

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**November 13-14, 1998**

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

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## **TRUSTEES OF THE UNIVERSITY OF WYOMING**

### **MINUTES OF THE TRUSTEES**

**NOVEMBER 13-14, 1998**

The annual business meeting of the University of Wyoming Trustees was held on Saturday, November 14, 1998. The Trustees held committee meetings on Friday, November 13. Trustees also held executive sessions to discuss personnel and litigation matters on Friday, November 13.

While on campus, the Trustees attended receptions with Staff Senate and the Outstanding Scholarship Recipients' both held in the Foundation House, and a reception with Community Leaders at the Dubois home. The Trustees were also invited to attend: a Cowgirls basketball game with Creighton; an afternoon football game with Air Force; and a Cowboys basketball game with Foreign Exhibition.

#### **CALL TO ORDER**

Trustee President Elizabeth Kail called the business meeting to order at 9:20 a.m..

#### **ROLL CALL**

Trustee Hank True, in the absence of Secretary Thomas Spicer, called roll. The following Trustees were in attendance: Elizabeth "Betty" Kail, John "Dave" Bonner, Peter Jorgensen, Forrest "Frosty" Kepler, Jeri Kirk, Ron McCue, Jerry Saunders, and Hank True. The following Trustees were absent: Deborah Hammons, Shelly Ritthaler and Thomas

Spicer. Ex-officio members Philip Dubois and Jesus Rios also attended the meeting. Ex-officio Trustees Governor Jim Geringer and Judy Catchpole were absent. The above Trustees were also present during committee meetings held on Friday.

### **ANNOUNCEMENTS**

Trustee Kail noted that Dr. Spicer was absent due to the death of his father earlier during the week. Trustee Ritthaler is recovering from foot surgery and is progressing well.

### **APPROVAL OF SEPTEMBER 11-12, 1998 MINUTES OF THE TRUSTEES**

It was moved by Trustee Bonner and seconded by Trustee McCue that the September 11-12, 1998 minutes of the Trustees be approved. Motion carried.

### **ASUW REPORT**

President Rios reviewed ASUW's goals and highlighted: the Wyoming Union renovation; childcare; county coalition; and the campus radio endowment. He acknowledged the contributions made by students during the Shepard tragedy and stated we should be very proud of our students' responses during a difficult time. Mr. Rios discussed Resolutions passed by ASUW. Resolution 1894 increased fees by \$7.00 to support various initiatives. Resolution 1896, in response to 97-98 needs assessment, increased fees \$22 and will be implemented in the 2001 fees to support the bond issue for Union renovation. (See Enclosure I.)

### **STAFF SENATE REPORT**

Karen Reasoner thanked Trustee Kail for addressing the Senate earlier in the week and for her accessibility to the staff. Sian Ashenden was selected Employee of the Third Quarter. Staff Senate participated in the Homecoming parade and received recognition for their banner. Discussion items at the last Staff Senate meeting were: deferred maintenance, deterioration of buildings, pay increases through lateral transfers, insurance benefit, credit hour donation to family member, Wyoming Rendezvous involvement, the academic planning process, pharmacy prescriptions for employees, and, mandatory supervisor training. A great big thank from the staff for the Winter Closure.

#### **FACULTY SENATE REPORT**

Bernita Quoss thanked the Board for passing the post tenure review and for the positive working relationship experienced throughout this process. Faculty Senate has been reading the AGB report and is working on academic planning. Dr. Quoss is concerned with some of the semantics in the previous AGB report that is moving the institution toward a business approach and referral.

### **REPORTS AND RECOMMENDATIONS OF COMMITTEE**

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

The Academic and Student Affairs Committee met on Friday, November 13, 1998 with the following members present: Trustees Ron McCue, Chair; Dave Bonner, Peter

Jorgensen, Jeri Kirk and Jerry Saunders. Trustee Deborah Hammons was absent. Chairman McCue reported the following to the full board:

**UniReg Provisions Related to Academic Planning/Organizational Change**

**IV. REGULATIONS OF THE PRINCIPAL ADMINISTRATIVE AND  
ACADEMIC UNITS OF THE UNIVERSITY**

**A. REGULATIONS OF ADMINISTRATIVE UNITS**

The President and the principal administrative officers of the University shall establish such regulations as are necessary to discharge their responsibilities and to provide for the organization and operation of the various divisions under their supervision as defined in Chapter II.

**B. REGULATIONS OF ACADEMIC UNITS**

In accordance with its bylaws, the University Faculty may adopt regulations to establish educational and academic policies for the University as a whole; to promote the general welfare of the University, the students and academic personnel; to establish policies regarding student conduct and all phases of student life, activities and student organizations; and to establish faculty committees. (Amended 2/16/91)

The faculties of the various colleges and of the Graduate School shall propose regulations to establish the organization of their respective units, including functions, programs and procedures. Other academic units specified in

Chapter III, after consultation with the Provost, may propose such regulations as are required for the discharge of their responsibilities.

### **C. REVIEW AND APPROVAL OF PROPOSED REGULATIONS**

All proposed regulations shall be reviewed by the President of the University. Incident to such review, the President shall consider the need for such regulations, the duties and authority of the officer or academic unit proposing the regulation, possible conflicts with other existing regulations, and such other matters as the President may deem relevant to the best interests of the University.

The President may cause the proposed regulations to be reviewed by any affected units of the University, and any officers or committees concerned with the substance of the proposal in order to elicit their recommendations.

In his/her discretion, the President may return the proposed regulation for consideration of matters requested by him/her. But, if in the case of a regulation which has been proposed by the Faculty Senate, the Senate, after consideration of the President's views, shall agree to repass the regulation by a three-fourths vote of the members present and voting (there being a quorum of at least two-thirds of the voting members present), the President shall refer the regulation to the Trustees, at their next regularly scheduled meeting, for final approval, disapproval or other disposition of the regulation. At this meeting, the President shall present his/her views on the proposed regulation to the Trustees and the Chairperson of the Faculty Senate or his/her designated representative shall be invited by the Trustees to represent the view of the Faculty Senate on the proposed regulation.

Except as provided for in the preceding paragraph no regulations authorized under this Chapter shall become effective unless and until approved by the President. In his/her discretion, the President may approve regulations which are ministerial in nature or which are in furtherance of and necessary to implementation of functions and responsibilities established by Regulations of the Trustees, or the President may refer them to the Trustees for consideration before he/she takes action thereon.

Proposed regulations which involve substantial changes to the functions, programs and procedures of academic units or the organization and operation of the offices of the principal administrative officers or which involve significant matters of University-wide concern and policy shall be referred to the Trustees for consideration before the President takes action thereon.

#### **D. PUBLICATION AND EFFECT OF REGULATIONS**

All regulations approved under this Chapter shall be identified as to their source and shall be published and distributed in such uniform manner as is directed by the President. All such regulations shall be deemed to be issued by the authority of the Trustees of the University of Wyoming. It shall be the duty of all employees to conduct themselves in accordance with the provisions thereof, as well as Regulations of the Trustees of the University of Wyoming, as a condition of their employment.

Students applying for admission or enrolled in the University of Wyoming shall comply with all such regulations pertaining to academic procedures and

requirements, student conduct, use of facilities and such other matters specifically applicable to students, as a condition of enrollment in the University of Wyoming.

**E. REPEAL OR CHANGE OF REGULATIONS**

All regulations approved and published in accordance with this Chapter shall remain effective until repealed or changed in the same manner as provided for the establishment of such regulations.

Any administrative regulation or regulation of an academic unit of the University may be reviewed, modified, or annulled by the Trustees at any regular or special meeting of the Trustees. When the President has referred a regulation to the Trustees for review prior to its approval, the date of such review shall be noted in the published regulation.

Approval of the above action item was recommended by the Academic and Student Affairs Committee; so moved by Trustee McCue; and seconded by Trustee Saunders. Motion carried.

**Report of the Budget Re-examination Group**

This committee has one meeting remaining as reported by President Dubois. The Committee was established last year and charged with reviewing every unit within the university, share their goals, and discuss their budget. Auxiliary budgets were reviewed, as well as indirect costs, release time monies, tuition discounting, UW lands and affiliated opportunities. President Dubois and committee members have a strong sense of respect for those managing UW budgets. There were no hidden pots of gold; however, there are some things that can be done long-term and these were reflected in the Convocation remarks.

The committee will determine which other issues could be reviewed. Many good suggestions and ideas came from the committee and, when implemented, will result in budgetary saving and opportunities to reallocate existing funds.

**Western Undergraduate Exchange and Good Neighbor Awards**

On September 26, 1997, Trustees approved an increase in the number of Western Undergraduate Exchange (WUE) awards offered by the University of Wyoming to non-resident students in WICHE states from 150 to 1,000 scholarships. The WUE awards enable non-resident high school graduates and college transfers to enroll at UW and pay 150% of resident tuition. In addition, the Trustees also approved 100 Nebraska "Good Neighbor" (GN) awards that are identical in value to the WUE scholarship awards.

The Admission Office implemented the expanded WUE and GN tuition discounting awards in Nebraska and the WICHE states that participate in the WUE program. A total of 886 high school graduates (N=740) and transfer students (N=146) qualified for, and were offered, a WUE/GN award. Of this total, 505 applicants accepted the award (HS Grads = 413 and Transfers = 92) and 345 new students ultimately enrolled this Fall under this program.

Attached is a summary illustrating the enrollment patterns from Nebraska and WICHE states, comparing enrollments for Fall 1997 and Fall 1998. In total, UW enrolled 201 additional, new non-resident students from the 15 WUE/GN states in 1998 compared to 1997. Overall, UW's total non-resident enrollments were up 133 students – an eight percent increase; without the WUE/GN program, this non-resident enrollment increase would not have occurred.

What lessons have we learned from the first year of the WUE/GN program? First, the WUE/GN program clearly attracted more non-resident undergraduate students than would have enrolled without the program. Second, the tuition revenue profile resulting from the first year of the program is less robust than we had anticipated. Third, new WUE/GN students contributed other revenue to UW through mandatory fees and room/board contracts associated with the mandatory freshman live-in policy.

Therefore, the full board recommended that the Trustee-approved WUE/GN scholarship program remain in place for 1999 – 2000. The Offices of Academic and Student Affairs will jointly continue to monitor the program to determine implementation strategies that will result in increased net revenue. During 1998-99, the

WUE/GN program will be fine tuned, as well as other scholarship program to maximize both additional new enrollments and net tuition revenue. (See following page.)

The Board of Trustees requested a follow-up report after the second year.

**Comparison of New Undergraduate Freshmen & Transfer Students from WUE & Good Neighbor States  
 Fall 1997 and Fall 1998**

State	Fall 97 New Freshmen & Transfers					Fall 98 New Freshmen & Transfers				
	Resident	Non-Res	150%	WUE/GN	Total	Resident	Non-Res	150%	WUE/GN	Total
Alaska	1	4	1	7	13	0	3	1	15	19
Arizona	1	8	0	0	9	0	5	1	4	10
California	4	26	1	0	31	2	11	7	17	37
Colorado	10	91	17	16	134	6	60	9	120	195
Hawaii	0	2	1	3	6	0	0	0	0	0
Idaho	3	2	4	2	11	0	2	1	9	12
Montana	3	17	3	8	31	4	14	4	30	52
North Dakota	0	5	0	0	5	0	3	0	4	7
New Mexico	1	1	0	2	4	2	1	0	2	5
Nevada	1	1	0	0	2	0	1	0	1	2
Oregon	0	5	0	1	6	1	5	0	6	12
South Dakota	4	15	3	6	28	2	8	2	47	59
Utah	2	3	1	0	6	3	3	0	8	14
Washington	1	6	1	0	8	0	2	0	8	10
<b>WUE TOTALS</b>	<b>31</b>	<b>186</b>	<b>32</b>	<b>45</b>	<b>294</b>	<b>20</b>	<b>118</b>	<b>25</b>	<b>271</b>	<b>434</b>
Nebraska	7	24	5	0	36	2	18	3	74	97
<b>WUE &amp; Good Neighbor Total</b>	<b>38</b>	<b>210</b>	<b>37</b>	<b>45</b>	<b>330</b>	<b>22</b>	<b>136</b>	<b>28</b>	<b>345</b>	<b>531</b>

NOTE: Assumes all students are full-time.

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 OIA:SMK  
 28-Oct-98

**Freshmen Live-In Policy**

In March of 1996 the Trustees approved a new student live-in policy. The rationale supporting the proposal included evidence from national studies that new students living in residence halls on campus had a better retention rate than those who lived off campus. The policy was implemented in the Fall of 1997 with the understanding that an evaluation would be provided to the Trustees during Fall semester 1999. Following is a status report of the policy after one year of operation, along with the current policy statement. While there is evidence that the students living in the halls had a better retention rate from Fall 1997 to Fall 1998, (76.4% vs. 74.5%), there is a conviction that new strategic initiatives being implemented will increase the difference in the future. (See following pages.)

## University of Wyoming

### Department of Housing and Residence Life

#### New Student Live In Policy: Status Report

##### PURPOSE OF THE REPORT

To provide information regarding policy implementation, assessment of the academic environment in the residence halls, strategic initiatives and UW data supporting the live in requirement.

##### VALUE OF LIVING IN UNIVERSITY RESIDENCE HALLS

##### SUPPORTING RESEARCH

- “academic progress and retention were significantly higher for those students who lived on campus compared to those who lived off campus, irrespective of race, gender, or admissions status“ (Thompson, Smairatedu, and Rafter, 1993)
- “learning communities help students build a sense of identity within a large university, encourages involvement in educational activities, enhances the quantity and quality of informal interactions with faculty and peers, and helps students integrate diverse education experiences” (Schroeder & Hurst, 1996)
- “students living in residence halls structured around academic themes had higher levels of achievement and persistence than did other students, even after controlling for differences in entering ability” (Terenzini, Pascarella, and Blimling, 1996)
- “Residential living may be most influential in fostering cognitive growth in areas that are not closely linked to specific course or curricular experiences....General cognitive growth during college is fostered not just by course work and academic involvement, but also by social and intellectual interaction with peers and faculty” (Pascarella et al., 1993)
- “Living on campus is associated with support for civil liberties, enlightened racial attitudes, and broadening of interpersonal relationships” (Pascarella and Terenzini, 1991)
- “the most important environmental characteristic associated with finishing college was living in a residence hall during the FRESHMAN YEAR” (Astin, 1977)

- “The three effects that are directly attributable to living in a campus residence hall are positive effects on attainment of the bachelor’s degree, satisfaction with faculty, and willingness to re enroll in the same college” (Astin, 1993)
- “Simply put, living on campus maximizes opportunities for social, cultural, and extracurricular involvement; and it is this involvement that largely accounts for residential living’s impact on student change” (Pascarella and Terenzini, 1991)

## HISTORICAL REVIEW

- Department of Housing and Residence Life review occurred during 1995-96 academic year. Involved UW faculty, staff, students and six housing and student affairs professionals from around the country. Primary recommendations included:
  - ⇒ Implementation of the requirement for new students (freshman) to live on campus their first year in college (Implemented Fall 1997)
  - ⇒ Develop and hire an Associate Director for Student Learning position in Housing/Residence Life to facilitate academic program development, faculty in residence programs and expand student learning opportunities and integration (Hired May 1997)
  - ⇒ Expansion of academic theme floors connected with colleges and academic departments (See Student Learning Initiatives)
  - ⇒ Expansion of technological support for student academics including increased and improved computers student computer lab assistants and technology training (See Student Learning Initiatives)
  - ⇒ Expansion of academic support services including math tutoring, writing lab (satellite), math anxiety and study skills workshops (Implemented academic year 1996-97; See Student Learning Initiatives)
  - ⇒ Increased collaboration with Career Services and University Studies program (Began planning process Fall 1996)
  - ⇒ Increased role of faculty in UW residence halls programs, services and dining facilities (See Student Learning Initiatives)

UW STATISTICS

FALL 97 TO FALL 98 FULL-TIME FRESHMEN RETENTION

RESIDENCE HALLS		TOTAL ENTERING	FALL-TO-FALL RETENTION		FALL-TO-FALL RETENTION	
TERM	RES. HALLS		CONTIN	LEFT UW	CONTIN	LEFT UW
			N	N	%	%
FALL 97	NO	247	184	63	74.5	25.5
	YES	885	676	209	76.4	23.6
	TOTAL	1132	860	272	76.0	24.0

HISTORY OF FIRST-TIME FULL-TIME FRESHMEN RETENTION

TERM	TOTAL STUDENTS	FALL-TO-FALL RETENTION			FALL-TO-FALL RETENTION		
		NA	CONT	LEFT UW	NA	CONT	LEFT UW
		N	N	N	%	%	%
FALL 93	1230	.	854	376	.	69.4	30.6
FALL 94	1302	.	952	350	.	73.1	26.9
FALL 95	1286	.	944	342	.	73.4	26.6
FALL 96	1212	.	910	302	.	75.1	24.9
FALL 97**	1132	.	860	272	.	76.0	24.0
FALL 98	1241	1241	.	.	100.0	.	.

