semester	75.00	
 University School		
Elementary Milk and Juice Program		
Grades N-K, juice, per semester	6.00	
Grades 1-4, milk, per semester	7.00	
 Facilities Fees, School of Physical and Health Education		
Facility Access, part-time student, per semester	10.00	
Facility Access plus locker/towel/clothing, part-time student, per semester	15.00	
Facility Access, faculty, staff, student spouses, faculty and staff spouses		
Per semester	10.00	
Per calendar year	20.00	
Facility Access plus locker/towel, faculty, staff, student spouses, faculty and staff spouses		
Per semester	15.00	
Per calendar year	30.00	
Facility Access plus locker/towel, clothing, faculty, staff, student spouses, faculty and staff spouses		
Per semester	20.00	
Per calendar year	40.00	
Community membership, limited (Corbett, Half	80.00	

	FY 1989	New/Change FY 1990	% Change
Acre and Tennis Complex only) annual			
Adult Education, non-credit classes, per student	1.00		
Adult Education, Summer Conference conferees, per person per day	3.00		
Summer Athletic Camp Participants, per person per week	2.00		
Locker stripping (for those who do not clear locker), per locker	10.00		
Daily Locker Rental, per day, no towel	.50		
Guest passes (valid University Identification Card only), per day	2.00		
Facility Rental Fees (Outside groups, exclusive use)			
Half Acre			
Pool			
Per hour	16.00		
Per day	80.00		
Per week	300.00		
Main Gym, per hour	30.00		
Wrestling Room, per hour	10.00		
Infield, per hour	20.00		
Weight Room, per hour	15.00		
Racquetball Courts, per hour per court	10.00		
Corbett Building			
Pool			
Per hour	30.00		
Per day	150.00		
Per 5 day week	600.00		
Gym, per hour	20.00		
Tennis Complex, per hour	15.00		
University School Gym, per hour	15.00		
Equipment Rental Fees			
Students, faculty and staff with a valid University Identification Card can check out equipment for immediate use with no fee. When equipment is checked out to leave campus, the following fee schedule applies:			
Tug-of-War Rope			
1 day	2.00		
2 days	4.00		
Deposit	25.00		
Horseshoes and Stake			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Volleyballs			

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Volleyball Nets			
1 day	2.00		
2 days	4.00		
Deposit	rental fee		
Volleyball, Indoor Sets			
per day	10.00		
Soccer Balls			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Badminton Nets			
1 day	2.00		
2 days	4.00		
Deposit	rental fee		
Badminton Racquets			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Shuttlecocks, each	.25		
Basketballs			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Softball Bats			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Softball Bases (Rug) (Set of four)			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Playground Balls			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Tennis Racquets			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Equipment Bags			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		

	FY 1989	New/Change FY 1990	% Change
T-Ball			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Frisbees			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Cones (Marking)			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Racquetball Racquets			
1 day	1.00		
2 days	2.00		
Deposit	rental fee		
Fees for Lost Items			
Lock	4.00		
Towel	2.00		
Shorts	6.00		
Shirt	8.00		
Men's swimsuit	6.00		
Women's swimsuit	8.00		
Basketball	25.00		
Volleyball	20.00		
Racquetball racquet	25.00		
Tennis racquet	50.00		
Weight training belt	25.00		
Weight pins	5.00		
Volleyball net	20.00		
Tug-o-war rope	75.00		
Service Fees, Energy Research Laboratory			
Exercise Stress Test	130.00	160.00	23.1
Hydrostatic Weighing	25.00		
Aerobic Capacity Determination	50.00		
Forced Expiratory Volume in 1 second	15.00	25.00	66.7
Exercise Prescription	20.00		
Speech Pathology and Audiology			
Diagnostic Evaluations			
Speech-Language			
Articulation evaluation (fluency, articulation)	15.00	40.00	166.7
Phonological evaluation	30.00	80.00	166.7
Language evaluation	30.00	80.00	166.7
Speech/language evaluation	40.00	80.00	166.7
Fluency evaluation	30.00	80.00	166.7

