

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

March 12-13, 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
March 12-13, 1999**

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TRUSTEES OF THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

MARCH 12-13, 1999

The University of Wyoming Trustees held committee meetings on Friday, March 12, 1999. The Trustees also held executive sessions to discuss personnel and litigation matters on Friday, March 12, and on Saturday, March 13, 1999.

Breakfast meetings were held both days for discussion of the Academic Plan. On Friday evening, the Trustees attended a reception at the home of President and Mrs. Dubois for Staff Senate members. Other activities included an open house, ribbon-cutting and tour of the new facilities in Half Acre.

CALL TO ORDER

Trustee President Elizabeth Kail called the business meeting to order at 9:15 am on Saturday, March 13, 1999. President Kail entertained a motion to move immediately to Executive Session, so moved and seconded. Motion carried.

Following a 10-minute recess, the Business Meeting reconvened at 10:45 am.

ROLL CALL

Trustee Hank True called roll in the absence of Trustee Spicer. The following Trustees were in attendance: Elizabeth "Betty" Kail, John "Dave" Bonner, Debbie Hammons, Kathleen "Kathy" Hunt, Peter Jorgensen, Ron McCue, John Patrick, Shelly Ritthaler, Jerry Saunders, Gregory "Greg" Schaefer, and Hank True. Trustee Thomas Spicer was absent. Ex-officio member Philip Dubois also attended the meeting. Ex-

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Officio Trustee Jesus Rios was represented by Stephanie Olson. Ex-officio Trustees

Governor Jim Geringer and Superintendent Judy Catchpole were absent.

ANNOUNCEMENTS

No announcements were made.

APPROVAL OF JANUARY 8-9, 1999 MINUTES OF THE TRUSTEES

President Kail asked for a motion to approve January 8-9, 1999 minutes. Trustee McCue moved to approve, Trustee Saunders seconded. Motion carried.

ASUW REPORT

Stephanie Olson congratulated Trustee Kail on her reappointment to the Board and also welcomed Trustees Hunt, Patrick and Schaefer.

Ms. Olson reported that ASUW is still on schedule for the second annual phonathon scheduled for April 11-12, 1999, with the goal of raising funds to create emergency assistance for families overseas. The Union Renovation Planning Team is underway and is working to select an architect. The Team includes five student members. The faculty evaluation committee is working toward a March 24 deadline for a recommendation to ASUW Senate. There are two faculty members on this committee. The ASUW budget has been completed for deliberation and approval in April; it will be brought forward to the Board of Trustees in May. The preliminary election for seats will be held the week of March 15, 1999.

Ms. Olson thanked everyone for attending the Half Acre dedication ceremonies on Friday and expressed appreciation to those making the new facility possible.

STAFF SENATE REPORT

President Karen Reasoner echoed the welcome to the new trustees and expressed appreciation for the reception held at the Dubois' home.

The Staff Senate members discussed salary distribution at their March meeting. Appreciation was expressed to Mr. Baccari and President Dubois for their help and assistance in this discussion. The upcoming State Insurance Board call for nominations and the May election were discussed. It is Staff Senate's hope that by raising awareness, UW will have a representative on the board next year. There is a call for nominations for Staff Senate elections to be held in April.

Thursday was Staff Recognition Day and many administrators were in attendance. There were numerous recognition awards with a stipend attached to each.

FACULTY SENATE REPORT

President Bernita Quoss formally welcomed the new trustees and expressed appreciation that President Kail is continuing on the Board. Klaus Hansen will be representing Faculty Senate in future meetings as this is Dr. Quoss' last meeting as President.

The Trustees approved a Unireg calling for a faculty conciliator and Bob Allen has been hired for that position. A Hearing Panel will be elected in the near future. Faculty Senate is reviewing a faculty assessment update which is a follow-up from post tenure review. The Senate is discussing redefining scholarship and teaching issues. Concern has been expressed by the Minority Intervention Committee on classroom

climate. The issue of the comfort level for homosexual faculty and staff will be addressed and the Senate will work with administration.

Dr. Quoss expressed faculty concern on the Academic Plan and has assured them they are being included in the decision making process.

President Dubois thanked Dr. Quoss for her support during the Academic Plan process and for her support during this past year.

President Kail stated that on behalf of the Trustees, they would welcome input on the Academic Plan and want the process to be as open as possible.

President Dubois requested that any comments mailed to Trustees be forwarded on to Vice President Buchanan for compilation and delivery to the Board.

REPORTS AND RECOMMENDATIONS OF COMMITTEES

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Friday, March 6, 1999 with the following members present: Trustees Ron McCue, Chair; Dave Bonner, Debbie Hammons, Peter Jorgensen, John Patrick, and Jerry Saunders. Trustee McCue reported to the full Board:

Noel-Levitz Update

On February 3-4, 1999, staff and administrators from Student Affairs, Academic Affairs, Admissions, Financial Aid, and the Office of Institutional Analysis met with senior consultants from USA Group Noel-Levitz to review historical enrollment data and to develop future enrollment and recruiting strategies.

In-depth analyses of fall 1997 and fall 1998 admitted and enrolled first-year and transfer students were completed. The purpose of the analyses was to determine how the University could more effectively use its institutional gift aid in order to increase enrollment and maximize net revenue. Four subsets each for first-year students and transfer students were analyzed and reviewed. Highlights from each of these subsets are presented in the following report.