\*\*New Student Live In Requirement began

Student Live-In Policy Exemptions Report

Reason for Exemption	Granted 1997	Granted 1998
Completed Two Semesters	10	11
Financial Reasons	5	3
Living with Siblings	37	38
Living with Parents	9	28
Living in Property Purchased by Parents	5	4
Living with Relatives	4	5
Married	2	2
Medical Reasons	1	4
Over 21 years of age	13	18
Religion	0	1
Single Parent	1	3
Subtotal	87	117*

\*20% of those granted exemption did not return for Fall Semester 1998

Reason for Exemption	Denied 1997	Denied 1998
Engaged	0	1
Financial Reasons	3	2
Have a Current Lease on an Apartment	0	4
Less than 2 Semesters	4	0
Living with Friends	1	3
Living with Relatives	1	0
Over 21 Years of Age	8	0
Own a Dog	1	0
Subtotal	18	10
Total Exemption Requests	105	127

- **PROCESS OF LIVE IN POLICY APPROVAL**
  - ⇒ October 1995: Proposal to Executive Staff for policy consideration
  - ⇒ October 1995-February 1996: Student opinion and data gathering. ASUW, Freshman Senate, Residence Hall Association passed supporting resolutions
  - ⇒ March 1996: Approved by University of Wyoming Board of Trustees effective Fall 1997
  - ⇒ July 1997: Policy amended to exempt students living in property owned by parents, or with siblings or grandparents

CURRENT ENVIRONMENTAL ASSESSMENT
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- Description of environment:
  - ⇒ High rise residence halls with double stacked corridors and shared restroom/shower 17 residents
  - ⇒ 40-55 students per floor with one (1) Resident Assistant per floor - *Consistent with national average (ACUHO I Research and Development, 1995)*
  - ⇒ Two students per residence hall room
  - ⇒ Single rooms have increased from 8 per floor to 14 per floor
  - ⇒ Primary occupants are freshman (Approximately 20% of residents return to the residence halls each year)
- Current policies and procedures:
  - ⇒ Quiet Hours begin at 8 p.m., Sunday through Thursday and at midnight, Friday and Saturday
  - ⇒ Staff rounds are conducted each night on each floor between the hours of 8 p.m. and midnight
  - ⇒ Courtesy Hours exist all other hours - Courtesy Hours state that any time a resident experiences noise that is disruptive, the person creating the noise should be notified of such and discontinue the noise
  - ⇒ Students' behaviors will be addressed through the Housing and Residence Life judicial process

1998 ACUHO-I RESIDENT SATISFACTION STUDY: SUMMARY ANALYSIS
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This summary reviews significant findings from the ACUHO-I Educational Benchmarking, Inc. (ACUHO-I/EBI) Resident Satisfaction Project. These findings recognize Housing and Residence Life's strengths and identify areas for continued improvement.

The Department of Housing and Residence Life at the University of Wyoming participated in the ACUHO-I/EBI Resident Satisfaction Project during Spring Semester of 1998. In this first year of the project, data was collected from eighty-five (85) institutions with 48,000 students responding to the survey. This data allows UW Housing to compare UW student satisfaction with other universities. The following institutions were part of our comparative analysis:

- 1) Boise State University,
- 2) University of Arizona,

- 3) University of California, Davis,
- 4) University of Colorado at Boulder,
- 5) University of Northern Iowa, and
- 6) University of Wisconsin-Stevens Point.

The following summarizes categories, which UW received significantly high and low markings and UW's ranking among the 7 institutions.

Performance of RA staff

A. Availability, respect, getting to know you	Ranked:	#1
B. Referrals/Problem solving	Ranked:	#2
C. Enforcing policies/Maintaining quiet	Ranked:	#2
D. Fairness/Tolerance/Appreciating Diversity	Ranked:	#2
E. Overall satisfaction with RA	Ranked:	#1

Environmental Factors

A. Availability of educational and cultural programs	Ranked:	#2
B. Cleanliness of residence halls	Ranked:	#2
C. Residence hall services (main desk, TV, telephone)	Ranked:	#2
D. Ability to study in your room	Ranked:	#3
E. Resident's respect for different cultures	Ranked:	#3

NEW STRATEGIC INITIATIVES EFFECTIVE FALL 1997: Student Learning
--

Housing and Residence Life has made significant progress in implementing initiatives for improved learning environment in halls.

- ⇒ All computer hardware and software: Pentium level with quality printers. PC stations accessible 24 hours per day
- ⇒ Academic Services in halls: Writing Lab, Student Educational Opportunity (SEO) sponsored tutoring, Math Hotline are offered as satellite services in residence halls during afternoon/evening hours
- ⇒ Week of Welcome activities expanded to provide students with more campus resource orientation and actual workshops while they are "worried" about academic progress (In Progress)
- ⇒ Expanded Resident Assistant/Apartment Assistant training regarding student learning and academic environment
- ⇒ Design and develop Academic Resource Center in the residence halls. In process as part of the Washakie Redesign Plans

- ⇒ Hired new Associate Director of Residence Education and Student Learning May 1997
- ⇒ Implement student learning assessment: Administer Assessment for Living and Learning; College Student Experience Questionnaire (CSEQ); ACUHO-I Benchmarking Survey and Faculty Perception Questionnaire during FY99
- ⇒ Develop advisory board including faculty, students and student affairs staff: Developed FIRST (Faculty Involvement Residential Study Team) during FY98
- ⇒ Expand quality and availability of study lounges/environments in and around residence halls for group and individual study – Implemented new study lounges on Freshman Interest Group (FIG) floors, and will continue to improve existing study rooms
- ⇒ Expand technology education, workshops and support services: Developed comprehensive partnership with Information Technology to improve student services related to technology. Designing with IT educational programs and workshops in residence hall computer lab
- ⇒ Develop quality RESNET program regarding network access from residence halls and new apartments – Partnership with IT has resulted in expanded marketing in residence hall/apartment publications, newsletters to incoming students, and orientation information
- ⇒ Completed cost assessment of network access expansion for remaining apartments and found cost to be prohibitive at this time
- ⇒ Expand workshops and programs related to academic, social and personal development in residence halls and apartments: Developed and implemented College Survival Workshop Series in Washakie Center
- ⇒ Expand academic theme floors: Currently assessing retention value of theme floors before expansion or elimination and redirection
- ⇒ Explore computer leasing program for in room student use in residence halls with various computer companies (Did not complete)

#### A. New Initiatives

- ⇒ Freshman Interest Group (FIG) program: Cluster students in common 3 courses and in shared living environment (floor).
- ⇒ Residence Life Cinema: Dedicated movie channel for residence halls which allows for purposeful programming and educational opportunities using television media
- ⇒ Substance Free Living Floor(s): Currently 2 ½ floors dedicated to substance free living. Exploring expansion of this program to possibly encompass more space in one high rise

⇒ Diversity Training and Programming: Have significantly expanded training focus on diversity for Fall 1998 and will pursue comprehensive sensitivity awareness sessions for students FY99

### Summary

This summarizes the current report regarding the New Student Live-In requirement. Based on this data, Housing and Residence Life is aggressively pursuing the expansion of a quality academic living environment to support all residential students in meeting their academic goals.

## **BUDGET COMMITTEE**

The Budget Committee of the Trustees met on Friday, November 13, 1998 with the following members present: Trustees Peter Jorgensen, Chair; Dave Bonner, and Hank True. Trustee Shelly Ritthaler was absent. The following items were brought before the full board by Chairman Jorgensen:

### **Audit Reports – Fiscal Year 1998**

Jim Hearne, of the firm McGladrey & Pullen, will attend the meeting to present audit reports for the fiscal period July 1, 1997 – June 30, 1998.

The following audit reports are included as separate enclosures for Trustee review: (1) University of Wyoming financial statements (2) audit report for certain bond funds, (3) compliance report for federal assistance programs, (4) Intercollegiate Athletics, and (5) Wyoming Public Radio.

In addition to these five reports, a sixth report required by the Department of Education for Intercollegiate Athletics has been prepared for the first time this

year. This report is the result of the Higher Education Amendments, and was prepared for the periods ending June 30, 1995, 1996, 1997 and 1998.

Since the report is new and had to be prepared for each of the last four years, it has not been completed as of the date this report was mailed. Completion of the four reports is anticipated by November 1, which will be mailed about that date under separate cover. These will also be reviewed at the November meeting.

The auditors have issued an unqualified opinion on each report, and it is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming acceptance of the six reports identified above.

Trustee Jorgensen moved to accept, seconded by Trustee Kepler; motion carried.

#### **Audit Engagement – One-Year Extension**

The Trustees approved a four-year agreement in 1995 appointing the firm of McGladrey & Pullen, LLP, to conduct annual audits of the University's financial statements including reports required by OMB Circular A-133, University bond resolutions, NCAA and the Corporation for Public Broadcasting. McGladrey has completed its audit of the University's financial reports for FY 1998, which concludes its four-year engagement. The University would ordinarily solicit proposals at this point for future audit services; however, we would like to extend McGladrey's engagement for one additional year.

The Finance Office has undertaken the implementation of new financial software, which has placed a great demand on its limited resources. If a new auditing firm were appointed, then the finance staff would be under a burden to provide more assistance to the new firm than would be required if the experienced firm is retained. McGladrey has had four years experience with the University's accounting and financial systems and the benefit of observing the development and implementation of its new financial software that was installed effective July 1, 1998. Thus, retaining McGladrey for an additional year would be more efficient and create less time demands of the finance staff to provide auditor assistance for the FY 1999 audit.

It is recommended that the Trustees' Budget Committee recommend the Trustees of the University of Wyoming extend the engagement of McGladrey & Pullen, LLC, through FY 1999 under the same terms and conditions of the original engagement.

Trustee Jorgensen read the second action item for audit engagement extension and moved; Trustee Bonner seconded, motion carried.

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

(See following pages.)

### **CONTRACTS AND GRANTS**

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period August 13, 1998 through October 14, 1998.

<b>161 WARD LLC - 08/01/1998 - 08/31/1998</b>	\$	3,700
David Walrath; Mechanical Engineering - Develop, fabricate and test prototype composite materials pedal crank arms for use on bicycles.		
<b>ABBOTT LABORATORIES - 12/01/1997 - Open</b>	\$	2,900
Weeranuj Yamreudeewong; Pharmacy - Conversion of doxazosin to terazosin.		
<b>AMERICAN HEART ASSOCIATION - 06/11/1998 - 09/30/1998</b>	\$	2,000
Jonathan Kinzinger/D. Paul Thomas; Physical and Health Education - Student scholarship in cardiovascular disease.		
<b>AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - Open</b>	\$	3,000
Gregory Brown; Botany - Technical and clerical assistance.		
<b>L. E. BORGMAN, INCORPORATED - 08/01/1996 - 10/31/1999</b>	\$	35,000
Leon Borgman; Statistics - Analysis of ocean wave and environmental data.		
<b>TOM BROWN, INCORPORATED - 05/14/1997 - Open</b>	\$	5,000
Ronald Surdam; Institute for Energy Research - Pressure analysis of portion of Wind River Basin.		
<b>BURLINGTON RESOURCES - 08/01/1998 - 07/31/2000</b>	\$	20,000
James Steidtmann/Ronald Steel; Geology - Study Albuquerque and Espanola basins.		
<b>CALIFORNIA, UNIVERSITY OF - 08/18/1998 - 08/17/1999</b>	\$	10,000
Steve Howell; Physics and Astronomy - ToO observations of long and short interoutburst duration.		
<b>CENTRAL WYOMING HOSPICE PROGRAM - 01/03/1996 - Open</b>	\$	2,125
Robert Houston; Casper Family Practice - Medical education and oversight in hospice care.		
<b>COLORADO, UNIVERSITY OF - 07/01/1998 - 09/30/1998</b>	\$	41,807
Joe Schoeber; Casper Family Practice - Regional AIDS training center.		
<b>COLORADO STATE UNIVERSITY - 03/01/1996 - Open</b>	\$	725
Michael Brewer/Jay Donahue; Renewable Resources - Regionalizing pest management.		
<b>COMMERCIAL SPONSORS - 01/12/1993 - Open</b>	\$	15,000

Norman Morrow; Chemical and Petroleum Engineering - Reservoir wettability effect on oil recovery.

**CRITICAL ANGLE, LLC - 09/10/1998 - 12/31/1998** \$ 13,188

Patrick Sullivan/Lewis Noe/John Bowen; Chemistry - Soil contaminate leaching to groundwater.

**DUCKS UNLIMITED, INCORPORATED - 08/10/1998 - 09/30/2001** \$ 25,000

Wallace Erickson; Statistics - Geographical information systems resource selection procedures.

**FOSTER-MILLER, INCORPORATED - 09/09/1998 - 06/30/1999** \$ 500

Donald Adams/Scott Coguill; Mechanical Engineering - Static testing of metal matrix composite materials.

**GAS RESEARCH INSTITUTE - 02/01/1997 - 01/31/2000** \$ 500,000

Ronald Surdam; Institute for Energy Research - Pressure chambers in the Powder River Basin.

**THE GATES RUBBER COMPANY - 08/02/1998 - 06/30/1999** \$ 43,250

Donald Adams/Scott Coguill; Mechanical Engineering - Cord fatigue testing.

**GENERAL ELECTRIC COMPANY - 08/01/1998 - 12/31/1998** \$ 20,000

John Ackerman; Chemistry - CVD nickel precursors for production of nial bondcoats.

**GENERAL ELECTRIC COMPANY - 09/01/1998 - 12/31/1998** \$ 15,000

John Ackerman; Chemistry - Magnetic particle protection.

**GLAXO WELLCOME, INCORPORATED - 08/15/1998 - 09/30/1998** \$ 1,000

Joe Schoeber; Casper Family Practice - Family practice scholars program.

**GORDON PLASTICS, INCORPORATED - 04/14/1997 - 06/30/1999** \$ 370

Donald Adams/Scott Coguill; Mechanical Engineering - Characterize composite materials.

**GRAND TETON NATURAL HISTORY ASSOCIATION -** \$ 2,000

**07/09/1997 - 06/30/1999**

Henry Harlow; Zoology - Amphibian monitoring in the greater Yellowstone ecosystem.

**HAGLER BAILLY SERVICES, INCORPORATED -** \$ 7,050

**08/26/1998 - 01/31/1999**

Joseph Meyer; Zoology - Analytical chemistry support for toxicity studies.

**HAMPSHIRE CHEMICAL CORPORATION - 03/13/1995 - Open** \$ 6,567

John Nishio; Botany - Chemical path of carbon after foliar sprays.

**INSTITUTE FOR EDUCATIONAL INQUIRY - 07/06/1998 - 06/30/1999** \$ 3,000

Omwale Akintunde/Timothy Rush; Lifelong Learning and Instruction - Diversity in teacher education initiative.

**JOB TRAINING PARTNERSHIP AGREEMENT - 07/01/1993 - Open** \$ 3,080

Jacque Cook; Agriculture Dean's Office - Salary reimbursement for job training.

**JOB TRAINING PARTNERSHIP AGREEMENT - 05/01/1993 - Open** \$ 7,592

Roxi Knopp; Human Resources - Salary reimbursement for job training.

**KCS MOUNTAIN RESOURCES, INCORPORATED -  
 10/01/1998 - 12/31/1999** \$ 25,000

Pradeep Agarwal; Chemical and Petroleum Engineering - Sulfur and hydrogen from sour gas.