	New/Change		% Change
	FY 1989	FY 1990	
Voice evaluation	30.00	80.00	166.7
Aphasia evaluation	30.00	80.00	166.7
Auditory language evaluation	30.00	80.00	166.7
RE-EVALUATION		25.00	NEW
SPEECH/HEARING SCREENING		12.00	NEW
Audiology			
Basic audiometric evaluation	30.00	40.00	33.3
Hearing aid evaluation	100.00	120.00	20.0
Hearing aid consultation/servicing	5.00	10.00	100.0
Impedance audiometry	5.00	10.00	100.0
Special testing	10.00	20.00	100.0
COR/VRA audiometry	10.00	20.00	100.0
Central auditory testing	20.00	40.00	100.0
Brain stem evoked response	75.00	100.00	33.3
Evaluation of aid(s)	15.00		
Electroacoustical aid evaluation	5.00		
Therapy Services			
Speech-Language			
per 30 minutes	6.00	0.00	(100.0)
per 45 minutes	9.00	0.00	(100.0)
per 60 minutes INDIVIDUAL	12.00	16.00	33.3
GROUP, EACH		10.0	NEW
UW students, Speech-Language, per semester			
1 session per week	10.00	0.00	(100.0)
2 sessions per week	15.00	35.00	133.3
3-5 sessions per week	20.00	0.00	(100.0)
University School students, Speech-Language			
Per semester	50.00	65.00	30.0
PRESCHOOL LANGUAGE CLASS		40.00	NEW
HEADSTART			CONTRACT NEW
Senior citizens (65 years or older)	15% of		
diagnostic and therapy	rate		
Non-cancellation of appointments	50% of rate		
Mobile Hearing Van			
Basic Hearing Evaluation	35.00		
Senior citizens, 62 and over	23.00		
Site of Lesion Hearing Evaluation	40.00		
Industrial Hearing Conservation	8.00		
Audiogram, per person			
Special Services			
Hearing aid evaluation	45.00		
Electronic analysis of hearing aid	20.00		
Calibration check of an audiometer	25.00		
Custom made ear defenders	25.00		
Ear impression and ear mold, each ear	15.00		

		New/Change	
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Hearing screening, per individual	10.00		
Audiologic Consultant Services, per day	200.00		
Maximum fee for one day	400.00		

School of Human Medicine

Fees, Charges and Deposits (methodology)

The Family Practice Centers maintain a formal fee schedule for physician services based on a relative value scale. A relative value guide correlates the difficulty of performing a certain procedure and the time it takes and then assigns a unit value to the procedure. There are over 7,000 procedures listed in the Relative Value Scale and each procedure has a unique code associated with it as well as a unit value. The fee to be charged for the procedure is obtained by multiplying the unit value by a conversion factor. The conversion factor used at the Family Practice Centers is updated once a year by reviewing the charges of other family practice physicians in the community. The average conversion factor for the family physicians is calculated and the fees are adjusted to correspond with the median office fees in the community. In the past, the current economic condition of the community and the impact of raising fees would have on the indigent and lower income patients have been taken into consideration.

Audio Visual Services

Equipment rental, personal use only, 24 hour period	
16mm film projector	6.00
8mm film projector	3.00
35mm carousel slide projector	3.00
Lantern slide projector	2.50
Caramate	5.00
Opaque projector	2.50
Filmstrip projector	3.00
Screens	
with other equipment	no charge
without other equipment	1.00
Overhead projector	3.00
Record players	2.00
Video receiver and player	25.00
Taperecorder	3.00
Public address/portable lectern	3.00
Rear projection unit	3.00
Photocopy kit	3.00
16mm editor	3.00
8mm editor	3.00
Dissolve control	3.00
Lettering and drawing aid	2.00
Microphone mixers	2.00
Miscellaneous	
Microphones	2.50

