

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

January 8-9, 1999

**The Final Minutes can be found on the University of Wyoming Board of Trustees
website at www.uwyo.edu/trustees/meetings**

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES
January 8-9, 1999**

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TRUSTEES OF THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

JANUARY 8-9, 1999

The University of Wyoming Trustees held committee meetings on Friday, January 8, 1999. The Trustees also held executive sessions to discuss personnel and litigation matters on Friday, January 8, and on Saturday, January 9, 1999.

On Friday evening the Trustees attended a reception at the home of President and Mrs. Dubois in honor of Trustee Award of Merit recipient, Jeri Kirk. Other activities included: dinner Thursday evening with the UW Foundation Board and attendance at the Cowgirl/Rice basketball game; and presentations made by Admissions on Hole in the Wall, and Diana Seabeck on "Interagency Roundtable on Youth Issues."

CALL TO ORDER

Trustee President Elizabeth Kail call the business meeting to order at 9:15 am on Saturday, January 9, 1999. President Kail requested that the Trustees move immediately to the Committee of the Whole. Trustee Hammons moved that the distinguished colleague Jeri Kirk be honored with the Trustees Award of Merit for distinguished service in her twelve years on the Board of Trustees. Trustee Ritthaler seconded. Motion carried. President Kail commented on Trustee Kirk's service and the support UW has received from her extended family. Trustee Kirk accepted the award as well as a resolution of appreciation. Trustee Kirk thanked the Board for the award. She commented that serving on the Board has been terrific; she will have continued interest in what is happening at UW; and, she noted that she has served under three UW presidents.

Trustee Thomas Spicer called roll. The following Trustees were in attendance: Elizabeth “Betty” Kail, John “Dave” Bonner, Peter Jorgensen, Forrest “Frosty” Kepler, Jeri Kirk, Shelly Ritthaler, Thomas Spicer, and Hank True. The following Trustees were absent: Ron McCue and Jerry Saunders. Ex-officio members Philip Dubois and Jesus Rios also attended the meeting. Ex-officio Trustees Governor Jim Geringer and Superintendent Judy Catchpole were absent.

ANNOUNCEMENTS

President Kail reported that Trustee Jerry Saunders would not be in attendance due to an illness in his family.

President Dubois conveyed the staff’s heartfelt thanks for the winter break. He has received thanks through e-mail, group and individual letters, and cards. The Board was reminded that a Trustee needs to be named to work with Alumni Relations on outstanding alumni. Trustee representatives are also needed to serve on the honorary degree selection committee.

APPROVAL OF NOVEMBER 13-14, 1998 MINUTES OF THE TRUSTEES

Trustee Kail requested that a correction be made on page 114 to read:
“President’s High School Honor Scholarship

This item was introduced and discussed during ~~Executive Session~~ the business meeting of the Committee of the Whole 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."

Trustee Kepler moved to approve the November 13-14, 1998 minutes as corrected; Trustee Bonner seconded. Vote called with Trustees Hammons, Ritthaler, and Spicer abstaining. Motion carried.

ASUW REPORT

President Rios mentioned Trustee Kirk's celebration and expressed his appreciation to her for welcoming him to the Board as a new ex-officio member.

Jesus reported that he had summarized the ASUW goals during his November report and is pleased to report that there have been some successes this past semester. He thanked the administration for their support on the fee increase item which will support Half Acre Gym. The fee increase will guarantee faculty and staff a well-maintained recreation facility and an outdoor adventure program.

Items to be addressed during Spring semester are: discuss with APUW establishment of an emergency fund for students and families in need or crisis; and a look at the unit review which will be held in 2002 and develop a data system capable of self-reports on a six-month basis to set baseline for incoming administration. Jesus expressed the need for students to become more active participants with the state legislature. Classes began on Monday and were in full swing Tuesday.

STAFF SENATE REPORT

Karen Reasoner expressed appreciation and thanks on behalf of the University staff for the winter break; employees have returned refreshed and ready to work. Staff Senate is working with the Administration on the upcoming budget. A letter was released last week on market-impacted personnel and Staff Senate would be willing to assist with the issue. Staff Senate appreciates the opportunity to have a representative on the Union Board. Officer elections will be held the week of January 11 for the next year with terms beginning in July. Staff Recognition Day is March 11, from 9:00 am-noon and Trustees are invited to attend. Staff awards are in the process of being selected and recipients of awards will receive funds contributed by President Dubois.

FACULTY SENATE REPORT

Klaus Hanson, president-elect, presented the Faculty Senate Report in President Quoss' absence. He offered congratulations to Jeri Kirk on her recent award and expressed thanks to her for her outstanding service on behalf of the faculty. Dr. Hanson reported that Robert Allen has been named the faculty conciliator. Representatives of Faculty Senate will be attending a conference supported by VP Buchanan on the development connected to scholarship unbound. The conference will be held in April in California and will explore all aspects of scholarship. Dr. Hanson expressed unhappiness on behalf of the faculty for the textbook ordering policy being put in place by the Bookstore. Some orders are placed late by the Bookstore; latest editions aren't always available by ordering deadline; faculty are looking into other avenues of purchasing texts at a less expensive cost.

President Kail requested that the Faculty Senate present resolutions to the Bookstore policy problems addressed by the Senate.

REPORTS AND RECOMMENDATIONS OF COMMITTEES

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Friday, January 8, 1999 with the following members present: Trustees Ron McCue, Chair; Dave Bonner, Peter Jorgensen, and Jeri Kirk. Trustee Jerry Saunders was absent. In Chair McCue's absence, Trustee Kirk reported to the full Board:

Academic Planning Update

Vice President Buchanan presented an update on the planning process and its current status. Per the original instructions and time-frame, we are still on track. The College plans are due in Academic Affairs on January 15. The departments have developed individual plans which were incorporated into the College plans. These were presented in draft form, have been revised and returned for changes. When the plans are submitted, Academic Affairs will produce a significant number of documents with all seven College plans included, instructions for review, and the projected timeframe. Copies will be sent to the Trustees on January 18. Hard copies will be distributed across campus and placed on the WWW with the opportunity to provide comments for a two-week period. This distribution will ensure that everyone on campus has the opportunity review the plans and provide feedback. On February 1, Academic Affairs will provide

Colleges revisions and suggestion on changes to be made. The administration intends to keep the planning process as open as possible and solicit comments campus wide. The plan is on schedule and it is expected that it will continue to go smoothly. President Dubois will add a short memo to the campus when the plan copies are distributed discussing the campus-wide plan and invite interaction.

College of Education Organization Structure

The College of Education underwent an administrative reorganization in 1992 that was associated with the development of the new teacher education program. This change moved the College from a departmental to a division structure that assigned primary administrative responsibilities to the dean, two associate deans, two division chairs and area coordinators for individual academic programs.

During the past year, the College of Education faculty proposed an administrative realignment that eliminates the division and reestablishes a departmental organization comparable to that found in other colleges. This proposed change implements one of the recommendations outlined in the recently completed College of Education Program Review.

The proposed departmental structure, which creates six academic departments, is outlined below. This new alignment, if approved, will retain three offices currently in place (e.g., UW Lab School, the Natural Sciences Program and the Wyoming School/University Partnership) and will result in a reorganization of the office responsible for teacher education. The faculty

approved the proposed administrative structure with only one dissenting vote.

<u>Faculty/AP Current Organization Lines</u>	<u>Proposed Organization</u>	<u>FTE</u>
Leadership and Human Development	Counseling and Educational Foundations	(N=16)
	Educational Leadership	(N= 5)
	Special Education	(N=6)
Life Long Learning and Instruction	Adult Learning and Technology	(N=8)
	Elementary/Early Childhood Education	(N=15)
	Secondary Education	(N=12)
Natural Sciences Program	Natural Sciences Program	
UW Lab School	UW Lab School	
Wyoming School/University Partnership	Wyoming School/University Partnership	
Office of Undergraduate Studies	Teacher Education	

The proposed organizational changes shown below have been incorporated into a draft of University Regulation 540, Revision 5, Regulations of the College of Education. The College is also developing a set of by-laws that will spell out procedures related to the proposed changes.

DRAFT

UNIVERSITY REGULATION 540, Revision 5

Initiating Authority: College of Education

Subject: Regulations of the College of Education

References:

- (a) Regulations of the Trustees, Chapter IV.
- (b) University Regulation 1, Revision 2, October 14, 1980
- (c) University Regulation 540, Revision 3, July 2, 1991
- (d) Actions of the Faculty, December 28, 1990, March 12, 1991, October 10, 1991, November 7, 1991
- (e) University Regulation 540, Revision 4, July 27, 1992

1. **PURPOSE.** To promulgate and amend the regulations of the College of Education, as adopted by the faculty of that college.
2. **GENERAL INFORMATION.** Enclosure sets forth the basic organization and processes through and by which the faculty of the College of Education may function in the exercise of its authority and responsibility as prescribed in the Regulations of the Trustees.
3. **DIRECTIVE.** In accordance with references (a) and (b), Regulations of the College of Education, as amended, shall be effective upon approval by the President of the University.

Philip Dubois, President
University of Wyoming
December 1998

PART I. ADMINISTRATIVE ORGANIZATION OF THE COLLEGE

Section 1. Academic Departments, Related Units, and Administrative Support

The College of Education is organized into six departments and the UW Lab School, the Natural Sciences Program which is jointly operated between the Colleges of Education and Arts and Sciences, and the Wyoming School/University Partnership which is supported by the College of Education, the Wyoming State Department of Education, Wyoming Community Colleges, and Wyoming public school districts. The College is

characterized by assignments and use of faculty resources to ensure excellence in educator preparation programs. The primary purposes of the departments are to facilitate the teaching, scholarship and professional service activities of faculty and to deliver high-quality undergraduate and graduate programs. The departments are: the Department of Adult Learning and Technology, the Department of Counseling and Educational Foundations, the Department of Educational Leadership, the Department of Elementary and Early Childhood Education, the Department of Secondary Education, and the Department of Special Education.

The operation of the College is supported administratively by a Dean, an Associate Dean, the Director of Teacher Education, Department Heads, the Director of the UW Laboratory School, the Director of the Natural Sciences Program, and the Executive Director of the Wyoming School-University Partnership.

Section 2. Dean

The chief administrative officer of the College shall be a Dean appointed in accordance with the Regulations of the Trustees, Chapter I, Section 2, and Unireg 804. The Dean shall be responsible for all matters relating to the educational and administrative affairs of the College. Specific job description responsibilities are included in the By-laws.

Section 3. Associate Dean and Director of Teacher Education

The Associate Dean and the Director of Teacher Education shall be appointed by the Dean in consultation with Department Heads and the faculty and shall assist the Dean in all matters relating to the educational and administrative affairs of the college. Specific job description responsibilities are included in the By-laws.

Section 4. Department Heads

Department Heads shall be appointed to a term of three years in accordance with Unireg 804. Department Heads shall have general administrative supervision over the conduct of their respective department, exercising this authority in consultation with members of their departments, and when appropriate, with the Dean of the College. Job description responsibilities are included in the By-laws.

Section 5. Directors

Directors in the College will have general administrative and supervisory responsibilities for their respective units, exercising this authority in consultation with members of their units and, when appropriate, with the Dean of the College. Job description responsibilities are included in the By-laws.

Section 6. Evaluation of Administrators

The Dean shall be responsible for providing a system to annually evaluate the performance of each administrative officer of the College. This evaluation shall be conducted in accord with established job descriptions and shall include written input from the faculty for which the administrator has

responsibility. These evaluations shall be considered in any reappointment procedures. Specific job descriptions for each administrative position are included in the By-laws.

PART II. COMMITTEES

Section 1. Standing Committees

The College may establish standing committees necessary for effective and representative governance. The membership, duties, and governing procedures for committees shall be defined in the By-laws in consonance with any relevant Unireg.

Section 2. Other Committees

Ad hoc committees, as necessary for the administrative and academic welfare of the College, may be established by the Dean following consultation with Leadership Council.

The Dean shall have the responsibility of appointing other committees as he/she deems necessary to assist him/her in performing the administrative functions of the college.

PART III. FACULTY

Section 1. Membership

The faculty of the College shall consist of the President of the University and the Vice President for Academic Affairs, each being ex officio without vote; the Dean and all members of the University faculty serving in the College, whether full-time in the College or sharing an

appointment in another College, who shall have full voting privileges in College-wide matters. The College faculty shall consist of all persons having the faculty rank of professor, associate professor, assistant professor, or instructor. All individuals holding full-time temporary, supply, or lecturer positions become voting members of the faculty after employment for two consecutive academic years or longer. Faculty Emeriti; visiting and adjunct professors; lecturers; professional staff (academic professionals); and all individuals holding temporary, supply, or part-time faculty appointments of less than two consecutive academic years are ex officio members of the faculty without vote as set forth in the Regulations of the Trustees, Chapter III, Section 1.

Section 2. Powers and Duties

The faculty of the College shall have the powers and duties set forth in the Regulations of the Trustees, Chapter III, Section 2.

Section 3. Appointment, Promotion, and Tenure

The criteria and procedure for appointment, reappointment, tenure, and promotion within the College shall conform to those defined in the Regulations of the Trustees, Chapter V, Sections 2 through 5. All College faculty members are subject to the employment provisions provided in Regulations of the Trustees, Chapter V, Sections 1, 6, and 7, and Chapter VII, Sections 1 through 8. Faculty members shall be assigned to appropriate departments by the Dean of the College on recommendation by the Department Head(s).

Section 4. Meetings

The faculty of the College shall meet at the request of the Dean who shall preside, or on request of at least ten per cent of voting members of the faculty (Regulations of the Trustees, Chapter III, Section 2). These meetings shall be conducted using Robert's Rules of Order. A quorum is achieved when 50 percent of the voting members of the faculty are present. Proxy votes shall be accepted from voting members of the faculty who are precluded from attending meetings due to professional obligations; attending faculty members may carry no more than one proxy each. All faculty voting by proxy shall be used to reduce the quorum count.

Section 5. Secretary to the Faculty

The Dean shall appoint a secretary whose duties shall be to maintain and, when pertinent, to disseminate records and other information as may be important for the orderly conduct of faculty business (Regulations of the Trustees, Chapter III, Section 2).

PART IV. DEGREES AND DIPLOMAS

Section 1. Degrees

The degrees offered by the College shall be those specified in the Regulations of the Trustees, Chapter IX, Section 1.

Section 2. Programs

The academic programs offered by the college and the requirements thereof are approved by the departments, the Advisory Council on Graduate

Education, and the University Course and Curriculum Committee, and are printed in the University Bulletin and Graduate Bulletin.

PART V. AMENDMENTS TO THE REGULATIONS

These Regulations may be changed at any official meeting of the faculty of the College by an affirmative vote of two-thirds of members present (with a quorum), provided that the members shall have been given written notice of the meeting at least seven days prior to the date of the meeting. A paper ballot to change Unireg 540 requires an affirmative vote of two-thirds of the ballots returned (with a quorum), provided that ten working days have been afforded for ballots to be submitted.

PART VI. EFFECTIVE DATE

These regulations and any changes, amendments, or additions to these Regulations shall become effective immediately upon the approval of the faculty of the College and the President of the University subject to review by the Trustees of the University of Wyoming.

PART VII. REPEAL OF PRIOR REGULATIONS

All regulations of the College existing at the time of the adoption and approval of these regulations shall be repealed.