**KCS MOUNTAIN RESOURCES, INCORPORATED -  
 09/01/1997 - 08/31/1999** \$ 30,000

Brian Towler; Chemical and Petroleum Engineering - Mitigation of wax problems in well-bores.

**LANDER 2020 WATER PLANNING COMMITTEE -  
 08/01/1998 - 09/30/1998** \$ 1,000

William Gribb; Geography and Recreation - Water planning report.

**LOVCOM, INCORPORATED - 09/15/1998 - 12/31/1998** \$ 4,063

Robert Cochran; Statistics - Newspaper ad circular readership survey.

**MINNESOTA, UNIVERSITY OF - 02/15/1998 - 02/28/1999** \$ 24,572

Benjamin Silliman; Family and Consumer Sciences - Integration of WWW technology.

**MONTANA NATURAL HERITAGE PROGRAM -  
 04/01/1998 - 03/31/1999** \$ 3,600

Walter Fertig; Wyoming Natural Diversity Database - Study globally and Regionally rare plants in the Wyoming portion of Big Horn Canyon National Recreation Area.

**NATIONAL EDUCATION ASSOCIATION - 09/01/1995 - 05/31/2000** \$ 2,250

Barbara Hakes; Wyoming Center for Teaching and Learning - Longitudinal study

of change in teacher preparation.

<b>NATIONAL GEOGRAPHIC SOCIETY - 09/01/1998 - 08/31/1999</b>	\$	49,500
Ronald Beiswenger/William Gribb; Geography and Recreation - Support geographic education in Wyoming.		
<b>THE NATURE CONSERVANCY - 06/01/1998 - 03/30/1999</b>	\$	6,600
George Jones; Wyoming Natural Diversity Database - Synthesize information on natural communities and rare plants.		
<b>THE NATURE CONSERVANCY - 07/01/1998 - 08/31/1998</b>	\$	870
Mary Neighbours; Wyoming Natural Diversity Database - Rare plant survey data management.		
<b>NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 06/15/1999</b>	\$	38,956
E. Raymond Hunt; Botany - A public access resource center empowering the general public to use EOSDIS.		
<b>NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 06/15/1999</b>	\$	92,270
Patricial McClurg; Natural Science Program - A public access resource center empowering the general public to use EOSDIS.		
<b>NORTHERN ARAPAHO BUSINESS COUNCIL - 08/06/1998 - 10/31/1998</b>	\$	1,322
Charles Reher; Anthropology - Monitor pipeline construction near archaeological sites.		
<b>NOVA RESEARCH - 05/01/1997 - 06/30/1999</b>	\$	46,530
Anne Bowen; Psychology - Reducing HIV risk among special population of drug users.		
<b>ONTARIO, LIMITED - 08/24/1998 - 06/30/1999</b>	\$	750
Donald Adams/Scott Cogull; Mechanical Engineering - High temperature testing of aluminide composite.		
<b>PINE BLUFFS, TOWN OF - 07/01/1990 - 06/30/1999</b>	\$	4,400
Charles Reher; Anthropology - Archaeological testing.		
<b>PITTSBURG &amp; MIDWAY COAL MINING COMPANY - 08/01/1998 - 07/31/2002</b>	\$	300,000
Barry Perryman/Peter Stahl/George Vance/Stephen Williams/Michael Smith; Renewable Resources - Ash Creek mine reclamation.		

<b>PITTSBURGH, UNIVERSITY OF - 10/01/1998 - 09/30/1999</b> Kathleen Hanna; Nursing - Transfer of diabetes management from parents to adolescents.	\$	5,000
<b>POPLAR LIVING CENTER - 02/12/1993 - 12/31/1998</b> Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	\$	1,250
<b>PRECAST/PRESTRESSED CONCRETE INSTITUTE - 05/28/1998 - 12/31/1999</b> Charles Dolan/Homer Hamilton; Civil Engineering - Repair precast/prestressed concrete with FRP materials.	\$	20,000
<b>ROCKY MOUNTAIN COMPOSITES, INCORPORATED - 12/15/1995 - 06/30/1999</b> Donald Adams/Scott Coguill; Mechanical Engineering - Flex and shear testing of glass/epoxy panels.	\$	865
<b>ROCKY MOUNTAIN ELK FOUNDATION - 09/01/1998 - 08/31/2003</b> Elizabeth Williams; Veterinary Sciences - Dynamics and early detection of chronic wasting disease in elk.	\$	10,000
<b>SHEPHERD OF THE VALLEY CARE CENTER - 02/12/1993 - 12/31/1998</b> Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	\$	2,500
<b>SHOSHONE AND NORTHERN ARAPAHOE OFFICE OF THE TRIBAL WATER ENGINEER - 08/12/1998 - 05/31/1999</b> Charles Reher; Anthropology - Firehearth archaeology at Washakie Reservoir.	\$	28,786
<b>SOLVAY MINERALS, INCORPORATED - 09/23/1998 - 09/22/2008</b> Henry Haynes; Chemical and Petroleum Engineering - Kinetics of sodium bicarbonate decomposition.	\$	35,000
<b>TRIANGLE X RANCH - 09/20/1998 - 04/30/1999</b> Charles Reher; Anthropology - Archaeological survey of the Triangle X Ranch headquarters.	\$	1,600
<b>UINTA COUNTY, WYOMING - 10/01/1998 - 12/31/1999</b> Donald McLeod; Agricultural and Applied Economics - Geographic information system expertise.	\$	3,650
<b>UINTA COUNTY, WYOMING - 10/01/1998 - 12/31/1999</b>	\$	3,650

William Reiners; Botany - Geographic information system expertise.

**UNITED STATES AIR FORCE - 07/16/1998 - 05/31/1999** \$ 4,891

Gregory Brown; Botany - Study the Colorado Butterfly plant.

**UNITED STATES AIR FORCE - 09/15/1998 - 09/30/1999** \$ 24,500

Dennis Knight; Botany - Historic landscape survey.

**UNITED STATES AIR FORCE - 07/01/1998 - 06/30/1999** \$ 556

Joel Ann Berrigan; Student Financial Aid - Reserve Officer's Training Corps (ROTC) scholarship.

**UNITED STATES AIR FORCE - 08/28/1998 - 12/31/1998** \$ 7,727

Gary Beauvais; Wyoming Natural Diversity Database - Survey of the Preble's meadow jumping mouse.

**UNITED STATES AIR FORCE - 07/16/1998 - 04/30/1999** \$ 3,525

Walter Fertig; Wyoming Natural Diversity Database - Inventory the Colorado butterfly plant at F.E. Warren Air Force Base.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
04/14/1998 - 12/31/1998** \$ 10,000

Mark Miller/George Gill; Anthropology - Museum property inventory and curation.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
09/28/1998 - 12/31/1999** \$ 8,500

Ronald Hartman; Botany - Process Rocky Mountain herbarium backlog.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
08/05/1998 - 02/04/1999** \$ 15,000

William Reiners; Botany - Produce a prototype GIS-based decision support tool.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
09/24/1998 - 10/01/2001** \$ 50,000

Brent Breithaupt; Geology Museum - Red Gulch dinosaur tracksite.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
09/28/1998 - 05/31/2000** \$ 20,000

Walter Fertig; Wyoming Natural Diversity Database - Floristic data and information on public lands.

**UNITED STATES BUREAU OF LAND MANAGEMENT -  
07/01/1998 - 01/20/1999** \$ 4,500

Walter Fertig; Wyoming Natural Diversity Database - Rare plant data gathering and

mapping on public lands.

<b>UNITED STATES DEFENSE SPECIAL WEAPONS AGENCY - 10/06/1998 - 10/05/2001</b>	\$	152,790
Igor Morozov/Scott Smithson; Geology - Three-dimensional imaging of mantle velocity.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1997 - 09/30/1998</b>	\$	30,000
Steven Horn; Agriculture Dean's Office - Support for lab technicians.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 09/03/1998 - 09/30/1999</b>	\$	14,568
Mark Ferrell; Plant Sciences - Proper spring grazing strategy for perennial grasses established to replace leafy spurge.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 04/01/1995 - 03/31/2000</b>	\$	1,500
Michael Brewer; Renewable Resources - Population ecology and genetics of Russian Wheat Aphid on non-cultivated hosts.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 08/05/1998 - 08/04/1999</b>	\$	13,500
David Taylor; Agricultural and Applied Economics - Economic impact of Russian knapweed.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1997 - 09/30/1998</b>	\$	25,000
Elizabeth Williams; Veterinary Sciences - Surveillance for chronic wasting disease.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 08/01/1998 - 01/31/2002</b>	\$	33,000
Rollin Abernethy; Agriculture Dean's Office - Award program for recognition of excellence in teaching.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 08/01/1998 - 07/31/2001</b>	\$	164,250
John Nishio/Thomas Vogelmann; Botany - Biochemical gradients across leaves.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/21/1998 - 10/31/2000</b>	\$	49,995

Dennis Knight; Botany - Assess range of natural variability for Wyoming.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/01/1998 - 12/31/1998** \$ 8,000  
George Jones; Wyoming Natural Diversity Database - West fork of Little Bighorn River drainage.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/24/1998 -09/23/1999** \$ 66,954  
Mary Neighbours; Wyoming Natural Diversity Database - Fine filter assessment.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/20/1998 - 11/30/1998** \$ 1,000  
Gregory Hayward; Zoology - Vole response to landscapes.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/20/1998 - 11/30/1998** \$ 2,000  
Gregory Hayward; Zoology - Boreal owl dispersal.

**UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/01/1996 - 07/31/1999** \$ 3,000  
Steven Buskirk; Zoology - Forest fragmentation effects.

**UNITED STATES DEPARTMENT OF EDUCATION - 09/01/1998 - 08/31/1999** \$ 249,683  
Fuji Adachi; Student Educational Opportunity - Student support services program participants.

**UNITED STATES DEPARTMENT OF EDUCATION - 09/01/1998 - 08/31/1999** \$ 361,056  
Laura Bennett; Student Educational Opportunity - Educational opportunity centers program.

**UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1984 - Open** \$ 200  
John Nutter; Student Financial Aid - Pell grant administration.

**UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1998 - 06/30/1999** \$ 925,140  
John Nutter; Student Financial Aid - Pell grant funding.

**UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1998 - 09/30/1999** \$ 620,502

Thomas McVeigh; Wyoming Institute for Disabilities - New options in technology.

**UNITED STATES DEPARTMENT OF EDUCATION -** \$ 73,999  
**10/01/1998 - 09/30/1999**

Thomas McVeigh; Wyoming Institute for Disabilities - Sports and outdoor assistive recreation programs.

**UNITED STATES DEPARTMENT OF ENERGY -** \$ 50,000  
**09/15/1998 - 09/14/2001**

David Bell; Chemical and Petroleum Engineering - Supercritical solubility of explosive binders.

**UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 09/01/1998 - 08/31/1999** \$ 212,491

Tae Ji; Molecular Biology - Interactions and activation of the FSH receptor.

**UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 08/01/1998 - 07/31/1999** \$ 50,000

Kenneth Heinlein; Wyoming Institute for Disabilities - Head Start collaboration project.

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY -** \$ 7,931  
**08/26/1996 - 06/01/1999**

Dennis Knight; Botany - Graduate fellowship for Carolyn Meyer.

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY -** \$ 50,000  
**08/17/1998 - 08/16/1999**

Robert Champlin; Civil Engineering - Demonstration of state training.

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY -** \$ 25,000  
**08/15/1998 - 08/14/2000**

Michael Brewer/Eric Morrison; Renewable Resources - Alfalfa weevil pest management.

**UNITED STATES GEOLOGICAL SURVEY - 06/29/1998 - 05/31/1999** \$ 49,011

Stephen Jackson; Botany - Coastal wetlands of Lake Superior.

**UNITED STATES GEOLOGICAL SURVEY - 08/26/1997 - 12/31/1999** \$ 30,000

James Lovvorn; Zoology - Habitat viability analysis for eiders.

**UNITED STATES GEOLOGICAL SURVEY - 07/17/1998 - 09/30/2002** \$ 44,500

James Lovvorn; Zoology - Foraging ecology and environmental contaminants in migratory birds.

<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 01/17/1990 - 06/30/1999</b> Gabor Vali; Atmospheric Science - Stratospheric aerosol and gas experiment.	\$	13,000
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 09/01/1998 - 08/31/2000</b> Jeffrey Van Baalen; Computer Science - Intergovernment Personnel Act appointment.	\$	80,406
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 01/01/1994 - 09/15/1998</b> Jeffrey Van Baalen; Computer Science - Domain specific program synthesis systems.	\$	24,529
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 06/01/1996 - 05/31/1999</b> David Harker/Charles Woodward; Physics and Astronomy - Use mid-infrared spectrometer to study star formation regions and novae events.	\$	19,000
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 04/01/1997 - 03/31/1999</b> Steven Howell; Physics and Astronomy - Theoretical studies of binaries.	\$	10,347
<b>UNITED STATES NATIONAL ENDOWMENT FOR THE HUMANITIES - 09/01/1998 - 08/31/1999</b> Eric Sandeen; American Studies - A foundation course for university studies.	\$	23,818
<b>UNITED STATES NATIONAL ENDOWMENT FOR THE HUMANITIES - 05/01/1995 - 04/30/1999</b> George Frison/Mary Lou Larson/Marcel Kornfeld/David Rapson; Anthropology - Analysis and publication of the Hell Gap site investigation.	\$	15,000
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/26/1997 - 07/31/1998</b> Don Jarvis; Molecular Biology - N-glycosylation mechanism in insect cells.	\$	186,177
<b>UNITED STATES NATIONAL PARK SERVICE - 06/01/1998 - 05/30/1999</b> Audrey Shalinsky; Anthropology - Archeological inventory on the west side of the canyon to Fishing Bridge highway.	\$	36,336
<b>UNITED STATES NATIONAL PARK SERVICE -</b>	\$	20,000

**10/01/1998 - 09/30/1999**

Rich Olson/Barry Perryman; Renewable Resources - Validating monitoring protocol of prescribed fire effects on plant, bird, and small mammal communities.

**UNITED STATES NATIONAL PARK SERVICE -** \$ 12,000  
**09/01/1997 - 09/30/1999**

Stanley Anderson; Zoology - Yellowstone National Park bison monitoring project.

**UNITED STATES NATIONAL PARK SERVICE -** \$ 8,030  
**08/01/1998 - 06/30/1999**

Stanley Anderson; Zoology - Biosafety of Brucella abortus vaccine RB51 in nontarget species of birds and rodents.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 219,479  
**06/15/1998 - 08/31/2001**

Stephen Jackson/Kenneth Gerow; Botany - Late holocene expansion of Utah Juniper in Wyoming.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 1,000  
**08/01/1998 - 07/31/1999**

Cynthia Willson; Botany - Graduate research fellowship.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 52,731  
**08/01/1998 - 07/31/1999**

Edward Clennan/D. Scott Bohle/Suzanne Harris/Dean Roddick/Daniel Buttry; Chemistry - Purchase a high performance computer cluster.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 3,000  
**09/01/1998 - 02/29/2000**

David Jaeger; Chemistry - Symposium on novel surfactants.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 49,902  
**09/01/1998 - 08/31/1999**

Jeffrey Yarger; Chemistry - Building chemical intuition through virtual laboratories.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 112,500  
**09/15/1994 - 08/31/1999**

James Smith; Civil Engineering - Identification and mitigation of water quality impacts.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 63,898  
**08/01/1996 - 07/31/1999**

Neil Humphrey; Geology - Direct measurement of in-situ stress tensor.

