

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

**March 31, 1990**

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

THE UNIVERSITY OF WYOMING

Minutes of the Trustees

March 31, 1990

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
March 31, 1990

The March 31, 1990 business meeting of the University of Wyoming Trustees was called to order by Trustee President Bussart at 9:10 a.m. in room 205 of the Casper College Center. Committee meetings and an executive session to discuss personnel and litigation matters were held on March 30, 1990.

ROLL CALL

The following Trustees were in attendance:

Bonner, Brown, Bussart, Dray, Hammons, Jorgensen, Kirk, Mickelson, Miracle, Schutte, Sharratt, Updike, and ex officio members Roark and Simons. Ex officio members Miller and Sullivan were not present.

ANNOUNCEMENTS

President Roark said that the North Central Association site visit team would be in Laramie April 23-25, and strongly encouraged Trustees to attend. Details of the visit will be included in the next Trustee update letter.

APPROVAL OF MINUTES

President Bussart asked if there were any corrections or additions to the February 17, 1990 Trustee minutes. There being none, Mr. Schutte moved that they be approved. The motion was seconded by Mr. Dray and it carried.

ACADEMIC ISSUES COMMITTEE

President Bussart called upon Chairman Miracle for a report from the Academic Issues Committee of March 30. Committee members Miracle, Dray, Hammons, Jorgensen,

Kirk, Sharratt, Simons, Updike, and ex officio members Bussart and Roark attended the meeting, along with other Trustees and University staff.

Chairman Miracle presented the following report and recommendations to the full Board.

#### BOCES AGREEMENT

Chairman Miracle indicated that the committee had met with Casper College Board on March 30, 1990. During that meeting, Dr. Karnig outlined the history of the proposed BOCES agreement. The intent of the agreement is to provide coursework in Casper leading to a bachelor's degree in elementary education and one or more Master's degrees in education. Dr. Karnig said that the concept had been approved in December, followed by Casper College Board and Natrona County School District No. 1 approval. It was then brought to the University of Wyoming Board of Trustees in February of 1990. The Casper College District Board and the School District Board of Trustees then created BOCES (Central Wyoming Board of Cooperative Educational Services). Robert McCrary, President of the Casper College District Board, told the committee that the BOCES agreement had been approved by their board on March 29, 1990. He estimated that close to 150 students in northern Wyoming counties were interested, with at least 50-75 looking at the bachelor's program, and 50 or more interested in the Master's program. He thought it important that the program not be fragmented, and that the students' degree should be marketable. The BOCES agreement should meet both the students' and district's needs.

Richard Andrews, Dean of the College of Education, told the committee he sees his role as building one of the finest schools in the nation, as directed in the University of Wyoming Centennial Committees' Report to the Trustees (October 1987). He indicated that the college has undergone significant changes since 1987, and that the focus will be to prepare teachers to be better

teachers. He observed that the four-year teacher program has failed nationally. Dean Andrews said that the college is now setting standards for future programs to include increased content programs in the college as well as in the College of Arts and Sciences, a three semester exposure in schools, and 150 credit hours will be required, as compared to the current 130 credit hour requirement.

Trustee Dray asked what would be required if the number of potential students exceeded tuition and BOCES revenues. Dr. Roark answered that the number of students will have to be limited, tuition increased, or other sources of funds would have to be found if the demand for the new education programs exceeded BOCES funding sources, including legislative appropriation.

The BOCES agreement will provide an alternative to programs offered by out-of-state schools such as Leslie College, which offers a Master's degree program in the Casper area.

It was moved by Trustee Miracle and seconded by Trustee Hammons that the BOCES agreement as outlined in the March 30-31, 1990 Trustee report be approved, with appropriate parties signing the agreement, and the motion carried. It is included as Enclosure 1, blue.

JOINT MEETING: COMMUNITY COLLEGE AND UNIVERSITY  
OF WYOMING TRUSTEES

Dr. Greg Sojka, Dean of the UW/Casper College Center, gave a progress report to the Academic Issues Committee. The University of Wyoming/Casper College Center is preparing a Bulletin, a student handbook, and the University of Wyoming, UW/CC Center, and Casper College representatives are arranging monthly meetings to work on cooperative activities. There has been discussion of a library merger, and a writing center has been provided on campus. Dr. Sojka said there would be proposals for both boards to consider in the near future concerning changes in the Cooperative Agreement.

Dr. Miracle introduced Jim Meznek, newly appointed Director of the Wyoming

Community College Commission, who introduced other members of the Community College Commission who were in attendance. Mr. Meznek requested that there be an ongoing study regarding college offerings. He said that comments had been favorable, and that extension education was doing well. Mr. Meznek pledged to work with UW on the common core curriculum.

Provost Karnig told the group that common course names and numbers had been developed by UW and the community colleges as well as the Wyoming Community College Commission. A final copy will be produced at the Deans' articulation conference on April 4, 1990. Dr. Karnig said that there are 305 equivalent courses with the same number and title, and 269 without common titles or numbers. He observed that there had been good cooperation between the University of Wyoming and community colleges. A course transfer guide will be published this summer, at a cost of approximately \$25,000.

Sandie Bonsell, a member of the Central Wyoming College Board of Trustees, asked that community college officials be involved in curriculum changes at the University. Dr. Roark stated that he would work closely with Jim Meznek, who will keep the Community College Commission informed.

#### COMMON RESIDENCY POLICY

President Roark outlined the proposed common residency policy during the Academic Issues Committee. He said that the common policy is similar to what UW has already, but that it would add a provision for individuals actively involved in the military to pay in-state tuition and fees. It was noted that Community Colleges already have such a provision. Trustee Updike questioned a section of the policy stating that all Wyoming high school graduates (U.S. citizens or permanent residents) who attend the University of Wyoming or a Wyoming community college within one year of high school graduation and maintain continuous enrollment will qualify for in-state fee status. He

said that some have parents with businesses in Wyoming, who may leave Wyoming for more than one year and then are not granted resident status. He suggested that the wording be changed so that there would be no more than two semesters break in resident status. He thought it was important that UW match what other institutions are offering. Mr. Bonner asked about a provision for in-state status for community colleges. After discussion, it was decided by the committee that action on the common residency policy be tabled. Dr. Roark asked the Trustees to carefully review the policy and telephone or write him with suggestions so that he could come back with a revised document in May. During the meeting of the full board, it was agreed that the issue remain on the table until the next meeting, and that President Roark would provide the Trustees with further information at that time.

REMOVAL OF B.S. DEGREE IN RECREATION  
FROM MASTER LIST OF DEGREES AND  
NAME CHANGE OF DEPARTMENT OF  
GEOGRAPHY AND RECREATION TO GEOGRAPHY

Proposals to remove the B.S. degree  
in Recreation from the Master list of  
Degrees and change the title of the  
Department of Geography and Recreation

to the Department of Geography were brought before the Academic Issues Committee. Mr. Schutte questioned why the change was being made to Geography rather than Parks and Recreation when there may be more jobs available in recreation. Mr. Dray wondered whether students would be handicapped by the nomenclature. It was explained that the curriculum is now a geography program with an emphasis in natural resources, and a concentration in recreation would be continued. Some trustees were reluctant to endorse the name change, because it was being looked at in isolation while the University was undertaking extensive program review targeted toward reallocation of resources. Trustee Dray moved that the recommendations be tabled and brought back to the next meeting, and it was seconded by Trustee Hammons. The motion carried, with

Trustees Mickelson, Brown, and Updike voting against the motion. President Roark told the Board that they would be brought back to the Board at the next meeting.

ADD BACHELOR OF SCIENCE DEGREE  
IN ENTOMOLOGY TO MASTER LIST OF  
DEGREES

Due to a clerical error, the Bachelor of Science Degree in Entomology was inadvertently left off the Master List of Degrees. It was moved by Trustee Miracle and seconded by Trustee Hammons that the Bachelor of Science Degree in Entomology be added to the Master List of Degrees, and the motion carried.

REMOVE BACHELOR OF SCIENCE  
DEGREE IN PROFESSIONAL AGRICULTURAL  
ECONOMICS FROM MASTER LIST OF DEGREES

The Bachelor of Science Degree in Agricultural Economics has not been offered in the Department of Agricultural Economics since prior to 1984, and has not appeared in the General Bulletin since 1985. Based on a recommendation from the Academic Issues Committee, it was moved by Trustee Miracle and seconded by Trustee Mickelson that the B.S. Degree in Professional Agricultural Economics be removed from the Master List of Degrees. The motion carried.

CHANGES IN ACADEMIC CALENDAR

The 1990-91 academic calendar was approved by Trustees at the December 7-8, 1989 meeting. Modifications to the academic calendar for spring semester 1991 were now being proposed.