Results from the historical analyses and from the strategy and goal sessions conducted with University staff will be used to structure admissions and financial aid strategy for the entering class of 1999 and beyond. Information developed during the analyses indicates that clear opportunities exist to increase both enrollment and institutional net revenue. However, a phased implementation will be necessary. Full implementation of a leveraging approach must wait until the management and awarding of institutional scholarship funds are centrally coordinated and the myriad of rules that pervade them reduced or eliminated.

Recommendations for fall 1999 include two strategy levels for entering students. Level 1 is a merit only program, and Level 2 is a merit and need-based program. Detailed recommendations for Fall 1999 recruiting and for Fall 2000 are also presented in the following report.

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Dr. Thomas Buchanan
Vice President for Academic Affairs
University of Wyoming
Room 312 Old Main
Laramie, WY 82071-3302

Dear Tom:

The enclosed report summarizes the findings from the ERMS Historical Analyses that I reviewed with University staff on February 3-4, 1999, as well as the recommendations arising from the analyses. The recommendations are a result of the historical review and the strategy/goal sessions conducted with staff.

The University has opportunities to increase enrollment and net revenue. However, a phased implementation will be necessary. Full implementation of a leveraging approach must wait until institutional scholarship funds are centralized and the myriad of rules that pervade them reduced or eliminated.

Recommendations for fall 1999 begin on page 6; recommendations for fall 2000 begin on page 10. The fall 1999 recommendations include two strategy levels for a segment of entering students; level 1 is a merit only program and level 2 is a merit and need-based program. Implementing level 2 for fall 1999 will require that 1) the University's packaging software be modified so this segment can be correctly packaged by computer, or 2) the students in this segment be packaged manually. (Manual packaging may be difficult for staff to do in a timely manner.)

Please contact me if you have any questions about information presented in the report. I would also appreciate knowing which approach the University decides to use.

I enjoyed being on your campus again last week. Thank you for the hospitality – including the spring-like weather!

Sincerely,

Mary Lou Chapman
Senior Consultant

Cc: Dr. Jim Hurst, Dr. Rollin Abernethy, Dr. Connie Brizuela
Mr. Dan Baccari, Mr. Jim Mansfield, Mr. John Nutter

Overview of the ERMS Historical Analyses

In-depth analyses of fall 1997 and fall 1998 admitted and enrolled first-year and transfer students were completed for the University of Wyoming. The purpose of the analyses was to determine how the University could more effectively use its institutional gift aid in order to increase enrollment and maximize net revenue. Four subsets each for first-year students and transfer students were analyzed and reviewed with the University. Highlights from each of these subsets are listed below. See the *University of Wyoming 1999 Enrollment and Revenue Management System* analyses, dated 1/26/99, for detailed information.

Fall 1998 First-year Students

First-year students were divided into five ability groups based on each student's academic index - an equal weighting of high school GPA and ACT score, with the highest possible score being 80. (For students with only SAT scores, the combined SAT was converted to ACT using a standard conversion table.) The University's overall yield rate for first-year students was 51%. That compares favorably with the 45% average yield rate for four-year publics who responded to the 1997 National Enrollment Management Survey conducted by Noel-Levitz. Compared to 1997, the fall 1998 first-year student class:

- was larger (+95 students),
- had a better yield rate (51% as compared to 45% in 1997),
- was slightly stronger academically (index of 59.8 as compared to 59.3 in 1997),
- received more institutional aid (\$2,498 per enrolled student as compared to \$1,635 in 1997),
- and generated *more* net revenue (up \$641,000 from 1997). (Because virtually all institutional aid was charged against tuition revenues, net tuition revenue *decreased* by \$292,000 while net room and board revenue *increased* by \$896,000 and fees revenue increased by \$37,000.)

As the table on page 3 illustrates, the yield, average institutional aid, average net revenue, and discount rate varied widely among the subsets that made up the fall 1998 first-year student class. Opportunities to make more effective use of institutional aid, increase enrollment, and increase net revenue also vary among these sub-populations.

Fall 1998 First-year In-state Students

The University invests heavily in first-year students from Wyoming. Through a variety of scholarship programs administered by colleges and departments, 63% of all enrolled in-state students received institutional gift aid. Because of the University's decentralized approach to awarding new student scholarships, institutional aid awards to students with similar academic credentials often varied widely.

In general, it appears that the University is spending more than is necessary to recruit in-state students. Net tuition revenue from this population averaged just \$647¹. The institutional gift for enrolled students averaged \$1,614. The average gifts were \$3,782, \$2,108, \$1,208, \$459 and

¹ Average net tuition revenue is calculated as follows: (tuition revenue minus *unfunded* institutional gift from tuition sources) divided by number enrolled. For 1998 in-state first-year students that is (\$1,591,704 - \$1,060,970) divided by 819.

\$288 for ability groups 1 – 5, respectively. Overall net revenue increased just \$34,000 over the previous year – net tuition and fees revenue *decreased* by \$235,000 and room and board revenue increased by \$269,000.

Fall 1998 First-year Students from WUE States or Nebraska

The expansion of the WUE program and the creation of the Good Neighbor program for Nebraska resulted in significant increases in this segment for fall 1998. Yield increased to 41.8% (fall 1997 was 24.3%); the number of students enrolled grew to 361 – 153 more than last year. Without this tremendous gain, overall first-year student enrollment would have decreased.