The Academic and Student Affairs Committee recommended to the full Board that this item be moved to an Action Item. Motion seconded by Trustee Jorgen and carried.

President Dubois stated that items in the proposed Organization Structure would preclude other reorganizations on campus. Dr. Buchanan noted the restructuring of the College into departments was approved unanimously within the College and is consistent with the College review document discussed previously. Personnel items associated with the reorganization must be acted upon later. Dean Charles Ksir reviewed the history of the previous structure. Dr. Bill Berube, director of teacher education, will orchestrate the undergraduate program and oversee the placement office. The organizational change will not impact the student program as it is an administrative change.

Trustee Kirk noted the committee would recommend the Board accept the College of Education reorganization as stands. Trustee Bonner seconded and motion carried.

Trustee Hammons thanked the College of Education and stated she feels these changes are clear and straightforward, and the general public could easily understand them. She spoke to the development of education in the country and the changes in requirements. Dean Ksir said the early clinical programs for the student will be a key part of eliminating training beyond 4 years. Trustee McCue complimented the Dean on his swift action even if the process did cause discomfort. President Dubois said the campus academic plan will address process issues and faculty governance.

International Programs Review

The Trustees approved the reorganized International Programs Office (IPO) at the December 17, 1994 Trustees' meeting. Included in the Trustees action was a mandate to undertake a review of the office after three years.

The Review Committee focused upon five questions that were drawn from the 1994 proposal including the retention of the International Programs Office, its mission, the programmatic costs, funding, organizational issues and policy matters. In short, the Committee has recommended that the IPO be retained to provide "a persuasive voice to international programming issues on campus and throughout the state."

However, the Committee expressed concerns about the mission, focus and funding of the International Program Office. Specifically, the Committee suggested that the IPO mission was too narrowly focused upon the director's personal interests and the travel grant program and should do more to direct global interests and activities, and less at playing a few targeted opportunities.

Two funding issues are at the heart of the focus question. First, the Committee was critical of the 1994 proposal that the IPO move to total self-support in three-years (1998), judging that to be impractical. Second, the Committee suggests that international programs are of sufficient priority to justify Section I funding, even at the cost of reducing other programs.

Vice President Buchanan and Dr. Lew Bagby reported that this review is timely and will become a part of the academic planning review. The review was completed at the end of the Fall semester. Suggestions for improvement and change have been discussed. A personnel item is in front of the Board for Dr. Bagby to continue as director of International Programs. Dr. Bagby spoke to the issue of program fragmentation over the last ten years. Approximately \$750,000 has been brought to the University by this office in the last three years. President Dubois stated that administration of programs

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should be adjusted and careful review of UW areas of expertise be made in order to

determine world sites the University could contribute to.

BUDGET COMMITTEE

The Budget Committee of the Trustees met on Friday, January 8, 1999 with the following members present: Trustees Jorgensen, Chair; Dave Bonner, Shelly Ritthaler, and Hank True. The following items were brought before the full Board by Chairman Jorgensen:

Tuition Increase for Academic Year 1999-2000

Tuition rates at the University of Wyoming have not been increased since the 1997-98 academic year when rates were adjusted by 7.5%. The present tuition and mandatory fee level for resident undergraduate students places the institution at the 20th percentile for all public doctoral institutions across the nation. Similarly, non-resident undergraduate rates are at the 24th percentile. Resident graduate rates are at the 32nd percentile and non-resident graduate rates at the 35th percentile.

Data on public doctoral institutions show that tuition and mandatory fees have increased on average by 6.08% per year over the last five-year period. These increases have slowed in the last few years and have grown by about 3.57% per year over the last three-year period. Utilizing the three-year average, a tuition adjustment of approximately 3.57% applied to UW's tuition/fee rates would maintain approximately the same percentile ranking for the institution with this comparator grouping. The actual percentage will vary due to rounding adjustments.

Approval of a tuition adjustment of approximately 3.57% for academic year 1999-2000 would yield approximately \$1.4 million in new revenue for the institution after adjusting for scholarship costs. This revenue projection is based upon the actual enrollments for the 1997-98 academic year with the assumption that this level of enrollment will be maintained for 1999-2000. Data for Fall 1998 indicate that UW's enrollment has increased slightly from the previous year providing some evidence that the revenue projections and enrollment assumptions may be achieved.

While there are compelling reasons, in principle, to make small periodic adjustments to the tuition rate or to hold tuition levels at the 20th percentile, the fact remains that there are several pressing financial needs within the institution that simply cannot be met in the short term without additional resources. Coming into the 1999-2000 biennium the equipment budget for the institution was cut by more than \$1.6 million (a reduction of more than 65%). This reduction has significantly impacted the replacement of laboratory and classroom equipment which is essential to the educational function of the institution.

Adequate compensation for faculty and staff which was not also fully funded for the biennium remains a high priority. Although funds were appropriated for salary adjustments of 3.5% for each year of the biennium, the market for certain faculty disciplines and for employees in professional and/or technical fields have far outpaced the institution's ability to both retain current

employees or to attract new employees. Supplemental funds are needed to address these market-impacted positions.

Additionally, changes to the premiums and deductibles for the employees' group insurance program will impact compensation. Effective January 1, 1999 premium rates for the group insurance plan will increase by 7.1%. While the Governor has recommended an additional \$25.00 per month employer contribution to the health plan, this increase for the university will not be fully funded by state general fund appropriation. Because 36% of the institution's Section I block grant is funded by university generated resources, the institution will need to contribute an additional \$225,000 annually of UW resources to fund this increase should the legislature approve the supplemental general fund request recommended by the Governor.

It was recommended that the Budget Committee recommend to the Trustees of the University of Wyoming that tuition for academic year 1999-2000 be increased at the undergraduate level from \$1,944 per year to \$2,016 (an increase of \$72.00) and that comparable percentage increases be applied to the other tuition classifications. Funds derived from this increase would be applied to the priorities of equipment funding, market impact adjustments for salaries, and funding UW's share of the insurance adjustments if the Governor's recommendation is approved.

The following table summarizes the proposed tuition rates for academic year 1999-2000 for resident and non-resident undergraduate and graduate

students. Additional tuition surcharges for Law, Pharmacy and Social Work will remain at the same level as is currently being assessed.

University of Wyoming
 1999-2000 Tuition
 Semester Rates Comparison Table

Student Status	FY 2000 RESIDENT	FY 1999 RESIDENT	PERCENT CHANGE	FY 2000 NON-RESIDENT	FY 1999 NON-RESIDENT	PERCENT CHANGE
UNDER-GRADUATE	\$1,008.00	\$972.00	3.70%	\$3,642.00	\$3,516.00	3.58%
GRADUATE	\$1,260.00	\$1,215.00	3.70%	\$3,894.75	\$3,759.75	3.59%

Note: Additional mandatory fees of \$7.00 per semester to support the recreation program have been recommended and are presented in the next section of the report detailing all university fees, deposits and refunds.

President Dubois spoke about how tuition is charged for the 1999 academic year. This is to allow UW to maintain doctoral standing and is conservative in the attempt to keep us in the 20th percentile. One of his questions is what is happening with our non-resident tuition and he is not prepared to recommend lowering it now. To freeze the non-resident tuition would not be a significant loss of revenue.

Trustee Ritthaler asked ASUW President Rios to comment. Jesus said there has been discussion in the senate and the students weren't happy to adjust it just to maintain the ranking – tuition should be adjusted to support programs at UW. Trustee Ritthaler said Jesus' comments address what she is concerned about. We should be look at what Wyoming residents can afford.

Dr. Dubois said 1/3 of the tuition dollars go back to student financial aid; we do need to pay attention to the issues that face students and their families; this is the most conservative increase they have proposed; and, this is part of the explicit conversation

needed with the legislature and determining if they are concerned about the families in Wyoming. He noted the amount of student debt is also a cause for concern.

Trustee Bonner said there is a need at UW to address students needs, and he also sympathizes with Trustee Ritthaler's feelings about the costs of education. Trustee Bonner believes tuition increase needs to be done at this time and notes that the motion addresses only the increases. Trustee Rios said the students understand what they need to do to avoid huge increase and that the increase in financial aid will help the students.

Trustee Hammons noted the NCHEMS report that was done on the market of students and her conversation with students indicate they can live with the increase. She is concerned with the non-resident market and being told the reason enrollment is going down is because tuition is too high. NCHEMS said the market will tell you when we're charging too much tuition to the non-resident.

Dr. Dubois said this was recommended as across-the-board, but he has no problem holding the non-resident tuition at the current price pending the academic review. Experience with WUE suggests that is the right way to go.

Trustee Bonner expressed similar concern about raising in-state and not out-of-state as it would be a PR nightmare. UW doesn't want to be left out of the market for out-of-state students.

Trustee True said until they have the knowledge of the review, they don't need to attack the idea. He supports the proposal as it stands.

Trustee McCue echoed the conversation around the table, and noted he realized that the increase in out-of-state tuition is due to the WUE scholarships approved by the trustees.

Trustee Kirk said the constitution says the students are to receive education as much as free as possible and she thinks UW should raise out-of-state tuition. She feels this is a good university and students will attend.

Trustee Hammons requested information on comparison of out-of-states and in-state rates principally with Colorado and Nebraska. Dr. Dubois reported that Dr. Buchanan is working on this and how UW allocates the discounts. There is a need to put more money into recruitment of students.

Trustee Jorgensen agreed on the obvious declining economic situation in the state, but the way out of that is through education, which falls on UW and K-12 programs. He also stated the administration understands that there are areas where the university can do better with its budget and asked Trustee Ritthaler to consider this and her feelings on the tuition increase.

Trustee Ritthaler feels the State's economic situation needs to be kept in mind, and that families keep looking at the opportunities at UW to improve their situation.

Dr. Dubois reminded the Board that our student financial aid budget is now 93% fulfilled by tuition.

Trustee Jorgensen moved for tuition increase approval. Trustee Bonner seconded. Trustee Hammons asked for a division of the motion. Trustees Spicer requested the percentage rates be specified in the motion. Trustee Jorgensen re-stated the motion as proposed tuition for resident undergraduate students increase 3.5% from \$972 to \$1008 per semester (\$36/semester); resident graduate students increase of 3.7% from \$1215 to \$1260; and non-resident graduate tuition 3.59% from \$3759.75 to \$3894.75, and so

moved. Seconded by Trustee Bonner. Motion carried. Trustee Ritthaler asked that the record show she opposed this motion.

Trustee Jorgensen moved to increase non-resident undergraduate tuition 3.58% from \$3516 to 3642. Trustee Bonner seconded. Trustee Hammons appreciates the opportunity to speak against the motion because UW has overextended the charge to students. Motion carried. Let the record show that Trustees Hammons and Ritthaler opposed the motion.

Fee Book – Fees, Charges, Refunds and Deposits, July 1, 1999-June 30, 2000

Annually, the Budget Committee and Trustees approve requests for changes and additions to authorized fees, charges, refunds and deposits. The proposed changes address mandatory fees, university fees, charges and deposits, Auxiliary Enterprises charges; laboratory and special course fees; and miscellaneous fees, charges, and deposits.

It is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming approval of the Fee Book as presented. The following tables highlight the major fees and charges and the recommended increases.

University of Wyoming - The Fee Book
 July 1, 1999 - June 30, 2000
 Summary of Changes for Major Fee Categories

Mandatory Fees, Academic Year, Full-time Students per semester	FY 2000	FY 99	\$ ch	% ch
Student Health Services		55.00		
Intercollegiate Athletics		22.25		
Wyoming Union		51.00		
Student Publications (formerly part of a \$24 ASUW fee)		9.25		

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ASUW – phased in increase		25.00		
Recreation Fee	15.00	8.00	7.00	
General Access Computer Fee		20.00		
Recycling Fee (ASUW)		.50		
Wellness Fee (ASUW)		2.00		
Total Mandatory Fee	200.00	193.00	7.00	3.6%
College of Education	FY 2000	FY 99	\$ ch	% ch
Reflective Practitioner	0.00	75.00		
EDUC 4000 (secondary majors)	75.00			
EDUC 4109 (elementary majors)	25.00			
EDUC 4309 (elementary majors)	25.00			
EDUC 4409 (elementary majors)	25.00			
Summer Session and School of Extended Studies	FY 2000	FY 99	\$ ch	% ch
Anthropology 4140, Field Work in Wyoming (2-6 credit hours, per credit hour	125.00	100.00	25.00	25.0%
Anthropology 5860, Ad Archaeological Field Studies, per credit hour	125.00			
Geology 4717, summer Field Course (2-6 credit hours), per credit hour	250.00	210.00	40.00	19.0%
Adult Education 5880, Folk School, per course	340.00			
School of Pharmacy	FY 2000	FY 99	\$ ch	% ch
4420 Clinical Anatomy	0.00	150.00		
4870 Pharmacy Externship	0.00	80.00		
4890 Pharmacy Clerkship	0.00	80.00		
6170 Introduction Pharmacy Practicum, per CH	10.00			
6270 Intermediate Pharmacy Practicum, per CH	10.00			
6465 Elective Rotation in -----, per credit hour	10.00			
6470 Acute Pharmaceutical Care I, per credit hour	10.00			
6471 Acute Pharmaceutical Care II, per credit hour	10.00			
6472 Acute Acute Pharmaceutical Care III, per CH	10.00			
6473 Ambulatory Care Pharmacy I, per credit hour	10.00			
6480 Community Pharmacy I, per credit hour	10.00			
6481 Community Pharmacy II, per credit hour	10.00			
6482 Institutional Pharmacy I, per credit hour	10.00			
6483 Institutional Pharmacy II, per credit hour	10.00			
Speech Pathology	FY 2000	FY 99	\$ ch	% ch
5270 Clinical Placement Fee	100.00			
5290 Clinical Placement Fee	100.00			
Residence Hall Room Charges	FY 2000	FY 99	\$ ch	% ch
Academic Year, excludes semester break				
Double Occupancy Room	1846.00	1758.00	88.00	5.0%
Single Occupancy Room	2772.00	2640.00	132.00	5.0%
Residence Hall Room Charges	FY 2000	FY 99	\$ ch	% ch
Continuing Student - Summer, 2000				
Double Occupancy Room, per night	7.50	7.25	.25	3.4%
Single Occupancy Room, per night	11.25	10.75	.50	4.6%

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Apartment Rental Rates, Student, per month	FY 2000	FY 99	\$ ch	% ch
One Story Complex (Summit View)				
One bedroom	326.00	302.00	24.00	7.9%
Two bedroom	405.00	371.00	34.00	9.2%
Landmark Village	444.00	427.00	17.00	4.0%
River Village				
Two bedroom	520.00	500.00	20.00	4.0%
Three bedroom	563.00	541.00	22.00	4.0%
1111 Lewis Street (Laramie Peak)				
One bedroom	435.00	403.00	32.00	8.0%
Two bedroom	538.00	498.00	40.00	8.0%
Spanish Walk, one bedroom	398.00	386.00	12.00	3.0%
1308 Bradley Street, three bedroom	676.00	644.00	32.00	5.0%
1220 Bradley Street, two bedroom	675.00	625.00	50.00	8.0%