Based on a recommendation from President Roark, it was moved by Trustee Miracle and seconded by Trustee Dray that the proposed changes be accepted, and the motion carried. The 1990-91 academic calendar is included as Enclosure 2, buff.

BUDGET COMMITTEE

President Bussart called on Chairman Schutte for a report from the Budget Committee meeting held on March 30. Committee members Schutte, Bonner, Brown, Dray, Hammons, Kirk, Mickelson, Sharratt, and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

NON-ACADEMIC REALLOCATION  
COMMITTEE RECOMMENDATIONS

At the Committee meeting on March 30, Provost Karnig presented documents on the criteria and processes for review of non-academic programs for reallocation of resources. He noted that the criteria and processes for review of non-academic programs was essentially the same as the criteria and processes for review of academic programs that was approved by the Trustees at the February 17, 1990, meeting. Based on a recommendation from the Budget Committee, Mr. Schutte moved approval of the "Criteria and Processes for Review of Non-Academic Programs for Reallocation of Resources," with the stipulation that the Trustees be given status reports from the Reallocation Committee on a timely basis. The motion was seconded by Mrs. Kirk, and it carried. It is included as Enclosure 3, gray.

DEPOSITORIES FOR OPERATING  
ACCOUNTS FOR UNIVERSITY FUNDS

In compliance with Wyoming Statutes 1977, Revised, Section 9-4-801 through 9-4-831, inclusive, American National Bank, Laramie; Citizens Bank, Laramie; First Interstate Bank of Laramie; and Key Bank of Wyoming, Laramie, have made formal application for designation as depositories for University funds. Based on a recommendation from the Budget Committee, Mr. Schutte moved approval of the applications for designation as depositories of the four banks. The motion was seconded by Mr. Dray, and it carried, with Dick Brown and Mike Schutte abstaining because of a conflict of interest.

BUDGET TRANSFERS

Chairman Schutte reported that Trustee authorization is requested to transfer funds between programs under the authority granted Trustees by the 1988 Legislature for the 1989-1990 biennium. Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Mickelson, and carried, that Trustees approve transfers between programs as outlined below:

- a. Transfer \$40,000 from the General Services Program to the Instruction and Research Program. This transfer would allocate excess funds in the graduate assistants fee account for the purpose of providing ten additional graduate stipends for the spring semester. This cost will be \$31,915, and the balance of the funds will be utilized for supportive costs associated with the graduate assistants program. This is not a permanent reallocation of funds, and will not result in a change to the base budget for this activity next fiscal year.
- b. Transfer \$4,650 from the Instruction and Research Program to the General Services Program. Support services for the Office of Institutional Analysis have been severely impacted by the costs of several unanticipated projects this fiscal year, and are inadequate to provide the required funding to complete the current fiscal year. Funding to support this transfer is available in the fiscal year 1989 salary rollover account controlled by Academic Affairs. This transfer will not be a permanent reallocation of funds.
- c. Transfer \$95,000 from salaries to support services and equipment within the General Services program. The support services needs are estimated to be \$65,000 and equipment requests are \$30,000. Various support accounts including University Relations, Fiscal Operations, Personnel Services, Financial Planning and Budget, Trustees, and the President's Office have inadequate budget capacity remaining to meet program expen-

ditures through the end of the current fiscal year. Equipment funds will be utilized for phase II implementation of the local area network within Old Main, and will provide approximately \$5,500 for micro computer equipment within the Personnel Services Office. Unencumbered salary funds, available because of position turnover, and excess fringe benefits will be redirected to the various accounts to cover anticipated operating costs for the remainder of the current fiscal year. These transfers are not a permanent reallocation of funds and will not result in a change to next year's base operating budget.

- d. Transfer \$10,000 from salaries to supportive services in the College of Health Sciences. The incinerator atop the Pharmacy Building is inoperable, and must be replaced. The College is providing approximately half of the funds required to replace the unit, and Physical Plant will be funding the remaining costs of the project. This expenditure will be a one-time reallocation and does not reflect a permanent reallocation of funds.
- e. Transfer \$7,307 from the General Services program to the Instruction and Research program (\$4,625) and Student Services and Student Aid program (\$2,682) to redesign the institution's student recruiting publications (e.g., General Bulletin, Graduate School Bulletin) in order to provide some standardization among the publications. This need for additional resources will have to be considered in developing the Fiscal Year 1991 budget, since this transfer is not a permanent reallocation of resources.

ACCEPTANCE OF CONTRACTS,  
GRANTS, GIFTS, SCHOLARSHIPS

Based on a recommendation from the Budget Committee, it was moved by Mr. Schutte, seconded by Mr. Brown, and carried, that Trustees of the University of Wyoming accept contracts and grants in the amount of \$1,859,714 for the period January 27, 1990, through March 9, 1990; and gifts and scholarships in the amount of \$72,642.18 for the period January 26, 1990 through March 8, 1990.

UPDATE ON ACADEMIC  
REALLOCATION PROCESS

During the Committee meeting on March 30, Provost Karnig presented to the Trustees the following documents to be used for the academic reallocation process: 1) the overall format to be employed in drafting reallocation reports; 2) a set of tables to be used to collect data for inclusion in the reports; and 3) a list of the academic programs to be reviewed. The format, tables and program inventory were developed by the Deans' Council using the Reallocation Committee's criteria as guides in developing both the format and tables.

Provost Karnig reported that he has contacted several persons to serve on the review committee to be appointed by the President, and there are some persons yet to be appointed. He stated that he has made one change to the charge to the Academic Reallocation Committee, i.e., rather than present one recommendation to the Provost, up to three scenarios for reallocation are to be presented to the Provost by September 5, 1990.

LEGISLATIVE UPDATE

At the Committee Meeting on March 30, President Roark updated the Trustees on the recently completed legislative budget session. The University received a \$3.4 million increase in spending authority in the operating budget, \$6.9 million for salary adjustments, and approximately \$3 million for capital construction. In addition the University received \$650,000 for research in the Enhanced Oil Recovery Institute. The University's operating budget was appropriated in the

form of a block grant. Dr. Roark reported that the approximately \$212,500,000 appropriated did not come up to the Governor's recommendations, and that there were needs that this session did not address. The amount appropriated included a reduction in general fund monies as compared with the last biennium budget and increased tuition and fees and self-generated funds.

Dr. Roark stated that he was very pleased with the atmosphere at the session, and that there appeared to be a good relationship between the University and the legislators. He credited this to the work on the part of the Trustees and a large number of Wyoming citizens that preceded meetings with the JAC and other legislators to help them better understand the University's request.

Trustee Dray expressed thanks to President Roark, Special Assistant Shelton, and Vice President Baccari for the tremendous job they did at the legislature this session. This sentiment was seconded by many other Trustees, and they also credited part of the success to the contacts made to legislators by members of the Agenda 2000 support group.

In response to questions about the Geology Building addition, President Roark reminded Trustees that the funds for this are federal funds that must be approved for this use by the Department of the Interior. The University will work with our congressional delegation and the Governor's Office in an attempt to convince the Department of the Interior that this is an appropriate expenditure of these funds.

In response to a question about a master plan for the campus, Vice President Baccari reported that we do not have an up-to-date plan, but that the Campus Planning Committee is working to prepare a plan. The present plan is

approximately 25 years old. Mr. baccari anticipates that a plan will be prepared for Trustee consideration by December or January.

Discussion was held on administering the block grant. It was suggested that with the legislature there are 94 perceptions of the grant. President Roark stated that there won't be much change in the first year of the biennium, since the budget for FY 1991 must be prepared for approval of the Trustees at the May meeting before any of the reallocation decisions can be made, but there may be major shifts in the second year of the biennium.

Vice President Baccari read the footnote to the appropriation act:

1. "This section combines appropriations for the budgets of the University of Wyoming, 067, and the Office of Development, 467. For the 1991-92 biennium, the university shall expend this appropriation in accordance with budgets approved by its board of trustees and submitted to the joint appropriations committee. For the 1993-94 biennium, the university shall prepare a zero based budget which shall:
  - (I) Identify each programmatic activity of the university capable of meaningful identification and cost analysis and for each programmatic activity identified provide:
    - (A) An analysis of cost, alternative courses of action, measures of performance, consequences of not performing the activity and the benefits of continued funding,
    - (B) A recommendation as to the minimum number of employees and the minimum level of spending necessary for the operation of the activity, and
    - (C) An analysis of the costs and benefits of adding employees and additional levels of spending above the minimums identified in subparagraph (B) of this paragraph.
  - (II) Identify all revenues generated by the university during the preceding biennium and estimated revenues for the ensuing biennium."

Discussion followed on what must be done prior to the next legislative budget session. It was the consensus that a five- or ten-year plan, prepared with the recommendations of the reallocation committees, would get the legislators thinking long-term rather than short-term. The 1993-94 request would then contain what is needed for the first two years of the plan.