The growth did not come without a price. The WUE/Good Neighbor program provided a \$4,116 scholarship to all students with a GPA of at least 3.0. (The net effect is that these students paid 150% of in-state tuition.). Net tuition revenue from this segment averaged \$2,678. The institutional gift for enrolled students averaged \$4,270. The average gifts were \$5,097, \$4,779, \$4,442, \$4,525, and \$2,992 for ability groups 1 - 5, respectively. Despite a major increase in institutional aid, growth in this segment resulted in a \$170,000 increase in *net tuition revenue* in addition to a \$744,000 net increase in revenue from room, board, and fees.

Fall 1998 Other Out-of-state First-year Students

The University enrolled 26% of the students admitted from these states. Cost was a major barrier to enrollment for these students. University talent funds (primarily sports²) were 90% of the institutional aid given to these students. For students getting talent awards (about 1/3rd of those enrolled), the average talent scholarship was approximately \$9,000. For everyone else, the average institutional gift was \$516. *Additional merit and/or need-based aid targeted to students without talent awards would enable a larger portion of these students to enroll.*

The combined effect of a decrease in enrollment (-30 students) and an increase in talent aid was a \$308,000 *decrease* in total net revenue for other out-of-state first-year students.

Fall 1998 Minority First-year Students

The number of minority students admitted to the University decreased significantly (down 27%) between 1997 and 1998. Fortunately, the yield for those students who were admitted increased from 41% in 1997 to 49% in 1998; this limited the University's loss to 12 minority students.

Yield rates for minority students followed the geographical yield rates for other first-year student subsets. For example, the yield rate for minority students from Wyoming was 66% - as compared to 64% for all in-state students. For out-of-state minority students, the yield rate was 35%. Most of the institutional funds for non-resident minority students fell into one of two categories – talent or WUE/Good Neighbor scholarships.

Competition is stiff for minority students, particularly those with high grades and test scores. Additional merit and need-based grants targeted to minority students would enable the University to increase its yields in this group. However, because court decisions in other states

² A small number of music, art, ROTC and National Merit scholarship recipients are also included in this category.

have ruled against such “special” programs, the University of Wyoming should seek legal counsel before establishing scholarships and/or grants restricted to minority students.

COMPARISON OF 1998 FIRST-YEAR STUDENT POPULATIONS

	In-state 1st Yr. Students	NE or WUE States 1st Yr. Students	Other Out-of-state 1st Yr. Students	Minority 1st Yr. Students	All 1st Yr. Students
Admitted	1,286	863	345	193	2,494
Enrolled	819	361	90	95	1,270
Yield	63.7%	41.8%	26.1%	49.2%	50.9%
Avg. Need	\$6,201	\$9,412	\$8,246	\$8,717	\$7,355
Need-based Yield	65.3%	47.7%	28.4%	55.9%	54.9%
Avg. Tuition ³	\$1,943	\$6,781	\$6,437	\$3,785	\$3,637
Avg. UW gift	\$1,614	\$4,270	\$3,435	\$2,909	\$2,498
Avg Net Tuition Revenue ⁴	\$648	\$2,678	\$3,075	\$1,050	\$1,397
Tuition Disc.	66.7%	60.5%	52.2%	72.3%	61.6%
Overall Disc.	23.4%	37.3%	31.7%	38.5%	30.0%

³ 1998 standard in-state and out-of-state tuition rates for full-time students were \$1,944 and \$7,032, respectively. Averages vary from these amounts due to the special tuition rate for alumni dependents (150% of in-state tuition) and a few part-time students.

⁴ Average net tuition revenue is calculated as follows: (tuition revenue minus *unfunded* institutional gift from tuition sources) divided by number enrolled.

Fall 1998 Transfer Students

Transfer students were divided into five ability groups based on each student's college GPA. The University's transfer student yield rate for fall 1998 was 68.4% - slightly better than the 66% average yield rate for four-year publics who responded to the 1997 National Enrollment Management Survey.

Compared to 1997, the fall 1998 transfer student class:

- was slightly larger (+39 students),
- had a better yield rate (68.4% as compared to 65.7% in 1997),
- received more institutional aid (\$976 per enrolled student as compared to \$575 in 1997),
- and generated slightly *more* net revenue (up \$43,000 from 1997). (Similar to first-year students, nearly all institutional aid was charged against tuition revenues. As a result, net tuition revenue *decreased* by \$192,000 while net room and board revenue *increased* by \$220,000 and fees revenue increased by \$15,000.)

Like first-year students, the yield rate, average institutional aid, average net revenue, and discount rate varied significantly among the subsets that made up the fall 1998 transfer student class. For details, see the table on page 6.

Fall 1998 In-state Transfer Students

The University's investment in in-state transfer students is much less than for first-year students (\$510 per enrolled transfer student as compared to \$1,614 for first-year students). Despite that, in-state transfer students' yield rate is 78% - up from 74% for fall 1997. By ability group, the average UW gift for enrolled in-state transfers is \$1,454, \$1,123, \$475, \$92, and \$0 for ability groups 1 - 5, respectively.

Generally speaking, transfer students are more willing to pay for higher education than are first-year students, and they make college choices differently than first-year students do. After the point of admission, they shop very little, if at all, and merit scholarships have a smaller impact on their enrollment decisions. Usually they have decided to enroll before they apply for admission. If the University is "transfer friendly" and students are financially able to enroll (or, for needy students, have adequate financial aid), the phrase "admit them and they will come" applies. That phrase can be used to describe the University of Wyoming's in-state transfer students. With the yield rate for these students already at 78%, it will be very difficult to significantly increase enrollment by increasing the yield rate. If the University wishes to significantly increase enrollment from this segment, it can only be accomplished by increasing the number of transfers applying for admission.