Apartment Rental Rates, Faculty and Staff, per month	FY 2000	FY 99	\$ ch	% ch
One Story complex (Summit View)				
One bedroom	413.00	382.00	31.00	8.1%
Two bedroom	503.00	466.00	37.00	7.9%
Landmark Village, two bedroom	578.00	556.00	22.00	4.0%
River Village				
Two bedroom	670.00	644.00	26.00	4.0%
Three bedroom	734.00	706.00	28.00	3.9%
1111 Lewis Street (Laramie Peak)				
One bedroom	550.00	509.00	41.00	8.1%
Two bedroom	659.00	610.00	49.00	8.0%
Spanish Walk, One bedroom	472.00	458.00	14.00	3.1%
1306 Bradley Street, three bedroom	696.00	663.00	33.00	5.0%
1220 Bradley Street, two bedroom	696.00	644.00	52.00	8.0%

Board Charges, academic year Fall and Spring semesters	FY 2000	FY 99	\$ ch	% ch
Unlimited access plan *	2600.00	2520.00	80.00	3.2%
Any 15 access plan *	2264.00	2195.00	69.00	3.1%
Any 12 access plan *	2140.00	2075.00	65.00	3.1%
Any 9 access plan	1688.00	1637.00	51.00	3.1%
Any 7 access plan	1362.00	1321.00	41.00	3.1%
Any 5 access plan	1018.00	987.00	31.00	3.1%
Any 3 access plan	636.00	616.00	20.00	3.2%
Lunch only, 5 per week	830.00	804.00	26.00	3.2%
Board Charges, Summer, 2000	FY 2000	FY 99	\$ ch	% ch
3 meals per day, Monday through Friday *	462.00	448.00	14.00	3.1%
Any 9 access plan *	370.00	359.00	11.00	3.0%
Conference and guest food service rates, plus sales tax, cash rates				
Breakfast	4.70	4.55	.15	3.3%
Lunch	6.25	6.05	.15	3.3%
Dinner	8.20	7.95	.25	3.1%
Conference daily rate	15.95	15.40	.45	3.6%

Recreation and Wellness Facility Access Fees	FY 2000	FY 99	\$ ch	% ch
Facility Access				
UW employees, UW appointees, and spouses				
Per semester	27.50	25.00	2.50	10.0%
Annual fee (payable in Aug and Sept only)	55.00	50.00	5.00	10.0%
UW Cooperating Agencies and spouses				
Per semester	33.00	30.00	3.00	10.0%
Annual fee (payable in Aug and Sept only)	66.00	60.00	6.00	10.0%
Part-time student, student spouse, per semester	16.50	15.00	1.50	10.0%
Locker Fee				
<u>Additional charge to above facility access rates</u>				
UW employees, UW appointees, Cooperative agency employees, spouses, and dependents				
Per semester	12.00	10.00	2.00	20.0%
Annual fee	24.00	15.00	9.00	60.0%
Part time student, student spouse/dependent per semester	6.00	5.00	1.00	20.0%
Facility Access Pass				
Replacement, lost or stolen pass	10.00	5.00	5.00	100.0%
Recreation and Wellness Miscellaneous Fees				
	FY 2000	FY 99	\$ ch	% ch
Climbing Wall certification (annual fee)				
Students	20.00			
UW employees	45.00			
Non-UW personnel	100.00			
Towel plus laundry service, per academic year	11.00	10.00	1.00	10.0%

Trustee Jorgensen noted the Fee Book draft reviewed by the Trustees. Dr. Dubois expressed his concern over the proposed housing rates. He stated the University has artificially suppressed its rental rate and the increases are an attempt to deal with renovation needs of the facilities. Mr. Baccari said the increase will hopefully create reserve for refurbishing and updating units, as well as replacement. He noted the discrepancies in charges of the different housing units on campus, and reviewed what the rates entail. Dr. Dubois noted that we are in the second year of the biennium and need to make adjustments for self sustaining units for their salary adjustments.

Trustee Bonner questioned the occupancy rate. Mr. Baccari stated there are temporary vacancies and there is a waiting list to fill them as soon as the units are available.

Trustee Rios asked what percentage of the increase will go toward the renovation fund for the residence halls. Mr. Baccari said it should be about \$200,00 but does not want to commit at this time. He is concerned that not enough reserve has been set aside.

Trustee Hammons asked if the increase in food service and dormitories are mandatory. She also noted that if a unit is self-sustaining, that budget is not presented to the Board. Housing has a 7% overhead that was to address maintenance and other issues and during critical years, that reserve was used to address needs of the main campus. She feels she want to review the self-sustaining budgets. Dr. Dubois said the Budget Reexamination group did look at every budget and he doesn't think the Board wants to review all of them. Dr. Dubois said the reserve was not enough to take care of the issues at hand. He could arrange a budget review to look at Housing and believes the Trustees would benefit from that.

Trustee McCue stated he doesn't want to look at all the budgets as that is the responsibility of the chief executive officer. He does think an executive summary would be helpful. Dr. Dubois suggested that the Trustees look at the Housing budget in March.

Trustee McCue questioned the reduction in the Education fees. Mr. Harris reported that there is no change in overall cost but rather a different breakout of the existing fees. It is the same in the Pharmacy and Anatomy fees.

Trustee Bonner questioned the narrative on 150% resident tuition for graduates spouse, children and children spouses. This was approved by the Trustees in 1995 but the narrative had not been incorporated in the Fee Book per Mr. Harris.

Trustees Bonner also questioned the Union Fee. Mr. Harris said that goes into effect in 2002 so is not included.

The 1999-2000 athletic ticket prices have been released and Trustee Bonner would like those incorporated in the Fee Book rather than the previous prices.

A motion was made by Trustee Jorgensen to approve the Fee Book as proposed with the inclusion of the 1999 athletic ticket prices. Trustee Bonner seconded. Motion carried.

1999 Budget Adjustments

It is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming that the Section I operating budget for the 1999-2000 biennium be increased in the amount of \$1,898,892. The increase is necessary to accommodate three adjustments: carryover of earmarked revenue from the previous biennium (\$1,381,350); additional revenue generated by 1998 Summer School activities (\$272,598); and, increased revenue from Social Work differential tuition (\$244,944).

At the close of each biennium, a reconciliation of revenue is completed and adjustments, either upward or downward, are done in order to keep budget authority in line with revenue collections.

The Social Work tuition differential was established by the Trustees in their October 1996 meeting. The tuition and tuition differential is earmarked for the establishment of this program.

The following table is a summary of the 1999-2000 biennial budget adjustments:

	<u>Budget Adjustment</u>
Computer Fees	\$ 166,175.58
Summer School	1,201,914.44
Course Fees	<u>13,259.54</u>
Previous Biennium	\$1,381,349.56
1998 Summer Session	272,598.00
Master's of Social Work	<u>244,944.00</u>
Total 1999-2000	\$1,898,891.56

Trustee Jorgensen moved for approval of the proposed 1999 Budget Adjustments.
Trustee Kirk seconded. Motion carried.

Insurance Brokerage

On July 16, 1998, the university released the Request for Proposal for Insurance Broker and Risk Management Services. The RFP was mailed to four Wyoming brokers, one Colorado broker and we received a single request for a copy from another Colorado broker.

Responses to the RFP were due August 27, 1998. Two responses were received: Ed Murray & Sons, Insurance & Bond Professionals, Cheyenne, WY

and Arthur J. Gallagher & Co. – Denver, Denver, CO. The qualifications of each firm were evaluated together with proposed risk management services and both firms were selected to develop insurance proposals for the university's property, boiler and machinery, and casualty exposures. Proposals addressing these exposures were due November 17, 1998. The University received one complete bid and one partial bid. The bid proposals are currently being evaluated and a final recommendation will be presented to the Trustees at the January Trustee meeting.

Trustee Jorgensen moved for approval of Insurance Brokerage as proposed. Trustee True seconded. Motion carried.

Designation of Depositories

In compliance with Wyoming Statutes 1977, Revised, section 9-4-801 through 9-4-831, First National Bank, Laramie; Community First National Bank, Laramie; First Interstate Bank of Laramie; First Bank System; Key Bank of Wyoming; and Jackson State Bank have made formal application for designation as depositories for University funds. They guarantee adequate security for all funds deposited.

It is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming approval of the applications for designation as depositories.

Trustee Jorgensen moved for approval. Trustee True seconded. Motion carried. Let the record show that Trustee Kepler abstains for conflict of interest.

Authorization for Stock Transfers

Brokerage firms are requesting certification of resolutions carrying a date within six months of the transaction.

It is recommended that the Budget Committee recommend to the Trustees of the University of Wyoming the adoption of the following resolution:

RESOLVED that the President of The University of Wyoming and the Treasurer of the Board of Trustees, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity, and to execute any and all instruments necessary, proper or desirable for the purpose; further that any past action in accordance herewith is hereby ratified and confirmed; and

FURTHER RESOLVED that the President of The University of Wyoming and the Treasurer of the Board of Trustees, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to act as agents for and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of

transfer; and further that said agents are fully authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity pursuant to this authorization, and to execute any and all instruments necessary, proper or desirable for the purpose; and

FURTHER RESOLVED that any corporate officer of The University of Wyoming is hereby authorized to certify this Resolution to whom it may concern.

Trustee Jorgensen moved for authorization of stock transfers. Trustee Bonner seconded. Motion carried.

Approval of Contracts and Grants

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 October 15, 1998 through December 2, 1998.

AMERICAN MUSEUM OF NATURAL HISTORY - 01/01/1998 - 12/31/1998	\$	1,500
Jason Lillegraven; Geology - Exploration of North American amber.		
AMERICAN RESEARCH CORPORATION OF VIRGINIA - 11/10/1998 - 06/30/1999	\$	230
Donald Adams/Ronda Coguill; Mechanical Engineering - Preparation of composite panels.		
BP EXPLORATION OPERATING COMPANY LIMITED - 09/01/1995 - 08/31/1999	\$	37,500
Norman Morrow; Chemical and Petroleum Engineering - Improve oil recovery by optimizing injection fluid and pressure management.		

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TOM BROWN, INCORPORATED - 04/15/1997 - 01/31/1999	\$	5,000
Charles Reher; Anthropology - Site documentation in the North Owl Creek Mountains.		
CIRRUS DESIGN CORPORATION - 06/10/1997 - 06/30/1999	\$	630
Donald Adams/Scott Coguill; Mechanical Engineering - Composite material characterization.		
COMMERCIAL SPONSORS - 01/12/1993 - Open	\$	14,985
Norman Morrow; Chemical and Petroleum Engineering - Reservoir wettability effect on oil recovery.		
DHS SYSTEMS, LLC - 05/01/1996 - 06/30/1999	\$	350
Donald Adams/Scott Coguill; Mechanical Engineering - Systems flexure testing.		
DOUGLAS, WYOMING, CITY OF - 10/01/1998 - Open	\$	700
Barbara Daniels; Cooperative Extension Service - Nutrition program.		
HAMPSHIRE CHEMICAL CORPORATION - 03/13/1995 - Open	\$	19,701
John Nishio; Botany - Path of carbon after foliar sprays.		
INTERNATIONAL FEDERATION OF UNIVERSITY WOMEN - 09/01/1998 - 05/31/1999	\$	10,000
Susan McKay; Nursing - Women's use of media technology in peacebuilding.		
JOB TRAINING PARTNERSHIP AGREEMENT - 07/01/1993 - Open	\$	566
Jacque Cook; Agriculture Dean's Office - Salary reimbursement for job training.		
KOREA INSTITUTE OF ENERGY RESEARCH - 05/01/1998 - 12/31/1998	\$	6,620
Chang-Yul Cha; Chemical and Petroleum Engineering - Carbon adsorbent from Korean anthracite coal.		
LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY - 10/01/1998 - 09/30/1999	\$	140,000
Richard Schmidt/James Goodman; Civil Engineering - Improved design of manufactured homes.		
MONTANA STATE UNIVERSITY - 09/30/1997 - 09/30/1999	\$	6,000
David Kazmer; Renewable Resources - Leafy Spurge integrated pest management.		
MOREY AND ASSOCIATES, INCORPORATED - 07/01/1995 - 08/31/1999	\$	3,000
Shelby Gerking; Economics and Finance - Wyoming travel impacts.		
NATIONAL BISON ASSOCIATION - 09/24/1998 - Open	\$	5,000
Steven Torok; Agricultural and Applied Economics - Evaluate economic value of commercial bison enterprises in the United States.		

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THE NATURE CONSERVANCY - 11/10/1998 - 08/31/1999 Holly Copeland/William Gribb; Geography and Recreation - Laramie County habitat conservation web site.	\$	2,000
THE NATURE CONSERVANCY - 07/30/1998 - Open Walter Fertig; Wyoming Natural Diversity Database - Element stewardship abstract.	\$	478
THE NATURE CONSERVANCY - 07/01/1998 - 04/30/2000 Mary Neighbours; Wyoming Natural Diversity Database - Track expenses related to upper Yellowstone watershed project.	\$	18,720
NORSK HYDRO PRODUKSJON A.S. - 07/20/1998 - Open Diane Burns; Geology - Well core correlation with FMI logs.	\$	6,755
OWL CREEK ENERGY PROJECT - 10/01/1998 - 01/31/1999 Shelby Gerking; Economics and Finance - Economic evaluation of Owl Creek energy project.	\$	6,720
RT COMMUNICATIONS, INCORPORATED - 10/01/1998 - 12/31/1998 Gene Murdock; Management and Marketing - Segments to design a marketing program.	\$	2,000
SHERIDAN COUNTY, WYOMING - 10/01/1998 - 12/31/1999 Donald McLeod; Agricultural and Applied Economics - Provide Geographic Information Systems (GIS) data expertise.	\$	2,000
SHERIDAN COUNTY, WYOMING - 10/01/1998 - 12/31/1999 William Reiners; Botany - Provide Geographic Information Systems (GIS) data expertise.	\$	2,000
SHOSHONE AND NORTHERN ARAPAHOE OFFICE OF THE TRIBAL WATER ENGINEER - 08/12/1998 - 05/31/1999 Charles Reher; Anthropology - Archaeological study at Washakie Dam.	\$	21,010
TRIHYRO CORPORATION - 10/20/1998 - 03/31/1999 Sadrul Ula; Electrical Engineering - Granite quarry power-factor issues.	\$	1,200
UNITED STATES BUREAU OF LAND MANAGEMENT - 06/03/1998 - 04/30/1999 Roger Coupal/David Taylor/Edward Bradley; Agricultural and Applied Economics - Economic and fiscal effects of the Bureau of Land Management.	\$	60,000
UNITED STATES BUREAU OF LAND MANAGEMENT - 09/28/1998 - 02/28/1999 David Taylor/Roger Coupal; Agricultural and Applied Economics - Jack Morrow	\$	18,000

UNITED STATES BUREAU OF LAND MANAGEMENT - 09/03/1998 - 05/30/2001 Angela Hild; Renewable Resources - Floristic data and information on Wyoming public lands.	\$	25,000
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1998 - 09/30/1999 Steven Horn; Agriculture Dean's Office - Animal care technician.	\$	60,000
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1998 - 09/30/1999 Steven Horn; Agriculture Dean's Office - Lab technician support.	\$	35,000
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 09/28/1998 - 09/30/1999 Daniel Rule; Animal Science - Effects of muscularity and muscular hypertrophy on cholesterol and fatty acid composition.	\$	5,000
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1998 - 09/30/1999 Terrance Booth/Gerald Schuman; Renewable Resources - Seasonal help.	\$	671
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 10/01/1997 - 09/30/1998 Terrance Booth/Gerald Schuman; Renewable Resources - Seasonal help for sagebrush on Wyoming mined lands.	\$	6,565
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Elizabeth Williams; Veterinary Sciences - Evaluation of lesions in furbearers.	\$	58,500
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Lynn Woodard; Veterinary Sciences - Increased brucellosis surveillance.	\$	4,880
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 08/01/1998 - 10/31/1999 Greg Thorn; Botany - Molecular systematics of the cotton root rot pathogen.	\$	32,900
UNITED STATES DEPARTMENT OF AGRICULTURE ECONOMICS AGENCIES - 09/30/1998 - 09/30/1999 Sherrill Shaffer/John Guthrie; Economics and Finance - Bank consolidation and	\$	20,000

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/1992 - 09/30/1999 Robert Schmal; Renewable Resources - Fish habitat relationships unit.	\$	5,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/1998 - 09/30/1999 Mary Neighbours; Wyoming Natural Diversity Database - Region 2 data management.	\$	13,520
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1998 - 09/30/1999 Dolores Cardona/Richard Nauman; Student Educational Opportunity - McNair scholars program.	\$	242,000
UNITED STATES DEPARTMENT OF EDUCATION - 11/01/1998 - 10/31/1999 Manuel Gallegos; Student Educational Opportunity - Math science initiative.	\$	251,200
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1998 - 06/30/1999 John Nutter; Student Financial Aid - Pell grant funding.	\$	276,184
UNITED STATES DEPARTMENT OF VETERANS AFFAIRS - 07/01/1997 - 09/30/1999 H. John Baldwin; Pharmacy - Provide clinical pharmacy services.	\$	29,202
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 12/01/1998 - 11/30/1999 Peter Thorsness; Molecular Biology - Genetic analysis of mitochondrial integrity.	\$	183,488
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/10/1998 - 08/31/1999 David Estes; Psychology - Children's awareness of mental imagery.	\$	61,116
UNITED STATES NATIONAL PARK SERVICE - 09/01/1998 - 03/31/1999 Harold Bergman; Institute for Environmental and Natural Resources - Open space and grazing.	\$	40,046
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/20/1998 - 09/30/1999 Terry Deshler; Atmospheric Science - Vertical profiles of aerosols.	\$	180,422
UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 06/30/1999	\$	63,450

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Randolph Lewis; EPSCoR Office - Management of the Experimental Program to Stimulate Competitive Research (EPSCoR).

UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 06/30/1999	\$	229,273
Mark Stayton/Pamela Langer/Kurt Miller/Bibek Ray; Molecular Biology - Biomimics.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 06/30/1999	\$	457,277
Steven Gloss/Henry Heasler/Jeffrey Hamerlinck; Spatial Data and Visualization Center - Visualization award.		
UNITED STATES SMALL BUSINESS ADMINISTRATION - 10/01/1998 - 09/30/1999	\$	500,000
Diane Wolverton; Small Business Development Center - Wyoming's small business development program.		
UPLIFT - 11/01/1998 - 09/30/1999	\$	25,000
Kenneth Heinlein; Wyoming Institute for Disabilities - Wyoming early screening project.		
VARIOUS NURSING SCHOOLS - 02/22/1994 - Open	\$	576
Marcia Dale; Nursing - Develop nursing programs.		
VARIOUS SPONSORS - 01/01/1997 - Open	\$	10,000
Ronald Steel; Geology - Sequence stratigraphy and sedimentology.		
VARIOUS SPONSORS - 02/01/1994 - Open	\$	3,000
Duane Keown; Natural Science Program - Wyoming's conservation connection.		
VARIOUS SPONSORS - 10/01/1997 - 09/30/1998	\$	19,390
Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers.		
VARIOUS SPONSORS - 07/01/1998 - Open	\$	2,407
Steven Gloss; Spatial Data and Visualization Center - To fund the Spatial Data and Visualization Center.		
VARIOUS SPONSORS - 10/01/1998 - Open	\$	250
Keith Miller; Wyoming Institute for Disabilities - Workshop funding.		
VARIOUS SPONSORS - 04/19/1996 - Open	\$	336
Keith Miller; Wyoming Institute for Disabilities - Coordination of satellite down-link.		
VARIOUS SPONSORS - 07/01/1995 - Open	\$	1,620
Keith Miller; Wyoming Institute for Disabilities - Behavioral assessment.		

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VARIOUS SPONSORS - 10/01/1998 - Open Mary Neighbours; Wyoming Natural Diversity Database - Database management.	\$	1,170
VARIOUS SPONSORS - 06/17/1997 - Open Gregory Hayward; Zoology - Nest box checker.	\$	2,000
WASHINGTON STATE UNIVERSITY - 07/01/1998 - 05/15/1999 Chris Bastian; Agricultural and Applied Economics - Risk management for today's economic environment.	\$	6,000
WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION - 01/13/1997 - 05/31/2000 Jay Puckett; Graduate School - Doctoral scholars program.	\$	3,000
WILSONART INTERNATIONAL, INCORPORATED - 11/06/1998 - 06/30/1999 Donald Adams/Ronda Coguill; Mechanical Engineering - Composite materials testing.	\$	600
WYOBIGEN - 01/01/1998 - 01/01/1999 Michael Hinman/Randolph Lewis; Molecular Biology - Synthetic spider silk genes.	\$	27,000
WYOMING BUSINESS COUNCIL - 10/01/1998 - 09/30/1999 Diane Wolverton; Small Business Development Center - Support for emerging and existing small businesses in Wyoming.	\$	380,000
WYOMING DEPARTMENT OF ADMINISTRATION AND INFORMATION - 10/11/1996 - Open Keith Cottam; University Libraries - Net lender grant program.	\$	5,000
WYOMING DEPARTMENT OF AGRICULTURE - 10/01/1998 - Open Peter Ellsworth; Natural Science Program - Classroom resource management.	\$	2,000
WYOMING DEPARTMENT OF EDUCATION - 06/03/1998 - 09/30/1998 Keith Miller; Wyoming Institute for Disabilities - State program improvement.	\$	17,500
WYOMING DEPARTMENT OF FAMILY SERVICES - 10/01/1998 - 09/30/1999 Linda Melcher; Agriculture Business Office - Nutrition education plan.	\$	364,645
WYOMING DEPARTMENT OF HEALTH - 10/01/1998 - 09/30/1999 Kent Becker; Leadership and Human Development - Wyoming chemical abuse and research and education program.	\$	22,000
WYOMING DEPARTMENT OF HEALTH - 08/01/1998 - 09/30/1998	\$	12,720

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Kenneth Heinlein; Wyoming Institute for Disabilities - Early childhood training conference.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 29,838
10/01/1998 - 11/15/1999

Eugene Wilson; Civil Engineering - Roadway safety/audit process for local roads.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 45,000
10/01/1998 - 11/15/1999

Eugene Wilson; Civil Engineering - Seat belt usage survey.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 68,538

Stanley Anderson; Zoology - Wyoming wildlife research.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 65,786

Stanley Anderson; Zoology - Habitat studies in Wyoming.

WYOMING SAWMILLS, INCORPORATED - 09/01/1998 - 08/31/1999 \$ 23,367

Richard Schmidt; Civil Engineering - LamStud product development.

WYOMING STATE FORESTRY DIVISION - 10/01/1998 - 12/31/1998 \$ 4,800

Gene Murdock; Management and Marketing - Private forest landowner marketing research.

TOTAL - Contracts and grants approved October 15, 1998 through
December 2, 1998. \$ 4,316,902

TOTAL - Contracts and grants previously approved:

07/01/98 - 08/12/98	9,542,531	
08/13/98 - 10/14/98	8,605,093	\$ <u>18,132,624</u>

TOTAL - Contracts and grants approved July 1, 1998 through
December 2, 1998. \$ 22,449,526

Trustee Jorgensen moved for approval of contracts and grants. Trustee True seconded. Motion carried.

**Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period
October 1, 1998-December 31, 1998**

The following audits have been completed. Audit reports are attached as indicated.

The comprehensive audit of NCAA compliance in the area of Student-Athlete Eligibility has been completed. This is the initial audit in a series of five annual audits that will cover all NCAA compliance areas. The Athletic Department responses to the audit recommendations have been completed and approved by the Athletic Planning Committee. The text of the audit report is on the following pages.

The limited examination of the Wyoming State 4-H Foundation has been completed for the year ending September 30, 1998. The text of the audit report is on the following pages.

The following audits and related activities are in process:

The audit of the University of Wyoming Alumni Association, Inc. the year ending June 30, 1998 has been completed and the report is being drafted.

The audit of Cowboy Joe Club, Inc. for the year ending June 30, 1998 has been completed and the report is being drafted.

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.

Audit of NCAA compliance in the area of Student-Athlete Eligibility

November 13, 1998

To the Athletic Planning Committee of the University of Wyoming:

We have completed an audit of NCAA compliance in the area of Student-Athlete Eligibility for the 1996-97 academic year. This is the initial audit in a series of 5 annual audits that will cover all NCAA compliance areas. The next audit will be in the area of Financial Aid for the 1997-98 academic year. The following are the observations, recommendations, and Athletic Department/Athletic Planning Committee responses that resulted from the audit of Student-Athlete Eligibility:

1. Satisfactory–Progress Requirement – Hours Earned Toward A Degree

Background

The NCAA Manual sections 14.4.3.1.5 and 14.4.3.2 require that student athletes make satisfactory progress toward their declared major in order to be eligible to compete in sports. By the beginning of the third year of enrollment a student-athlete is required to declare a major leading to a specific baccalaureate degree. From that point, the credit used to meet the satisfactory-progress requirements must be degree credit toward the student's designated degree program. The satisfactory-progress requirement is met if 25% of course requirements for a degree have been completed by the beginning of the student-athlete's 3rd year, 50% by the beginning of the 4th year, and 75% by the beginning of the 5th year.

Observation

The following procedures are used to determine that the satisfactory-progress requirements are being met:

- A form (Verification Of Courses To Be Approved For NCAA Intercollegiate Eligibility) is sent to the student-athletes' academic advisors each semester to verify that the classes being taken are degree credit toward the student's designated degree program. The form is to be completed and returned to the Athletic Counseling Office. For a sample of 28 student-athletes only 65% of these forms were completed and returned by their advisors.
- The Athletic Counseling Office uses the total credit hours earned information on SIS (Student Information System) screen 184. Any hours that are earned are assumed to be hours that apply toward the declared major. There is no attempt to determine that the hours earned actually are degree credit toward the student's designated degree program. The total hours earned are recorded on the Certification of Continuing Eligibility form and the percentage of completion is calculated.
- The registrar signs off on the Certification of Continuing Eligibility form. The registrar's office does not do an audit of each student-athletes' records to verify that the hours earned apply toward the designated degree program or the percentage of completion shown on the Certification of Continuing Eligibility form. The registrar relies on the percentage computed by the Athletic Counseling Office.

Recommendation

There is a fairly new computerized degree check called OnCourse which is mailed to the student and their advisor each semester prior to registration. This aids the advising process to ensure that the student is on track for graduation and contains a summary of classes that apply toward satisfactory progress. We recommend OnCourse be made available to the Athletic Counseling Office directly from Registration and Records and that this information be used in the process of determining that the satisfactory-progress requirements are being met.

Response

The Academic Counseling Office began requesting OnCourse in the Spring 1998 term. We will continue to request OnCourse in future evaluations of satisfactory progress of all student-athletes.

2. Monitoring The Full-Time Enrollment Requirement

Background

The NCAA Manual section 14.1.6 requires student-athletes to be enrolled in at least a full-time program of studies (12 credit hours) to be eligible to participate in practice or competition.

Observation

The Athletic Counseling Office monitors full-time enrollment for student-athletes through a weekly report from the SIS system that lists any student-athlete that is enrolled for less than 12 credit hours. The key to this process is identifying which students are student-athletes on screen 119 in the SIS system. During 1996-97 the ability to update the information on screen 119 was not completely controlled by the Athletic Counseling Office, as a result there were 17 student-athletes that were coded as non-athletes and 22 non-athletes that were coded as student-athletes. Due to these data errors on screen 119 the monitoring process could not be relied upon to identify all student-athletes that had knowingly or unknowingly reduced their enrollment to less than 12 credit hours.

Recommendation

To make this monitoring process more reliable the ability to update the data on SIS screen 119 must be under the control of the Athletic Counseling Office and each student-athlete must be properly identified as a student-athlete on SIS screen 119.

Response

Screen 119 has since been replaced by screen 194. Until now, Screen 194 has been updated by the Athletics Compliance Officer. We concur that the Athletics Counseling Office may be in a better position to update this screen on a more timely basis to benefit their monitoring of key academic information for student-athletes. As a result this function will be transitioned to the Academic Counseling Office effective May 11, 1998.

3. Designation Of Degree Program

Background

The NCAA Bylaw 14.4.3.1.4 requires student-athletes to designate a program of studies leading toward a specific baccalaureate degree at the beginning of the third year of enrollment.

Observation

In the sample of student-athletes selected for review, there was one student-athlete that designated Education-Undecided in the College of Education as their program of studies leading toward a specific baccalaureate degree.

Education-Undecided does not appear on the list of programs of study in the College of Education.

Recommendation

Whether or not the designation of Education-Undecided meets the requirements of NCAA Bylaw 14.4.3.1.4 is debatable. In the future student-athletes should be required to select a specific program of study that is listed in the University of Wyoming General Bulletin.

Response

In the specific situation noted, the academic counselor was aware of the student-athlete designating their major as education with no specialty in that major. He determined that the designation did meet the requirements of Bylaw 14.4.3.1.4. since the student-athlete had to take the same courses that semester regardless of specialty. With consistent use of OnCourse in the future as discussed in recommendation #1, the determination of a degree declaration should more consistent and improve this evaluation process.

4. Student-Athlete Statement And Drug Testing Consent Form

Background

The NCAA Bylaw 14.1.3 requires student-athletes to sign a Student-Athlete Statement prior to participation in competition each academic year. The NCAA Bylaw 14.1.4 requires student-athletes to sign a Drug Testing Consent Form prior to participation in practice or competition each academic year. Failing to complete and sign these forms result in the student-athlete being ineligible for participation in intercollegiate athletics.

Observation

In the sample of student-athletes selected for review, there was 1 student-athlete identified that did not sign either the Student-Athlete Statement or the Drug Testing Consent Form.

Recommendation

This inadvertent violation of NCAA Bylaws 14.1.3 and 14.1.4 should be reported to the NCAA. Steps should be taken to ensure compliance with this requirement in the future.

Response

While it is believed that this student-athlete did sign a drug consent and student-athlete statement prior to competing as all of the other typical documents signed by student-athletes were on file for this individual, we concur that evidence of the forms being signed could not be found in the student-athlete's file. As such, we will self-report this secondary violation. It should be noted that this particular student-athlete walked-on the football team this spring and the proper forms are on file now. In addition the Department of Athletics has implemented corrective measures to ensure accurate documentation is on file. Beginning in the 1998-99 academic year, the compliance coordinator has begun logging in the forms signed by student-athletes immediately after they are signed in the team meetings. In the event the forms are subsequently misplaced, documentation will be available evidencing that the forms were signed.

5. Participation By Student-Athlete Not Eligible To Compete

Observation

All student-athletes eligible to compete in a sport are listed on the Certification of Continuing Eligibility. There was one student-athlete that did compete during the 1996-97 academic year that was not eligible and was not listed on the Certification of Continuing Eligibility for that team. This incident was reported by the Athletic Department to the NCAA as an inadvertent violation of NCAA Bylaw 14.01.2 and 14.02.5 in April of 1997.