LOAN CANCELLATION/  
FORGIVENESS FOR  
STATE SERVICE

At the January 20, 1990, meeting of the Trustees, a question was raised regarding the feasibility of granting University students the option of satisfying their student loan obligations through in-state service along lines similar to the loan forgiveness provision of the Medical Contracts program. A report, prepared by Bruce Hooper, Manager, University Loans and Receivables, and John Nutter, Director, Student Financial Aid, addressing our loan programs and the feasibility of canceling the repayment of debt for in-state service was provided for the information of the Trustees. It was noted that the cost involved would be very large.

PERSONNEL COMMITTEE

President Bussart called on Chairman Mickelson for a report from the Personnel Committee meeting held on March 30, 1990. Committee members Mickelson, Bonner, Hammons, Jorgensen, Updike and ex officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Based on the recommendation by the Personnel Committee, it was moved by Trustee Updike and seconded by Trustee Hammons that the full Board approve the following appointments, adjunct appointments, clinical faculty appointments, administrative appointments, administrative reappointments, intercollegiate athletics reappointments, continuation of probationary appointments, change in assignment, leave of absence without pay, change in sabbatical leave, and retirements. The motion carried.

APPOINTMENTS

The following appointments were approved as indicated.

COLLEGE OF AGRICULTURE

- a. T. Donal O'Toole as Assistant Professor of Veterinary Sciences, effective March 1, 1990 at an annual (11-month) salary rate of \$48,000. This is a tenure track appointment.

COLLEGE OF HEALTH SCIENCES

- b. Laurie L. Elwyn as Assistant Professor of Family Practice-Cheyenne, effective March 1, 1990 at an annual (11-month) salary rate of \$68,508. This is a tenure track appointment

AEROSPACE STUDIES

- c. Gregory D. Cunningham as Assistant Professor of Aerospace Studies, effective August 1, 1990. The United States Air Force assumes responsibility for salary, and the appointment is for a maximum of three years. This is a non-tenure track appointment.

INTERCOLLEGIATE ATHLETICS

- d. Gordon A. Shaw as Lecturer in Intercollegiate Athletics and Assistant Football Coach, for the period March 12, 1990 through March 31, 1991. This is a non-tenure track appointment.

ADJUNCT APPOINTMENTS

An adjunct appointment carries no tenure rights. The following

adjunct appointments were approved under the conditions cited.

COLLEGE OF AGRICULTURE

- a. Homer M. Hepworth as Adjunct Professor of Plant, Soil, and Insect Sciences for a three-year period effective February 1, 1990.
- b. Dominic J. Wells as Adjunct Instructor of Veterinary Sciences for the period January 16, 1990 through June 30, 1990.

CLINICAL FACULTY APPOINTMENT

The appointment listed below, in support of student programs in the School of Nursing, was approved for the period February 1, 1990 through January 31, 1993.

<u>Name</u>	<u>Clinical Title</u>	<u>Location</u>
Chisolm, Maxine S.	Clinical Faculty in Nursing	Laramie

ADMINISTRATIVE APPOINTMENTS

The following administrative appointment was approved as indicated.

COLLEGE OF HEALTH SCIENCES

- a. James R. Wiebler as Acting Head of the Department of Social Work and Professor of Social Work at an annual (9-month) salary rate of \$43,836. The effective date of the appointment is February 6, 1990, and the term of the appointment will be determined by the recommendations of the review of the department.

COLLEGE OF LAW

- b. Arthur R. Gaudio as Dean of the College of Law and Professor of Law with tenure, effective July 1, 1990 at an annual (11-month) salary rate of \$105,000.

#### ADMINISTRATIVE REAPPOINTMENTS

The following administrative reappointments were approved as indicated.

#### COLLEGE OF HEALTH SCIENCES

- a. H. John Baldwin as Associate Dean in the School of Pharmacy and Professor of Pharmacy, effective July 1, 1990. Continuation of his appointment is subject to reevaluation no later than June 30, 1993.
- b. Elizabeth G. Nichols as Associate Dean in the School of Nursing and Professor of Nursing, effective July 1, 1990. Continuation of her appointment is subject to reevaluation no later than June 30, 1993.

#### INTERCOLLEGIATE ATHLETICS REAPPOINTMENTS

The Trustee policy governing personnel holding academic rank in Intercollegiate Athletics states that all reappointments to the football and basketball coaching staff shall be for the annual periods commencing on April 1 of each year. The amount of any salary increase would be determined only after the University's salary adjustment policy has been approved. The following reappointments were granted for the period April 1, 1990 through March 31, 1991.

- a. Gregg Brandon, Assistant Football Coach and Lecturer in Intercollegiate Athletics. *left*
- b. Dave Butterfield, Assistant Football Coach and Lecturer in Intercollegiate Athletics.
- c. Bill Cockerham, Assistant Football Coach and Lecturer in Intercollegiate Athletics. *left*

- d. Scott Downing, Assistant Football Coach and Lecturer in Intercollegiate Athletics.
- e. Tom Everson, Assistant Football Coach and Lecturer in Intercollegiate Athletics.
- f. Mark Tommerdahl, Assistant Football Coach and Lecturer in Intercollegiate Athletics.
- g. Paul Swenson, Assistant Football Coach and Lecturer in Intercollegiate Athletics. *Left*
- h. Del Wight, Assistant Football Coach and Lecturer in Intercollegiate Athletics. *Left*
- i. Thad Fitzpatrick, Assistant Basketball Coach and Lecturer in Intercollegiate Athletics. *Left*  
*Dick Lien*
- j. Ray Jones, Assistant Basketball Coach and Lecturer in Intercollegiate Athletics.

CONTINUATION OF PROBATIONARY APPOINTMENTS

The following faculty members in their first year of service were recommended by the appropriate administrative officials for reappointment for the year 1990-91, and approved as indicated by the Trustees of the University of Wyoming.

<u>Name</u>	<u>Department</u>	<u>Academic Rank</u>
<u>COLLEGE OF AGRICULTURE</u>		
Blaylock, Alan D.	Plant, Soil, & Insect Sciences	Assistant Professor
Carson, David D.	Home Economics	Associate Professor

McNulty, Judith A.	Home Economics	Assistant Professor
Quoss, Bernita L.	Home Economics	Assistant Professor
Shaw, Scott R.	Plant, Soil, & Insect Sciences	Assistant Professor

COLLEGE OF ARTS AND SCIENCES

Austin, Harriet B.	Zoology & Physiology	Assistant Professor
Carron, Keith T.	Chemistry	Assistant Professor
Chen, Benito M.	Mathematics	Associate Professor
Cook, Kathy R.	Music	Assistant Professor
Gribb, William J.	Geography	Assistant Professor
Griffith, Michael T.	Music	Assistant Professor
Hamel, Patricia J.	Modern & Classical Languages	Assistant Professor
Hazlett, Larry W.	Theatre & Dance	Assistant Professor
Holland, Jeanne E.	English	Assistant Professor
Hubbell, Lawrence D.	Political Science	Assistant Professor
Koodalattupuram, Brahmadathan	Computer Science	Assistant Professor
Larsen, Kevin S.	Modern & Classical Languages	Assistant Professor
McCracken-Flesher, Caroline	English	Assistant Professor
Moorhouse, Guy E.	Mathematics	Assistant Professor
Nishio, John N.	Botany	Assistant Professor
Richardson, Bruce A.	English	Assistant Professor
Selting, Leigh W.	Theatre & Dance	Assistant Professor
Stanford, Karen A.	Political Science	Assistant Professor
Wang, Junping	Mathematics	Assistant Professor
Webb, Randy	Zoology/Physiology	Assistant Professor
Zenzen, Eugene C.	Music	Assistant Professor

COLLEGE OF COMMERCE AND INDUSTRY

Elmendorf, Richard G.	Accounting	Assistant Professor
Hersch, Joni	Economics	Assistant Professor
McNett, Stephen A.	Accounting	Assistant Professor
Peters, Richard M.	Accounting	Associate Professor
Rittenburg, Terri L.	Business Administration	Assistant Professor
Varca, Philip E.	Business Administration	Associate Professor

COLLEGE OF EDUCATION

Cross, Tracy L.	Educational Foundations & Instructional Technology	Assistant Professor
Gatzke, Mary R.	Curriculum & Instruction	Assistant Professor
Peterson, Norman K.	Vocational Education	Assistant Professor
Shade, Richard A.	Curriculum & Instruction	Assistant Professor
Sherritt, Carol A.	Curriculum & Instruction	Assistant Professor
Stewart, Roger A.	Curriculum & Instruction	Assistant Professor
Young, Priscilla M.	Vocational Education	Assistant Professor

COLLEGE OF ENGINEERING

Basham, Kim D.	Civil Engineering	Assistant Professor
Johnson, Tim W.	Electrical Engineering	Assistant Professor
Sandige, Richard S.	Electrical Engineering	Associate Professor
Wilamowski, Bogdan M.	Electrical Engineering	Associate Professor

COLLEGE OF HEALTH SCIENCES

Benham, Tami B.	Physical & Health Education	Assistant Professor
Gavin, William J.	Speech Pathology & Audiology	Associate Professor
Perry, Cecyle K.	Speech Pathology & Audiology	Assistant Professor
Thomas, D. Paul	Physical & Health Education	Associate Professor

COLLEGE OF LAW

Burman, John M. Law Associate Professor

UNIVERSITY LIBRARIES

Hughes, Edward J. Cataloging Senior Assistant Librarian

Kalvee, Debbie H.E. Documents, Maps, Microforms Senior Assistant Librarian

Lange, Karen S. Collection Development Senior Assistant Librarian

Leath, Janis H. Science Reference Senior Assistant Librarian

CHANGE IN ASSIGNMENT

The following changes in assignment were approved as indicated.

SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

a. Lyle Mettler, Assistant Professor of the School of Extended Studies and Public Service and Director of the Division of Instructional Telecommunication Services, reassigned as Director of the Division of Instructional Telecommunication Services, effective March 30, 1990.

b. Clynn Phillips, Professor of Economics, reassigned as Professor of Agricultural Economics, effective July 1, 1990.

LEAVE OF ABSENCE WITHOUT PAY

The following leave of absence without pay was granted for the

period and under the conditions cited.

COLLEGE OF ARTS AND SCIENCES

- a. Shue Sum Chow, Assistant Professor of Mathematics, for the 1990 fall semester, to conduct research at the University of Hong Kong on finite element applications in environmental problems.

CHANGE IN SABBATICAL LEAVE

The following change is sabbatical leave was approved as indicated.

COLLEGE OF AGRICULTURE

- a. At the December 9, 1989 meeting of the Trustees, Edward Bradley, Associate Professor of Agricultural Economics, was granted a sabbatical leave for the period June 1, 1990 through November 30, 1990. Professor Bradley requested that this sabbatical leave be changed to the period June 1, 1990 through May 31, 1991.

RETIREMENTS

The individuals listed below requested retirement on the dates and under the conditions cited, and they were approved.

<u>Name</u>	<u>Position</u>	<u>Birth Date</u>	<u>Employment Date</u>	<u>Date of Retirement</u>
Benson, Warren M.	Coordinator, Athletic Business Affairs	6/19/35	5/11/59	4/12/90 with designation as <u>Retired</u>
Eisenhauer, Robert	Heavy Equipment Operator Physical Plant	5/22/28	7/1/67	7/25/90 with designation as <u>Retired</u>
Kalinay, Donald J.	Asst. Manager Carpenter Shop Physical Plant	6/25/28	10/1/63	7/31/90 with designation as <u>Retired</u>
Strouf, Ralph E.	Professor of Music	6/7/25	8/24/73	5/19/90 with designation as <u>Emeritus</u>
Worster, Myrcena M.	Lead Custodian Food Service	7/24/28	9/1/71	3/6/90 with designation as <u>Retired</u>

SALARY ADMINISTRATION POLICY  
FOR FISCAL YEAR 1991

The 1990 Wyoming Legislature

appropriated \$6.9 million to the Trustees of the University of Wyoming. This is the amount recommended by Governor Sullivan to the Legislature for University salary increases for the 1991-1992 biennium. The Governor made his recommendation on the basis of 6.5 percent for the faculty and 3.0 percent for staff employees. Half of the appropriation, or \$3,450,000 is available for salary improvements the first year of the biennium, including employer-paid benefits. The balance of the appropriation will be needed to carry FY 1991 increases through the second year of the biennium.

After consideration of recommendations offered by Faculty Senate, Deans' Council and the Staff Council, it was recommended that the Personnel Committee recommend approval of the following FY 1991 faculty and staff salary improvement policy to the Trustees of the University of Wyoming:

FACULTY:

The Faculty Senate Resolution 221, which passed by a 39-1-1 vote, recommended the following: "BE IT RESOLVED that the Faculty Senate of the University of Wyoming approve and endorse Provost Karnig's recommendations for determining faculty salary increases." The specific steps include:

1. All funds for promotions shall be removed and allocated as the first step.
2. One-third of the remaining funds shall be employed for distribution on the basis of satisfactory performance. These funds will be allocated in equal dollar amounts to all faculty. However, as recommended by the Faculty Salary Committee, individuals on fiscal-year contracts shall secure 1.2 times the shares allocated for faculty on academic year contracts.
3. As much as 10 percent of the remaining pool shall be retained in the Provost's office, as recommended by the Faculty Salary Committee and Deans, to be used for special cases of inversion, compression, internal equity, and external equity.

4. The remaining funds shall be allocated to colleges for distribution on the basis of faculty-approved criteria and processes. All funds shall be allocated on the basis of merit and merit-related criteria, including inversion, compression, internal equity, and external equity.

NON-CLASSIFIED EMPLOYEES:

The FY 1991 salary improvement funds for non-classified employees shall be allocated as follows:

1. One-third of the pool to be allocated in an equal dollar amount to all non-classified employees, provided that their performance the past year has been satisfactory.
2. Ten percent of the pool to be allocated to the office of the Vice President for Finance to create a salary adjustment pool earmarked for special considerations for non-classified employees.
3. The balance of the pool to be allocated to the appropriate administrators on a pro-rata basis for allocation to non-classified employees on the basis of merit and merit related criteria.

CLASSIFIED EMPLOYEES:

FY 1991 salary improvement funds for classified staff employees shall be allocated as follows:

Benefited Full-Time and Part-Time Employees:

1. The salary matrix for classified staff employees will be adjusted 7 percent, and all eligible full-time and part-time benefited employees will receive an across-the-board annual salary increase of at least 3 percent.

In the case of those employees whose FY91 salary would exceed the maximum salary of the adjusted matrix, the percentage increase will be reduced by the amount salary exceeds the maximum salary.

Employees who are below the minimum salary for their grade on the adjusted matrix after receiving the across-the-board increase of 3 percent will receive an additional amount necessary to bring them up to minimum salary for their grade.

2. Any amount remaining after adjusting the salary matrix 7 percent and providing an across-the-board salary increase (estimated at \$35,000) will be placed in a salary pool in the office of the Vice President for Finance earmarked to provide funds for further adjustments to the salary matrix based on needs identified through maintenance of the University's classification and compensation plans for classified employees.
3. Employees who are in a disciplinary or unsatisfactory work performance status as of July 1, 1990, will not be eligible for the 3

percent increase. However, if an employee cures the disqualifying status during the fiscal year, and meets all other eligibility criteria, then he/she will be eligible for a pro-rata balance of the 3 percent increase for the remainder of the fiscal year.

4. Employees hired after December 31, 1989, and employees in terminal leave status as of July 1, 1990, are not eligible for the across-the-board increase.

Non-benefited, Part-time Employees:

Employees in this category are eligible to receive the three percent salary increase, subject to the same eligibility criteria for classified, benefited employees. Authorization to grant increases is subject to funding availability in unit budgets.

Several Trustees questioned the fairness of the discrepancy between faculty and staff salary percentage increases.

It was moved by Trustee Updike that the salary administration policy for fiscal year 1991 be approved. Trustee Bonner seconded the motion, and it carried.

PHYSICAL PLANT AND  
EQUIPMENT COMMITTEE

President Bussart called on Chairperson Kirk for a report from the Physical Plant and Equipment Committee meeting held on March 30. Committee members Dray, Jorgensen, Mickelson, and Schutte and ex-officio members Bussart and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

UNINTERRUPTIBLE POWER SUPPLY  
DIESEL GENERATOR

The University requested inclusion of the diesel generator in its request for the UPS System for the Iverson Building based on the fact that the UPS System to be installed could only sustain operations for ten minutes. Under this arrangement, the battery pack UPS would only permit the University to shut down computer operations in an orderly fashion. Standing alone, the UPS System could

not sustain ongoing operations. Therefore, the University included the diesel generator in the request in order to provide a continuous power supply to permit ongoing computer operations. The request was contingent upon the availability of project funds. Having received bids for the UPS, we now know for certain that we have the funds necessary to purchase the diesel equipment. The need for the back-up diesel generator is supported by 1989 outage experience. The total hours lost in 1989 exceeded 300 hours.

Based on a recommendation of the Physical Plant and Equipment Committee Mrs. Kirk moved that the generator back-up be provided as recommended to support the UPS system for continued service to both the Computer Center and the Campus Police. The motion was seconded by Mr. Jorgensen, and it carried.