Fall 1998 Transfer Students from WUE States or Nebraska

Transfer students responded very positively to the expansion of the WUE program and the creation of the Good Neighbor program for Nebraska. Although slightly less dramatically than for first-year students, transfer student yield and number enrolled increased significantly in this segment for fall 1998. Yield increased to 55.8% (fall 1997 was 41.6%); the number of students enrolled grew to 149 - 55 more students and a 59% increase compared to fall 1997. The

institutional gift for enrolled students averaged \$3,540. By ability group, the average UW gifts were \$4,274, \$5,873, \$4,876, \$1,572, and \$0 for ability groups 1 - 5, respectively.

The enrollment increase of 55 students was not enough to increase net tuition revenue from this population. Although total net revenue increased by \$149,000 for this population, *net tuition revenue* decreased by \$23,000. Net revenue from room, board and fees increased \$172,000.

Fall 1998 Other Out-of-state Transfer Students

The University enrolled about 45% of the students admitted from these states. Cost was a major barrier to enrollment for students in this segment. University talent funds (primarily sports⁵) were about 70% of the institutional aid given to these students. For students getting talent awards (about 1/10th of those enrolled), the average talent scholarship was approximately \$6,500. For everyone else, the average institutional gift was \$315. *Like their first-year student counterparts, additional merit and/or need-based aid targeted to transfer students without talent awards would enable a larger portion of these students to enroll.*

Because the University enrolled 27 fewer students for fall 1998, total net revenue for this population decreased by \$111,000; net tuition revenue decreased by \$163,000.

Fall 1998 Minority Transfer Students

The number of minority transfer students admitted to the University decreased significantly (down 23%) between 1997 and 1998. Fortunately, the yield for those students who were admitted increased from 65% in 1997 to 73% in 1998; this limited the University's loss to 15 minority students.

Yield rates for minority students closely followed the geographical yield rates for other transfer student subsets. For example, the yield rate for minority students from Wyoming was 76% - slightly less than the 78% yield for all in-state transfer students. For out-of-state minority students, the yield rate was 64%.

Similar to what was found among first-year students from these states, most of the institutional funds for non-resident minority transfer students fell into one of two categories – talent or WUE/Good Neighbor scholarships.

⁵ A small number of music, art, or ROTC scholarship recipients may also be included in this category.

COMPARISON OF 1998 TRANSFER STUDENT POPULATIONS

	In-state Transfers	NE or WUE States Transfers	Other Out-of-state Transfers	Minority Transfers	All Transfers
Admitted	1,051	267	305	128	1,623
Enrolled	823	149	138	93	1,110
Yield	78.3%	55.8%	45.2%	72.7%	68.4%
Avg. Need	\$7,190	\$11,037	\$10,074	\$8,529	\$7,968
Need-based Yield	83.0%	65.2%	48.4%	78.6%	75.9%
Avg. Tuition ⁶	\$1,939	\$6,894	\$6,793	\$3,148	\$3,208
Avg. UW gift	\$510	\$3,540	\$988	\$1,186	\$976
Avg Net Tuition Revenue ⁷	\$1,568	\$3,442	\$5,889	\$2,076	\$2,357
Tuition Disc.	19.1%	50.1%	13.3%	34.0%	26.5%
Overall Disc.	12.4%	38.3%	9.9%	22.2%	18.4%

Recommendations for Fall 1999

Scholarship and Packaging Recommendations

Because the University’s scholarships are largely decentralized, and many scholarships for fall 1999 have already been offered to students, full implementation of “leveraging” strategies is not practical for fall 1999. There are, however, interim strategies that can be implemented for selected segments of the fall 1999 class. These strategies, which are outlined on the following pages, will fit within a broader leveraging approach for fall 2000.

The strategies are targeted to a specific group of students – non-resident students (paying out-of-state tuition⁸) from states not covered by the WUE or Good Neighbor programs. Of all the segments analyzed, these students have the lowest yield and face the greatest cost barrier.

Two levels of strategies are provided. Level 1, a scholarship based only on merit, is the easiest to implement and should require little, if any, additional programming of the financial aid packaging software to accommodate the approach. Level 2 – a scholarship based on merit and, for some

⁶ 1998 standard in-state and out-of-state tuition rates for full-time students were \$1,944 and \$7,032, respectively. Averages vary from these amounts due to the special tuition rate for alumni dependents (150% of in-state tuition) and a few part-time students.

⁷ Average net tuition revenue is calculated as follows: (tuition revenue minus *unfunded* institutional gift from tuition sources) divided by number enrolled.

⁸ Students eligible for the special alumni dependent tuition rate (150% of in-state tuition) would not be eligible for this new scholarship program. Also, if a student who is awarded one of these scholarships applies for and receives Wyoming residency for tuition purposes, the student would no longer be eligible for this scholarship.

students, additional need-based UW grant - requires some programming to accommodate the approach in the University's packaging software.

Recognizing that transfer students are generally more "willing-to-pay" than are first-year students, the scholarships offered to transfers are smaller than those for first-year students.