<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/1998 - 02/28/1999</b>	\$ 200,000
Robert Morrison/Steven Gloss; Information Technology - A vBNS connection for the University of Wyoming.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 08/31/2001</b>	\$ 271,748
Donald Jarvis; Molecular Biology - Carbohydrate engineering for generating sialylated glycoproteins in insect cells.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/1998 - 07/31/2000</b>	\$ 200,000
Randolph Lewis/Cheryl Hayashi; Molecular Biology - Sequence variations in spider dragline silk proteins.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 08/31/2001</b>	\$ 335,000
Jeffrey Welker/Simon Poulson/James Drever/Stephen Jackson/George Vance/ E. Raymond Hunt/Robert Kelly/Thomas Vogelmann; Renewable Resources - Acquire a stable isotope facility to study terrestrial processes.	
<b>VARIOUS NURSING SCHOOLS - 02/22/1994 - Open</b>	\$ 4,800
Marcia Dale; Nursing - Development of nursing programs.	
<b>VARIOUS SPONSORS - 09/01/1994 - Open</b>	\$ 4,561
William Gribb/Linda Marston/Ronald Beiswenger; Geography and Recreation - National geographic alliance.	
<b>VARIOUS SPONSORS - 02/01/1994 - Open</b>	\$ 1,354
Duane Keown; Natural Science Program -Wyoming's conservation connection.	
<b>VARIOUS SPONSORS - 08/21/1998 - Open</b>	\$ 2,327
William Gern; Research Office - Conferences and workshops.	
<b>VARIOUS SPONSORS - 10/01/1997 - 09/30/1998</b>	\$ 3,085
Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers.	
<b>VARIOUS SPONSORS - 01/01/1997 - 07/31/1999</b>	\$ 8,500
Audie Blevins/Garth Massey; Sociology -Wyoming Indian needs determination survey.	

<b>VARIOUS SPONSORS - 07/01/1995 - Open</b>	\$	3,099
Keith Miller; Wyoming Institute for Disabilities - Behavioral assessment.		
<b>VARIOUS SPONSORS - 10/01/1998 - Open</b>	\$	120
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
<b>VARIOUS SPONSORS - 07/01/1998 - 08/31/1998</b>	\$	105
William Reiners; Wyoming Natural Diversity Database - Database user fees.		
<b>VETERANS OF FOREIGN WAR LADIES AUXILIARY - 07/01/1997 - Open</b>	\$	1,587
Clarence VILLEMEZ; Molecular Biology - Cancer research.		
<b>WAI TAT CHEMICAL MATERIALS COMPANY, LIMITED - 09/01/1998 - Open</b>	\$	60,000
Lewis Bagby; International Programs - Agricultural exchange program.		
<b>WASHINGTON STATE UNIVERSITY - 04/01/1997 - 03/31/2001</b>	\$	15,000
Stephen Miller; Plant Sciences - Integrated management for jointed goatgrass.		
<b>WASHINGTON STATE UNIVERSITY - 04/01/1997 - 03/31/2001</b>	\$	5,000
Stephen Miller; Plant Sciences - Influence of fallow tillage on jointed goatgrass.		
<b>WINROCK INTERNATIONAL - 08/01/1998 - 09/30/1998</b>	\$	33,100
Lewis Bagby; International Programs - Agricultural research in Turkey.		
<b>WOODS HOLE OCEANOGRAPHIC INSTITUTION - 08/01/1997 - 05/31/1999</b>	\$	62,900
W. Steven Holbrook; Geology - Seismic structure of Greenland Margin.		
<b>WORLD HEALTH ORGANIZATION - 11/01/1997 - 7/31/1999</b>	\$	18,860
D. Scott Bohle; Chemistry - Nitrosilating prodrugs as antimalarials.		
<b>WYOMING ARTS COUNCIL - 07/01/1998 - 08/31/1998</b>	\$	708
Sheryl Lain; English - Wyoming Writing Project summer workshops.		
<b>WYOMING ARTS COUNCIL - 07/01/1998 - 08/31/1998</b>	\$	3,000
Patricia Tate; Theatre and Dance - Snowy Range summer dance festival.		
<b>WYOMING BUSINESS COUNCIL - 08/01/1998 - 07/31/1999</b>	\$	125,000
Henry Heasler; Spatial Data and Visualization Center - Funding of the Spatial Data and Visualization Center.		

<b>WYOMING COMMUNITY FOUNDATION - 11/14/1997 - 12/31/1998</b>	\$	5,321
George Jones; Wyoming Natural Diversity Database - Revise natural community classification.		
<b>WYOMING COUNCIL FOR THE HUMANITIES - 08/18/1998 - 01/31/1999</b>	\$	1,695
Eric Sandeen/Brent Breithaupt; American Studies - Bone wars then and bone wars now.		
<b>WYOMING COUNCIL FOR THE HUMANITIES - 08/18/1998 - 10/31/1998</b>	\$	1,940
Lois Gelb; Arts and Sciences Dean's Office - Morning of courses.		
<b>WYOMING COUNCIL FOR THE HUMANITIES - 08/18/1998 - 11/15/1998</b>	\$	350
Klaus Hanson; Modern and Classical Languages - Ingo Schulze, young former East German writer, reads from his works.		
<b>WYOMING DEPARTMENT OF COMMERCE - 09/21/1998 - 12/11/1998</b>	\$	2,000
Audrey Shalinsky/Mark Miller; Anthropology - Archaeology intern program.		
<b>WYOMING DEPARTMENT OF EDUCATION - 07/01/1998 - 09/30/1999</b>	\$	25,000
William Gribb; Geography and Recreation - Create a central location for social studies education materials.		
<b>WYOMING DEPARTMENT OF EDUCATION - 07/15/1997 - 06/30/1998</b>	\$	25,000
Kent Becker; Leadership and Human Development - Chemical abuse research and education program.		
<b>WYOMING DEPARTMENT OF EDUCATION - 07/01/1998 - 06/30/1999</b>	\$	76,003
Donna Amstutz/Diana Stithem; Lifelong Learning and Instruction - Literacy resource center.		
<b>WYOMING DEPARTMENT OF EDUCATION - 10/01/1998 - 09/30/1999</b>	\$	36,727
Carol Bryant; Natural Science Program - Improve mathematics and science education.		
<b>WYOMING DEPARTMENT OF EDUCATION -</b>	\$	9,956

**10/01/1998 - 09/30/1999**

Judith Ellsworth/Peter Ellsworth; Natural Science Program - Improve mathematics and science education.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 44,709  
**10/01/1998 - 09/30/1999**

Margaret Hudson/Ed Paradis; Natural Science Program - Improve mathematics and science education.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 25,000  
**07/01/1998 - 09/30/1999**

Linda Hutchison; Natural Science Program - Advise on issues specific to implementation of content and performance standards in mathematics.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 25,252  
**10/01/1998 - 09/30/1999**

Patricia McClurg; Natural Science Program - Improve mathematics and science education.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 29,503  
**10/01/1998 - 09/30/1999**

Patricia McClurg/William Gribb/Alan Buss; Natural Science Program - Improve mathematics and science education.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 17,257  
**10/01/1998 - 09/30/1999**

Carl Reynolds; Natural Science Program - Improve mathematics and science education.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 25,000  
**07/01/1998 - 09/30/1999**

Joseph Stepans; Natural Science Program - Advise on issues specific to implementation of content and performance standards in science.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 25,000  
**07/01/1998 - 09/30/1999**

Rob Bennett; Student Educational Opportunity - Common core of knowledge and skills.

**WYOMING DEPARTMENT OF EDUCATION -** \$ 16,301  
**07/01/1998 - 06/30/1999**

Keith Miller; Wyoming Institute for Disabilities - New approach to parent/teacher support.

<b>WYOMING DEPARTMENT OF HEALTH - 08/28/1998 - 08/31/1999</b> Beverly Sullivan; Pharmacy - Diabetes patient care.	\$ 2,000
<b>WYOMING DEPARTMENT OF HEALTH - 07/01/1998 - 06/30/1999</b> Thomas McVeigh; Wyoming Institute for Disabilities - Support up-front data input and marketing efforts.	\$ 72,000
<b>WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/1998 - 09/30/1999</b> Corrine Sheaffer; Fleet Operations - The 1998-99 shuttle bus program.	\$ 63,634
<b>WYOMING DEPARTMENT OF TRANSPORTATION - 07/01/1998 - Open</b> Corrine Sheaffer; Fleet Operations - Capital supplement.	\$ 1,000
<b>WYOMING DEPARTMENT OF TRANSPORTATION - 09/03/1998 - 06/30/2000</b> Stanley Anderson; Zoology - Evaluation of flashing light animal sensing host.	\$ 42,216
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b> Stanley Anderson; Zoology - Wyoming wildlife research.	\$ 286,921
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b> Stanley Anderson; Zoology - Habitat studies in Wyoming.	\$ 330,767
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1992 - Open</b> Nancy Stanton; Zoology - Zoology faculty member awards.	\$ 26,340
<b>WYOMING MEDICAL CENTER - 07/01/1997 - Open</b> H. John Baldwin; Pharmacy - Clinical pharmacy services.	\$ 25,200
<b>WYOMING SAWMILLS, INCORPORATED - 09/01/1998 - 08/31/1999</b> Richard Schmidt; Civil Engineering - LamStud product development.	\$ 12,667
<b>XXSYS TECHNOLOGIES, INCORPORATED - 04/04/1996 - 06/30/1999</b> Donald Adams/Scott Coguill; Mechanical Engineering -Tensile testing of composite materials.	\$ 2,220
<b>YPF, S.A. - 06/01/1998 - 05/31/1999</b> Ronald Surdam; Institute for Energy Research - Anomalous gas accumulations in Neuquen Basin.	\$ 25,000

TOTAL - Contracts and grants approved August 13, 1998, through October 14, 1998.	\$ 8,590,093
TOTAL - Contracts and grants previously approved: 07/01/98 - 08/12/98                      9,542,531	<u>\$ 9,542,531</u>
<b>TOTAL - Contracts and grants approved July 1, 1998, through October 14, 1998.</b>	<b>\$18,132,624</b>

It was moved by Trustee Jorgensen and seconded by Trustee Bonner that contracts and grants in the amount of \$8,590,093 for the period August 13, 1998 through October 14, 1998 be approved. The motion carried.

**Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period July 1–September 30, 1998**

The following audits and related activities are in process:

- The comprehensive audit of NCAA compliance in the area of Student-Athlete Eligibility has been completed. The Athletic Department responses to the audit recommendations have been completed and are pending subject to the approval of the Athletic Planning Committee. The audit report will be issued when these responses are approved. This is the initial audit in a series of five annual audits that will cover all NCAA compliance areas.
- The audit of the University of Wyoming Alumni Association, Inc. is in progress for the year ending June 30, 1998.
- The audit of Cowboy Joe Club, Inc. is in progress for the year ending June 30, 1998.

- Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

Audit recommendations from the following audits have not been fully implemented:

- Campus-wide policies on documentation of business travel paid by IDR and documentation of business meals were recommended in an audit report that was issued in December of 1994. Changes to travel and business meal documentation will not be implemented until after the PeopleSoft Financial Management System has been implemented.
- The Telecommunications (accounts 0-26340, 0-26386, 0-26430, 0-74031, 0-93083) audit report was issued in April 1996. Recommendations will be fully implemented by July of 1999.
- The Moving Expense audit report was issued in April of 1997. Recommendations will not be fully implemented until after the PeopleSoft Financial Management System has been implemented.

The Faculty and Staff Insurance Holding Account (0-93010) audit was issued in July of 1998. Recommendations will not be fully implemented until non-exempt hourly paid employees that work at least 80 hours per month, but work less than 12 months are converted to be paid over 12 months. Employees will be converted as soon as possible with available resources.

**Insurance Broker and Risk Management Services Renewal**

The University received two responses to its Request for Proposal for Insurance Broker and Risk Management Services. The responses were received from: Arthur J. Gallagher & Co. – Denver (current broker) and Ed Murray & Sons of Cheyenne.

The two responding firms were invited to present proposals for Broker Services and for Property and Casualty insurance coverages. The University's market package was delivered to the respective firms on October 7, 1998. The due date for proposals is November 17, 1998.

A recommendation for Broker and Broker Services for the next five years, and insurance carrier for at least the 1999 – 2000 insurance year will be presented at the January 1999 meeting of the Board of Trustees.

**PERSONNEL COMMITTEE**

The Personnel Committee of the Trustees met on Friday, November 13, 1998 with Trustees Kepler serving as chair in Trustee Hammons' absence. Members in attendance were: Trustees Dave Bonner, Frosty Kepler, and Ron McCue.

It was moved by Trustee Kepler and seconded by Trustee Kirk that the items on the following pages be approved by the full board. Motion carried.

## **CHANGE IN REPORTING OF PERSONNEL ITEMS**

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

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

1. The President of the University is authorized to take final action to approve all full- and part-time appointments including gratis, adjunct, temporary and visiting appointments; leaves of absence including sabbatical leaves; promotions and administrative appointments below the level of dean of a college or its equivalent and shall report all such personnel actions to the

Trustees on a periodic basis.

2. The President of the University shall recommend for Trustee approval all probationary academic appointments and for the award of tenure or extended term contracts for faculty and academic professionals.

Trustee Kepler asked that this action item be tabled; Trustee McCue so moved; Trustee Bonner seconded. Motion carried.

### **Post Tenure Review**

During the committee meeting on November 13, 1998 it was moved by Trustee Bonner that this Item of Information be moved to an action item. This motion was seconded by Trustee Kirk. Motion carried.

Trustee Kepler noted post tenure review and so moved; Trustee McCue seconds. Trustee Kepler personally thanked all the members of the faculty and Faculty Senate for their work and cooperation on the post tenure review and requested that a letter be sent to the past four presidents of Faculty Senate thanking them for their time. Motion carried.

### **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

The Physical Plant and Equipment Committee met on Friday, November 13, 1998 with the following members present: Trustees Frosty Kepler, Chair; Pete Jorgensen, and

Jeri Kirk. Trustees Shelly Ritthaler and Tom Spicer were absent. The following was presented to the full board by Chairman Kepler:

**Selection of Architect for Fine Arts Studio Addition**

Following Trustee approval of the Fine Arts Addition at the May 8, 1998, meeting of the Board, the Facilities Planning Office advertised for professional design services. Four Wyoming design teams responded with statements of qualifications, which were due September 10, 1998.

The Fine Arts Planning Team evaluated each of the qualification statements and checked references. Their evaluation included consideration of the firm's experience and the experience of their consultants, their current workload and availability for this project, facilities they have completed and their previous University experience. All four firms appeared capable of completing a design commission. The Planning Team has made the following rank order recommendations based on its evaluation of qualifications that were submitted:

1. Malone Belton Abel P.C., Sheridan, Wyoming, in association with Performance Architecture;
2. Gordor/South Group, Casper, Wyoming; and
3. Quinn/Richardson/Kucera P.C., Lander, Wyoming.

The Planning Team would also like to acknowledge the submission from JGA Architects, Engineers and Planners of Powell, Wyoming.

It is recommended that the Trustees' Physical Plant and Equipment Committee recommend the Trustees of the University of Wyoming approve the

Planning Team's recommended rank order of design firms for negotiation of a design agreement for the Fine Arts Studio Addition.

Trustee Kepler noted the action item for selection of architect for Fine Arts Studio Addition and so moved; Trustee Kirk seconded. Motion carried.

### **Parking Report**

President Dubois noted the updated list in the parking packet to review the recommendations. We have a parking problem. We do have enough parking at UW. Both statements true. We need positive alternative to make the situation better. Lighting and security are issues that continue to be discussed as a definite need. UW administration and City of Laramie will visit to discuss one-way street proposals. A final set of parking recommendations will be presented to the Board in January.

### **Change Orders and Progress Reports**

Trustee Kepler noted the item for information on change orders and progress reports.

### **PROJECTS IN CONSTRUCTION**

#### **1. ADA Modifications 1998**

Contractor: Marshall Contracting Inc., Laramie, Wyoming

Bid Price \$798,159.59

Original Completion Date: Classroom Building – 21 August, 1998

Coe Library – 15 September, 1998

Knight Hall – 30 October, 1998

Present Completion Date: Classroom Building – 21 August, 1998

Coe Library – 15 September, 1998

Knight Hall – 30 October, 1998

Contract Substantial Completion Date: Classroom Building – 21 August, 1998

Coe Library – 15 September, 1998  
 Knight Hall – 30 October, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Admin.</b>	<b>Signage</b>
<b>Budget</b>	\$979,989.59	\$65,600.00	\$798,159.59	\$71,880.00	\$32,350.00	\$12,000.00
<b>Expend.</b>	\$612,541.02	\$59,040.00	\$535,807.00	\$4,968.33	\$12,725.69	-0-
<b>Obligate</b>	\$293,799.60	\$6,560.00	\$262,352.59	\$20,714.78	\$4,172.23	-0-
<b>Un-Obligate</b>	\$73,648.97	-0-	-0-	\$46,196.89	\$15,452.08	\$12,000.00

Remarks: Coe Library – Spaces adjacent to 1<sup>st</sup> and 3<sup>rd</sup> floor elevators are now occupied. The new fire alarm system should be finalized by 9 October 1998. Contractor is installing handicap ramp at front entrance. New store front is scheduled for shipment in mid November. The elevator cab was scheduled for shipment on 24 September, 1998.