Recommendation

The corrective actions outlined in the Athletic Department's report to the NCAA appear to be adequate, so there are no other further recommendations.

Response

No response is necessary since the corrective actions have already been taken.

Van Jacobson
Internal Auditor

cc: Board of Trustees
Philip Dubois, President
Janet Constantinides, Faculty Athletics Representative
David L Baker, Special Assistant to the President
Wm. Lee Moon, Sr., Director of Athletics
Harry K. Fry, Jr., Assistant Director of Athletics

Limited examination of the Wyoming State 4-H Foundation

November 17, 1998

To the Board of Directors
The Wyoming State 4-H Foundation
Laramie, Wyoming

I have completed a limited examination of the Wyoming State 4-H Foundation (Foundation) for the year ending September 30, 1998. The limited examination involved only those funds generated by Foundation activities, exclusive of any State of Wyoming funds. This report is for your information and should not be distributed to anyone that is not a member of the Foundation's management or the management of the University of Wyoming. No material exceptions were noted during the limited examination. The following section outlines the limited examination procedures that were performed and the types of audit procedures that were not performed.

Limited Examination Procedures

The limited examination of the Foundation consisted of the following procedures:

1. Assets

The limited examination of assets totaling \$620,282 consisted of the following procedures:

- a. Bank and investment account balances were confirmed at year-end.
- b. The operating checking account transactions recorded on the accounting records of the Foundation were reconciled to the bank's statement transaction for the year.
- c. The year-end checking account bank reconciliation was reviewed.
- d. Transfers between bank and investment accounts during the year were reviewed.
- e. The accounting entries for investment transactions were reviewed.

2. Liabilities

The limited examination of the liability for custodian funds (investments for outside investors) totaling \$32,056 consisted of confirming balances at year-end.

3. Cash Receipts

The limited examination of cash receipts consisted of the following procedures:

- a. The cash receipts forms issued during two months of the year were totaled and traced to bank deposits.
- b. The cash receipt forms for those two months were compared to the amounts recorded in the monthly cash receipts journals.
- c. Interest and investment income was reviewed for the year.

4. Cash Disbursements

The limited examination of cash disbursements consisted of comparing the canceled checks for two months to the entries in the monthly cash disbursement journal.

5. Interest Distribution

The quarterly distribution of interest to interest earning accounts was reviewed for one quarter to determine its compliance with the policy approved by the Board.

6. Management Fee

The quarterly assessment of the 5% management fee on revenue was reviewed for one quarter to determine its compliance with the policy approved by the Board.

Procedures Not Performed

The limited examination did not constitute an audit made in accordance with generally accepted auditing standards. Some of the procedures that were not performed during the limited examination are as follows:

1. The limited examination did not include a review of the system of internal control. The objectives of an internal control structure are to provide management with a reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization, and recorded properly to permit the preparation of financial statements.
2. The limited examination did not attempt to evaluate whether the financial statements presented fairly, in all material respects, the financial position of the Foundation as of September 30, 1998 and the changes in its fund balances and its revenues and expenditures for the year then ended in conformity with generally accepted accounting principles.

Van Jacobson
Internal Auditor

cc: Steve Horn, Dean, College of Agriculture
Glen Whipple, Director, Cooperative Extension Service
Steve Aagard, Assistant Director, Cooperative Extension Service
Fred Schlutt, Executive Director, Wyoming State 4-H Foundation
Steven Mack, Accountant, Wyoming State 4-H Foundation

Report of the Budget Re-Examination Committee

On October 20, 1997, President Dubois appointed a nine-member University Budget Re-Examination Group to review all aspects of the University of Wyoming budget. Members included the President; Vice Presidents Ken Griffin from Academic Affairs and Dan Baccari from Administration and Finance; Dean of the College of Business Bruce Forster; faculty members Jay Puckett (Civil and Architectural Engineering and chair of the Faculty Budget Committee) and Lee Schick (Physics); staff members Vicki Henry (Civil and Architectural Engineering) and Jody Kalinay (Physical Plant and now Academic Affairs); and ASUW executive Nathan Hammons. The work of the Group was supported by then-Associate Provost Tom Buchanan, Associate Vice President Phill Harris, and Budget Director Gordon Ellis.

Over the past thirteen months, we have received intensive briefings on the University's budget structure and the legislative budget process and have reviewed the institution's recent history of revenues and expenditures in all Section I and Section II budget categories. We conducted hearings with a large number of unit managers so that we could better understand budgets of individual administrative operations, including the University's major administrative divisions (e.g., Student Affairs, Information Technology, Institutional Advancement, etc.), all of the institution's most significant auxiliary services (e.g., Wyoming Union, Housing and Residence Life, University Bookstore, Fleet Operations, Telecommunications) and a number of smaller ones as well (e.g., Campus Express ID, Trademark Licensing, and Vending).

We also learned a great deal about how the University has approached such things as risk management, environmental health and safety, the collection and utilization of indirect and released-time monies associated with externally-funded contracts and grants, the management of UW-owned land and other properties, and the administration of tuition and scholarship funding. In sum, the review was extensive and exhaustive.

Throughout its review, we were impressed with the professionalism and knowledge of the University employees charged with managing the various units and activities that operate within this institution on a daily basis. Despite increasingly constrained budgets occasioned by budget reductions and the

absence of inflationary adjustments, we saw many examples of innovative and cost-saving approaches implemented by unit managers determined to maintain high quality support services for faculty, staff, and students.

Our review also uncovered no large “hidden pots of gold” available for immediate distribution to address the University’s most pressing budgetary needs. Our charge was not to decide upon the relative priority to be assigned in expending University funds on various activities; thus, there was no attempt to do so. The academic planning process and the administrative support planning process to follow are central in terms of sorting out those expenditure priorities. What we can say, however, is that the size of some unit budgets are so small that even complete elimination of some units or discontinuation of some activities would not emancipate large numbers of dollars. Solutions to our most significant budgetary problems are to be found by concentrating on the largest categories of institutional revenues and expenditures.

For purposes of this report, we also have chosen to focus our attention on specific budget-related changes we might contemplate as distinct from desirable activities or initiatives that would enhance our budget situation. For instance, it is recognized that improvements need to be made in institutional marketing, student recruitment and retention, and the efficiency of our business processes. All of these areas—and others—possess near- and long-term potential for improving the budget health of the University and need to be pursued. Our focus here, however, is upon specific initiatives that we feel must be pursued in the management of our budget resources.

We have identified eight specific areas that the President will recommend that the Trustees authorize for further examination:

1. Position Control and Management: With 76% of our Section I budget dedicated to paying the salaries and employer-paid benefits to faculty and staff, no sensible strategy of budget management can ignore the allocation, funding, and use of full-time, part-time, temporary, and permanent personnel positions over time. Not only must we have a position control process that permits faculty and staff resources to be directed to the areas of highest priority and greatest need, but we must find a way to predictably fund salary increases, faculty promotions, and staff reclassifications. It is also important that we develop some mechanisms, such as phased retirement options for faculty and staff, to lower overall institutional personnel-related costs.

2. Tuition Structures and Discount Policies: Other than our state General Fund appropriation, tuition represents the largest single source of revenue available to the University. But the variables that affect the net revenues available for supporting University operations go beyond simply the amount of tuition charged or the differentials applied to non-residents and students in professional

preparation programs. Rather, net institutional revenues from tuition are affected by a host of factors, including the proportion of tuition revenues reallocated for student financial assistance, the effectiveness of student aid dollars in promoting student recruitment and retention, and the structure of tuition in relationship to credit hours of instruction delivered. All of these areas need more intensive examination.

3. Funding for the University's Outreach Academic Programs: The report of the Task Force appointed by the President last year to examine the University's outreach mission makes it clear that the current approach to funding off-campus teaching has resulted in the marginalization of that part of the University's mission. Our ability to offer the citizens of Wyoming a comprehensive array of academic degree programs and individual courses is compromised by the small enrollments that often are present in any single site and by the high technology-related costs that are required to deliver courses to multiple sites. In attempting to maintain the same basic rate of tuition for off-campus students that is charged to on-campus students, the University has often found itself unable to respond affirmatively to requests from local jurisdictions for specific academic programs to be offered. It is imperative that the President's proposal for a statewide educational needs assessment be implemented as part of the academic planning process (preferably in collaboration with the Wyoming community colleges) and that the University move forward with the Task Force recommendations to reassess the financial structure of our outreach academic programs.

4. Faculty and Staff Salary Policies: Three-fourths of our Section I budget is expended on faculty and staff salaries and benefits. Over half of the salary dollars expended go to support faculty and other instructional personnel. Addressing our salary deficiencies must be regarded as our top institutional priority if we are to be successful in recruiting and retaining the best possible people.

Given lagging faculty salaries relative to those offered by other land-grant research institutions, it is timely to re-examine a wide range of our policies as they are related to faculty salaries, including our supplemental pay policies and those related to summer school and off-campus teaching. In some cases, as in the instance of summer school, we not only have widely divergent pay structures across colleges and departments, but we have come to rely heavily upon summer school revenues to address core operational (non-salary) needs. If we are going to maintain a high quality faculty, attract the best of the new faculty being produced by the nation's best graduate schools, and encourage faculty to engage in non-traditional and entrepreneurial activities (including, among other things, off-campus teaching, community service, and economic development), we must look beyond our traditional salary administration policies.

It is also the case that there is no relationship between the allocation of salary dollars and the achievement of key institutional objectives. Faculty

members are evaluated almost entirely on the basis of their individual accomplishments and not upon their collective contributions to the achievement of institutional objectives. For instance, can we find a way to tie our salary system to gains we might realize in recruitment and retention so that faculty will have an incentive to help the University achieve those key institutional objectives?

The same might be said of our salary system for staff. Although we do not want to create a salary system that results in additional unfunded mandates (such as is the case with so-called "longevity pay"), the staff should also benefit from its contributions to the achievement of institutional objectives. In addition, where opportunities present themselves to reward staff and faculty with one-time bonuses based upon performance, such options should be considered by the administration.

5. Review of Selected Auxiliary Services: All of UW's auxiliary (Section II) services are designed to operate on a "break even" basis. In any given year, reserves may be created to deal with long-term needs such as equipment replacement or facility renovation, but the long-term goal of all such services is to operate without cost to the institution and at the lowest possible cost to the consumer of those services. In the case of student-related services, such as Housing and Food Services, the pricing strategy is integrally related to the goals of recruiting and retaining students at the University.

Most of our auxiliary services are rather small operations, so even significant improvements in reducing costs, increasing revenues, or improving operational efficiencies would not have major budgetary impacts. There do appear to be three or four areas that we think deserve further examination, either because they have revenue-enhancing opportunities that could benefit the campus as a whole or hold the potential for overall cost reductions to the campus as a whole.

- Fleet Operations: In addition to providing a vehicle rental service for University employees on University-related travel, we maintain 421 University-owned vehicles and numerous state and federal vehicles. It is not at all clear that this approach is more cost-effective than simply reimbursing University employees for the use of their private vehicles or outsourcing vehicle rental and maintenance to others. We reached no conclusion on the matter, but the amounts of money involved warrant a closer examination. Not counting expenditures by departments or other units on private rental cars or vans, Fleet Operations is responsible for more than three-quarters of a million dollars in business each year.

- University Bookstore: The Bookstore is one of the campus' largest auxiliaries, with annual sales in excess of \$5 million. There is considerable evidence that our Bookstore is administered effectively and efficiently, and that efforts have been made to keep textbook costs in particular as affordable as possible for students. Without reaching a conclusion on the matter, we think it would be worth exploring whether operation of the Bookstore by one of the national college bookstore enterprises would make sense in terms of generating net revenue for the institution while maintaining affordable book prices for our students.
- Telecommunications and Information Technology: There are a host of issues that need to be examined here under the leadership of Vice President Aylward. The Division of Information Technology is a large unit with an annual budget in excess of \$9 million. About 55% of this budget, however, is in Section II in the form of an auxiliary service consisting substantially, but not entirely, of telecommunication services to academic and administrative units, employees, student housing, and student long distance services. Base telephone rates have not been adjusted since 1991 and our long distance contracts with Sprint is coming up for renegotiation. There is a need for clear cost centers to be identified and tracked. In time, it may also be worth the effort to re-examine the question of whether telecommunication services should be outsourced. Such an analysis was completed as recently as five years ago, but the results did not argue for a movement in that direction. Given the dynamic nature of the telecommunications industry, however, we must remain vigilant for opportunities.

The dynamic environment for computing must also be a central consideration as we enter the planning process for Information Technology (and other administrative and student support units) after the academic planning process has concluded. The relative balance between the provision of centralized and decentralized systems needs to be continually monitored. With the cost of personal computers continuing to fall, for instance, to what extent should our efforts to provide students with computing access through open computer labs be redirected to enhance access through an improved networking infrastructure both on campus and in student housing?

- Offsets for Central Administrative Services: Although most auxiliaries are "self-supporting," there is inconsistent handling of charges assessed against them for the costs of centrally-provided administrative services, including things like Human Resources, Payroll, etc. For instance, Housing and Residence Life contributes over \$250,000 annually for the costs of such services, while Athletics

makes no contribution at all. Just as important, when such charges are assessed, they seem to have been based on well-educated guesses as to the costs incurred rather than a careful audit and analysis. The Budget Re-Examination Group recommends a careful review of the costs of administrative services to auxiliary enterprises.

6. Land Management: The University owns and manages more than 12,000 acres of land, not counting patent and agricultural lands deeded to the state of Wyoming under the terms of the federal land grant acts and currently subject to the management, rules, and restrictions of the State Land Board. In addition, we lease certain campus properties (e.g., rooftop space for communications equipment) and gain income from mineral interests in properties in seven states (largely as a result of estate bequests). Although the opportunities in this area may be limited, it would appear sensible to review this portfolio of assets to determine whether there are any opportunities for land sale or mineral development that might generate additional income for investment purposes. The Trustees began this process in 1995 when it directed the Facilities Planning Office to inventory and evaluate the University's real estate, oil, gas, and mineral interests held in Wyoming and eight other states. A pilot program to evaluate all of the institution's holdings in a single county (Crook) was completed, but no follow-up appears to have occurred. We need to move forward to complete this analysis statewide and for our other holdings.

7. Research-Related Income: More than \$5 million annually is returned to UW each year through the acquisition of external contracts and grants, both in terms of indirect cost assessments and released time payments. The allocation of the indirect cost funds has been fixed by formula since 1978; this would be an appropriate time to review that allocation scheme to make sure that central administrative costs generated by the University's research mission are covered while maintaining a healthy rate of return to individual principal investigators and their academic units to stimulate yet additional sponsored research. Campus practices with respect to the use of release time funds are highly variable, but it does not appear that a reasonable proportion of these funds are being expended to replace instruction lost as a result of research-related reductions in faculty teaching loads. The consequence is that replacement instructional funding is coming out of other parts of college and departmental budgets. Indeed, it appears that there is a need for development of a set of standards or guidelines so that there can be more uniform understanding across campus of when state-supported reductions in teaching loads are appropriate, when teaching load reductions related to extramurally-funded research are acceptable, and the expectations for substitute instruction to be provided from some portion of research-related funding. Both areas (indirect cost returns and release time practices) warrant re-examination.