Level 1 scholarship approach for fall 1999 first-year students:

- The target group is non-residents who apply for admission by May 1.
- Students from NE or WUE states are excluded, as are students who are alumni dependents entitled to the special tuition rate of 150% of in-state tuition.
- Scholarships are renewable for a certain number of semesters if the recipient completes at least a minimum number of hours with a minimum GPA. (The University must determine renewal criteria. *See Scholarship Renewal Criteria Recommendations on page 12.*)
- The amount of University scholarship awarded varies by the academic ability group of the student and the other scholarships awarded to the student by any element of the University.
 1. For a calculated index of 64 or higher (ability groups 1 and 2), the University scholarship commitment is \$4,000.
 2. For a calculated index of at least 59 but less than 64, (ability group 3), the University scholarship commitment is \$2,000.
 3. Below a calculated index of 59, no University scholarship commitment.

An example of "university scholarship commitment" - if a student is in the top 2 ability groups and has received a \$2,500 scholarship from anywhere within the University, the additional scholarship awarded through this new program would be \$1,500 (\$4,000 minus \$2,500). Another example - if a student was in the third ability group and had already received \$2,000 or more from the University, he/she would not be awarded any funds from this new program. (The University needs to create a name for this scholarship.)

The intent is not to "stack" this award indiscriminately on other scholarships. The intent is to supplement other gifts going to the student in order to bring the student to a minimum level of gift assistance to increase the chances of enrolling while more effectively using University resources.

Level 1 scholarship approach for fall 1999 transfer students:

- The target group is non-residents who have at least 30 hours at another institution and who apply for admission by June 1.
- Students from NE or WUE states are excluded, as are students who are alumni dependents entitled to the special tuition rate of 150% of in-state tuition.

- Scholarships are renewable for a certain number of semesters if the recipient completes at least a minimum number of hours with a minimum GPA. (The University must determine renewal criteria. *See Scholarship Renewal Criteria Recommendations on page 12.*)
- The amount of University scholarship awarded varies by the academic ability group of the student and the other scholarships awarded to the student by any element of the University.
 1. For a college GPA of 3.75 or higher (ability group 1), the University scholarship commitment is \$3,000.
 2. For a college GPA of 3.50 up to 3.749 (ability group 2), the University scholarship commitment is \$2,000.
 3. Below a college GPA of 3.5, no University scholarship commitment.

An example - if a student has a 3.9 GPA (ability group 1) and has received a \$500 scholarship from anywhere within the University, the additional scholarship awarded through this new program would be \$2,500 (\$3,000 minus \$500). Another example - if a student was in the second ability group and had already received \$2,000 or more from the University, he/she would not be awarded any funds from this new program.

The intent is not to “stack” this award indiscriminately on other scholarships. The intent is to supplement other gifts going to the student in order to bring the student to a minimum level of gift assistance in order to increase the chances of enrolling while more effectively using University resources.

Level 2 scholarship and packaging approach for fall 1999 first-year students:

This is for the same segment of first-year students identified in level 1 on page 7. The approach builds upon the scholarships offered in level 1 in order to meet a certain percent of students’ need with gift (from all sources – University, federal, state) and to add to that available self-help (Stafford, Perkins, Work-study, etc.) in order to meet as much need as possible. The amounts to package with gift and self-help vary by ability group and need. For non-resident first-year students (except WUE States & NE, and alumni dependents charged 150% of tuition), see Attachment 1 for the level 2 packaging parameters for fall 1999 first-year students.

Level 2 scholarship and packaging approach for fall 1999 transfer students:

This is for the same segment of transfer students identified in level 1 on page 8. The approach is the same as for first-year students, but (because transfers are generally more willing to pay) the amount of gift commitment is less. See Attachment 2 for the level 2 packaging parameters for fall 1999 transfer students.

Scholarship Renewal Criteria Recommendations

The University lacks a consistent set of criteria for academic scholarship renewal. Students with multiple scholarships may have different GPA requirements, hour completion criteria, and semesters of eligibility. A consistent approach will be better for students as well as for the staff that must monitor scholarship renewal. A University-wide committee should be created to review current criteria and recommend a new, and consistent, renewal policy. The policy should support retention efforts and encourage graduation. The elements of such a policy, and the suggestions that came from the ERMS discussions with admission and financial aid staffs during the February 3rd and 4th meetings, are shown below.

<u>Policy Element</u>	<u>Suggestion</u>
1. Frequency of review	At the end of each academic year
2. Minimum GPA for renewal	2.500
3. Minimum number of hours completed	24 per academic year for full-time students, a pro rata reduction for ½ and ¾ time students
4. Number of semesters award will be paid	No suggestion – Both 8 and 10 semesters were discussed as ways to limit the University’s financial obligation. Until first bachelor’s degree was also discussed because it is easy to administer.
5. Leave of absence policy	No suggestion
6. Drop to less than full-time	Students who drop to ½ or ¾ time should receive a percentage of their scholarships.
7. Reinstatement	Students who lose their scholarships because they fail to meet the minimum GPA or hours completed requirements should be allowed to have their scholarships reinstated once their GPAs improve and/or they complete the necessary hours.

Other Recommendations for 1999

In December (see my 12/18/98 letter) I made a series of process and policy recommendations to the University, primarily in the financial aid area. Last week I asked John Nutter to give me an update on the status of these recommendations. If my memory is correct, this is what he told me:

- C1 will not be implemented.
- C2 will probably not be implemented. (Apparently financial aid agreed to this at a committee meeting called to discuss these recommendations, but has since reconsidered.)
- C3 was delayed until next year. John indicated he would enclose a cover letter with this year’s award letter to try to “glamorize” it a bit.
- *C4 was addressed by Dr. Buchanan.*
- *C5 (the over-commitment factor portion) has not been addressed.*
- C6 (that portion addressing packaging needy first-year students who don’t have the UW financial aid application on file) will not be implemented.
- C7 has not been addressed.