Classroom Building – Fire alarm system has been tested and is operational. Toilet modification work has been accepted by UW. Interior door modifications are approximately 98% complete.

Knight Hall – Fire alarm system has been roughed-in. ADA modifications are approximately 98% complete.

**2. Centennial Complex Elevator Lobby Addition**

Architect: Malone, Belton Abel Architects. P.C., Sheridan Wyoming  
 Contractor: Spiegelberg Lumber & Building Company, Laramie, Wyoming  
 Bid Price: \$363,900.00  
 Original Completion Date: 4 September, 1998  
 Present Completion Date: 4 September, 1998  
 Contract Substantial Completion Date: 4 September, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Administrative</b>	<b>Security</b>
<b>Budget</b>	\$456,750.00	\$37,704.25	\$363,900.00	\$25,145.75	\$20,000.00	\$10,000.00
<b>Expended</b>	\$338,335.95	\$35,676.75	\$296,801.95	-0-	\$5,857.25	-0-
<b>Obligated</b>	\$75,069.47	\$2,028.00	\$64,236.05	-0-	\$3,205.42	\$5,600.00
<b>Un-Obligated</b>	\$43,345.08	-0-	\$2,862.00	\$25,145.75	\$10,937.33	\$4,400.00

Remarks: Glass for skylight is now on site. Contractor has two to three weeks interior completion work once skylight is in place.

**3. Student Union Elevator**

Architect: Malone Belton Abel, P. C., Sheridan Wyoming  
 Contractor: Arcon Inc., Laramie, Wyoming  
 Bid Price: \$274,000.00  
 Original Completion Date: 30 October, 1998  
 Present Completion Date: 30 October, 1998  
 Contract Substantial Completion Date: 30 October, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Administrative</b>	<b>Telephone Configuration</b>
<b>Budget</b>	\$371,100.00	\$36,000.00	\$274,000.00	\$27,400.00	\$13,700.00	\$20,000.00

<b>Expended</b>	\$262,666.50	\$33,840.00	\$216,724.00	\$8,016.81	\$4,085.69	-0-
<b>Obligated</b>	\$80,616.71	\$2,160.00	\$57,276.00	-0-	\$2,815.71	\$18,365.00
<b>Un-Obligated</b>	\$27,816.79	-0-	-0-	\$19,383.19	\$6,798.60	\$1,635.00

Remarks: Elevator is now in place and finish work in progressing. Project should be substantially complete by 30 October, 1998

**4. Renovation and Asbestos Abatement – Geology Department Library**

Architect: Gorder/South Group, Casper, Wyoming  
 Contractor: Renovation – Spiegelberg Lumber & Building Company, Laramie, Wyoming  
 Asbestos Abatement – DLM Incorporated, Denver Colorado  
 Bid Price: Renovation - \$54,900.00  
 Asbestos Abatement – \$34,480.00  
 Original Completion Date: Renovation – 29, January, 1999  
 Asbestos Abatement – 31, July, 1998  
 Present Completion Date: Renovation – 29 January, 1999  
 Asbestos Abatement – 7 August, 1998  
 Contract Substantial Completion Date: Renovation – 29 January, 1999  
 Asbestos Abatement – 7 August, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adm.</b>	<b>Furnishings</b>	<b>Signage Etc</b>
Budget	\$983,170.00	\$61,020.00	\$579,380.00	58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
Expended	\$219,242.77	\$61,020.00	\$136,920.00	\$11,107.00	\$10,195.77	-0-	-0-
Obligated	\$444,213.45	-0-	\$442,460.00	\$297.61	\$1,455.84	-0-	-0-
Un-obligated	\$319,713.78	-0-	-0-	\$46,595.39	\$17,318.39	\$250,000.00	\$5,800.00

Remarks: Demolition work is now complete. Electrical and plumbing rough-ins are in process as well as partitions being installed.

**5. Renovations to the Half Acre Gymnasium**

Architect: Gorder/South Group, Casper, Wyoming  
 Contractor: Arcon, Inc., Laramie, Wyoming  
 Bid Price: \$668,886.00  
 Original Completion Date: 11 December, 1998  
 Present Completion Date: 11 December, 1998  
 Contract Substantial Completion Date: 11 December, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adm.</b>	<b>Climbing Wall</b>	<b>Misc.</b>
Budget	\$856,400.00	\$87,500.00	\$668,886.00	\$55,354.00	\$25,820.00	\$15,000.00	\$3,840.00
Expended	\$89,912.01	\$86,298.00	-0-	\$785.00	\$2,829.01	-0-	-0-
Obligated	\$672,359.62	\$1,202.00	\$668,886.00	-0-	\$2,2271.62	-0-	-0-
Un-obligated	\$94,128.37	-0-	-0-	\$54,569.00	\$20,719.37	\$15,000.00	\$3,840.00

Remarks: Demolition has been completed. Electrical and plumbing rough-ins are process. Contractor is proceeding with erection of partitions.

**The following Change Orders are reported for the information of the Trustees.**

ADA Modifications 1998

**Change Order No.2**

Item 1	Classroom Building; Provided an ambient toilet and 2d floor Women's toilet.	Add:	\$3,358.66
Item 2	COE Library; Add horn/strobes on 4 <sup>th</sup> and 5 <sup>th</sup> floors.	Add:	\$3,337.05
Item 3	COE Library; Add junction box for telephone in basement.	Add:	\$180.77
Item 4	Knight Hall; Modify manhole in street between Knight and Ross Halls	Add:	\$1,834.85
Item 5	Classroom Building; Change panic hardware on 4 doors on 2 <sup>nd</sup> floor.	Add:	\$5,605.61
Item 6	COE Library; Change type of platform lift.	Deduct:	(\$1,000.00)
Item 7	COE Library; Delete ceiling & mechanical at 2 <sup>nd</sup> floor office, room 208	Deduct:	(\$555.97)
Item 8	Knight Hall; Additional asphalt paving between Knight and Ross Halls (\$1,583.00 to be paid by Physical Plant for work extending beyond Project's scope of work)	Add:	\$7,718.62
Item 9	Add expansion joint at disable parking area near Coe; add trench drain at walk north of Knight Hall.	Add:	\$2,979.59
Item 10	Classroom; Add four pull stations & misc. Changes to fire protection system.	Add:	\$3,408.05
Item 11	Classroom; Credit for replacing fuses damaged by Contractor.	Deduct:	(\$762.98)
Total Change Order No. 2		Add:	\$26,101.25

Statement of Contract Amount

Original Contract Amount	\$798,159.59
Total Change Order #1 - 2	+24,245.90
Adjusted Contract Price	\$822,405.49

Centennial Complex Elevator Lobby Addition  
 Change Order No. 1

Item 1	Provide and install one 3 inch zurn model 2-199 downspout nozzle	Add	\$321.00
Total Change Order No. 1		Add	\$321.00

Change Order No. 2

Item 1	Delete porcelain tile on lower lobby and upper lobby. On the lower level provide finished concrete with 5 ft. square scores to match existing. Upper lobby floor to be finished concrete, provide non-skid surface sealer on both floors to meet ADA requirements	Deduct	3,183.00
Total Change Order No. 2		Deduct	#3,183.00

Statement of Contract Amount

Original Contract Amount	\$363,900.00
Total Change Order #1 - 2	-2,862.00
Adjusted Contract Price	\$361,038.00

**Student Union Elevator**

Change Order No.2

Item 1	Delete 2" wasteline.	Deduct	(\$781.62)
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Item 2	Delete 3 5/8" metal studs, install 5/8" drywall on existing partition at rooms B5/B7	Deduct	(\$360.00)
Item 3	Paint north wall of room 315.	Add	\$116.00
Item 4	Provide Lee's carpet for third floor in lieu of specified carpet.	Add	\$1,353.00
Item 5	Arcon Insurance and Bonds for Items 1-4	Add	\$165.00
Item 6	Demo existing wall between Conference Rm. 203 and Branding Iron Rm. 207 and Conference Rm. 203	Add	\$2,007.00
Item 7	Install soffit and suspended ceiling in the area between Branding Iron Rm. 207 and Conference Rm. 203	Add	\$697.00
Item 8	Provide new light fixtures on the area between Branding Iron 207 and conference Rm. 203	Add	\$322.00
Item 9	Arcon Insurance and Bonds for Items 6-8	Add	\$106.00
Item 10	Change the fuse size in the disconnect switch and the subdistribution panel D-2. Change GFI circuit breaker to non-GFI.	Add	\$280.00
Item 11	Repair and replace control air lines	Add	\$544.00
	Total Change Order No. 2	Add	\$4,448.38

Statement of Contract Amount

Original Contract Amount	\$274,000.00
Total Change Order #1 - 2	<u>+8,016.81</u>
Adjusted Contract Price	\$282,016.81

**Renovations to the Half Acre Gymnasium**

Change Order No. 1

Item 1	Field fabricate plenum for north basement heating and ventilation.	Deduct	(\$1,049.00)
Item 2	Leave single steam valves for heating and ventilation units for the pool, infield, and locker room.	Deduct	(\$1,609.00)
Item 3	Eliminate the vestibule	Deduct	(\$6,266.00)
Item 4	Delete the sound system	Deduct	(\$14,564.00)
Item 5	Delete new electrical panels NA 5 and NA 6 per items "a" through "j"	Deduct	(\$9,626.00)
	Total Change Order No.1	Deduct	(\$33,114.00)

Statement of Contract Amount

Original Contract Amount	\$702,000.00
Total Change Order #1 - 2	<u>-33,114.00</u>
Adjusted Contract Price	\$668,886.00

**Year 2000 IT Compliance Update**

**Division Of Information Technology**

- Overview The University of Wyoming can feel comfortable with the status of our mission critical systems relative to year 2000 concerns. The Information Technology (IT) department of Information Services (DIS) has successfully completed the year 2000 projects for the Student Information System (SIS) and Human Resource System (HRS) in addition to replacing the legacy financial system with a new PeopleSoft financial system (PISTOL). The new Alumni/Development system, BSR Advance Client Server, recently went into production with its second component – Prospect Tracking.
- Table 1 identifies the current status of the IT supported systems.
- Hardware We continue to investigate potential year 2000 issues with critical administrative hardware. The touch-tone registration hardware is not year 2000 compliant and a project is currently planned to replace the hardware.
- What's Remaining There are three remaining year 2000 projects – upgrade the IDMS database to version 14.0, replace the current touch-tone registration hardware, and complete the final two components of the BSR Advance Client Server system (Gifts and Membership). The BSR Advance Client Server implementation has been delayed due to resource turnover; the anticipated completion is early 1999. The financial information in the legacy financial system will migrate to a data warehouse.
- The Budget Prep, Time Management System and Budget Balance Available (BBA) replacement/rewrite projects are tightly coupled with the PeopleSoft projects. The PeopleSoft project teams are considering whether these applications will be replaced by the PeopleSoft applications. If the applications are not substituted, the replacement projects will be submitted to Institutional Administrative Technology Advisory Committee (IATAC) for prioritization with other project requests.
- Research and The extent and areas of potential impact continues to unfold

Departmental Systems as we move closer to the next millennium. As previously stated, departments across campus are responsible for ensuring their equipment and systems are year 2000 compliant. We strongly urge researchers to collaborate with colleagues at other institutions regarding specialized equipment and systems. Year 2000 has many implications for department and research level computing such as department and research applications, lab equipment, office equipment, desktop software, spreadsheets and desktop hardware.

DIS is assisting several departments in evaluating replacement departmental systems including the Housing system and Physical Plant's Work Order System. DIS will assist in the migration of the School of Extended Studies to the Student Information System.

In addition to our internal campus concerns, departments should be assessing year 2000 compliance of their key suppliers and external entities that they deal with on a daily basis. The failure of these outside entities could seriously impact the functions of the university.

Year 2000 Testing Information Services has submitted a proposal to the Institutional Administrative Technology Advisory Committee (IATAC) for year 2000 testing. The purpose of the Year 2000 Testing project is to verify that all parts of our mission critical systems work together for dates before, on and after 1/1/2000, and that nothing significant has been overlooked. IATAC is in the process of reviewing submissions and will recommend projects based on importance to the institution and available resources.

Year 2000 Awareness Campaign Information Technology is nearing completion on the development of a year 2000 awareness campaign for campus. The UW focused year 2000 web site will be rolled out in conjunction with a series of seminars and publication in 4Q98.

Table 1: UW Centrally Support Systems

	<i>Year 2000 Strategy</i>	VII Vendor	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u>Current Status</u>

<b>OPERATING SYSTEMS AND DATABASES:</b>					
<i>Solaris</i>	None required	SUN		Yes	
<i>MVS OS/390</i>	Vendor update	IBM	11/97	Yes	Complete
<i>IDMS</i>	<b>Vendor upgrade</b>	<b>Computer Associates</b>	VERSION 14.X 2Q99	<b>No</b>	<b>On schedule</b>
<i>Oracle</i>	None required	Oracle		Yes	
<i>Sybase</i>	None required	Sybase		Yes	
<b>CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:</b>					
<i>Financials (FRS)</i>	Replaced by PeopleSoft	Pinnacle	2/98 A/P and Purchasing 7/98 General Ledger	Yes	Complete
<i>Human Resources (HRS)</i>	Phase 1: Vendor update and rewrite UW Modifications	Pinnacle & UW	11/98	Yes	Complete
	Phase 2: Replace by PeopleSoft		4Q99	Yes	Delayed due to software upgrade
<i>Student Information System (SIS)</i>	Vendor updates and rewrite UW modifications	Pinnacle & UW	10/96 Admissions 6/97 Student Records 12/97 Registration 5/98 OnCourse 6/98 Billing/Receivables 6/98 Voice Response 10/98 Financial Aid	Yes Yes Yes Yes Yes Yes Yes	Complete Complete Complete Complete Complete Complete Complete
<i>Advancement Services System (BSR)</i>	<b>Replacement</b>	<b>Business Systems Resources</b>	<b>12/98</b>	<b>No</b>	Delayed due to resource turnover
<i>Budget Prep</i>	<b>Rewrite</b>	<b>UW</b>	<b>1999</b>	<b>No</b>	<b>Submit to IATAC</b>
<i>Budget Balance Available (BBA)</i>	<b>Rewrite</b>	<b>UW</b>	<b>1999</b>	<b>No</b>	<b>Submit to IATAC</b>
<i>Time Management System</i>	<b>Rewrite</b>	<b>UW</b>	<b>Unknown</b>	<b>unknown</b>	<b>Purchased PS Time and Labor module</b>
<i>Pooled Investments</i>	Rewrite in conjunction with PeopleSoft financials	UW	7/98	Yes	Complete
<b>DATA AND TELEPHONE SYSTEMS:</b>					
<i>UW Data Network</i>	Vendor Update	Cisco	6/98	Yes	Complete
<i>UW Telephone System (PBX)</i>	Vendor Update	NorTel	3/98	Yes	Complete

Overview

The Division of Administration and Finance has recently launched an aggressive campaign to determine where the division is at with respect to its readiness for the year 2000. While many departments within the division have been working on various aspects of the year 2000 problem, the division as a whole has not until recently started working on a unified effort to solve the problem. The division realizes that the year 2000 is not merely a problem with computers and their associated processes but that it is also largely a business issue. We are therefore looking not only at items close to home but we are also studying how external entities and the effects of their year 2000 readiness or lack thereof will affect the division.

At this point we have identified a variety of items that will be affected by the year 2000. Some of these have been brought up to full compliancy while others are still being tested and/or remedied.

Table 1 (below) lists the items *currently* identified and their respective statuses.

Progress to  
Date

As we make more progress in identifying and fixing potential year 2000 problems we discover that there is more and more to take care of. It is apparent that we must do more to bring about a level of awareness within our division which will lend itself to properly addressing the many facets of the year 2000 problem. We have distributed surveys within the division and have put together a database to identify and track our progress on all known problems. We have also attempted to identify those problems that will have a significant impact on the university if they do not become year 2000 ready.