	FY 1989	New/Change FY 1990	% Change
Lens	2.00		
External speakers	1.00		
Projection table	1.00		
Flashlight pointer	1.00		
Stack loader	1.00		
Easel	1.00		
Blackboard	1.00		
Flip chart stand	1.00		
Magnetic board	1.00		
Hook 'N Loop	1.00		
Flannel board	1.00		
Film Rental Schedule (in-state)			
Black and white			
0-11 minutes	7.00		
12-22 minutes	8.00		
23-33 minutes	10.00		
34-44 minutes	14.00		
45-55 minutes	15.00		
56- minutes	17.00		
Color			
0-11 minutes	8.00		
12-22 minutes	10.00		
23-33 minutes	14.00		
34-44 minutes	16.00		
45-55 minutes	19.00		
56- minutes	21.00		
Film Rental Schedule (out-of-state)			
Black and white			
0-11 minutes	8.00		
12-22 minutes	9.00		
23-33 minutes	11.00		
34-44 minutes	16.00		
45-55 minutes	17.00		
56- minutes	19.00		
Color			
0-11 minutes	9.00		
12-22 minutes	11.00		
23-33 minutes	16.00		
34-44 minutes	18.00		
45-55 minutes	21.00		
56- minutes	23.00		

Clarence Jayne Media Center

Comprehensive Media Support Services will be provided to the College of Education at no charge. "Out-of-College" departments and sponsored projects/programs will be charged for services based on replacement cost value.

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Instructional Telecommunication Services			
(Overtime hours incurred performing any service will be paid by the initiating agency if purpose is not instruction.)			
Television Production			
Instruction			
Within operational support base pool			
In excess of operational support base pool			
Production, per hour	55.00		
Production (single camera studio)	50.00		
Remote Unit (one camera)	50.00		
Pre-production	25.00		
Editing, per hour	35.00		
Dubbing, per hour, plus tape cost	7.00		
Planning, per hour	10.00		
Administration, per hour	5.00		
Research/Institutional			
Production, per hour	55.00		
Production (single camera studio)	50.00		
Remote Unit (one camera)	50.00		
Pre-production	25.00		
Editing, per hour	35.00		
Dubbing, per hour, plus tape cost	7.00		
Planning, per hour	10.00		
Administration, per hour	5.00		
Commercial			
Production, per hour	125.00		
Production (single camera studio)	80.00		
Remote Unit (one camera)	70.00		
Pre-production	75.00		
Editing, per hour	65.00		
Dubbing, per hour, plus tape cost	25.00		
Planning, per hour	35.00		
Administration, per hour	15.00		
Television Equipment Loan, 24 hours			
Instruction		no charge	
Research/Institutional		25.00	
Commercial		not available	
Television Satellite Reception			
Reception, per hour			
Instruction		no charge	
Research/Institutional		15.00	
Commercial		40.00	
Campus cable distribution			
Instruction		no charge	
Research/Institutional			
8:00 a.m.-5:00 p.m.		5.00	

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
After hours, per hour	10.00		
Commercial			
8:00 a.m.-5:00 p.m.	15.00		
After hours, per hour	25.00		
Radio Production and Recording			
Production Room self-use, per hour			
Instruction	no charge		
Research/Institutional (minimum of 1 hour)	6.00		
Commercial	12.00		
Production Room plus technical, per hour			
Instruction	no charge		
Research/Institutional	12.00		
Commercial	18.00		
Dubbing Charges			
Instructional			
Cassettes, each, plus tape cost	.50		
Reel-to-reel	.50		
Service charge, per hour	4.00		
Research/Institutional			
Cassettes, each, plus tape cost	.50		
Reel-to-reel	.50		
Service charge, per hour	4.00		
Commercial			
Cassettes, each, plus tape cost	.75		
Reel-to-reel	.50		
Service charge, per hour	4.00		
University Safety Office			
Film Badge Exchange, Late return			
First late badge, calendar year	no charge		
Second late badge, calendar year	6.00		
Third late badge, calendar year	10.00		
Wyoming Water Research Center			
Publications:			
In stock	no charge		
Out-of-print, per page	.10		
Water Resources Data System			
Data retrieval and analysis will be provided on a cost recovery basis			
University of Wyoming-National Park Service			
Research Center			
Living Facilities, restricted to investigators whose research is based at the Research Center, and to their associates, assistants and immediate families.			