8. Use of Unallocated Employer-Paid Benefits: State budgeting requirements

mandate that UW budget full amounts for expected employer-paid benefits on each authorized full-time benefited faculty or staff position. However, in any given year, a certain number of vacant positions will not be filled or will be held open. As a result, each year UW can expect to have a significant amount of money budgeted for employer-paid benefits but which won't be spent for this purpose. The Budget Re-Examination Group believes that it would be useful to see whether it is possible to predict the funds likely to be available from this source on an annual basis and to provide for their allocation to priority University needs at the beginning of each fiscal year. In our judgment, it would not be prudent to make permanent commitments against these funds. This is one of the few sources of significant flexibility in our annual operating budget. Without this flexibility, we could be forced to fall back upon unallocated reserves to see us through a tight situation. However, if we are able to make a reasonable projection of these funds on an annual basis, we can direct at least a portion of those funds toward appropriate one-time needs in a thoughtful and planned way at the beginning of each academic year. At the same time, a portion needs to be reserved for final allocation until later in the academic year so that we have the flexibility required to deal with unpredictable situations (such as higher-than-normal utility bills due to severe winter weather).

Following Trustee review, modification, and approval of this Report, the President should meet with the Executive Council to decide upon priorities and a timeline for addressing these recommendations.

Dr. Dubois said this is an agenda for action without expressing conclusions.

There was a substantial review of University budgets. Trustee Bonner questioned the semantics on outreach areas. Dr. Dubois said it is a means to better understand budgets at his level; review the Section I level support; and the tuition policies applied to off-campus programs. UW needs to provide better support to off-campus entities. Trustee Hammons questioned how this will be done.

Trustee Hammons posed the question: With a research grant, can a PI request the vehicle for grant purposes and keep the vehicle after the grant is completed? She feels this should be part of the University's fleet, and should be kept as a priority for use on campus. Dr. Dubois replied that if there was money available in the unit the vehicle

could be purchased for unit use. Phill Harris stated we have 421 vehicles owned by UW and a charge has been given to a University internal committee to look at fleet operations to consider modifying fleet assets.

Trustee Hammons also asked about the land management issue – she hopes we look at the areas that UW is not utilizing and try to sell those. Trustee Spicer questioned whether these were part of the original land grant or purchased lands.

Trustee Hammons expressed her feeling that the capital assets should be reinvested. She asked about the EPB's that are not allocated and looking at the salaries attached to those EPB's and reallocation, of them to the general campus pool. She also wondered about use of unallocated employer paid benefits and whether lines and salaries would be decentralized.

Trustee McCue asked if we have an inventory on our properties – do we know what we own. Dan Baccari reported that we do have an inventory and we are looking at how best to manage and utilize these lands, state lands used and deeded land.

Trustee McCue noted that we have unfilled lines consistently and the EPB's are not used and the difficulty in tracking them. Dr. Dubois said that even if we were at peak functioning, there will always be 4-5% sitting dormant. Dr. Buchanan said there are only personnel and support lines to work with, and we need to have flexibility to move back and forth. It is better to err on support side rather than the personnel side.

PERSONNEL COMMITTEE

The Personnel Committee of the Trustees met on Friday, January 8, 1999 with the following members in attendance: Trustees Hammons, Chair; Dave Bonner, Forrest Kepler, and Ron McCue.

It was moved by Trustee Hammons, seconded by Trustee Kepler that the items on the following pages be approved by the full Board. Trustee Hammons asked that the minutes reflect that the item on Education be changed – the faculty are not associate deans but rather department heads. Motion carried.

Questions were raised on the following: Dr. Gerking leaving, Dr. Bulla's resignation in September, and Sociology Department sabbaticals. Trustee Hammons noted those employees retiring and while she is happy for new challenges in their lives, she is sorry to see them go.

A change in reporting of personnel items was made. The Report will dispense reporting of: Temporary, Visiting, Parttime, and Adjunct appointments.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee of the Trustees met on Friday, January 8, 1999 with the following members present: Trustees Kepler, Chair; Peter Jorgensen, Jeri Kirk, Shelly Ritthaler, Thomas Spicer. The following was presented to the full Board by Chairman Kepler.

Oil and Gas Lease

The Marian S. and A.B. Nuss Estate includes mineral deeds for 1/3 of a 1/8 undivided interest in the NW1/4 Section 20, T 2N, R 52W, Washington County, Colorado and the SW1/4 Section 2, T 43N, R 17W, San Miguel County, Colorado.

Contex Energy Company of Denver, Colorado, on behalf of Burlington Resources Oil & Gas Company, has offered the University a 5-year oil and gas lease on the 160 acres in San Miguel County. The offer consists of a \$7.00 payment per net mineral acre and a 1/6 royalty, which is consistent with the Wyoming State Land and Farm Loan Board for leases under its jurisdiction.

The University's records indicate this particular acreage was last leased in the late 1970s. It is recommended that the Physical Plant and Equipment Committee recommend to the Board of Trustees acceptance of the offer from Contex Energy Company to lease the University's mineral interest in San Miguel County.

Trustee Kepler moved for approval of the Oil and Gas Lease. Trustee Kirk seconded. Motion carried. Dan Baccari commented on the bonus payment.

Information on this item will be mailed under separate cover, or be distributed at the January Trustees' meeting.

Information was not available at time of the meeting. UW is still working with the City of Laramie on parking ideas, and they have just made changes on the council so there may be additional delay. Kelly Arnold asked us to provide an analysis of Iverson and Lewis Streets usage for discussion. Trustee Spicer noted that there is still a fair amount of property on Lewis that could be converted to parking and asked about aggressively seeking to buy it. Dr. Dubois said some of those structures can be removed to provide additional parking. He believes we need to be sensitive to the area, retain the atmosphere of the neighborhood, and perhaps not pave every piece of property we obtain.

Year 2000 IT Compliance Update

Division of Information Technology

Overview

The University of Wyoming year 2000 efforts of the past six weeks have been focused on the continued development and implementation of the year 2000 web site, <http://www.uwyo.edu/infotech/year2000>. The web site includes general information about the issues, hardware testing software, links to vendor sites for commonly used software applications, links to other academic institutions and links to several valuable year 2000 sites including National Science Foundation and U.S. Department of Education. We strongly urge researchers to collaborate with colleagues at other institutions regarding specialized equipment and systems. The site will evolve as the extent and areas of potential impact continue to unfold and new tools for evaluating and resolving problems become available.

The Year 2000 Campaign Committee is publicizing the web site through campus media and collaborating with the Information Technology Partners program to conduct seminars for departments, researchers, and faculty.

Table 1 identifies the remaining year 2000 projects for IT supported systems. Table 2 identifies the completed year 2000 projects.

What's
Remaining

The year 2000 projects that were submitted to the Institutional Administrative Technology Advisory Committee (IATAC) received high priority in the recent recommendations. The remaining projects are 1) upgrade the IDMS database to version 14.0; 2) replace the current touch-tone registration hardware; and 3) complete the final two components of the BSR Advance Client Server system; Gifts and Membership. The financial information in the legacy financial system will be migrated to a data warehouse.

We have recently heard concerns from external organizations questioning whether our current version of PeopleSoft Financial system, Version 6, is year 2000 compliant. We are investigating the validity of the concerns and exploring our options in the event the concerns are valid.

Departmental
Systems
Examples

Physical Plant has recently made a decision on a vendor for replacing the Work Order System. The implementation is expected to be completed by mid-year.

The IT department of Information Services is assisting the selection of

the School of Extended Studies and Public Services migration to the Student Information System (SIS). A workshop is scheduled in January to identify SIS system changes and SES business process changes necessary to facilitate the migration.

IATAC is supporting the department of Housing efforts to investigate the feasibility of a replacement system.

Year 2000
 Testing

The year 2000 testing project proposal received a second tier priority recommendation from the Institutional Administrative Technology Advisory Committee (IATAC). 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.

Table 1: Remaining Centrally Support Systems and Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u><i>Current Status</i></u>
OPERATING SYSTEMS AND DATABASES:					
IDMS	Vendor upgrade	C.A.	4/99 VERSION 14.X	No	On schedule
HARDWARE:					
Touch-tone Registration (VOCOM)	Replacement	Brite	1/9 RESEARCH OPTIONS UNKNOWN REPLACE- MENT	No	Begin 1/99- 2 phases; Research and Replacement
Telecommunications Management System					
<i>Telemanagement & Billing System</i>	Replace or upgrade.	UW	4Q99	No	Evaluation
CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:					
<i>Financials (FRS) Historical Data</i>	Migrate historical data to warehouse	UW	3/99	No	On Schedule
<i>Advancement Services System (BSR)</i>	Replacement	BSR	7/98 Biographical 10/98 Prospect Tracking 2Q99 Gifts 2Q99 Membership	No	Progressing
<i>Budget Prep</i>	Rewrite	UW	unknown	No	Has not been submitted to IATAC
<i>Budget Balance Available (BBA)</i>	Rewrite	UW	unknown	No	Has not been submitted to

					IATAC
<i>Time Management System</i>	Rewrite	UW	unknown	No	Purchased PS Time and Labor module; Has not been submitted to IATAC
<i>Year 2000 Testing</i>	NA	UW	10/99 Completion	NA	Begin 5/99

Table 2: UW Year 2000 Completed Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u><i>Current Status</i></u>
OPERATING SYSTEMS AND DATABASES:					
<i>Solaris</i>	None required	SUN		Yes	
<i>MVS OS/390</i>	Vendor update	IBM	11/97	Yes	Complete
<i>Oracle</i>	None required	Oracle		Yes	
<i>Sybase</i>	None required	Sybase		Yes	
CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:					
<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	
<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>Pooled Investments</i>	Rewrite in conjunction with PeopleSoft financials	UW	7/98	Yes	Complete
DATA AND TELEPHONE SYSTEMS:					
<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

Division of Administration and Finance

Overview The Division of Administration and Finance continues to work on its year 2000 issues. They are at the point where most of the internal items have been identified and have been either resolved or are in the process of being resolved. They are now focusing attention on external entities and determining how these will affect UW's operations and what will need to be done to deal with them.

Table 1 lists the items that the division is currently working on and the status of each.

Table 2 lists the items that have been completed with respect to year 2000 issues.

Progress to Date Progress has been made since the last report. Please see subsequent sections for more details.

Systems and Software The PeachTree accounting software packages, widely used within the division and several departments have been upgraded to Y2K compliant versions. Other software issues continue to be worked on.

The Bookstore has finished testing their systems and software and are compliant across the board.

The Physical Plant has found a replacement for their Work Order System and is now in the process of acquiring the necessary hardware and software to install it.

Hardware The purchase, distribution and subsequent "cascade" of PC's within the division to eliminate non-Y2K compliant PC's continues to progress.

The Physical Plant has completed placing new chips in the fire alarms and is conducting tests on a possible solution for the Landis Gyr Heating and Ventilation system.

Other departments within the division continue to work with vendors on determining and correcting year 2000 problems with some of their systems.

Outside Influences As previously stated, the division has now reached the point where the focus of attention has turned to evaluating the numerous entities with which the institution deals whose own year 2000 compliance could seriously affect the university. The division is currently in the process of identifying those entities and contacting them about their Y2K status.

Table 1: Administration and Finance Year 2000 Issues to be Completed

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u><i>Current Status</i></u>
OPERATING SYSTEMS AND DATABASES:						
SCO Unix 3.2.4.2	Cashiers	Vendor upgrade to version 3.2.5.X	Informed Decisions	Spring 1999	No	Waiting for vendor
Informix	Cashiers	Vendor update	Informed Decisions	Spring 1999	No	Waiting for vendor
Dataflex 2.3	Student Financial Operations	Vendor upgrade	Data Access	Spring 1999	No	Waiting for vendor
HP Unix	ID Office	Apply patches	Hewlett Packard	6/99	Yes with minor issues	On schedule –waiting for certification from AT&T.
Windows 95a, b & c		Apply patches	Microsoft	1Q99	Yes with minor issues	On schedule
Windows NT 3.5x Server/Workstation	Duplicating	Upgrade	Microsoft	2Q99	No	On schedule
Windows NT 4.0 Workstation		Apply patches	Microsoft	1Q99	Yes with minor issues	On schedule
Windows NT 4.0 Server	Budget Office	Apply patches and/or upgrades as suggested by vendor	Microsoft	3Q99	Unknown	Waiting on vendor
Novell 3.11	NOTE: this is used extensively throughout the division	Replace property system with PeopleSoft's Asset Management package	Novell	In process 1Q99	No	Configuring/testing
FilePro (chemical inventory/hazmats)	Environmental Health and Safety	Unknown	Unsupported	1Q99	No	In testing
SQL Server 6.5	Budget Office	Apply service pack 5 when available	Microsoft	1Q99	Yes with minor issues	On schedule
SOFTWARE AND APPLICATIONS:						
Advanced REvelation	Property	Replace with PeopleSoft's Asset Management system		1Q99	No	Configuring/testing
PeachTree Accounting	Fleet Operations Housing Food Service Auxiliary Ent-	Version upgrade	PeachTree	1Q99	No	On schedule – many are done, others are in progress.

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	Director's Office Bookstore Vending					
Facilities Inventory System	Facilities Planning	PC stuff OK, Mainframe database needs moved to new platform – use new WOS that Physical Plant is pursuing		7/99	No	On Schedule
MAS 90 Accounting	Duplicating	Replace with PeachTree		7/99	No	Software has been installed – will make switch at Fiscal Year End.
Fuel Rite	Fleet Operations	Find replacement			No	Cory Schaeffer is looking for a replacement.
Reservation System (Fleet Operations)	Fleet Operations	Rewrite and port to Access	UW	3/99	No	On schedule
Lotus	Duplicating	Move to Excel			No	
RipMate Software	Duplicating	Upgrade			No	Currently investigating OS change from NT 3.51 to NT 4.0
FrontPage 97		Upgrade version to FrontPage 98	Microsoft	4Q99	No	On schedule
Microsoft Office 4.x		Upgrade version to Office 97	Microsoft	4Q98	No	On schedule
PointCount	Human Resources	Unknown	Mercer		Unknown	
Time Card System	Human Resources	Update/replace	UW	1Q2000	No	Replace with PeopleSoft Time Card
Kraftlink	Food Service	Kraft has a compliant release and it's on its way.	Kraft	3Q99	No	Waiting for upgrade to arrive and install.
Winstar	Food Service	Upgrade to new version			No	Currently evaluating other products.
C-Board	Food Service	Apply upgrade when it becomes available		1Q99	No	Waiting on vendor – vendor states that upgrade will be available by 1Q99
DataCard	ID Office	Conducting Testing		5/99	No	On schedule