Systems and  
Software

The many departments within the Division of Administration and Finance represent a varied and diverse collection of different systems and software. Many of these systems have already been updated or are in the process of either being updated or replaced with systems that are year 2000 compliant. Systems such as the CASHNET system and the Oracle database which houses our EIS system are undergoing or have completed necessary modification while other systems such as Physical Plant's Work Order System and Property's asset management system ("AREV") are

being replaced by new systems that are year 2000 compliant.

There are also, however, some systems which have not yet been addressed due to either their lower perceived impact if not year 2000 compliant or a lack of response from the associated vendors.

#### Hardware

There is likewise a wide assortment of "hardware" within the division. Not only are there a number of different types of computer systems, but there are also other pieces of "hardware" within the division that rely on embedded micro-chips that may also be at risk.

The division recently purchased and distributed over 90 new PC's in order to replace all PC's within the division which had BIOS's that were not year 2000 compliant.

The Physical Plant has completed extensive testing on the numerous elevators, control systems, pumps and fire alarms around campus. Many of these items are year 2000 compliant and those that aren't (mainly fire alarms) are presently being upgraded with new chips to make them so.

Likewise there are also some systems, such as the Landis Gyr Heating and Ventilation system, that Physical Plant is just beginning to work with the vendors on determining year 2000 compliancy.

Other departments within the division, such as Auxiliary Enterprises and Cashiers, are also working with vendors on determining and correcting year 2000 problems with some of their systems (such as Fuel Rite and CASHNET).

Other hardware such as fax machines, photocopiers, telephones, televisions, VCRs and other high-tech equipment is also being tested throughout the different departments.

#### Outside Influences

Even if the University of Wyoming and its various departments can meet the January 1, 2000 deadline, there are still numerous entities with which we deal whose own year 2000 compliancy could seriously affect the university.

The numerous banks and other financial institutions that we deal with on a daily basis must be evaluated to determine if

they will be ready for year 2000 and if not how that will affect us.

Likewise, the utility companies that supply us with such basic resources as electricity and phone service also need to be evaluated. Pacific Power is on track to be year 2000 compliant by the summer of 1999 – however, the electric utility grid that feeds our nation the bulk of its electricity could fail if other power companies are not ready by January 1, 2000. Situations such as this need to be identified and planned for if they are deemed to have a significant enough impact on our institution.

One other unpleasant issue that we should also pay attention to is the certain release of date-triggered computer viruses. Here again, the level of impact should be determined and necessary steps taken to alleviate harm. We are especially at risk due to the fact that we heavily use Microsoft's "Word" and "Excel" programs, both of which are currently the favorite targets for virus writers due to their very flexible macro languages.

The majority of PC's within the Division of Administration and Finance do have virus scanning software installed on them, but much of it is out of date. We will need to continue to update virus definition files on our PC's as the year 2000 approaches.

**Table 1: Administration and Finance Year 2000 Issues**

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
<b>OPERATING SYSTEMS AND DATABASES:</b>						
<b>SCO Unix 3.2.4.2</b>	Cashiers	Vendor upgrade to version 3.2.5.X	Informed Decisions	unknown	No	Unknown
<i>Informix</i>	Cashiers	Vendor update	Informed Decisions	unknown	No	Unknown
<i>Dataflex 2.3</i>	Student Financial Operations	Vendor upgrade	Data Access	unknown	No	Unknown
<i>Oracle 7.3.3</i>	Budget Office	None required	Oracle		Yes	
<i>HP Unix</i>	ID Office	Apply patches	Hewlett Packard	2/99	Yes with minor issues	On schedule
<i>Unix ??</i>	Duplicating	Leased equipment – 2 servers			No	
<i>Windows 95a, b &amp; c</i>		Apply patches	Microsoft	1Q99	Yes with minor issues	On schedule
<i>Windows NT 3.5x Server/Workstation</i>	Duplicating	Upgrade	Microsoft		No	
<i>Windows NT 4.0 Workstation</i>		Apply patches	Microsoft	1Q99	Yes with minor issues	On schedule
<i>Windows NT 4.0 Server</i>	Budget Office	Apply patches and/or upgrades as suggested by vendor	Microsoft	3Q99	Unknown	Waiting on vendor
<i>Novell 3.11</i>	NOTE: this is used extensively throughout the division	Replace property system with PeopleSoft's Asset Management package	Novell		No	Behind schedule?
<i>FilePro (chemical inventory/hazmats)</i>	Environmental Health and Safety	Unknown	Unsupported	1Q99	No	Unknown
<i>AIX Server</i>	Bookstore				No	
<i>OS2 Server</i>	Bookstore		IBM		No	
<i>SQL Server 6.5</i>	Budget Office	Apply service pack 5 when available	Microsoft	1Q99	Yes with minor issues	On schedule
<b>SOFTWARE AND APPLICATIONS:</b>						
<i>Advanced REVelation</i>	Property	Replace with PeopleSoft's Asset Management system			No	Behind schedule?
<i>CASHNET</i>	Cashiers	Apply vendor supplied upgrade	Informed Decisions	2Q98	Yes	Completed
<i>PeachTree Accounting</i>	Fleet Operations Housing Food Service Auxiliary Ent-Directors Office Bookstore Vending	Version upgrade	PeachTree	1Q98	No	On schedule
<i>PostalSoft</i>	Bulk Mail	Test for compliancy			Yes	Completed
<i>Facilities Management System</i>	Facilities Planning	Is OK.			Yes	Completed
<i>Facilities Inventory System</i>	Facilities Planning	PC stuff OK, Mainframe database needs moved to new platform – use new		7/99	No	On Schedule

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		WOS that Physical Plant is pursuing				
<b>MAS 90 Accounting</b>	Duplicating	Replace with PeachTree (Analysis in progress)			No	Unknown
<b>Fuel Rite</b>	Fleet Operations	Find replacement?			No	Unknown
<b>Reservation System (Fleet Operations)</b>	Fleet Operations	Rewrite and port to Access	UW	2Q98	No	On schedule
<b>Dbase x</b>	Licensing Bulk Mail Photo Service	Replace with MS Access	Ashton Tate		No	
<b>Lotus</b>	Duplicating				No	
<b>RipMate Software</b>	Duplicating	Upgrade			No	
<b>FrontPage 97</b>		Upgrade version to FrontPage 98	Microsoft	4Q99	No	On schedule
<b>Microsoft Office 4.x</b>		Upgrade version to Office 97	Microsoft	4Q98	No	On schedule
<b>PointCount</b>	Human Resources	Unknown	Mercer		Unknown	
<b>Time Card System</b>	Human Resources	Unknown			Unknown	
<b>Kraftlink</b>	Food Service	Unknown – no vendor response	Kraft		Unknown	
<b>Winstar</b>	Food Service	Upgrade to new version			No	Unknown
<b>C-Board</b>	Food Service	Apply upgrade when it becomes available			No	Waiting on vendor
<b>OPTIM 4.89 ID system</b>	ID Office	Apply vendor supplied upgrades to v 4.9	AT&T	2Q99	No	On schedule
<b>DataCard</b>	ID Office	Conducting Testing		5/99	No	On schedule
<b>RasterPlus</b>	PhotoService	Unknown			Unknown	
<b>LFR System</b>	Photo Service	Unknown			Unknown	
<b>Nebraska Book System</b>	Book Store	Unknown – waiting on vendor – 10/13/98 OK!			Yes	Completed
<b>Textbook software</b>	Bookstore	Unknown			Unknown	
<b>Credit Card System</b>	Bookstore	Unknown			Unknown	Unknown
<b>CMS Software</b>	Mail Room	No upgrade available			No	Unknown
<b>Scheduler Plus Reservation Software</b>	Union	None required	CEO software	1Q98	Yes	Completed
<b>Cheyenne ARC Serve 6.0 Tape Backup</b>	Budget Office	None required	Computer Associates	3Q98	Yes	Completed
<b>Work Order System (WOS)</b>	Physical Plant	Replace with Y2K compliant system	UW	7/99	No	RFP for new software is active with submittals due 10/98
<b>Carillon</b>	Union	None required			Yes	Completed
<b>Washer/Dryer programming software</b>	Vending	Contact vendors			Unknown	
<b>FRS</b>		Work with IT to replace with PeopleSoft	Pinnacle	2/98 AP/ Purchasing 7/98 General Ledger	Yes	Completed
<b>HRS</b>		Work with IT to apply vendor/UW mods until replaced by PeopleSoft	Pinnacle & UW	11/98 4Q99	No	On schedule On schedule
<b>BBA</b>		IT will rewrite	UW	1999	No	Submit to IATAC

<b>Budget Prep</b>		IT will rewrite	UW	1999	No	Submit to IATAC
<b>VSL</b>		Work with IT	UW		No	
<b>Internet Server 3.0</b>		Apply patches when available from vendor	Microsoft	3Q99	Unknown	Waiting on vendor to finish testing
<b>Microsoft Office 95/97</b>		Apply patches as supplied by vendor	Microsoft	4Q98	Yes with minor issues	On schedule
<b>HARDWARE:</b>						
<b>486 based PC's</b>		Upgrade BIOS or replace with pentium class machine	Gateway & others	1Q99	No	On schedule
<b>Pentium based PC's</b>		None required	Gateway & others		Yes	Complete
<b>McIntosh PC's</b>	Union Graphics		Apple		Unknown	
<b>COMPAQ Proliant 5000 (SHOTGUN)</b>	Budget Office	Determine if RTC chip is compliant or not	COMPAQ	4Q98	Unknown	
<b>G6/233 (DURANGO)</b>	Budget Office	None required	Gateway		Yes	Complete
<b>4DX2-66E (OM2)</b>	Budget Office	Retire and move asset management to PeopleSoft	Gateway		No	Behind schedule?
<b>Card Readers</b>	Bookstore	Unknown			Unknown	
<b>Bar Code Scanners</b>	Bookstore	Unknown			Unknown	
<b>Cash Registers</b>	Bookstore	Unknown			Unknown	
<b>Scale</b>	Mail Room	None required	Pitney Bowes		Yes	Complete
<b>Postage Meters</b>	Mail Room	None required	Pitney Bowes		Yes	Complete
<b>COMPAQ Server (CASHIERS)</b>	Cashiers	Determine if hardware is compatible or not	COMPAQ	4Q98	Unknown	
<b>Pumps &amp; digital/programmable controls</b>	Physical Plant	Test for Y2K compliancy		4Q98	Yes	Complete
<b>Fire Alarms</b>	Physical Plant	Replace non-compliant chips with compliant ones		4Q98	No	On schedule
<b>Elevators</b>	Physical Plannt	Test for Y2K compliancy		4Q98	Yes	Complete
<b>Liquid Scintillation Counter</b>	Environmental Health and Safety	Conduct testing	Beckman		Yes	Complete
<b>Televisions</b>	Human Resources – Training	Unknown			Unknown	
<b>VCRs</b>	Human Resource – Training	Unknown			Unknown	
<b>Photocopiers</b>		Run Y2K tests		2Q99	Unknown	Most have been tested and are Y2K compliant or will be replaced by ones that are
<b>Facsimile Machines</b>		Run Y2K tests		2Q99	Uknown	Most have been tested and are Y2K compliant
<b>Telephones</b>		Telecomm conducted tests			Yes	Completed
<b>Washers &amp; Dryers</b>	Vending				Unknown	

<i>Vending Machines</i>	Vending	Contact vendors			Unknown	
<i>Cash Registers</i>	Union Bookstore	Run Y2K tests			Unknown	Ticket Office has tested theirs and it's Y2K compliant
<i>Landis Gyr System 600 (Heating &amp; Ventilation)</i>	Physical Plant	Work with vendor to determine what needs to be done	Landis Gyr		Unknown	Have started working with vendor
<b>EXTERNAL ITEMS:</b>						
<i>Computer Viruses</i>		Install necessary virus protection software and updates		3Q99	Unknown	On schedule
<i>Electricity</i>		Come up with contingency plan in case of power outage	Pacific Power		Unknown	Pacific Power is on schedule to complete their revisions by 2Q99
<i>PageOne Paging System</i>	Housing	Work with vendor to determine what needs to be done	PageOne		Yes	Completed

A report was made by Vice President Aylward on Year 2000 computer compliance. All major applications are now Y2K compliant. We have the luxury of having major obstacles out of the way. Administration and Finance have aggressively addressed division needs, and have a year to work on these. Board of Trustees requested a bi-monthly report on compliance with changes noted.

**INVESTMENT COMMITTEE**

The Investment Committee met on Friday, November 13, 1998 with the following members present: Trustee Hank True, chair. Trustees Debbie Hammons and Tom Spicer were absent. Chairman True presented the following to the full board:

**Policy Revision**

On September 23, 1998 the Investment Committee met with its investment advisor, John Vann and with each of the money managers handling endowment

investments. During the business meeting of the Committee, the University Investment Policy was reviewed. One issue raised during the review of the policy concerned the language in Section IV of the document detailing a \$10 million cap on the funds that would be placed with any single manager. The Committee suggested that this language be revised to reflect a percentage of total funds limitation rather than a specific dollar amount.

It is recommended by the Investment Committee that the Board of Trustees of the University of Wyoming approve revision of the Investment Policy as has been outlined below.

Investment Policy of the University of Wyoming

Reviewed by Investment Committee: September 23, 1998

Revised: (DATE)

## I. Introduction

### A. Purpose

The Investment Policy of the University of Wyoming establishes the general guidelines and procedures for the investment of University funds. It is not the purpose of this document to specify the details of every situation nor to set forth specific short term goals. The policy relates primarily to endowment funds and long term investment practices, and is supplemented annually with discussion of market predictions and short term goals, including return targets.

This policy is established by the University Board of Trustees (Board) to guide the Board, its Investment Committee (Committee), and the University administration in the process of fund investment. The Board retains the right to make decisions contrary to this policy, when such decisions are deemed to be in the best interests of the University. The Board also retains the right to accept and administer donated funds or property with donor restrictions contrary to this policy.

A summary of responsibilities and authority is contained in section VII below.

#### B. Social Responsibility

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

#### C. Use of Managers and Advisors

It is the policy of the Board to invest funds through a combination of the University's Manager of Taxes and Investments (University Investment Manager) and externally contracted, professional investment managers selected by the Board. Portfolios managed by the University (internal) include fixed income, low risk, federally guaranteed or insured instruments only. Portfolios managed by contracted managers (external) include instruments appropriate to the style of each manager.

It is also the policy of the Board to contract with an independent investment advisor or performance evaluation service. The Board determines, and periodically reviews, the level of services desired.

### II. Invested Funds

#### A. Endowment Funds

Endowment funds are defined as funds received from a donor with the restriction that the original principal is not expendable. These funds commonly carry a restriction regarding the use of the earnings, which might apply to specific programs or student scholarships. These funds are fully invested by the University, regardless of the balance. Accounts with continuing balances of less than five thousand dollars (\$5,000). however, are considered by the Board for consolidation with other endowments of a similar nature, if donor restrictions allow.

#### B. Term Endowment Funds

Term endowment funds are defined as funds for which the donor stipulates that the principal may be expended after a stated period or upon the occurrence of a certain event. Such funds are treated in the same manner as endowment funds until expiration of the stipulated term, when the Board

determines future treatment in accordance with the donor's wishes and University priorities.

#### C. Funds Functioning as Endowment (Quasi-Endowment Funds)

Quasi-endowment funds are defined as funds established by the governing board to function as an endowment fund, but expendable at the discretion of the board. These funds are invested in a like manner to endowment funds if a minimum balance of five thousand dollars (\$5,000) is kept on deposit for at least one year. Quasi-endowment funds can be established by college or equivalent units, as well as by the Board, and invested at the request of the unit administrator, with the same balance and time restrictions.

#### D. Other Invested Funds

In the following instances, funds other than endowment are invested by the University's Investment Manager, in a combination of fixed-income, minimal risk instruments and money market funds.

Departmental gift and endowment income funds are invested at departmental request and earnings are directed to the accounts invested, provided a minimum balance of five thousand dollars (\$5,000) is guaranteed for at least one year.