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Less than one week (1-2 people per unit) per day	9.00		
One week but less than four weeks (1-2 people per unit), per day	7.50		
Longer than four weeks (1-2 people per unit), per day	6.00		
Charge, additional occupancy in excess of two people, per person, per day	1.00		
Unit Cleaning and Repair Fee	25.00		
Boat Use Fee (research purposes only)			
Canoe, Rowboat, Rubber Raft per day	10.00-20.00*		
Outboard Motor Boat (less than 20 HP) per day	10.00-20.00*		
Monarch (19 foot research boat) per hour	25.00-40.00*		
Facility Use Fees			
Meeting Rooms			
One to three rooms			
University		*no charge	
Others		20.00-125.00**	

* Depends on amount of special research equipment required.

** Depends on room size, University affiliation, educational, research or governmental unit.

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Department of Intercollegiate Athletics, Facilities Use Fees			
Fieldhouse			
University Events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)	direct cost		
Non-University			
Non-profit organization			
No admission, per day	300.00 plus direct costs		
Admission charged, per day	500.00 or 6% gross plus direct costs		
Commercial			
No admission, per day	500.00 plus direct costs		
Admission charged, per day (whichever is greater)	750.00 or 8% gross plus direct costs		
Practice Gymnasium			
University Events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)	direct cost		
Non-University			
Non-profit organization			
No admission, per day	50.00 plus direct costs		
Admission charged, per day (whichever is greater)	100.00 or 6% gross plus direct costs		
Commercial			
No admission, per day	100.00 plus direct costs		
Admission charged, per day (whichever is greater)	150.00 or 8% gross plus direct costs		
Football Stadium			
University Events (including ASUW and	direct		

	<u>FY 1989</u>	<u>New/Change</u>	<u>% Change</u>
	<u>cost</u>	<u>FY 1990</u>	
Cultural Affairs, but excluding Intercollegiate Athletics)			
Non-University			
Non-profit organization			
No admission, per day	300.00		
	plus direct		
	costs		
Admission charged, per day	500.00 or		
(whichever is greater)	6% gross		
	plus direct		
	costs		
Commercial			
No admission, per day	500.00		
	plus direct		
	costs		
Admission charged, per day	750.00 or		
(whichever is greater)	8% gross		
	plus direct		
	costs		
Extra Services and Equipment Rental			
Chairs, each	.25		
Tables, each	1.75		
Forklift, per hour (one hour minimum)	10.00		
Towels, each	1.00		
Sound system	50.00		
On-site commercial sales	20% of		
	gross		
Tickets			
Basketball			
Individual game			
Adults	7.00		
Child	3.00		
Season (BASED ON NUMBER OF HOME GAMES)	100.00		
Knothole (BASED ON NUMBER OF HOME GAMES)	40.00		
(UW Faculty/Staff - 50% of Season)			
Football			
Individual game			
Adult	12.00		
Child	4.00		
Season (BASED ON NUMBER OF HOME GAMES)	65.00		
Knothole (BASED ON NUMBER OF HOME GAMES)	20.00		
(UW Faculty/Staff - 50% of Season)			
Baseball			
Double Headers			
Adult	2.00		
Child	1.00		

		New/Change	
	<u>FY 1989</u>	<u>FY 1990</u>	<u>% Change</u>
Season			
Adult	20.00		
Child	10.00		
Family	40.00		
(UW Faculty/Staff - 50% of face value)			
Volleyball			
Single Match			
Adult	2.00		
Child	1.00		
Tournaments			
Adult	5.00		
Child	2.50		
Season			
Adult	24.00		
Child	12.00		
Family	48.00		
(UW Faculty/Staff - 50% of face value)			
Women's Basketball			
Individual Game			
Adult	2.00		
Child	1.00		
Preliminary to Men's Game			
Adult	7.00		
Child	3.00		
Season (excluding preliminaries)			
Adult	16.00		
Child	8.00		
Family	32.00		
(UW Faculty/Staff - 50% of face value)			
Wrestling			
Dual Meets			
Adult	2.00		
Child	1.00		
Tournaments			
Adult	5.00		
Child	2.50		
Season			
Adult	22.00		
Child	11.00		
Family	44.00		
(UW Faculty/Staff - 50% of face value)			
Four Sports (Baseball, Volleyball, Women's Basketball, Wrestling)			
Season			
Adult	41.00		
Child	27.00		
(UW Faculty/Staff - 50% of face value)			
Auditorium and Classroom, Facilities Use Fees			