AMERICAN HERITAGE CENTER/  
ART MUSEUM

Vice President Baccari reported that when the architectural agreement was made with Antoine Predock for the American Heritage Center/Art Museum project, he was to work with a Wyoming Architect. Predock identified the firm of Banner and Associates of Laramie. Subsequently, Predock and Banner have been unable to reach an agreement to work together. Mr. Baccari stated that he was just informing the Trustees of the problem, and that Mr. Predock must now identify another firm with which he can work and in which he has confidence. If a firm is identified and a speedy decision must be made, the Physical Plant and Equipment Committee will meet by telephone conference and bring their recommendation to the May Trustee meeting for ratification. If it is not necessary to expedite the decision, the matter will be brought to the May Trustee meeting.

PROGRESS REPORTS AND  
CHANGE ORDERS

As a matter of information, the progress reports and change orders on current construction projects were provided to the Physical Plant and Equipment Committee. A question was raised about the leaks at the Arena/Auditorium. Vice President Baccari will report to the Trustees at the May meeting on the status of the

corrections at the Arena/Auditorium. In response to a question as to where the money comes for change orders, Mr. Baccari stated that when the funding for a project is planned provision is made for the construction costs, administrative costs, and a contingency fund to cover unanticipated costs.

COMMITTEE OF THE WHOLE

The Committee of the Whole heard an update from Dr. Ralph DeVries, Vice President for Research, on the University of Wyoming Technology Transfer Foundation. Dr. DeVries said that the Foundation's purpose was to make connections between the University of Wyoming and primarily Wyoming business interests. Advanced Technologies of Wyoming, a company manufacturing natural gas powered busses, and ClearGene, Inc., which studies genetically engineered herbicides, are firms that will rely upon UW faculty research. Four new spinoff companies have come about in the last two months. They are: 1) Wyoming Carbonics, Inc., an offshoot of the huff 'n puff project; 2) Advanced Materials Testing, Inc., involving composite materials; 3) Expo-Graphics, which plans to produce circuit boards; and 4) Industrial Research, Inc., a company started by former faculty member Bob Gunn, interested in a coal-drying technique.

Dr. DeVries also gave a report on the University of Wyoming Public Participation Program. The program will allow active participation by the public in research. Dr. DeVries said that it would match volunteers to faculty requesting help on projects that involve research and/or creative activities, and felt that it would favorably publicize the University of Wyoming. There will be a three-year trial period.

PRESIDENT'S REPORT ON THE STATE OF THE UNIVERSITY

President Roark gave the following report on the State of the University to the full Board:

On September 16, 1988, we--the Trustees and administration of the University of Wyoming--publicly unveiled Agenda: 2000, our game plan for the next decade and beyond.

That agenda is a living document, subject always to mid-course corrections arising from unexpected opportunities and challenges. At the same time, Agenda: 2000 is our corner-stone for planning and allocation decisions, a mutually agreed-upon point of departure. It is against Agenda: 2000 that we primarily measure our progress, but that document is not our only guide for decision making.

The NCHEMS report and the North Central Association self-study must also play important roles of guidance. In large measure, the objectives and goals of our Agenda: 2000 are validated by the NCHEMS and NCA findings and recommendations.

In reporting to you on the state of the University, I will be referencing all three documents, along with spin-offs from the earlier Centennial Committee and CURE reports.

Six months ago, there were wide-spread reports of shortfalls and predictions of severe budget reductions. Today we can be much more positive.

Enrollments at the University of Wyoming for the past three years have been at record highs. Spring semester 1990 is no exception. Our outlook for Fall 1990 is optimistic, with an increase in transfer students expected to offset a slight decline in freshman applications, as was the case in Fall of 1989.

Outside funding for UW is, again, on the way to surpassing all previous totals. The first nine months of the current fiscal year resulted in \$14,898,334 in grants and contract awards, contrasted to \$13,183,302 for all of last year.

The Wyoming legislators have approved a block grant to UW, attesting to their faith in the institution and to their trust in you, the Trustees.

Funds also have been appropriated for faculty and staff salaries. Those funds are also coming to us with no strings attached, positioning us to deal with some of our critical retention and fairness problems.

And the success of our women's basketball and volleyball teams and of the wrestling squad point to a well-balanced intercollegiate athletics program, something that has gotten seriously out of hand at many other institutions.

At points in our history, there have been times when circumstances dictated significant change in the traditional ways of we did at UW. Such times came with the Depression years, with World War Two, with the advent of the GI Bill, with the baby boomers, and with the post-Sputnik era. With the block grant, Agenda: 2000, and the NCHEMS and NCA reports, another such time is upon us.

There is an old saying or proverb: Be careful what you wish for--you may get it. We wished for a block grant. We got it. Now we've got to show what we can do with it.

In applying the block grant and following up on NCHEMS, we must maintain clear and shared purposes to get from where we are to where we are going. As stated in Agenda: 2000, our goal is to succeed, not merely survive.

For the next few minutes, I would like to revisit Agenda: 2000 to update you on where we stand. I will only hit the highpoints. A more complete listing of achievements appears on a handout I have for you at the conclusion of this report.

You will recall that Agenda: 2000 has four major components, each with a number of specific goals and objectives. The major components of the plan are to improve:

- The quality of learning and teaching;
- The quality of research and creative activities;
- The quality of service and outreach activities; and
- The quality of the work environment and life at the University of Wyoming.

Under the first broad area, we have completed a primary objective, that of establishing a single, common college-preparatory curriculum through consultation with the public schools, community colleges, and other interested parties. This has been disseminated and will set the stage for implementing conditional/unconditional admission standards to the University, now being developed for your consideration.

We also are meeting with success in expanding faculty articulation conferences involving not only University and community college faculty, but also our colleagues in the high schools. We are developing enrollment management strategies to attract and retain a fully prepared, outstanding, and diverse undergraduate and graduate student body.

Effective this fall, the community colleges and University will move to a common course numbering system. This will facilitate student transfer and eliminate long-standing problems associated with transcript evaluations.

In consultation with the community colleges, we also have developed a common residency policy.

Another major objective which we are completing is phase two of our University-wide general or liberal education requirement for all undergraduates. We must be sure we have the curricular structure which will give students not only the communication and reasoning skills necessary for successful business and social interactions; but also provide them with a cultural context to understand what it means to be a functioning, productive member of human society.

A two- to four-year objective was to achieve faculty salaries in the top quintile of all Ph.D. degree-granting universities as reported by the AAUP annual survey. Although we haven't made much progress toward that objective in the past two years, with the new 6.5 percent salary allocation, we should be able to at least stop the erosion and build on that foundation during the next legislative session.

I was disappointed that a proposal to fund endowed chairs failed to win legislative approval. However, there is growing support for the idea. I'm

confident that we will reach our objective of having at least 10 endowed research or creative arts professorships fully funded by the year 2000.

During the 1990 legislative session, we took a major step toward strengthening one of our interdisciplinary centers by providing an additional \$650,000 in state funding over the next two years for the Enhanced Oil Recovery Institute. This amount is to be matched by equal amounts from federal and industry sources. Likewise, we have made significant progress toward appropriate administration of the American Heritage Center and its integration into the intellectual life of the institution. David Baker gave you a lengthy and complete report on AHC achievements and actions at your last meeting.

In pursuit of other Agenda: 2000 goals, we have provided for differential tuition and initiated BOCHES agreements to expand academic outreach, reorganized and restructured computer services, secured at least partial funding for a hazardous waste treatment facility and an expansion of the law library, gained an appropriation to renovate the Arts and Sciences Auditorium, instituted training seminars for academic department heads, virtually quadrupled the library collections through the CARL network, established a working Minorities and Women Advisory Committee, began developing a space and facilities master plan for the campus, removed asbestos in the College of Education, completed a comprehensive management audit of the total University and its major activities, moved toward bringing salary and benefit parity to general and professional staff with counterparts in state agencies, and received limited deferred maintenance funding.

We fully expect to successfully complete the Centennial Campaign by its target date of May, 1990, and we have opened new possibilities for funding a major addition to and remodeling of the geology building.

We also are establishing a new employment category to properly recognize academic professionals; we have coordinated our public relations activities; we have established an outside support group of alumni and friends to help us achieve UW's promise and potential; we have established regular, monthly updates to the members of the legislature; we have greatly simplified our budget presentations; we have addressed tuition and fee considerations; the College of Education has been reorganized to better meet the needs of students and Wyoming public schools and we will complete a major redesign of teacher education programs by May, 1990; we have entered into new exchange agreements to afford UW students broader opportunities for gaining international experiences; internship opportunities for students continue to expand in number and type; the University Honors Program has been given new vitality and added visibility; the staff evaluation and grievance systems have been revamped; we have established systematic tours of University groups such as the Centennial Singers to showcase UW throughout the state and region; paying particular attention to student employment needs, we have adjusted the academic calendar to start classes after Labor Day and, at the same time, have set the stage for a possible year-around, three-semester calendar; and the annual Trustees' Symposium has been expanded greatly, bringing together experts, lay-persons, and Wyoming decision-makers to critically examine and make recommendations relative to vital issues facing our state.