Bond proceeds and construction funds are fully invested in accordance with resolutions, contracts and payment schedules. Earnings are deposited to the relevant bond or construction accounts, with consideration given to applicable federal arbitrage regulations.

Other operating funds are invested in accordance with overall operating and liquidity needs, and earnings are accounted for as general University income. Amounts to be invested are determined daily by the University's Investment Manager.

#### E. APHEC

The University administration invests funds held for the Advanced Payment of Higher Education Costs program (APHEC) in accordance with Wyoming law and the regulations of the APHEC governing board.

#### F. Administrative Fee

A one percent (1%) fee is assessed annually, in July, on the endowment base amount defined in section V.A. below. The fee is not assessed on

accounts established during the previous fiscal year. The proceeds from this fee are deposited to general University income and earmarked for administrative expenses and support of development efforts.

### III. Long-Term Objectives

#### A. Summary

The long-term investment goals for the University endowments include the following primary goals:

1. Achieve the objectives of the donors;
2. Protect the assets from excessive risk;
3. Achieve a total return which provides program income (yield) and allows for growth of the endowment; and
4. Preserve the purchasing power of both the principal and the income

These goals dictate a policy which includes a range of investment instruments and philosophies, balancing yield, growth, and manageable risk.

#### B. Donor Objectives

The University desires to make every effort to administer endowment funds in such a way as to achieve the long term goals of the donors and the University. Potential conflicts are resolved by the Board before acceptance of a gift, and conflicts that arise over time are resolved through best faith efforts by the Board, after consideration of all factors.

#### C. Protect the Assets

The investment goal of the University is to earn an acceptable rate of return without subjecting endowment funds to significant risk of loss in the long term. It is expected that equity investments are selected so that any short term losses are more than offset by gains, and that no investment practices place a greater emphasis on return than on the protection of principal against erosion from excessive investment risks.

#### D. Total Return

Return on investment is measured in terms of total return, the combination of income (yield) and principal appreciation (growth). Yield is necessary to provide spendable return for program operations, and growth is necessary to provide continually increasing amounts of spendable return over the long

term. The spendable return provisions discussed in section V below and the administrative fee provisions of section II require that an average five and one-half percent (5.5%) return be available annually.

#### E. Preserve Purchasing Power

To preserve purchasing power of both principal and income, it is necessary that endowments grow at a rate equal to or greater than inflation, in order that income levels increase accordingly. It is expected that over the long term, investment practices will result in an average annual total return rate at least equal to the inflation rate plus the spendable return rate (5.5%).

### IV. Asset Allocation

#### A. Diversification

In order to minimize the risk of damaging fluctuations in any area of the market, investments are diversified among cash, fixed income, variable income and equity instruments. An annual Board discussion is held concerning market trends to determine continuing appropriateness of diversification policy.

No more than twenty percent (20%) of the total investment in equities can be concentrated in any one market segment or industry. The amount invested in any one company cannot exceed three percent (3%) of the total amount of company stock issued.

#### B. Portfolio Philosophy

~~Total endowments are combined into one portfolio, which is subdivided into no less than three separate components, or investment portfolios, each with a value of no more than ten million dollars (\$10,000,000). One portfolio is managed internally, by the University Investment Manager, and the others by external Investment Managers. The relative size of the portfolios is adjusted in the long term according to the relative strength of different markets and investment styles.~~

**Total endowments are combined into one portfolio, which is subdivided into no less than three separate components or investment portfolios: One portfolio is managed internally, by the University Investment Manager, and the others by external Investment Managers. The relative size of the portfolios is adjusted in the long term according to the relative strength of different markets and investment styles. With the exception of the fixed income portion no single investment manager**

**shall be responsible for more than twenty five percent (25%) of the total endowment fund.**

#### C. Account Valuation

All endowment funds are pooled for investment purposes, unless otherwise restricted by the donor. Accounting systems are maintained to allocate returns to the separate accounts.

Allocations are made by means of unit valuation. At the end of each month, the total pool is evaluated and a unit value calculated, based on the number of shares assigned to each endowment account. Earnings distributed from the various portfolios are allocated to each account according to the number of shares allocated. All endowments accordingly share in the earnings, gains and losses of all portfolios. New accounts are added to the pool only on the first of a month, and allocated a number of shares based on the designated unit value at that time.

Other invested funds are pooled separately, invested internally and accounted for in a like manner.

#### V. Spendable Return Allocation

##### A. Allocations

The spendable return allocated each year for program support amounts to four and one-half percent (4.5%) of the endowment base amount. The base amount is calculated in April of each year and is the average (mean) of the March 31 market values for the current year and the two years immediately preceding. By allocating spendable amounts in this way, total return is recognized for spending purposes. It is anticipated that allowing four and one-half percent (4.5%) to be expended also allows for adequate growth in the principal amounts. Any portion of yield not allocated for spending is re-invested with principal amounts.

##### B. Administrative Processes

Spendable return allocations are determined in April of each year for the subsequent fiscal year. For those accounts requiring Board approved budgets, the recommendations are taken to the Investment Committee and Board in the May meeting.

One twelfth (1/12) of the allocated amount is distributed to the accounts each month. No distribution or allocation is made for new endowments

established, or for amounts added to an existing account, during the fiscal year.

## VI. Performance Evaluation and Reporting

### A. Portfolio Evaluation

Portfolio performance is measured in various ways. One measure of performance is comparison to appropriate market indexes of the relevant type of investment instruments. Primary indexes used are the Dow Jones Industrial Average, Standard and Poor's 500 Stocks, and the Lehman Brothers Government Bond Index. Other indexes are used as appropriate.

Another assessment of performance is the annual NACUBO Endowment Study (National Association of College and University Business Officers), which compares relevant investment data for hundreds of colleges and universities.

Contracted evaluation services are used, at the Board's discretion, through the use of an investment advisor or an independent evaluation service.

Performance data is kept for quarterly, annual, five year and ten year periods, when applicable. It is expected that long term performance of all portfolios should compare favorably with the relevant performance methods.

### B. External Manager/Advisor Evaluation and Selection

The services of external investment managers and advisors are obtained through contracts. Among other provisions, the contracts include arrangements for quarterly and annual reports of performance and pertinent market analysis. In addition to the portfolio performance evaluations discussed above, the performance of external managers is compared with the performance of other managers with similar styles.

Managers are selected by the Board upon recommendation of the Investment Committee. The Investment Committee hears presentations of a prospective manager or selected group of prospective managers and makes recommendations based on a set of pre-determined criteria, including investment style, demonstrated performance, offered services, and fees. The Board retains the right to review the performance of or replace any external manager at any time, given notice appropriate to the contractual arrangements.

### C. Reporting

Performance reports are supplied to the Board at the first meeting following the end of each quarter, if time allows. If a meeting falls too close to the end of a quarter to prepare the pertinent reports, they are supplied at the following meeting. Annual discussions are held with managers and/or advisors.

Reports contain portfolio descriptions, account balances, and performance measures, where available and applicable. Annual reports discuss long term performance, market trends, and predictions.

### D. Investment Files

Endowment investment files are maintained in the office of the ~~University Director of Financial Services~~ **Associate Vice President for Administration and Finance** (Controller), and include the following detail, if available:

1. Basic donor biographical information;
2. Donation date;
3. Amounts of original donation and any additions;
4. Name, number and type of account established;
5. Restrictions placed on the use of earnings and the source of the restrictions, whether donor, Board, or other;
6. Any limitations on investment instruments;
7. Any Board action taken relative to the account; and
8. Relevant notes.

Information from these files is available to the Board on request.

## VII. Authority and Responsibilities

### A. Board of Trustees

The Board of Trustees is responsible for approval of policy and the selection of external managers and advisors in accordance with investment objectives.

### B. Investment Committee

The Investment Committee of the Board provides oversight of investment performance and makes recommendations to the Board regarding policy, managers and advisors. The Committee has the authority to approve short

term deviations from the stated policy, when urgent situations threaten the safety of invested funds.

C. Vice President, Administration & Finance (Deputy Treasurer)

The Vice President of Administration and Finance (Deputy Treasurer) is responsible for administration of Board policy and recommendations to the Investment Committee. The Vice President has authority to deviate from the policy in an urgent situation, after consultation with members of the Committee.

D. ~~Director, Financial Services~~ **Associate Vice President, Administration & Finance**

The ~~Director of Financial Services~~ **Associate Vice President** is responsible for maintenance of all endowment files, preparation and compilation of reports, and coordination with managers and advisors. The ~~Director~~ **Associate Vice President** has the responsibility to monitor and report manager activity and performance.

E. Manager, Taxes and Investments

The University Manager of Taxes and Investments (Investment Manager) is responsible for daily decisions regarding internal investments and periodic reports on the internally invested portfolio. The Manager has authority to make short term investment decisions in accordance with Board approved policy and established process.

F. External Managers

Contracted managers are responsible for management of external portfolios and quarterly and annual reports. Managers have the authority to select investment instruments and make trade decisions, in accordance with the objectives of the Board and the management style represented to the Board.

G. Investment Advisor or Evaluator

An Investment Advisor or Evaluator, if retained by the Board, has the responsibility to monitor and report the performance of the external managers. Other contracted services may be arranged as the Board chooses.

H. Custodial Services

Custodial services are utilized to safeguard the assets and provide monthly accounting reports.

Due to the lack of quorum, Chairman True requested that the action item be postponed until the January meeting.

### **Report on Investment Committee Meeting of September 23–24, 1998**

A brief report was given by Chairman True on the Investment Committee Meeting held in Jackson in September and attended by Trustees True, Hammons, Spicer, McCue, and Kepler. The investment policy was reviewed noting several things that need to be addressed via an action item. All but one of the items are administrative items. Also had a report and an overview of the endowment. The minutes from this meeting were distributed to the full Board. (See Enclosure II.) John Vann and his investment managers met with committee. The market has rebounded from the recent downturn.

### **Quarterly Report, University Investments**

The investment policy of the Trustees requires the Vice President for Administration and Finance to report quarterly on the status of investments managed by the University. The summary of the University-managed investments as of September 30, 1998, is presented on the following page.

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS  
 SUMMARY FOR THE PERIOD  
 7/1/98 - 9/30/98

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 6\30\98	<u>111,527.49</u>	<u>55,376,508.68</u>
Ending Balance 9\30\98	<u>113,543.00</u>	<u>57,861,135.27</u>
Average Return	<u>5.39%</u>	<u>5.54%</u>

UNIVERSITY OF WYOMING  
 UNIVERSITY MANAGED ENDOWMENT FUNDS  
 SUMMARY FOR THE PERIOD  
 7/1/98 - 9/30/98

Investments, Beginning of Period		111,527.49
Add		
Received, Current Period - Footnote A	2,015.51	
Uninvested, Prior Period		
Deduct		
Uninvested, End of Period	<u>0.00</u>	2,015.51
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
Investments, End of Period		<u>113,543.00</u>

Investments are changed every Monday for increases or decreases in available cash, regardless of the amount. Investments are changed on any day on which the increase or decrease is a minimum of \$10,000.

Footnote A - Accurate amount unavailable due to PeopleSoft conversion in process.

**Quarterly Report, University Endowments**

The quarterly investment report for the quarter ending September 30, 1998, provided by John A. Vann, Investment Advisor to the Investment Committee follows.

UNIVERSITY OF WYOMING  
 Investment Committee - Net Returns  
 September 30, 1998

	Market Value	3rd Qtr 1998	2nd Qtr 1998	YTD	<u>Annualized Returns</u>					Inception to date
					1 year	2 year	3 year	5 year	%	
<b>Summary</b>		%		%	%	%	%	%	%	
Total Assets	42,380,002	-9.16	0.40	1.16	-0.59	13.99	11.61	12.48	112.30	
Balanced Index- custom		-2.46	2.96	8.12	11.41	17.70	15.85	13.58	113.49	
<b>Equity Funds</b>										
Value Pool	14,536,851	-10.98	0.33	0.24	-0.72	16.46	15.61	16.41	555.77	
Jurika	6,580,371	-15.64	-2.26	-9.24	-13.85	11.30	12.07	14.26	119.53	
Benchmark Mid Value	-	-14.84	-5.75	-14.00	-7.35	12.52	11.96	11.61	81.36	
Rorer^	7,956,481	-7.08	2.82	9.28	13.14	21.44	N/A	N/A	54.94	
Benchmark Mid Value	-	-11.18	0.02	-2.24	1.48	18.95	N/A	N/A	45.09	
Growth Pool	10,957,390	-15.21	2.62	-2.66	-0.25	17.30	12.83	N/A	107.85	
NWQ**	4,897,751	-17.04	-2.48	-10.66	-10.71	11.25	13.52	N/A	83.90	
S & P 500	-	-9.86	3.30	6.11	9.16	23.81	22.63	N/A	150.35	
Montag***	6,059,638	-14.18	7.20	4.13	4.62	N/A	N/A	N/A	31.07	
Benchmark Large Growth	-	-9.86	3.30	6.11	9.16	N/A	N/A	N/A	30.56	
<b>International Equity Fund</b>										
Brandes**	4,847,215	-17.28	-2.85	-7.21	-10.02	12.55	12.61	N/A	58.29	
European Australian and Far East		-14.22	1.06	-0.56	-8.35	1.40	3.75	N/A	21.77	
<b>Fixed Income Fund</b>										
Fox*	11,919,242	4.27	2.17	8.29	12.71	10.50	8.90	6.95	45.17	
Lehman Bros Govt Corporate Bond Index		4.95	2.62	9.34	12.85	11.21	8.93	7.22	50.68	

Inception \* 4/93  
 \*\* 4/94  
 \*\*\* 7/97  
 ^ 7/96

The Community College and Outreach Committee met on November 13, 1998, with Trustees Jeri Kirk and Hank True present. Chairman Shelly Ritthaler was absent. Trustee Kirk reported the following to the full board:

**Wyoming Public Radio Campaign**

The staff of Wyoming Public Radio is pleased to announce the success of its fall Membership Campaign. The goal was a record \$135,000. That goal was reached on Friday morning at 9:30 during the Morning Music show. Over 2,200 listeners contributed to the campaign by mail, telephone, and Internet.

Renewing members contributed to a challenge pool that enabled staff to considerably reduce the number of “traditional” fundraising days that would otherwise be necessary to reach this goal. A number of business underwriters contributed corporate challenges for specific pledge breaks that also contributed to the success. Many public radio stations around the nation allocate eight to fourteen or more days of full-time fundraising in each campaign to achieve their goals. WPR took only 4.2 days.

We welcomed several members from Afton and Star Valley as KUWA-FM joined the University’s statewide network for the first time. New members are more important than ever in both this and the spring campaigns. NPR has increased our programming fees this year by \$110,000 for a total of more than \$249,000 - for NPR alone. NPR fees are charged on the basis of overall audited revenues, including restricted funds. Since the Legislature funded several new

stations, those funds were recognized, audited, and became subject to the programming fee on a one-time basis.

UW provides about \$240,000 directly to WPR, which covers much of the salaries of the permanent staff of thirteen. UW funding represents 24% of the network's funding this year. The balance is self-funded.

### **Wyoming Public Radio Status Update**

Expansion/Relocation status is as follows:

#### **Buffalo**

A site leased by Collins Communications has been inspected and appears to be very suitable. UW Facilities Planning/Construction Administration is pursuing a site agreement

#### **Casper**

UW Facilities Planning/Construction Administration is negotiating a site agreement with Two-Way Radio, which owns the site. Wyoming Public Television (KCWC) leases a tower at this site which we intend to use. We have a current FCC Construction Permit which will have to be extended beyond the January, 1999 deadline. This is a straightforward procedure.

#### **Douglas**

We have identified a suitable site in Douglas which is also owned by Two-Way Radio. We are pursuing a site agreement in parallel with the Casper agreement.

#### **Lander**

Negotiations with KTWO-TV are underway to co-locate at their Lander site. The existing Lander translator needs to be moved from the current site next spring.

#### **Park County (Cody/Powell)**

Application for the FCC Construction Permit has been submitted. Park County has done some preliminary site development work on the McCoulogh Peak site which will be completed next spring. Park County has not yet acquired a tower, but will have that process completed before spring.

**Pinedale**

We are working with the BLM for a possible site outside of Pinedale. There are some environmental impact issues which need to be resolved before proceeding. No other suitable sites could be identified.