- C8 has been postponed until 2000-2001.
- C9 has been postponed until 2000-2001.
- C10 has been resolved.
- C11 through C17 have not been addressed.

I encourage the University to reconsider its decisions on C1, C2, and C6 and to address those recommendations that have not yet been addressed. The current approaches are barriers to effective implementation of enrollment strategies.

Recommendations for Fall 2000

To effectively use the University's gift aid to increase both enrollment and net tuition revenue, new student scholarships must be centrally administered. With the current decentralized approach, students with similar academic profiles and similar financial need often receive very different aid packages. Usually the best-funded students enroll, and the students with little - if any - gift funding don't enroll. This is particularly true of academically stronger students. In order to be in a position to "leverage" the fall 2000 entering class, the institution must:

- Centralize the administration of scholarships (currently offered by a variety of the University's colleges, divisions, and departments) in the enrollment management department. The decision to make this happen must occur very quickly in order to incorporate the new approach into the Fall 2000 admission and financial aid publications that go to press in June 1999.
- Where legally possible, eliminate the strings from the numerous current scholarships so they can be pooled and targeted to students based on the University's Fall 2000 new student enrollment and net revenue plan developed through the ERMS project. This must be done by August 1999, so that fall 2000 strategies can be finalized in October, 1999.
- Modify the President's High School Honor Scholarship and the related scholarship for transfer students so that the University selects recipients based on academic quality from among Wyoming students who have applied for admission to the University.
- Having the ability to automate financial aid and scholarship packaging for the entering class is essential. It requires that the packaging modules for entering students be modified so that the software will package each cell based on the strategies developed for fall 2000. Additional staffing resources may be needed to accomplish these changes in a timely fashion.

A Student Aid Estimator Program is another program in the University's ERMS contract. The purpose of this program is to increase applications for admission. By providing early estimates of aid, you can remove cost as a barrier to students by helping them see the net cost of attending (tuition, fees, room & board minus financial aid). Typically it is more useful for students paying high tuition (i.e., out-of-state students), but it can be used with in-state students as well. These estimates are usually done in October through December or January of a student's senior year in high school.

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If the University is going to implement the Student Aid Estimator Program (often a joint admission and financial aid project), it must decide to do so by this summer. Once that decision is made, I will meet with the staff to design the communications flow and implementation plan for the program.

President Dubois led the discussion on the Noel-Levitz Report which addresses tuition, retention and financial aid. The report made suggestions in the way we do business and administrative changes may result from their suggestions.

Drs. Hurst and Abernethy provided assistance to Dr. Buchanan for the consultation. Dr. Buchanan met with Noel-Levitz in December and established the agenda and direction. Historical data was provided for them to utilize, and they worked closely with the Office of Institutional Analysis. Noel-Levitz returned to campus last month and developed priorities and goals with staff, and produced the summary draft. This draft critically analyzes what has and hasn't been done, established some baseline projections, analyzed current policies on rewarding scholarships, and retention and recruiting. A portion of the report addresses scholarship issues for next year and made suggestions for scholarship allotment.

Trustee Hammons commented that she is pleased with the direction UW is taking for recruiting.

The question was asked if there was any intention to recommend to the Board to implement this for Fall 99. Some of changes suggested are too complex and cannot happen immediately. Other suggested changes can begin within the process of evaluation implementation. Questions were asked on the previous honor scholarships, and the level of financial support for in-state students.

Dr. Buchanan commented that the aid packages offered to undergraduate residents are very liberal and highly competitive. The two issues focused on are the distribution of the total dollars and the extent that they focus on the relationship between

the aid package and the tuition rate, and the aid package and the cost of attendance. UW students have learned that we have very good aid packages. The question was raised on distribution in relation to student GPA, and that issue is also being addressed.

Trustee Kail asked that a December letter written by Noel-Levitz be made available to the Board. President Dubois asked Dr. Hurst to prepare a letter summarizing that information and send out to the Board.

The President's High School Honor Scholarship will be limited to attendance at UW. The community colleges would like to see students continuing their education at UW get full scholarships.

There has been no discussion to determine scholarship recipients, but it will be handled in the high schools. Previously, scholarships were awarded to students that had not applied to UW, which will no longer occur. UW will also award scholarships to alternates in order to cover scholarships awarded and not accepted.

Trustee Kail reminded the Board that it would be beneficial to attend the high school ceremonies and take part in the presentation of the scholarships to UW.

Prep-Albany County School District Update

A series of meetings has been held between administrators and teachers from the Albany County School District (ACSD) and representatives from the College of Education and the UW Lab School, including administrators, teachers, and parents. Dan Baccari, Phil Harris, and Tom Buchanan have also attended some of the meetings. Considerable progress has been made in working out the details of a potential plan to

have ACSD assume operation of the Lab School in its present location, using its present faculty and incorporating its present student body.

As the plan is developing, ACSD would receive funds from the State for U.W. lab school students and would hire the current lab school teachers. Albany County would then lease the space from the University at a rate that would include utilities, maintenance, and custodial services (\$3.00 per square foot). The first draft of a possible agreement is being written and is scheduled to be discussed at the next task force meeting on March 9. If this transfer can be made effective for next fall, it may free up the \$474,000 budget for the school plus associated fringe benefits. The eventual disposition of that budget remains open for further discussion.