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Arts and Sciences Auditorium			
Four hour minimum, per hour	30.00		
Rehearsal, per hour	15.00		
Agriculture Auditorium			
Four hour minimum, per hour	5.00		
Additional charge, after 6:00 p.m., per hour	1.50		
Commerce and Industry Auditorium			
Four hour minimum, per hour	5.00		
Additional charge, after 6:00 p.m., per hour	1.50		
Education Auditorium			
Four hour minimum, per hour	5.00		
Additional charge, after 6:00 p.m., per hour	1.50		
Classrooms			
150-250 capacity			
Per hour	10.00		
Per Day	60.00		
77-150 capacity			
Per hour	7.50		
Per Day	30.00		
Under 77 capacity			
Per hour	5.00		
Per Day	20.00		
Arena-Auditorium, Facilities Use Fees			
University Events (including ASUW and Cultural Affairs, but excluding Intercollegiate Athletics)			
Arena	direct	cost	
Concourse	direct	cost	
Non-University			
Non-Profit Organization, no admission			
Arena, per day	direct	cost	
Arena-Concourse	direct	cost	
Concourse per day	direct	cost	
Set-ups per day	direct	cost	
Non-Profit Organization, admission charged			
Arena, per day (whichever is greater)	1,000.00 or	6% of gross	
Rehearsal	400.00		
Arena-Concourse, per day (whichever is greater)	1,150.00 or	6% of gross	

	FY 1989	New/Change FY 1990	% Change
Rehearsal	400.00		
Concourse, per day (whichever is greater)	250.00 or 6% of gross		
Set-ups, per day	75.00	0.00	<100.0>
Commercial, no admission			
Arena, per day	1,500.00		
Rehearsal	400.00		
Arena-Concourse, per day	1,750.00		
Rehearsal	400.00		
Concourse, per day	400.00		
Set-ups, per day	100.00		
Commercial, admission charged			
Arena-Concourse, per day (whichever is greater)	2,500.00 or		
Renter responsible for all direct expenses	8% of gross		
Rehearsal	500.00		
Concourse, per day (whichever is greater)	600.00 or		
Set-ups, per day	8% of gross 100.00		
Extra Services and Equipment Rental			
Chairs, each	.25		
Tables, each	1.75		
Zeon Supertrooper spotlights, each	45.00		
Forklift w/operator (minimum 4 hour call)	48.00		
Forklift w/operator (each hour over minimum)	12.00		
Portable Stage (maximum size 60 x 40, sound wings 12 x 16)	750.00		
Towels, each	1.00		
Sound System (electro voice with Yamaha P.M. 1000 console w/one microphone)	50.00		
Microphone, each	5.00		
Music Stands, Lights, each	2.50		
T-Shirt Security, per person, per hour	5.00		
Police (required), per person, per hour	15.00		
Medical Staff (2 required), per person, per hour	15.00		
Ushers, per person, per hour	5.00		
Ticket Takers, per person, per hour	5.00		
Stagehands, per person, per hour	5.00		
Riggers, per person, per hour	11.00		
Technicians, per person, per hour	5.00		
Electricians, per person, per hour	27.50		
Piano Tuning, per tune	65.00		
Clean up			
Concourse	50.00		
Arena			
Minimum or	50.00		
Per seat	.05		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Ticket Refunds	1.5% of		
	gross		
Box Office Commission	1.5% of		
	gross		
On-site Commercial Sales	20% of		
	gross		
Miscellaneous			
Copy machines, per copy			
Minimum	.05		
Maximum, not to exceed cost	.15		
Key deposit			
Minimum	1.00		
Maximum	10.00		
Charge for lost key			
Regular key			
Minimum	1.00		
Maximum	10.00		
Outside door key			
Minimum	2.50		
Maximum	25.00		
Master key			
Minimum	50.00		
Maximum	250.00		
Wordprocessing, per hour, without operator			
Minimum	2.00		
Maximum	10.00		
Computer use (slack periods only)			
Microcomputer, by external parties			
Per CPU hour	100.00		
Printers, by external parties			
Letter quality, per page	.20		
Daisy wheel, per page	.10		
Other non-letter quality, per page	.10		
VAX-8800 Computer			
University (Department allocation/non-billable)			
CPU time, per hour	275.00		
Connect time, per hour	3.00		
Disk use*, per day	.06		
Line printer, per page	.005		
Private Consulting (University Faculty/Staff)			
CPU time, per hour	330.00		
Connect time, per hour	3.60		
Disk use*, per day	.072		
Line printer, per page	.006		
Non-University			
CPU time, per hour	412.50		