**Sundance**

After further engineering studies were made, the previously identified site for Sundance turned out to be geographically unsuitable. We are working with the owner of the Gillette site where KUWG is located, who also owns property near Sundance, to jointly develop a site.

**Thermopolis**

We have been working with existing TV translators and the site owners on Boysen Peak for nearly a year. These efforts have been fruitless. This would have been an ideal location which would have served a large area, including the south Big Horn Basin and the Shoshoni/Riverton area. In order to get some progress, we will investigate possible sites within the city of Thermopolis. This will provide coverage only to Thermopolis because of its geographic surroundings.

**Other**

Trustee Kirk thanked Vice President Powell for the OnLine UW presentation made on Friday. Trustee Kail commented on the informative Outreach presentation. Trustee Saunders was appointed by President Kail to succeed Trustee Meyer on the Community College and Outreach Committee.

**ATHLETIC COMMITTEE**

The Athletic Committee of the Board of Trustees met on Friday, November 13, 1998 with the following members present: Trustees Dave Bonner, chair; Frosty Kepler, Ron McCue, and Jerry Saunders. The following information items were presented by Athletic Director Lee Moon:

**Financial Statement**

The Department of Intercollegiate Athletics has completed an internal analysis of results of operations through September 30<sup>th</sup>. The Athletic Department is in receipt of the University Financial Report for the first quarter and is in the process of reconciling the revenues and expenses. An official budget report will be available for the next board meeting.

**Football Sales Report**

(See following pages.)



**University of Wyoming  
 Football Sales Report  
 1997 Season**

SEASON	PUBLIC		FACULTY/STAFF		FAMILY		TOTAL		NET SALES
	<b>4691</b>	\$ 365,898.00	<b>741</b>	\$ 47,424.00	<b>552</b>	\$ 28,152.00	<b>6066</b>	\$ 446,804.00	<b>\$ 421,513.21</b>
	CORPORATE								
	<b>82</b>	\$ 5,330.00							

	PUBLIC		KNOTHOLE		OTHE R		TOTALS		NET SALES
	\$15-\$20		\$5		#				
IOWA ST	<b>5399</b>	\$ 91,783.00	<b>1000</b>	\$ 5,000.00	<b>31</b>	\$ 365.50	<b>6430</b>	\$ 97,148.50	\$ 513,162.74
SAN JOSE ST	<b>3165</b>	\$ 47,475.00	<b>1000</b>	\$ 5,000.00	<b>65</b>	\$ 882.50	<b>4230</b>	\$ 53,357.50	\$ 563,500.00
MONTANA	<b>4033</b>	\$ 60,495.00	<b>1000</b>	\$ 5,000.00	<b>58</b>	\$ 592.50	<b>5091</b>	\$ 66,087.50	\$ 625,846.70
CSU	<b>14958</b>	\$ 299,160.00	<b>1065</b>	\$ 5,325.00	<b>114</b>	\$ 1,236.00	<b>16137</b>	\$ 305,721.00	\$ 914,262.74
TV Rocky Mountain Sports									
SDSU	<b>3555</b>	\$ 60,435.00	<b>1000</b>	\$ 5,000.00	<b>27</b>	\$ 270.30	<b>4582</b>	\$ 65,705.30	\$ 976,248.87
HOME COMING									
UNLV	<b>1435</b>	\$ 21,525.00	<b>1000</b>	\$ 5,000.00	<b>11</b>	\$ 123.00	<b>2446</b>	\$ 26,648.00	\$ 1,001,388.49

**Total Net Revenue \$ 1,001,388.49**

**B98-99 SEASON  
 TOTALS**

<b>SEASON</b>	PUBLIC LOWER	2113	\$255,154.72	\$240,712.00
	PUBLIC UPPER	124	\$ 13,101.89	\$12,360.27
	FACULTY LOWER	684	\$ 65,818.87	\$62,093.27
	FACULTY UPPER	112	\$ 9,509.43	\$ 8,971.16
	FAMILY PLAN	62	\$ 4,386.79	\$ 4,138.48

**Season Totals**

**3095 \$347,971.70 \$328,275.19**

**SINGLE**

	<u>LOWER LEVEL</u>	<u>UPPER LEVEL</u>	<u>KNOTHOLE</u>	<u>OTHER</u>	<u>TOTALS</u>	<u>NET SALES</u>
	\$8 & \$12	\$9 & \$15	\$5			
DUTCH						
DENVER						
IDAHO ST						
COLORADO						
ALCORN ST						
DARTMOUTH						
SMU						
TCU						
TULSA						
RICE						
Texas Pan-AM						
CSU						
AIR FORCE						
UNLV						

### **Attendance**

Lee Moon reported that ticket sales are not down. To date, revenue is on target and expenditures are on line. Basketball tickets are matching last year's projections. A lot will depend on weather and single game revenue.

### **Other**

Vice President Buchanan expressed appreciation to Mr. Moon for his policy of providing tickets at no charge to community college student groups visiting UW for transfer purposes.

President Dubois is on the Mountain West Conference transition team and is leading the site selection group.

Trustee Jorgensen made mention of the possibility of an equestrian team at UW.

## **COMMITTEE OF THE WHOLE**

### **Winter Closure**

Winter Closure was moved from an item of information to an action item by the Committee of the Whole on Friday by a motion made by Trustee Saunders, with Trustee Kirk seconding. Motion passed. President Dubois noted this item during Business Session; Trustee Jorgensen moved; Trustee Kelper seconded, motion carried.

## **Chapter II of Regulations of the Trustees**

### II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY

#### A. PRESIDENT OF THE UNIVERSITY

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided by laws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce these Regulations and other University regulations adopted pursuant to Chapter IV hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting president has been appointed by the Trustees, the duties of the President shall be performed by the ~~Provost and Vice President for Academic and Student Affairs~~.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a ~~Provost and Vice President for Academic Affairs~~, a Vice President for Student Affairs, a Vice President for Administration and Finance, a Vice President for Research, a Vice President for Institutional Advancement, a Vice President for Information Technology, a General Counsel and two Special Assistants to the President. He also may have other assistants as are authorized from time to time.

**B. ~~PROVOST AND~~ VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The ~~Provost and~~ Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs ~~and student services~~, the Vice President ~~Provost~~ shall maintain administrative supervision of the colleges, the University Studies Program, Graduate School, the School of Extended Studies and Public Service, the University of Wyoming/Casper College Center, the Divisions of Military Science and Aerospace Studies, University Library, Honors Program, Institutional Analysis, International Programs, University of Wyoming Summer High School Institute, the American Heritage Center and the Art Museum. ~~Admissions, University Counseling Center, Career Planning and Placement Center, Center for Academic Advising, Office of Student Life, Housing, Registration and Records, Student Educational Opportunity, Student Financial Aids, Student Health Service, and Wyoming Union. The Directors of Housing and the Wyoming Union shall also be subject to the supervision of the Vice President for Administration and Finance with regard to business and financial affairs. (Amended, 2/16/91)~~

The Vice President ~~Provost~~ shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President ~~Provost~~ shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President ~~Provost~~ by the President and the Vice President ~~Provost~~ may be assisted by ~~an~~ one or more Associate Vice Presidents ~~Provost for Academic Affairs, a Vice President for Student Affairs, and such other associates and~~ assistants as are authorized from time to time.

**C. VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of services designed to support students in achieving success in their educational endeavors and in their individual, personal development.

The Vice President shall be responsible for: providing recruitment and retention services to create a student body with the size and diversity prerequisite to preparing students for success in a multicultural, multiethnic society; providing students with the services, instruction, skills, and resources necessary for them to take full advantage of the educational opportunities at the University; enhancing the teaching/learning environment in which students are encouraged to pursue excellence and develop to their maximum potential; providing data and information on students, the campus environment, and their interaction; and participating in the teaching and outreach mission of the University with a special emphasis on the parents and families of prospective and current students.

The Vice President for Student Affairs shall have administrative supervision of the following units: Admission Office, Career Services Center, Center for Academic Advising, Housing and Residence Life, International Student Services, Office of Student Life, Recreation and Wellness, Registration and Records, Student Educational Opportunity, Student Financial Aid, Student Health Services, University Counseling Center, the Wyoming Union, and any other such units or responsibilities, such as that for the Associated Students of the University of Wyoming, as may be designated by the President. Housing and Residence Life and the Wyoming Union shall also be subject to the supervision of the Vice President for Administration and Finance with regard to business and financial affairs. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

#### D. VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The Vice President for Administration and Finance shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University. As the principal financial officer of the University, the Vice President for Administration and Finance shall perform such duties as are required by statute or by University regulations.

The Vice President for Administration and Finance shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees. The Vice President for Administration and Finance shall have administrative supervision over the following units: Fiscal Operations, Budgeting, Physical Plant, Human Resources, Facilities Planning, Campus Police, Service and Auxiliary Enterprises, University Safety Office, and such other units and personnel as may be designated by the President. The Vice President shall be assisted by an Associate Vice President ~~deputy~~ who shall be empowered to act in all matters in the absence of or at his/her direction and by such assistants as are authorized from time to time.

In accordance with the Bylaws, the Vice President for Administration and Finance shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Administration and Finance, by the deputy, or by other designee when authorized in writing by the Vice President for Administration and Finance.

#### E. VICE PRESIDENT FOR RESEARCH

The Vice President for Research shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research and economic development programs ~~projects~~, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants, ~~Wyoming Water Research Center~~, and Institute for Energy Research/Enhanced Oil Recovery Institute, The Wyoming Small Business Development Center and the Mid-American Manufacturing Technology Center-Wyoming, ~~Enhanced Oil Recovery Institute~~ and any such other units as may be designated by the President.

#### F. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

The Vice President ~~for Institutional Advancement~~ shall be responsible to the President for private fund raising and university relations with alumni ~~and the public at large~~. His/her primary function shall include seeking private financial support as a supplement to legislative and other public funds, and coordinating the University's private development and fund raising activities which involve a variety of administrative units that encompass the entire campus. The Vice President shall also be responsible for organizing alumni participation in the life of the University through clubs, reunions, special events, and a variety of activities designed to promote alumni support. ~~He/she shall also be responsible for promoting the University and enhancing its image in a positive way to its many constituencies and the public at large.~~ He/she shall also undertake special projects that involve a variety of University units.

The Vice President ~~for Institutional Advancement~~ shall maintain administrative supervision of the Office of Development, the Division of Alumni Relations, ~~and University Relations~~, ~~News Service~~, and ~~Publications~~. The Vice President shall serve as the chief executive officer of the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni relations ~~and University relations efforts~~ are properly implemented and coordinated. He/she shall consult with and advise the President on all development and alumni relations ~~and University relations~~.

#### G. VICE PRESIDENT FOR INFORMATION TECHNOLOGY

The Vice President for Information Technology shall be responsible to the President for the general information technology functions of the University. As the chief information officer of the University, the Vice President shall manage the central elements of Information

Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology; develop and manage computing standards, network architecture and security; determine information integration methodologies; work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

#### H. ~~SPECIAL ASSISTANT TO THE PRESIDENT~~ GENERAL COUNSEL

The ~~Special Assistant~~ General Counsel is responsible to the President and has general supervision of University Legal Services, ~~the Division of Intercollegiate Athletics,~~ the Employment Practices Office, ~~the~~ University Affirmative Action Program and Americans with Disabilities Act compliance. ~~the American Heritage Center, and the Art Museum.~~ The ~~Special Assistant~~ General Counsel shall also undertake special projects that involve a variety of University units at the direction of the President.

#### I. SPECIAL ASSISTANT TO THE PRESIDENT FOR EXTERNAL AND GOVERNMENTAL RELATIONS

The Special Assistant to the President for External and Governmental Relations shall be responsible to the President for the University's external and governmental relations. The Special Assistant shall have administrative supervision over the Division of ~~Communication Services and University Relations.~~ The Special Assistant also shall have responsibility for special projects in support of the President's office, Trustees, and the University.

#### J. SPECIAL ASSISTANT TO THE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

The Special Assistant to the President for Administrative Affairs shall be responsible to the President for the University's strategic

planning and administrative projects which support the President's Office. At the direction of the President, the Special Assistant shall oversee special projects that involve a variety of University units.

#### ~~H. THE AMERICAN HERITAGE CENTER~~

~~The American Heritage Center shall be headed by a Director, reporting to the Special Assistant to the President. The Center shall be composed of special programs relating to the American heritage, and shall specifically include the Western History Research Center. The objective of the Western History Research Center shall be the acquisition, organization, and management of all University archival collections relating to the history of American civilization, with particular emphasis on the American West.~~

#### K. DIRECTOR OF INTERCOLLEGIATE ATHLETICS

~~Under the administrative supervision of the Special Assistant to the President,~~ The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

A University athletics planning committee shall be advisory to the President for the formulation of intercollegiate athletics planning and policy. The committee shall consist of the following members:

The faculty athletics representative to the ~~Western Athletic Conference~~ University's athletic Mountain West Conference and National Collegiate Athletic Association, who shall serve as Chair, eight other faculty members from degree granting colleges, two deans, three administrators (ex officio), two staff members, two students, ~~two Trustees~~, and the Director of Intercollegiate Athletics, all appointed by the President of the University.

President Dubois noted during the Committee Meeting that Chapter II of Trustee Regulations required updating and after discussion, a motion to move to an action item was made by Trustee McCue and seconded by Trustee Jorgensen. Motion carried.

President Kail entertained a motion made by Trustee Jorgensen to adopt changes as suggested by the Committee of the Whole on Friday. Trustee Kepler seconded. Motion carried.

**President's High School Honor Scholarship**

This item was introduced and discussed during Executive Session on Friday and was moved to an action item. Trustee McCue moved that the scholarship be designated as the University of Wyoming President's Scholarship and be used at UW only; Trustee Bonner seconded; motion carried.

**AGB Statement on Institutional Governance**

President Dubois will contact AGB to schedule a summer retreat for the Trustees. A retreat with the AGB would engage the Board in a self-study, similar to campus wide self-study.

**1999-2000 Fee Book**

Vice President Baccari distributed information for the proposed 1999-2000 fee book and asked for input on tuition increases. Trustee McCue moved that the President look at the comparators to establish increase; Trustee Jorgensen seconded; motion carried.

**Development Report**

Molly Williams gave the development report. Total giving to date is \$2.1 million. The William Randolph Hurst total endowment is now \$200K. The University also received \$1.4 million from the Paul Stock Foundation. The annual fund is well underway and is doing well.

**UNFINISHED BUSINESS**

Trustee Kail noted that this is Vice President Griffin's last meeting with the Trustees. He has already received the Trustees' Award of Merit. President Kail conveyed the thanks of the board and the citizens of the state. President Dubois noted that Dr. Griffin has worked hard and helped when he was needed most. Dr. Griffin reported that he did not seek this job and thanked President Dubois for employing him. He is pleased Tom

Buchanan was selected to succeed him. Dr. Griffin also thanked the vice presidents for their assistance and the Trustees for their support.

#### **NEW BUSINESS – PUBLIC COMMENTS**

Trustee Kail read a note of appreciation from Deb Coffin, Housing Director.

Trustee McCue requested that as a follow up from the summer retreat that intellectual property procedures be reviewed.

Dr. Hurst was thanked for his participation at a high school youth meeting held in Casper on Thursday. This group could be the beginnings of a university chapter of TARGET.

Trustee Kail read a letter from the Board of Trustees to University administration, faculty, staff, and students for the exemplary way in which the Matthew Shepard incident was handled. The Board expressed pride in the University's actions during a difficult time.

(See enclosure III.)

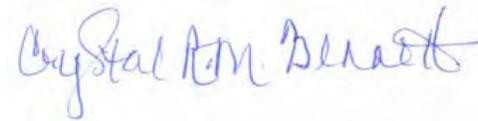
**ANNOUNCEMENT OF NEXT MEETING DATE/ADJOURNMENT**

There being no more business to come before the board, Trustee Kail entertained a motion to adjourn. The next meeting will be held January 8-9, 1999. The Trustees adjourned at 10:23 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Nicky Moore".

Nicky S. Moore  
Deputy Secretary

A handwritten signature in blue ink, appearing to read "Crystal R. M. Bennett".

Crystal R. M. Bennett  
Staff Assistant