President Dubois requested that Bill Berube of the College of Education provide and update on this issue. Suzanne Morrison, director of the Lab School, was also present.

The UW Lab School is the oldest school in Wyoming and has 195 students from age 3 to ninth grade. Ms. Morrison started dialogue in September about the future of Prep due to demographic changes, and explored alternatives for the school to continue. It is proposed that Prep become a school of choice, rather than a charter school.

President Dubois talked about the increase of funding , inquired what that would be, and would it be possible to determine how much might have to be returned to the general fund to address this. This would represent about \$.5 million dollars in Section I funds. A similar proposal on the Lab School failed for this reason in the past. The difference now is that the 195 students haven't been accounted for. If the students went

into the public system, the State would need to have funds set out for them. Albany County will receive \$1.2 million from the state, and the difference is what the state will have to come up with. Previously, the proposal was to make this a separate district.

Trustees discussed if the tuition was raised at Prep and wasn't affordable, the students would have to go to the public schools anyway. The proposed change helps UW, but does not help the state of Wyoming.

The major maintenance monies are going to be handled through a lease for the space and custodial costs. There would also be some shared space that would be leased at one-half that rate. ACSD will be able to recover some of the costs as well

President Dubois noted that students enrolled at Prep are entitled to the same level of support as any child in the state, and UW trains many of the teachers for their careers at Prep.

Tuition for Alumni (Spouses of Children)

President Dubois said this is an item for clarification only, resulting from the review of the Fee Book in January and addresses Trustee Bonner's question on the language.

Change in Residency Requirements

The University Residency Classification Committee has forwarded for Trustee consideration two recommendations for change in Trustee Regulation, Chapter VIII, Section C, STUDENT CLASSIFICATION FOR FEE PURPOSES. The first change eliminates the one year time requirement for Wyoming high school graduates to enroll at UW under a

resident fee classification and extends the classification in perpetuity. The second change extends residency status to students who have been previously awarded residency status by a Wyoming Community College and then transfers to the University of Wyoming within one year from the time they leave the Community College. The following presents Section C with the proposed changes.

Trustee Regulation, Chapter VIII, Section C

VIII. STUDENTS

C. STUDENT CLASSIFICATION FOR FEE PURPOSES

The University of Wyoming assesses tuition for Wyoming residents at the in-state rate; non-residents are charged out-of-state tuition. The following guidelines shall be administered by the Director of Admissions and Enrollment Services to govern University of Wyoming students for purposes of in-state or out-of-state tuition assessment for courses of study offered at the University. University-sponsored courses of study arranged with institutions outside Wyoming may have different residency requirements. ~~and shall be administered by the Director of Admission and Enrollment Services.~~

1. The following students are Wyoming residents:
 - a) Individuals who are financial dependents or under the age of 24 with a parent, guardian or spouse who lives in the State of Wyoming.
 - b) Graduates of Wyoming high School. Individuals who are recipients of Wyoming high school credentials. ~~who attend the University or a Wyoming community college within one year of graduation and maintain continuous enrollment.~~
 - c) Active Wyoming National Guard members and U.S. Armed Forces members stationed in Wyoming, and their dependents.

d) Individuals with a permanent home in Wyoming and who have resided in the State for at least one full year. To determine if a permanent Wyoming home has been established, the following factors are considered:

- Evidence that any former home has been abandoned
- Full-time employment performed or contracted for in Wyoming for one continuous year
- Ownership of home or property in Wyoming
- One year of continual presence in Wyoming
- Former Wyoming residency and maintaining state ties
- Reliance on Wyoming resources for significant ~~full~~ financial support
- Wyoming vehicle registration
- Wyoming address on most recent federal income tax return
- A valid Wyoming driver's license
- Wyoming voter registration

Residing in Wyoming primarily as a student will not support a claim for resident status.

- e) Graduate students with University-funded fellowships.
- f) Wyoming residents temporarily absent from the State due to military service, attendance at an educational institution, or other type of documented temporary sojourn.

- g) Individuals who have been awarded resident tuition status at a Wyoming Community College and who attend the University within one year of leaving the Wyoming Community College.
- h) The spouse or financial dependent of an individual who is determined to be a Wyoming resident pursuant to this Regulation.

2. The following students are non-residents:

- a) Individuals who do not qualify under Section 1 above;
- b) Individuals who are not U.S. citizens or permanent residents except as provided by Section 1b. above

3. Reduced tuition rates calculated at one hundred fifty percent (150%) of resident tuition are available to the following non-residents:

- a) Graduates of the University of Wyoming and their spouses;
- b) Children, and their spouses of University of Wyoming graduates who are life members of the University of Wyoming Alumni Association;

4. Change of residence classification shall be governed by the following process:

- a) An initially assigned non-resident classification may be reviewed by the Director of Admission and Enrollment Services when a request and accompanying documentation is provided on or before the first day of classes. A decision on reclassification by the Director may be appealed to the Residence Classification Committee within twenty

- (20) calendar days of the date of the Director's decision. No reclassification will be retroactive to previous terms;
 - b) Individuals may be reclassified for the following term when facts indicate that a change in residency has occurred since the time of original residence classification;
 - c) The Director of Admission and Enrollment Services is responsible for the administration of this procedure.
5. There shall be a Residence Classification Committee consisting of three members appointed by the President, chaired by the Director of Admission and Enrollment Services who shall not vote. The duties of this Committee shall be as follows:
- a) To render interpretations and rulings at the request of the Director of Admission and Enrollment Services;
 - b) To serve as an appeals committee for students who wish to appeal the decision of the Director of Admission and Enrollment Services;
 - c) To consider University policies in the area of residence classification and make recommendations to the Trustees of the University of Wyoming.