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<i>CMS Software</i>	Mail Room	No upgrade available	Pitney Bowes		No	Pitney Bowes evaluation 1/99
<i>Work Order System (WOS)</i>	Physical Plant	Replace with Y2K compliant system	UW	7/99	No	Decision on which system to purchase should be made early/mid December 1998.
<i>HRS</i>		Work with IT to apply vendor/UW mods until replaced by PeopleSoft	Pinnacle & UW	11/98 4Q99	No	Current system mod complete PeopleSoft 1/2000 On schedule
<i>BBA</i>		IT will rewrite	UW	1999	No	Submit to IATAC
<i>Budget Prep</i>		IT will rewrite	UW	1999	No	Submit to IATAC
<i>VSL</i>		Work with IT	UW		No	
<i>Internet Server 3.0</i>		Apply patches when available from vendor	Microsoft	3Q99	Unknown	Waiting on vendor to finish testing
<i>Microsoft Office 95/97</i>		Apply patches as supplied by vendor	Microsoft	4Q98	Yes with minor issues	On schedule
HARDWARE:						
<i>486 based PC's</i>		Upgrade BIOS or replace with Pentium class machine	Gateway & others	1Q99	No	On schedule
<i>Macintosh PC's</i>	Union Graphics		Apple		Unknown	
<i>COMPAQ Proliant 5000 (SHOTGUN)</i>	Budget Office	Determine if RTC chip is compliant or not	COMPAQ	4Q98	Unknown	
<i>4DX2-66E (OM2)</i>	Budget Office	Retire and move asset management to PeopleSoft	Gateway		No	PeopleSoft Asset Mgt. in testing
<i>COMPAQ Server (CASHIERS)</i>	Cashiers	Determine if hardware is compatible or not	COMPAQ	1Q99	No	Vendor upgrade
<i>Photocopiers</i>		Run Y2K tests		2Q99	Unknown	Most have been tested and are Y2K compliant or will be replaced by ones that are
<i>Facsimile Machines</i>		Run Y2K tests		2Q99	Unknown	Most have been tested and are Y2K compliant
<i>Landis Gyr System 600 (Heating &</i>	Physical Plant	Work with vendor to determine what needs to	Landis Gyr	2Q99	No	Have started working with vendor and are

<i>Ventilation)</i>		be done – Have done so – have decided to change system clock vs. updating software (\$3000 +)				now in process of testing vendor's idea.
EXTERNAL ITEMS:						
<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

Table 2: Administration and Finance Year 2000 Completed Items

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u><i>Current Status</i></u>
OPERATING SYSTEMS AND DATABASES:						
<i>Oracle 7.3.3</i>	Budget Office	None required	Oracle		Yes	Completed
<i>AIX Server</i>	Bookstore				No	Completed
<i>OS2 Server</i>	Bookstore		IBM		No	Completed
<i>Unix ??</i>	Duplicating	Leased equipment – 2 servers – vendor OK'd.			No	Completed
SOFTWARE AND APPLICATIONS:						
<i>CASHNET</i>	Cashiers	Apply vendor supplied upgrade	Informed Decisions	2Q98	Yes	Completed
<i>PostalSoft</i>	Bulk Mail	Test for compliance			Yes	Completed
<i>Facilities Management System</i>	Facilities Planning	Is OK.			Yes	Completed
<i>Dbase x</i>	Licensing Bulk Mail Photo Service	Replace with MS Access	Ashton Tate		No	Completed
<i>OPTIM 4.89 ID system</i>	ID Office	Apply vendor supplied upgrades to v 4.9	AT&T	12/8/98	No	Completed
<i>Nebraska Book System</i>	Book Store	Unknown – waiting on vendor – 10/13/98 OK!			Yes	Completed
<i>Textbook software</i>	Bookstore	Unknown			Unknown	Completed
<i>Credit Card System</i>	Bookstore	Unknown			Unknown	Completed
<i>Scheduler Plus Reservation Software</i>	Union	None required	CEO software	1Q98	Yes	Completed
<i>Cheyenne ARC Serve 6.0 Tape Backup</i>	Budget Office	None required	Computer Associates	3Q98	Yes	Completed
<i>Carillon</i>	Union	None required			Yes	Completed
<i>FRS</i>		Work with IT to replace with PeopleSoft	Pinnacle	2/98 AP/Purchasing 7/98 General Ledger	Yes	Completed
HARDWARE:						
<i>Pentium based PC's</i>		None required	Gateway & others		Yes	Completed

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<i>G6/233 (DURANGO)</i>	Budget Office	None required	Gateway		Yes	Completed
<i>Card Readers</i>	Bookstore	Unknown			Unknown	Completed
<i>Bar Code Scanners</i>	Bookstore	Unknown			Unknown	Completed
<i>Cash Registers</i>	Bookstore	Unknown			Unknown	Completed
<i>Scale</i>	Mail Room	None required	Pitney Bowes		Yes	Completed
<i>Postage Meters</i>	Mail Room	None required	Pitney Bowes		Yes	Completed
<i>Pumps & digital/programmable controls</i>	Physical Plant	Test for Y2K compliance		4Q98	Yes	Completed
<i>Fire Alarms</i>	Physical Plant	Replace non-compliant chips with compliant ones		4Q98	No	Completed
<i>Elevators</i>	Physical Plant	Test for Y2K compliance		4Q98	Yes	Completed
<i>Liquid Scintillation Counter</i>	Environmental Health and Safety	Conduct testing	Beckman		Yes	Completed
<i>Telephones</i>		Telecomm conducted tests			Yes	Completed
<i>Cash Registers</i>	Union Bookstore	Run Y2K tests			Unknown	Completed
EXTERNAL ITEMS:						
<i>PageOne Paging System</i>	Housing	Work with vendor to determine what needs to be done	PageOne		Yes	Completed

Trustee Kepler noted the Y2K Compliance Update. Dr. Aylward noted the website is up and functioning. All major systems have been taken care of and will now focus on smaller areas. Trustee Spicer noticed there is a statement about PeopleSoft Financials being Y2000 compliant. Dr. Dubois questioned as to when PeopleSoft will say they are sure they are in compliance? Dr. Aylward reports he is not sure they will actually state PeopleSoft is completely compliant. He assumes instead they will make a qualified commitment.

Wyoming Union Addition and Renovation Planning

In the interest of expediting the Wyoming Union renovation project, the University is planning to move forward with certain preliminary planning activities while the University's request for bonding authority moves through the 1999 Wyoming Legislature. A planning team for the project will be appointed shortly. The team will be composed of members representing the students, both resident and non-resident, faculty, staff, Wyoming Union management, Bookstore and Wyoming Union Board. Additionally, the team will include representatives from the Facilities Planning Office, Physical Plant and Information Technology who will provide technical expertise in a non-voting capacity.

The first order of business for the planning team will be to begin the process for the selection of an architect, including his consultants, which makes up the design team. The selection process starts with an advertisement for design team qualifications, which are then reviewed by the planning team. It is probable that the planning team will short list the design team respondents and hold interviews. Upon completion of the interviews the planning team will make a recommendation to the

University Administration. The process should permit the consideration of the design team recommendation at the March meeting of the University Board of Trustees.

These preliminary activities will be completed sometime around the end of March, which coincides with adjournment of the 1999 Legislature. If all goes well, the Legislature will have approved authorization for the Union project and the issuance of bonds , and we will have the planning and design teams in place and can move immediately into planning and design for the project.

Mr. Baccari reported the above is a status report and there will be a planning team put together. He hopes to jump-start the project, and have things in place before authorized to proceed. He will bring additional information to the Trustees in March.

Dr. Dubois noted the two bond requests will be amendments to the appropriations bill.

Trustee Jorgensen questioned if it's acceptable to have a trustee on the planning committee. Dr. Dubois believes the president should be directly involved in the decisions on new projects on campus and it is easier for him to be involved without a trustee on the committee.

Trustee Kepler stated that concepts should be built into designs at the onset – not at the end of the process. The committee could come up with general conceptual designs to present to the president. Dr. Dubois suggested moving ahead with the planning team, architect selection, and present a set of designs for trustee review.

Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the November 1998, Trustees meeting. Also reported are approved change orders to the ADA Modifications, 1998, Centennial Complex Elevator Lobby Addition, Renovations to the Half Acre Gymnasium, and Student Union Elevator.

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

	Total	Design	Construction	Contingency	Admin.	Signage
Budget	\$979,989.59	\$65,600.00	\$798,159.59	\$71,880.00	\$32,350.00	\$12,000.00
Expend.	\$735,245.91	\$59,040.00	\$656,944.46	\$4,968.33	\$14,293.12	-0-
Obligate	\$194,798.82	\$6,560.00	\$141,215.13	\$44,062.30	\$2,961.39	-0-
Un-Obligate	\$49,944.86	-0-	-0-	\$22,849.37	\$15,095.49	\$12,000.00

Remarks: Coe Library - Elevator installation has begun and should be ready for testing by the end of December. Fire alarm system is operational but will not be tested until the elevator is operational. The store front was supposedly shipped on 13 November but has not arrived nor is its whereabouts known. Classroom Building – Status of store front same as for Coe Library. Contractor waiting for toilet partition replacement parts to arrive.

Knight Hall – Fire alarm system has been tested and it is operational. Lift has been installed in Room 74. Toilet modifications are nearing completion.

2. Centennial Complex Elevator Lobby Addition

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

	Total	Design	Construction	Contingency	Administrative	Security
Budget	\$456,750.00	\$37,704.25	\$363,900.00	\$25,145.75	\$20,000.00	\$10,000.00
Expended	\$389,614.05	\$35,676.25	\$347,281.25	-0-	\$6656.55	-0-
Obligated	\$26,299.29	\$2,028.00	\$15,949.75	-0-	\$2,721.54	\$5,600.00
Un-Obligated	\$40,836.66	-0-	\$669.00	\$25,145.75	\$10,621.91	\$4,400.00

Remarks: Substantial completion inspection is scheduled for mid-December.

3. Student Union Elevator

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

	Total	Design	Construction	Contingency	Administrative	Telephone Configuration
Budget	\$371,100.00	\$36,000.00	\$274,000.00	\$27,400.00	\$13,700.00	\$20,000.00
Expended	\$324,554.31	\$35,640.00	\$270,272.51	-0-	\$4,777.60	\$13,864.20
Obligated	\$19,913.43	\$360.00	\$3,727.49	\$14,109.91	\$1,716.03	-0-
Un-Obligated	\$26,632.26	-0-	-0-	\$13,290.09	\$7,206.37	\$6,135.80

Remarks: A substantial completion inspection has been held and a Certificate of Substantial Completion will be issued when the new components of the fire alarm system have been tested.

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

	Total	Design	Construction	Contingency	Administrative	Furnishings	Signage, Etc.
Budget	\$983,170.00	\$61,020.00	\$579,380.00	58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
Expended	\$366,837.43	\$61,020.00	\$284,507.00	\$11,107.00	\$10,203.43	-0-	-0-
Obligated	\$296,269.61	-0-	\$294,873.00	\$297.61	\$1,099.00	-0-	-0-
Un-obligated	\$320,062.96	-0-	-0-	\$46,595.39	\$17,667.57	\$250,000.00	\$5,800.00

Remarks: Contractor is currently installing gypsum board to partition walls.

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

	Total	Design	Construction	Contingency	Administrative	Climbing Wall	Misc.
Budget	\$856,400.00	\$87,500.00	\$668,886.00	\$55,354.00	\$25,820.00	\$15,000.00	\$3,840.00
Expended	\$368,261.34	\$86,298.00	\$277,110.00	\$785.00	\$4,068.34	-0-	-0-
Obligated	\$393,883.21	\$1,202.00	\$391,776.00	-0-	\$905.21	-0-	-0-
Un-obligated	\$94,255.45	-0-	-0-	\$54,569.00	\$20,846.45	\$15,000.00	\$3,840.00

Remarks: Climbing wall frames are approximately 80% complete. Gypsum board installation is nearing completion. Painting scheduled to begin by mid-December. Completion of the project may not occur until late January due to delivery delays for mechanical equipment and user requested electrical modifications.

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

ADA Modifications 1998

Change Order No.3

Item 1	Coe: Misc. electrical changes to the fire alarm system.	Add:	\$2,615.59
Item 2	Knight Hall: Add smoke detectors to air handler in original building.	Add:	\$4,027.48
Item 3	Classroom: Replace tile in toilets (\$4,000.00 to be paid by Physical Plant for work extending beyond Project's scope of work).	Add:	\$12,166.72
Item 4	Coe: Relocate air line at elevator	Add:	\$101.83
Item 5	Classroom: Relocate light at Men's toilet	Add:	\$275.73
Item 6	Classroom: Minor tile repair	Add:	293.25
Item 7	Classroom: Add power supply for door operators	Add:	335.80
Total Change Order No. 3		Add:	\$19,816.40

Statement of Contract Amount

Original Contract Amount	\$798,159.59
Total Change Order #1 - 2	<u>+44,062.30</u>
Adjusted Contract Price	\$842,221.89

Centennial Complex Elevator Lobby Addition

Change Order No. 3

Item 1	Provide hatch in the ceiling of the lower lobby near the elevator door for fire sprinkler system access.		Add	\$235.00
Total Change Order No. 3			Add	\$235.00

Change Order No. 4

Item 1	Provide payment for half the cost for a representative from Schindler Elevator Company to be on site Friday, September 11, 1998, and Saturday September 12, 1998 at a rate of \$135.00 per hour.		Add:	\$860.00
Item 2	Provide 20 oz. Copper roofing "cap" at existing concrete masonry buttress along grid line 14.		Add:	\$788.00
Total Change Order No. 4			Add:	\$1,648.00

Change Order No. 5

Item 1	Provide temporary power for sprinkler system		Add:	\$126.00
Item 2	Add two electrical outlets		Add:	\$184.00
Total Change Order No. 5			Add:	\$310.00

Statement of Contract Amount

Original Contract Amount	\$363,900.00
Total Change Order #1 - 2	<u>-669.00</u>
Adjusted Contract Price	\$363,231.00

Student Union Elevator

Change Order No.3

Item 1	Demolition of existing wall and door and installation of new wall and door at stairwell (includes dust and carpet protection).		Add:	\$3,447.00
Item 2	Remove and re-install marble base.		Add:	\$637.00
Item 3	Painting of corridor side of new wall and stairwell.		Add	\$872.00
Item 4	Provide new vinyl tile and base in stairwell.		Add	\$299.00
Item 5	Electrical and fire alarm system modifications		Add	\$615.00
Total Change Order No. 3			Add	\$5,870.00

Statement of Contract Amount

Original Contract Amount	\$274,000.00
Total Change Order #1 - 3	<u>+13,886.81</u>
Adjusted Contract Price	\$287,886.81

Renovations to the Half Acre Gymnasium

Change Order No. 2

Item 1	Install two "A" fixtures in Corridor 102, relocate switches		Add:	\$506.00
Item 2	Remove sink in Janitor's Closet & add light fixture.		Add:	\$718.00
Item 3	Replace floor in Whirl Pool area of Women's Shower		Add:	\$3946.00
Item 4	Time Clock for steam generator, power to drinking fountain		Add:	\$876.00

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Item 5	Electrical additions to office area, first request	Add:	\$798.00
	Electrical additions to office area, second request	Add:	\$5,035.00
	Total Change Order No.2	Add:	\$11,879.00

Statement of Contract Amount

Original Contract Amount	\$702,000.00
Total Change Order # 1-2	<u>-21,235.00</u>
Adjusted Contract Price	\$680,765.00

Dr. Dubois asked the Physical Plant and Equipment Committee to convene a conference call to discuss naming of the new UW facilities.

INVESTMENT COMMITTEE

The Investment Committee met on Friday, January 8, 1999 with Trustees Hank True, Chair, Deborah Hammons and Thomas Spicer in attendance. Trustee True noted earlier meetings with the Foundation Board Investment Committee, with Frank Mendicino and Steve Chatterton. Trustee True said the committee would talk about materials presented further. During the meeting with the Foundation Board, increasing the payout to the University was discussed.

The Investment Committee will be meeting in Denver during February. The Foundation Board Investment Committee and their managers have been invited to attend.

Trustee True noted the University Investment that has been revised and moved for approval. Trustee Spicer seconded. Motion carried.

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.

COMMUNITY COLLEGE AND OUTREACH COMMITTEE

The Community College and Outreach Committee met on Friday, January 8, 1999.