Although not specifically mentioned in Agenda: 2000, several other advances should be noted.

A deanship has been eliminated by combining duties for administering the School of Extended Studies with those of an associate provost.

Following nationwide searches, we have been successful in attracting highly qualified individuals to fill vacancies in the deanships of the College of Law, Education, and Agriculture. A search for a new dean of the College of Arts and Sciences is in its final stage.

Through reallocations of resources, the Office of Institutional Analysis has been established to provide reliable institutional data and to build data bases so that we can be more responsive to requests for information.

Twelve faculty inventions were submitted to Research Corporation Technologies in 1988 for patent evaluations. This is more in three years combined than for all previous years combined.

A number of changes have been implemented to improve student services. These include continuous registration, speeding up the Pell Grant process, publishing a guide for community college transfer students, consolidating new student information into a single publication, and transferring the Study Abroad Office to the Student Affairs Division.

Meetings have taken place between UW faculty and Western Research Institute personnel to define areas of research cooperation. The potential for shared support services also is being examined.

It has taken hard work, cooperation, and dedication by many, many people -- coupled with a strong belief in the value and worth of the University -- to have achieved these Agenda: 2000 objectives, and more. As the orchestra conductor, I want to heartily thank those key players for keeping UW strong and making it better. It may sound as though we have exhausted our challenges. We have not. Many of the goals and objectives of Agenda: 2000 and of the other studies are long-term, requiring our best sustained efforts over a period of years. Very important work still lies ahead.

And, as I mentioned at the outset, our tasks are ever-changing. When we achieved the Agenda: 2000 objective of an independent management audit of the University, we arrived at a new beginning.

One of the major recommendations of the audit relates to University-wide program reviews and subsequent resource reallocation. You approved the criteria and process at your last meeting. The process is now being implemented.

As we all know, painful, unpopular decisions may have to be made in dealing with the block grant and management audit. But ultimately, we will have a University of Wyoming that is different--not necessarily leaner and meaner or kinder and gentler, but definitely different.

We must embark upon the process with optimism, knowing that the state and its decision-makers are behind us and that the students, faculty, staff, and Trustees have a shared commitment to excellence. Thanks to them, and to you, UW is far better than it was two years ago. It will be even better a year hence.

I say that not condescendingly. The University of Wyoming has weathered some difficult times. Those aren't behind us entirely, but we now have it

within our grasp to make choices and exploit opportunities.

That's really what Agenda: 2000 is all about--choices and opportunities.

I'm still bullish on the University of Wyoming, even more so than when I came on board nearly three years ago. And if the President of a University is not an optimist about its future, I can assure you no one else will be either. There are difficulties that must be dealt with, but my overall assessment of the state of the institution is this:

- Students -- first-rate and getting better.
  - Faculty -- excellent and talented. They are diverse beyond description, yet share a common commitment to students and scholarship.
  - Staff -- efficient, effective, and top of the line.
- They are too often the unsung heroes among us.
- Physical facilities -- the envy of our sister institutions.

This University of Wyoming is a very important, very strong institution in American higher education. It is strong and it will get stronger. We should all be proud of it and of our individual efforts which have brought it to the high level of excellence it enjoys today.

Thank you.

#### NEW BUSINESS

Trustee Peter Jorgensen recently returned from a student-exchange trip to Russia, where he represented the Trustees of the University of Wyoming. He said it was a great experience, and offered to show his slides to Trustees following the meeting with the NCA site visit team in April.

Carol Kruse Kuntzman, chair of Staff Council, thanked the Trustees for their consideration about staff concerns with regards to the salary administration policy for fiscal year 1991. She introduced incoming Staff Council president Kirk Brown, and announced that Staff Appreciation week would be April 23-26, 1990. Carol invited Trustees to Staff Recognition Day on April 27 from 10:30 - noon in the Union Ballroom.

Trustee Richard Brown commended Dr. Roark for choosing Gale McGee as the 1990 Commencement speaker.

#### EXECUTIVE SESSION

The Trustees then adjourned to executive session to discuss a personnel matter.

RENEWAL OF PRESIDENT ROARK'S  
CONTRACT

After meeting in executive session,  
Trustee Mike Schutte complimented

President Roark on the previous year of his presidency. He indicated that Trustees felt he had grown in each and every area, and offered a renewal of his contract for one more year plus a seven percent increase.

Dr. Roark told Trustees that he wanted to do whatever he could to make UW a stronger university and would be happy to work with them to accomplish that end. He would like input from Trustees, and suggested that Trustees not hesitate to telephone and communicate directly with him. Trustee Bryan Sharratt asked for the same from Dr. Roark in terms of how both could function better. Trustee President Ford Bussart offered to prepare a press release indicating the Trustees' action regarding President Roark's continuance as President of the University of Wyoming.

ADJOURNMENT AND  
ANNOUNCEMENT OF NEXT  
MEETING DATE

There being no further business to come before the Trustees, Mr. Sharratt moved that the meeting be adjourned. It was seconded by Mrs. Kirk, and the motion carried. The next meeting of the University of Wyoming Trustees will be held May 17-19, 1990 in Laramie.

Respectfully submitted,



Donna J. Mecham  
Deputy Secretary

MEMORANDUM OF UNDERSTANDING

WHEREAS, the University of Wyoming, hereinafter "University", and the Central Wyoming Board of Cooperative Educational Services, hereinafter "BOCES", in order to promote additional educational opportunities in central Wyoming, wish to enter into an agreement for contractual services pursuant to Wyoming Statutes §21-17-108 et seq. and §21-20-103 et seq.; and

WHEREAS, the parties desire to enter into this agreement to provide coursework leading to a bachelor's degree in elementary education and one or more master's degree programs in the field of education; and

WHEREAS, a needs assessment conducted jointly by the UW/CC Center and Casper College has shown a need in the central Wyoming area for these programs; and

WHEREAS, there currently exists a cooperative agreement between the University and Casper College providing for eight specified degree tracks, which agreement does not currently provide for the granting of University education degrees; and

WHEREAS, the current University budget does not provide satisfactory funding of these additional degree tracks in the central Wyoming area; and

2-13-90

WHEREAS, it is the intent of the parties that in order to fund these degree tracks School District and/or Casper College, depending upon statutory authorization, will levy up to one-half mill tax to generate, in combination with student tuition, full and sufficient funding for the proposed program.

WHEREFORE, it is hereby the agreement of the parties that BOCES and the University contract to provide full programs leading to degrees in elementary education and one or more master's degrees in education in central Wyoming. The term of the agreement shall be indefinite subject to the cancellation or termination provisions hereinafter stated. The courses will be taught on the Casper College campus supplemented by other locations in central Wyoming should Casper College not be able to provide satisfactory office and classroom space. Services provided hereunder will continue under the contract contingent upon the renewal of funding from the BOCES Board, a continued demand for services, and the continued agreement of all parties that the program continue. Students shall be allowed to complete degree requirements within a reasonable period of time prior to termination of the agreement. BOCES funding will not

cease without there being given at least three years' notice to students and all parties prior to the ending of that funding. Upon completion of the requirements as prescribed in the University catalog applicable at the time a student enrolls, the student shall receive a University degree consistent with the coursework completed. The programs offered in the identified fields will be the same as and of quality comparable to those offered on the University campus at Laramie, Wyoming. The programs will be so structured that the students may complete their degrees in a timely fashion.

The proposed degree programs will be administered by and through the UW/CC Center. The Center Dean shall be responsible for communications between the BOCES Board or its designee and the University President or his designee. The financial resources provided by the University under this agreement will in no way jeopardize nor reduce the resources that the University has committed to its programs in Casper. The BOCES Board and the University Board of Trustees will be responsible for approving the initiation of any University programs utilizing the BOCES funding. Such programs will meet all University and College of Education standards, including those of the National Council on the

Accreditation of Teacher Education (NCATE). To provide quality programs, scheduling and coursework opportunities will reflect the nature of the students to be served, both traditional and nontraditional, within available resources.

To staff the program for its duration, after consultation with the BOCES Board or a majority of the members of that Board, the University's College of Education will hire at least four (4) full-time nontenure track faculty together with such part-time faculty as are needed to staff the program in accordance with the above-referenced accreditation and other applicable standards. Each faculty member so employed will meet all University employment criteria. The full-time faculty will be appointed on a continuing contract basis for no more than three (3) years with renewal options dependent upon annual personnel reviews, the needs demonstrated by student demand and the availability of funds. The University will evaluate program needs, course content and offerings, and faculty in accordance with the regular review processes and will consult and meet with the BOCES Board prior to the initiation of major changes.