	<u>FY 1989</u>	<u>New/Change</u> <u>FY 1990</u>	<u>% Change</u>
Connect time, per hour	4.50		
Disk use*, per day	.09		
Line printer, per page	.0075		
Check Cashing			
Dishonored (insufficient) Check Service Charges			
1st through 15th day	10 00		
16th through 30th day	50.00		
After 30th day	face value		
	but not		
	less than		
	50.00		

* Measured in thousands of blocks (1 block = 512 bytes)

TEMPORARY EASEMENT

THIS EASEMENT dated this _____ day of _____, 19____, from the UNIVERSITY OF WYOMING, of the County of Albany, State of Wyoming, hereinafter called "Grantor," to the United States of America and its Assigns, hereinafter called "Grantee,"

WITNESSETH:

Grantor, for and in consideration of \$1.00 received by Grantor and other good and valuable consideration, does hereby grant to Grantee and its Assigns, easements for roads 66 feet in width being 33 feet on each side of the centerline with such additional width as necessary to accommodate cuts and fills. The boundary lines of said easements shall be prolonged or shortened to begin and end on, and conform with the Grantor's property lines.

The said easements hereby granted are for the reconstruction, maintenance, and full, free and quiet use and enjoyment of the existing roads as they are presently located and in place over and across the following described lands, situated in the county of Albany, State of Wyoming, to wit:

T.26N., R.71W., Sixth P.M.

Section 10: NE $\frac{1}{4}$ NE $\frac{1}{4}$, NW $\frac{1}{4}$ SE $\frac{1}{4}$

The said easements are in conformity with and located on the ground according to the existing roads shown on the topographic plat marked EXHIBIT "A," attached hereto and made a part hereof. The roads are located substantially as described herein. The centerline of the roads are as presently located in place and are hereby deemed accepted by the Grantor and Grantee as the true centerline of the easements granted.

The rights, privileges, and authorities herein granted are for the purpose of removing National Forest timber from the Albany Peak Timber Salvage Sale located in T.26N., R.71W., Sixth P.M., and T.27N., R.71W., Sixth P.M.

This easement is expressly subject to the following promises of Grantee:

1. Grantee promises to maintain and return the roads in as good a condition or better condition than Grantee finds the roads, such condition to be determined by Grantor, applying a reasonableness standard.
2. Grantee promises to repair or have repaired all property of Grantor that is damaged pursuant to activities conducted in accordance with this easement.

3. Grantee promises to defend, hold harmless, indemnify, release and forever discharge Grantor, its trustees, officers, agents, and employees, from and against any and all claims, demands and actions on account of damage to personal property or personal injury or death which may result from or be connected to this easement.

These easements shall terminate on December 31, 1989.

IN WITNESS WHEREOF, THE UNIVERSITY OF WYOMING has hereunto set its hand and its seal this _____ day of _____, 19____.

UNIVERSITY OF WYOMING

(SEAL)

BY: _____
Ford T. Bussart, President
Board of Trustees

CERTIFICATE OF ACKNOWLEDGEMENT

STATE OF WYOMING)
) SS
COUNTY OF _____)