The following Trustees were in attendance: Shelly Ritthlaer, Chair, Jeri Kirk and Hank True.

Trustee Jerry Saunders was absent.

Trustee Ritthaler noted the items for information and asked Dr. Powell for a report.

Progress Report on Online UW

Dr. Powell provided an update on the public radio report. Casper is taken care of and everything is moving along well. Thermopolis was a concern of Trustee Hammons – won't be able to reach Worland from there. Dr. Powell said they are on track at this point.

KUWR Expansion Report

Wyoming Public Radio Expansion Status Update December 1, 1998

Buffalo

UW has a tentative site agreement with Collins Communications, but still awaiting signatures.

Casper

UW has a tentative site agreement with Two-Way Radio for use of their site. A request for an extension to the existing Construction Permit has been filed with the FCC.

Douglas

UW has identified a suitable site in Douglas which is also owned by Two-Way Radio, and are awaiting signatures on the site agreement.

Lander

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

Park County (Cody/Powell)

A site agreement is in place, and site construction has been started by Park County, but will not be completed until Spring. The FCC has received the application for a Construction Permit, which should allow early-summer installation.

Pinedale

Sublette Communications has agreed to share their site on Mt. Airy, and a site agreement is pending. This location will serve the Pinedale and Boulder areas.

Sundance

It appears that development of the site previously identified will be delayed for a year or more by the owner. We are currently working on a site lease with KBSF in South Dakota. This is not an ideal location, but will get the process moving.

Thermopolis

Inspection for availability of a site in Thermopolis is planned for the week of December 1. A downtown site will serve only a small area, but it appears to be the only viable choice at this time. If Boysen Peak or Copper Mountain sites become an option, the station can be moved at a later date.

We have been advised by our Washington, D. C. legal counsel that the FCC will likely place a freeze on all non-commercial FM station applications in January. This is a result of a recent practice of “dual-filing” for available FM channels by non-commercial organizations. Dual-filing is a ploy to protect FM channels from being assigned. The FCC has not determined how to handle these dual filings, and as a result intends to freeze all applications until a resolution can be determined. It is suspected that an auction process might be put in place. We plan to have all expansion applications filed with the FCC prior to January 1, 1999.

President’s Report on January 7 Meeting with Community College Presidents (High School Honor Scholarship Program)

Dr. Buchanan and John Nutter designed an alternative approach to increasing the dollars to the program. The community college presidents will make cooperative effort to help identify deserving students. Dr. Buchanan reported that UW is losing \$170,000 to community colleges and that will be dedicated to an expanded scholarship program. This will double the overall amount of dollars available to about \$350,000. The award values will vary in amounts – UW can offer high end tuition reductions to the best students. The previous scholarship program issued 35 scholarships a year and now will be able to double the amount

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of those awards and offers. A three-year, six semester program will be developed as well as a program for full and part-time students. Dr. Dubois said there will be a proposal to dedicate a portion of these proceeds to a package deal for students. He will prepare a consolidated response to this. Dr. Dubois asked the Board to let him know if they were comfortable with the direction of the scholarship program.

The Athletic Committee met on Friday, January 8, 1999 and Trustees Bonner, Chair, Forrest Kepler, and Ron McCue were in attendance. Trustee Jerry Saunders was absent.

New Conference Update

Dr. Dubois reported UW has selected Colorado Springs as the conference headquarters. Craig Thompson is the conference commissioner. A contract has been established with ESPN for \$48 million for football and basketball. Nineteen of 22 games will be broadcast on ESPN1 and ESPN2. The distribution formula for these funds will be discussed by the presidents of the eight conference universities. There has been concern expressed about some of the broadcast rights of some participants with their local media coverage.

New Personnel Update

No additional information on this item.

Ticket Sales Information
(See following pages.)

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University of Wyoming Department of Athletics

1998-99 Budget Analysis

Prepared as of November 30, 1998

Ticket Sales Accounts

	<u># OF TX</u>	<u>PRICE</u>	<u>BUDGET 7/12/98</u>	<u>PROJECTED ACTUAL # 11/30/98</u>	<u>PROJECTED ACTUAL \$ 11/30/98</u>	<u>FAVORABLE (UNFAVORABLE) VARIANCE</u>
Football:						
Season:						
Public	5,500	\$ 84.00	\$ 462,000	4,789	\$ 402,276	\$ (59,724)
Fac/Staff	800	\$ 67.00	53,600	627	42,009	(11,591)
Family Plan	280	\$ 55.00	15,400	611	33,605	18,205
Subtotal Season	<u>6,580</u>		<u>531,000</u>	<u>6,027</u>	<u>\$ 477,890</u>	<u>(53,110)</u>
Single Game:						
Montana State	4,000	\$ 15.00	60,000	3,546	53,190	(6,810)
La Tech	4,500	\$ 15.00	67,500	2,786	41,790	(25,710)
Utah	6,000	\$ 20.00	120,000	5,297	105,940	(14,060)
SMU	6,000	\$ 20.00	120,000	3,787	75,740	(44,260)
Rice	6,000	\$ 20.00	120,000	1,933	38,660	(81,340)
Air Force	15,000	\$ 20.00	300,000	11,911	238,220	(61,780)
			-		0	-
Knothole/Other	7,600	\$ 5.00	38,000	5,657	31,013	(6,987)
Subtotal Single Game			<u>825,500</u>		<u>584,553</u>	<u>(240,947)</u>
Gross Revenue			1,356,500		1,062,443	(294,057)
Less: Sales Taxes			(76,783.00)		(60,139)	16,644
Net Football Ticket Sales			<u>\$ 1,279,717</u>		<u>\$ 1,002,304</u>	<u>\$ (277,413)</u>

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Basketball:

Season:

Public - Lower	1,920	\$	128.00	245,760	2,185	\$	279,680	\$	33,920
Public - Upper	480	\$	112.00	53,760	133		14,896		(38,864)
Fac/Staff - Lower	720	\$	102.00	73,440	698		71,196		(2,244)
Fac/Staff - Upper	180	\$	90.00	16,200	115		10,350		(5,850)
Family Plan	80	\$	75.00	6,000	79		5,925		(75)
Sports Marketing					32		3,904		
Subtotal Season	<u>3,380</u>			<u>395,160</u>	<u>3,242</u>		<u>385,951</u>		<u>(13,113)</u>

Single Game:

Calif. All Stars	-	\$	5.00	-	701		3,505		3,505
Foreign Exhib.	-	\$	8.50	-	1,012		6,036		6,036
Denver	500	\$	8.50	4,250	256		1,732		(2,518)
Idaho State	500	\$	8.50	4,250	500		4,250		-
Colorado	1,500	\$	8.50	12,750	1,500		12,750		-
Alcorn State	500	\$	8.50	4,250	500		4,250		-
Dartmouth	1,000	\$	8.50	8,500	1,000		8,500		-
SMU	1,000	\$	14.00	14,000	1,000		14,000		-
TCU	2,000	\$	14.00	28,000	2,000		28,000		-
Tulsa	1,500	\$	14.00	21,000	1,500		21,000		-
Rice	1,500	\$	14.00	21,000	1,500		21,000		-
Texas Pan Am	500	\$	8.50	4,250	500		4,250		-
CSU	2,500	\$	14.00	35,000	2,500		35,000		-
Air Force	500	\$	14.00	7,000	500		7,000		-
UNLV	2,500	\$	14.00	35,000	2,500		35,000		-
Knothole	6,500	\$	5.00	32,500	6,500		32,500		-
Gross Single Basketball Ticket Sales				<u>231,750</u>			<u>238,773</u>		<u>7,023</u>
									-
Gross Basketball Revenue				626,910			624,724		(2,186)
Less: Sales Taxes				(35,485)			(35,362)		123
Net Basketball Ticket Sales				<u>\$ 591,425</u>			<u>\$ 589,362</u>		<u>\$ (2,063)</u>

Trustee Bonner reported that not enough football tickets were sold during the past season, sales need to be increased for the basketball season. Title IX compliance of gender equity will be back to the Board at the March meeting. The Mountain West Conference has been awarded an automatic champion qualifier from the conference. It was reported that Trustees Bonner and Kirk attended the Casper Shootout in December.

Trustee Hammons requested information on gender issues, on the increase in male participation, and what sports they are increasing in.

COMMITTEE OF THE WHOLE

Development Update

President Kail noted that Ben Blalock is currently involved in the Foundation Board meeting. She believes the interaction with the Foundation is productive and would like to continue this interaction.

Agreements With the City of Laramie

Dan Baccari reported that some agreements have been formalized. UW has agreed to pay for solid waste disposal at a commercial rate.

Work has been done on amendments with the City recreation area – a 87 year agreement provides \$20,000 payment for the city to maintain UW facilities used during the summer. The city will pay for maintenance for programs run by the city; UW is moving closer to a partnership with the city, and a joint management team has been established. A flat amount for fire protection has been determined and UW will pay 1% of the fire department's budget and a portion of the replacement cost for the hook/ladder truck. UW will receive free irrigation water for Jacoby Golf Course in exchange for city usage.

University Research Park

Relative to the development of a research park in Laramie, the joint study committee, composed of representatives from the Laramie Economic Development Corporation, the City of Laramie and the University of Wyoming

submits this modified version of the Executive Summary as prepared by the consulting firm Strategic Alliances.

Strategic Alliances met with university faculty, staff, students and state and community leaders to discuss, the strengths, weaknesses, opportunities, and threats which may have an impact on the development of a University-affiliated Research Park in Laramie, Wyoming. Their findings, as well as discussions of comparable research parks, organization and management issues, and real estate factors are included in Working Papers 1-5, available upon request.

The following points summarize our assessment:

Need – There is a clear need for a variety of efforts to develop and diversify the state’s economy. The continued out-migration of Wyoming’s educated citizens is an important loss, which should not be allowed to continue without remedy.

Timing –Strong consensus was heard that now is the right time to undertake a visible economic development project to help diversify the state’s economy by leveraging the University’s research and technology resources. That view appears to reflect the following factors:

1. the amount of ongoing technology-based entrepreneurial activity being undertaken in Laramie and elsewhere in the state;
2. the University’s continued success in attracting research dollars in an increasingly competitive research climate; and
3. interest on the part of high-level state officials.

Resources

Technology There is a considerable amount of high quality, basic research being conducted at the University, supported by federal, state and private dollars. There is clearly an interest in faculty entrepreneurship involving University-generated research and technology. And there are a number of business and entrepreneurial support activities functioning throughout the community and state.

Land Various interviews suggested that there are at least three land parcels that could be made available at no cost to the Research Park project. A target parcel size to accommodate long term economic development suggests at least a half-section of 320 acres. A parcel this size would allow for a large technology company to locate a “campus size” facility and would allow enough space for many years of growth.

Infrastructure Committee members believe that federal and local funds can be found for infrastructure development. Fiscal projections are therefore based on the assumption that Phase I infrastructure can be provided through grants.

Operating Budget Approximately \$255,000 annually would be required to staff and operate a research park which includes a technology development program. This is similar to the actual costs of the Utah State University and University of Nebraska park projects.

Building It is important that an initial building be constructed that houses the center for innovation and commercialization. This initial, high quality building will demonstrate a strong commitment to the Research Park project and create significant momentum. Such a building should have support activities for early

stage companies as well as facilities and space for businesses wishing to locate in the park. It could also house the University's technology transfer staff and serve as the headquarters for the Research Park. Similar facilities have been constructed at Utah State University and the University of Nebraska. An initial 10,000-15,000 sq. ft. building could be built at a cost of \$1.5 to \$2.0 million. The building design should be a "flex-space" type building able to accommodate office, laboratory, assembly and manufacturing activities with support space such as conference and meeting rooms. It should be modular in design, and expandable in 10,000 – 15,000 square foot increments.

Constraints and Limitations

Risk Research Park projects, like any new business and real estate venture, incur risks and thus require risk taking. Generally risk is inversely proportional to the level of commitment and leadership of institutional and community leaders. Minimizing risk requires careful planning and commitment to quality in the early stages of the project. The project considered in this analysis envisions a quality facility, a master-planned environment, and sufficient support for operations. It also assumes an adequate Phase I site, with committed opportunity for expansion. All of the project attributes listed above will, if implemented, mitigate project risk.

Funding As stated above, the operating budget for a combined research park and technology transfer operation will require an investment of \$255,000 annually until it becomes financially self-sufficient. Until the initial building of

the park project is constructed, only the technology transfer operations will need to be covered.

Vision

Statewide Impact Because of the great opportunity for this project to have statewide impact it should well be called the “Wyoming Research Park.” The park will strive to complement and network with other business incubation activities throughout the state.

Leadership Probably more so than any other factor, leadership is a strong predictor of success. It seems that the strongest leadership statement that can be made about a Wyoming Research Park is to have the three proposing entities - the Laramie Economic Development Corporation, the City of Laramie and the University of Wyoming - state that it is their intended goal to initiate and develop a research park. Such a tripartite leadership will demonstrate the necessary cooperation necessary to complete the project and to excite city, state and university leaders about the potential for such a park.

Dr. Dubois requested that the Board move this information item to an action item to approve a joint planning effort for the long-term development of the University Research Park. UW wants to form a pre-corporate entity to move forward. The University is not making a financial commitment but rather is involved in fact finding.

Dr. Gern reported that LEDC has secured a grant from the CDBG department to undertake the development of a university-related research park. Mr. Baccari and Dr. Gern have been involved in the planning, including the selection of the consultant company, Strategic Alliances.

It is recommended that the Committee of The Whole approve a joint planning effort with the City of Laramie, the LEDC and UW to move forward with the long-term development of a research park.

Trustee Jorgensen noted that UW has a technology transfer area already set up and wonders why it isn't working at WRI. Dr. Gern said the report does not speak to that issue and there are five reports and an executive summary that are available for review in their draft forms.

Trustee McCue asked for clarification of Dr. Dubois' request to move this to action.

Trustee Hammons said that these things can take a life of their own and she is concerned about the trustees buying into this now. She feels this is premature and that they will want to move forward.

Dr. Dubois said there is no way to move forward until there is something to develop.

Trustee McCue stated he isn't sure what his position is and would like Dr. Dubois to develop more information before bringing to the Trustees. Trustee True agrees with Trustee McCue's position on this.

Trustee Jorgensen asked if the Wyoming Business Council should be involved at this stage. Dr. Dubois responded that they would probably be involved at some point.

Trustee Ritthaler stated that a commitment to look is not a commitment to spend.

Trustee McCue moved for approval of authorization of the administration to continue investigation of the Wyoming Research Park. Trustee Bonner seconded. Motion passed. Trustees Hammons and Jorgensen opposed the motion.

UNFINISHED BUSINESS

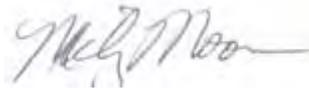
NEW BUSINESS – PUBLIC COMMENTS

President Kail announced that the Trustee Budget as of December 31 has a balance of \$29,006.

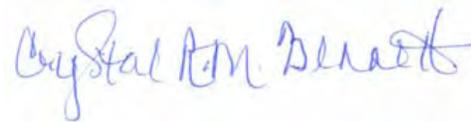
ANNOUNCEMENT OF NEXT MEETING DATE/ ADJOURNMENT

There being no more business to come before the Board, Trustee True moved to adjourn. Trustee Ritthaler seconded. The next meeting will be held March 12-13, 1999. The Board of Trustees adjourned at 10:00 am.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary



Crystal R. M. Bennett
Staff Assistant