In the event available courses outside of the UW College of Education are needed to meet degree requirements

for the elementary education or education master's degree programs, these courses will be offered by Casper College or the University through the UW/CC Center without additional cost to the BOCES Board. Specifically, Casper College will offer lower division courses and the University will provide upper division and graduate courses. If new or otherwise unavailable courses are needed by students to meet degree requirements, these may be provided from BOCES and/or other tuition generated funds.

Library, secretarial and related support services will be provided through the University offices, BOCES and tuition funds.

If the enrollment in programs exceeds funds from the BOCES tax levy and tuition in providing adequate resources for faculty salaries and other expenses related to this agreement, the University will seek supplementary funding to assure the quality and accreditation of the programs is not jeopardized. In the absence of additional legislative funds, the number of students in the program may be limited.

The School District and/or Casper College, depending upon statutory authorization, shall annually cause there to be levied up to one-half mill tax pursuant to Wyoming

Statute §21-20-101 et seq. to generate revenue to fund the portion of the BOCES budget for these degree tracks. Before program implementation, the University and the BOCES Board will agree on a budget sufficient to operate the program in a high quality manner consistent with accreditation standards. Upon direction of the BOCES Board, up to 100 percent % of the funds needed to meet budget expenditures for these degree tracks shall then be transferred to the University to be used for the support of these degree tracks only; no other degree tracks shall be funded unless otherwise agreed by all parties hereto. Revenues from tuition and fees paid by students will be administered by the UW/CC Center and shall remain in these programs and not be co-mingled with the funds for other programs. The University will provide funds to offer interim services until the transfer of funds from the BOCES tax to the UW/CC Center if sufficient BOCES funds will be collected and transferred in the fiscal year in which program costs are incurred, at which time the University shall be entitled to reimbursement for its advances for all costs incurred.

It is further the intent of the parties hereto to amend the current Cooperative Agreement and the Memorandum of

Implementation previously adopted between the University and Casper College resulting in the creation of the UW/CC Center to subsume these arrangements and program offerings. The continuing status of the herein contemplated degree offerings is dependent upon the underlying BOCES agreement and would be exempt from those sections of the Cooperative Agreement dealing with program termination except for those sections specifying enrolled students.

Nothing in this Memorandum of Understanding, in the Cooperative Agreement, or the Memorandum of Implementation shall preclude the University from creating similar arrangements with other BOCES Boards, community colleges, or other entities.

It is the intent of this agreement that the following conditions are necessary to the success of the program offerings hereunder:

(a) That the UW/CC Center is the administrative center as to office space, securing of classrooms, and responsive course scheduling.

(b) That the degree or degrees received shall be from the University College of Education.

(c) That all monies raised will be spent to support these degree offerings and these degree offerings only, subject to any future agreement of the parties.

(d) That, within available resources, sufficient sections will be offered to reflect the needs of traditional and nontraditional students and shall be programmed such that upon entering offerings hereunder that the student is assured that sufficient courses will be offered to allow the student to graduate in the same time frame as a student on the University campus at Laramie, Wyoming.

(e) That the full-time faculty will be residential.

(f) That all parties hereto shall promote, advertise, and recruit enrollments to maintain the growth of the degrees contemplated herein.

(g) That the BOCES Board and the University will prepare, supervise, and monitor the budget provided for herein.

(h) That the University shall not delete any off-campus programs in Casper as a consequence of and in exchange for the provision of programs and funds under this agreement.

(i) That students will pay the same per credit tuition and fees charged to other University students enrolling at

the UW/CC Center. Student benefits shall also be identical to those received by other UW/CC students. Students shall be subject to any and all degree requirements which are the same as those offered at the University, but shall not be required to travel to the University campus to complete coursework except to the extent required to complete oral examinations as required for a master's degree.

(j) That the University shall not impose upon any student hereunder any rule or regulation not imposed upon a University student except as agreed to by the parties hereto and the BOCES Board.

(k) Accept and treat for graduation purposes all credits earned in courses taken hereunder.

(l) Within a reasonable period of time, the University shall consolidate its education degree offerings in Casper into the structure created by this agreement, administered through the UW/CC Center.

(m) It is anticipated that student teaching experiences will be accommodated in the central Wyoming area. However, in the absence of suitable student teaching opportunities, students may be assigned to schools in other areas.

THIS AGREEMENT shall constitute the basic understanding of the parties and may be supplemented by any amendments, more formalized contractual agreements, addenda, and any memoranda of implementation, together with the terms and conditions of the BOCES Agreement, and shall be effective upon adoption by the BOCES Board and the University Board.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 1990.

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FORD BUSSART  
President, University of  
Wyoming Board of Trustees

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ROBERT H. McCRARY  
Chairman/President, Central  
Wyoming Board of Cooperative  
Educational Services

1990

AUGUST

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SEPTEMBER

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OCTOBER

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	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FALL SEMESTER 1990

Early Bird Fee Payment for Pre-Registered Students Aug 31

Labor Day Sept. 3

Advising/Registration Sept. 4

Classes Begin Sept. 5

2nd Semester Oct. 26

Advising Week Nov. 5-9

Thanksgiving Break Nov. 21-25

Study Day Dec. 15

Finals Week Dec. 17-22

TOTAL DAYS: 70 (Blocked classes

1st half: 38  
2nd half: 32)

1991

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SPRING SEMESTER 1991

Early Bird Fee Payment for Pre-Registered Students Jan. 11

Advising/Registration Jan. 14

Classes Begin Jan. 15

MLK/Wyo Equality Day Jan. 21 (Pending)

Mid Semester Mar. 1

Advising Week Mar. 18-22

Spr./Easter Brk. Mar.29-Apr. 5

Study Day May 3

Finals Week May 4/May 6-10

Commencement May 11

TOTAL DAYS: 71 (Blocked classes

1st half: 33  
2nd half: 38)

TOTAL DAYS FOR YEAR--141

Draft  
Rev 3/21/90

**CRITERIA AND PROCESSES FOR REVIEW OF NON-ACADEMIC PROGRAMS  
FOR REALLOCATION OF RESOURCES**

- I. INTRODUCTION**
- II. ESTABLISHMENT OF GOALS**
- III. PRINCIPLES GUIDING REALLOCATION**
- IV. CRITERIA FOR EVALUATION OF PROGRAMS**
  - A. Definition of Program
  - B. Criteria
    - 1. Program Objectives/Institutional Needs
    - 2. Cost Considerations
    - 3. Statutory Requirements
- V. PROCESS FOR REVIEW OF NON-ACADEMIC PROGRAMS**
  - A. Non-Academic Reallocation Committee
  - B. Self Study
  - C. Review of Self Studies

## I. INTRODUCTION

This document is to be employed concurrently with: "Criteria and Processes for Review of Academic Programs for Reallocation of Resources."

Like the academic reallocation plan, the evaluation and reallocation of resources within non-academic programs must be guided by the University of Wyoming Mission Statement and Agenda 2000. This process must recognize a balanced resource allocation plan that will allow the institution to attract capable students who will provide future leadership for the State and the Nation, and promote an environment which encourages excellence for students, faculty and staff. Resource reallocations recommended from this process may result in program changes when approved by the Board of Trustees.

Since 1983-84, the University has contended with a declining revenue base, increased student enrollment, and a greater demand for services both on-campus and around the State. The cumulative effect of these circumstances has resulted in severe reductions to non-academic programs with no explicit criteria or process for allocating these reductions. The future focus of the institution's mission cannot be guided by external circumstances and sporadic and fragmented planning decisions. The recent NCHEMS audit substantiates the need for the University of Wyoming to bring focus and direction to the programs and resources available. Development of the institution's reallocation process was started prior to the completion of the NCHEMS audit. The recommendations from that audit should be utilized for relevant data and viewed as guidelines, not as the singular mandate for the reallocation process.

The following material sets forth the basic criteria and process for evaluation of non-academic programs and provides structure to the resource allocation process.

## II. ESTABLISHMENT OF GOALS

The President will implement the process for review of non-academic programs for reallocation of resources. The President, in concert with the Executive Council, will establish the following goals:

- The purpose of the reallocation.
- A targeted range of dollar amounts to be reallocated.

- A timetable for reallocation decisions, followed by a plan for actual reallocation of resources. These timetables may be revised from time to time as needed.

### III. PRINCIPLES GUIDING REALLOCATION

The justifications for the existence of non-academic programs at the University of Wyoming are to furnish support for the University's mission and to provide service deemed necessary by the citizens of the State.