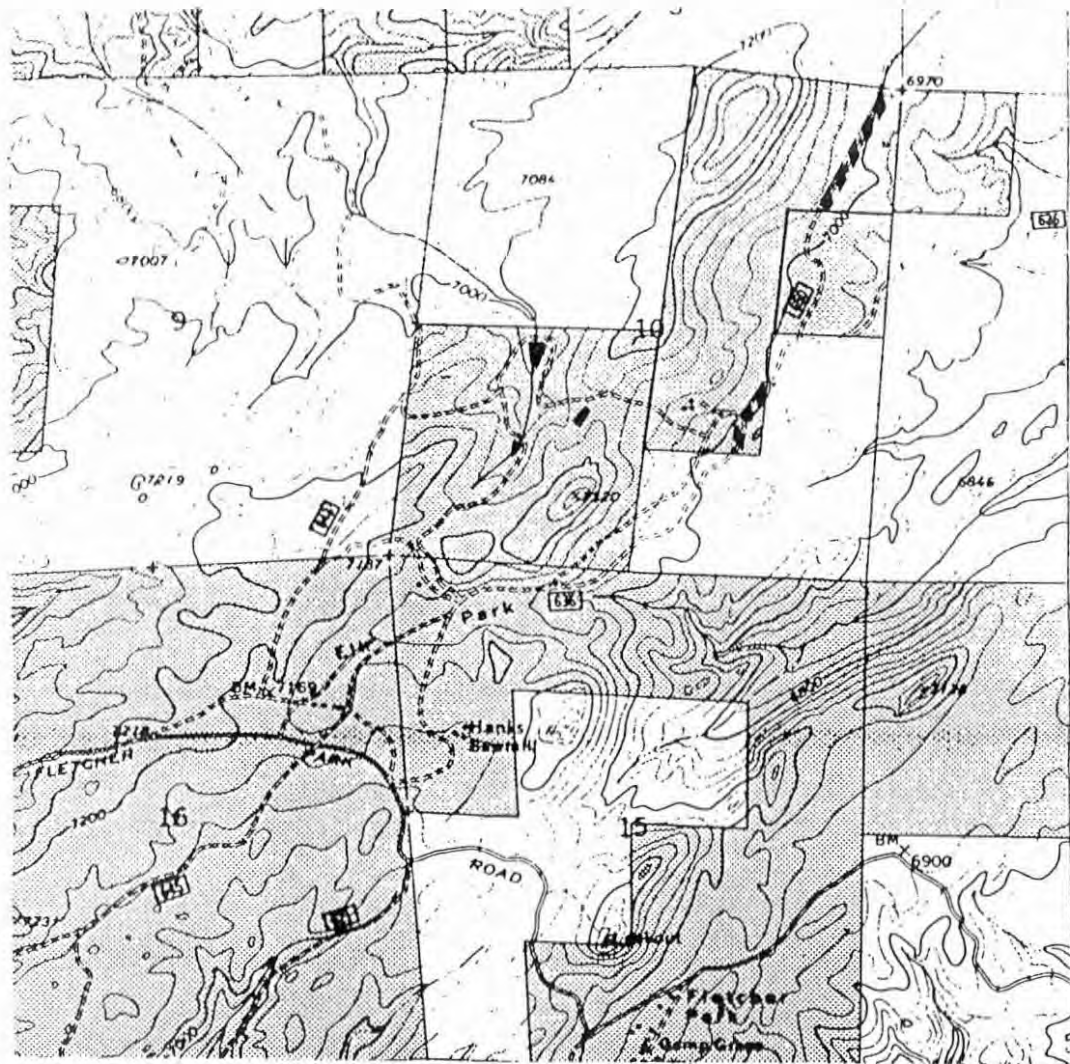
The foregoing instrument was acknowledged before me this _____ day of _____, 19____, by Ford T. Bussart, President, Board of Trustees for the University of Wyoming.




Witness my hand and official seal.

Notary Public

My commission expires:

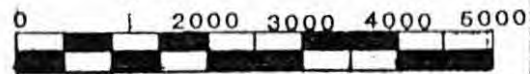
TOWNSHIP 26 NORTH, RANGE 71 WEST, 6th P.M.



- LEGEND**
-  MEDICINE BOW NATIONAL FOREST
 -  PRIVATE LAND
 -  TEMPORARY EASEMENT

SCALE

1 INCH TO 2000 FEET



REGION 2	U.S. DEPARTMENT OF AGRICULTURE FOREST SERVICE MEDICINE BOW NATIONAL FOREST
	UNIVERSITY OF WYOMING TRUSTEES
	TEMPORARY EASEMENT
	NE1/4NE1/4, NW1/4SE1/4 OF SEC. 10
	T. 26 N., R. 71 W., 6th P.M.
	PLAT BY W. CHESBRO 11/22/88

EXHIBIT A