It is important to recognize that the University's non-academic programs are quite varied in size, scope and general thrust. As a result, no single standardized procedure or review will provide meaningful evaluations. Thus, a general framework must be developed as a basis upon which performance and University/State imperatives can be judged. Further, reallocation must be accomplished thoughtfully and deliberately, and in a manner consistent with appropriate personnel procedures and regulations.

The justifications for the University's non-academic programs -- support for the academic mission and service to the citizens -- are easily identified using goals from Agenda 2000 and specific narrative from the University's Mission Statement. Many of the goals of the University require that academic and non-academic programs must work in concert to insure that the mission of the University is "...realized with distinction and excellence"; other goals are primarily the purview of the non-academic programs. Although no single standardized procedure will be applicable to all non-academic programs, the goals listed below serve as important guidelines for the reallocation process:

- Increase the proportion of entering students prepared to learn and succeed at the University level.
- Enhance learning by, and retention of, undergraduate students.
- Expand the quality and richness of undergraduate, graduate, and professional instruction.
- Increase the quality and quantity of faculty and graduate student participation in research and creative activities.
- Increase awareness and recognition of faculty research and creative activity achievements by peer institutions and the public at large.

- Expand access to University credit and non-credit instruction to persons and groups not presently served.
- Provide a safe, fair, and efficient environment in which to learn and work.
- Provide a learning and working environment that is culturally and intellectually diverse and stimulating, and aesthetically pleasing.
- Provide a diverse array of superior co-curricular activities, including cultural, international, athletic, and student-life programs.

#### IV. CRITERIA FOR EVALUATION

##### A. Definition of Program

The unit of review for these criteria is a "program". A program is the smallest meaningful unit which has one or more of the following characteristics:

- has the word "department", "center", "office", "division", "council", "service", or "program" as part of its title
- is headed by a person entitled "director", "coordinator", "manager"
- has an allocated budget
- is an activity funded in Section I, Section II, or Section IV of the University's budget
- constitutes an organized and identifiable activity or function not identified above
- can be logically isolated for examining the impact of elimination or reallocation

As noted in the document for review of academic programs, all programs which are not designated by the Provost as academic programs are by definition non-academic programs. Consequently, following development of the list of academic programs, the President, acting in concert with the Executive Council, will generate the list of non-academic programs to be reviewed in consonance with the above definitions. All programs which operate with state appropriated funds (excluding funds for which use is prescribed by state or federal statute) will be included in this review.

## B. Criteria

Non-academic programs will be reviewed to determine the following characteristics:

- Program objectives/institutional needs
- Cost
- Statutory Requirements

For some of the criteria listed below the Budget Office, Office of Institutional Analysis, or the Office of Fiscal Operations will be utilized to provide data. Individual programs will be responsible for data that is not available through a central office or database.

### 1. Program Objectives/Institutional Needs

A common basis of comparison must be utilized in determining the overall value or worth of non-academic programs. In order to establish this basic framework, the following questions should be addressed within the non-academic program's self study (see Section V-B):

- What are the current objectives of the program and what services are being provided?
- How do existing services integrate with the institution's mission?
- What increased services are needed that are not being provided?
- What are the major problems/constraints being faced by the program?
- Is the level of service provided by the program appropriate?
- What would be the consequences if the budget support to the program was significantly changed?
- What would be the consequences if the program/activity were eliminated?
- Does the program have an associated fee -- if so, should the fee be changed, and if not, should a fee be implemented?

- To what degree could the services of the program be provided by alternative means, including the private sector?

The Non-Academic Reallocation Committee (see Section V-A) will review the program's internal objectives and will assess the program's objectives measured against the services delivered, i.e. do the services provided by the program meet the objectives? The overall assessment of this review will be one of:

- High success
- Moderate success
- Adequate success
- Low success

The integration of program activities within the overall institutional mission will also be evaluated. The need for institutional priorities and a shared mission for the University have been well articulated in the NCHEMS management audit of the institution. To the extent that support functions must be aligned with the overall direction of the institution, the Non-Academic Reallocation Committee shall consider how directly the programs and activities of the support function under review integrate with the academic activities and institutional mission. The overall assessment of this review will be:

- Highly integrated
- Moderately integrated
- Adequately integrated
- Poorly integrated

## 2. Cost Considerations

From the perspective of the University's efficiency and potential for cost savings, there are two important comparative measures of costs. These are: program cost in relation to comparable activities at other academic institutions or public sector providers (if available), and cost savings if the program were eliminated or substantially modified.

The common analysis to be utilized in the comparison of costs will be internal budget allocations and expenditures for a five year period of time. The Budget Office will provide comparative data reflecting overall budget figures for each non-academic program, personnel authorizations, and budget allocations relative to the overall budget for the institution. Comparative data from the NCHEMS institutional grouping will also be collected for those activities and programs of a similar nature. Within any specific non-academic program, other professionally recognized program standards may also be utilized in preparing overall cost comparison information. The overall assessment of

the Non-Academic Reallocation Committee regarding this program dimension will be:

Very High Cost  
High Cost  
Normal Cost  
Low Cost

### 3. Statutory Requirements

Some activities and programs are essential to the University of Wyoming for compliance with state and/or federal mandates. Program reviews should include discussion of pertinent regulations and/or laws prescribing actions.

The overall assessment by the Non-Academic Reallocation Committee will be one or more of the following:

Mandated  
Essential  
Not Mandated  
Not Essential

## V. PROCESS FOR REVIEW OF PROGRAMS

### A. Non-Academic Reallocation Committee

A review of the programs as defined in Section IV, according to the criteria set forth above, will be conducted by a Non-Academic Reallocation Committee (NARC). The NARC will be a committee of nine members, drawn from the following pool of nominees:

Two (2) nominations from each of the following University officers:

Special Assistant to the President - Legal  
Affairs/Athletics  
Special Assistant to the President - Information  
Technology/Computer Services  
Special Assistant to the President - Governmental  
Relations  
Vice President for Research  
Vice President for Development  
Provost

Two (2) nominations from Staff Council

Two (2) nominations from ASUW

Four (4) nominations from the Vice President for Finance

Four (4) nominations from the Associate Provost for Student Affairs

All nominations will be forwarded to the President, who will select nine individuals for the Non-Academic Reallocation Committee. The Committee will include at least one member each from ASUW and the University faculty. The President will appoint one of the members as chair. The members of the NARC will be provided with satisfactory released time during the period in which the review process occurs.

B. Self Study

Each non-academic program will prepare a self study based upon the program characteristics previously stated and the specific criteria appropriate to each. All self studies will be no more than 25 pages of text excluding appendices. Each program administrator shall justify the continued existence of the program in terms of the criteria, and shall suggest the appropriate resource allocation for the program including suggestions for consolidation or realignment within the institution. Those programs operating on self-sustaining basis should identify all revenue sources supporting the program, including any subsidy from other programs or funding sources.

All self studies should include copies of previous program reviews done within the past five years and/or other surveys and studies that may reflect the program's accessibility, utilization by clients, and alignment with institutional purpose. Corrective actions taken within the programs to address problem areas, concerns, or issues raised by these reviews should be discussed in the self studies.

C. Review of Self Studies

After preparation of the self studies, the following review process will be employed:

1. The vice presidents and cognizant program administrators will prepare a report for their respective units, based on the individual program self studies.
2. The vice presidents and cognizant program administrators shall prioritize the requests made by their unit.
3. The vice presidents and cognizant program administrators shall have the opportunity to present the unit reports to the NARC and to discuss the report with the NARC.

4. The NARC shall review each of the program self studies, and the consolidated unit reports, and make preliminary recommendations for each program, including whether funding should be eliminated, decreased, increased, or maintained at current levels. The Committee may also recommend program mergers and consolidations. Changes in service charges or fees may also be recommended. All recommendations shall be accompanied by cost savings based upon the financial data presented in the program's self-study.

The Committee may request the advice and assistance of University administrators, staff and/or faculty. In particular, the NARC should work closely with the Office of Vice President for Finance to ensure that financial information is correct. Upon request, the NARC will also provide updates on progress for the President and the Board of Trustees.

It is imperative that the work of the NARC be conducted on a confidential basis, and appropriate procedures should be adopted to ensure confidentiality of the findings and recommendations of the NARC.

5. The Chairs of the NARC and ARC will meet on a regular basis to discuss the activities of the two committees, and will review progress, concerns, and emerging questions.
6. The NARC will provide preliminary written recommendations, and will discuss the recommendations with the appropriate vice president or cognizant administrator, who will have the opportunity to comment upon these recommendations in person and in writing.
7. After reviewing additional materials/comments provided by the program administrators, the Non-Academic Reallocation Committee shall make recommendations to the Executive Council. The Executive Council shall forward the reallocation recommendations to Staff Council for review and comment. Final recommendations by Executive Council, including the comments from Staff Council, will be submitted to the President for consideration.
8. The President will make written reallocation recommendations to the Board of Trustees.