President Dubois reported this is refinement to the policy.

It was noted that this item deals with the capacity to entice students to attend UW, and the need to increase our friendliness to students that are not Wyoming residents. Change 1 deals with the requirement for students of a Wyoming high school attending

within one year. Change 2 involves transfers from a community college in Wyoming, and accepting their residency determination within one year.

President Dubois mentioned two changes. One of the changes is in regard to teachers who move to Wyoming. UW plans to monitor the changes.

The Trustees were pleased that high school graduates who had moved away from Wyoming are now able to return to UW. Courses of study through WWAMI and WICHE are addressed in the policy also.

The Board discussed whether border states that have agreements for students that graduate from Wyoming, but live across state boundaries, and students who go to out-of-state high schools, but their parents live in Wyoming: that policy will remain the same.

The Academic and Student Affairs Committee, voted to move this to an action item at their meeting on Friday, and to bring before the full Board. Trustee McCue moved for adoption of the change in Residency Requirements as presented. Trustee Saunders seconded, motion carried.

Academic Calendar

Academic Calendars for 1999-2000, 2000-2001

Academic year calendars through 1999-2000 have previously been approved by Board action. Revision of the 1999-2000 calendar to reflect a change in spring break and advising week, and the addition of fall break, as well as approval of the 2000-2001 calendar proposal are requested. The spring break change in 1999-00 is the result of consultation with ASUW,

Faculty Senate and Staff Senate in which a consensus emerged to reschedule spring break later in March, more closely in the middle of the January-June calendar. Albany County School District One has agreed to adopt this schedule as well.

An academic year calendar for 2000-01 is required for institutional scheduling. Only one year is brought forward at this time due to on-going discussions regarding academic year scheduling and summer session utilization. The institutional calendar principles in place since 1994 have been followed in the development of the academic calendars for 1999-2000 and 2000-2001, with the exception of spring break scheduling. Albany County School District One has been provided a draft of the proposed calendar for 2000-01.

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1999-2000 Academic
 Calendar

August	S	M	T	W	R	F	S
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Fall 1999:

- New Faculty Reporting Date Aug. 24
- New Faculty Orientation Aug. 25
- Returning Faculty Reporting Date Aug. 26
- Registration Aug. 27
- Classes Begin Aug. 30
- Labor Day Sept. 6
- Mid Semester Study Break Oct. 15
- Mid Semester Oct. 22
- Advising Week Nov. 1-5
- Thanksgiving Nov. 24-26
- Last Class Dec. 10
- Finals Dec. 13-17
- 70 Class Days
- 14M, 15T, 14W, 14R, 13F

January	S	M	T	W	R	F	S
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2000-2001 Academic Calendar

August	S	M	T	W	R	F	S
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	27	28	29	30	31		

January	S	M	T	W	R	F	S
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	20	21	22	23	24	25	26
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September	S	M	T	W	R	F	S
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February	S	M	T	W	R	F	S
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October	S	M	T	W	R	F	S
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March	S	M	T	W	R	F	S
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November	S	M	T	W	R	F	S
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April	S	M	T	W	R	F	S
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December	S	M	T	W	R	F	S
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May	S	M	T	W	R	F	S
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Fall 2000:
 New Faculty Reporting Date Aug. 22
 New Faculty Orientation Aug. 23
 Returning Faculty Reporting Date Aug. 24
 Registration Aug. 25
 Classes Begin Aug. 28
 Labor Day Sept. 4
 Mid Semester Study Break Oct. 13
 Mid Semester Oct. 20
 Advising Week Nov. 6-10
 Thanksgiving Nov. 22-24
 Last Class Dec. 8
 Finals Dec. 11-15
 70 Class Days
 14M, 15T, 14W, 14R, 13F

Spring 2001:
 MLK/Equality Day January 15
 Registration Day January 16
 Classes Begin January 17
 Mid Semester March 9
 Spring Break March 12-16
 Advising April 9-13
 Easter Break April 13-15
 Last Class May 4
 Finals May 7-11
 Commencement May 12
 72 Class Days
 14M, 14T, 15W, 15R, 14F

President Dubois asked for approval on the Academic Calendar to move ahead in terms of long-term needs, specifically summer session schedule. He emphasized starting Fall semester after Labor Day, and the possibility of changing to 60-minute class periods rather than 50 minutes.

Dr. Abernethy commented on the two proposed calendars. Spring Break was coordinated to coincide with ACSD break for 1999-2000. The timing of advising week is also being reviewed.

The Trustees were encouraged that UW was working with ACSD to coordinate Spring Break.

Only 10 months are shown on the calendar and Trustees would like to see UW having more time for classes. Adjusting the schedule slightly would allow more classes during the traditional summer months.

The Academic and Student Affairs Committee voted to move this to an action item at their meeting on Friday and to bring it before the full Board. Trustee McCue moved for approval of the Academic Calendar as presented. Trustee Jorgensen seconded, motion carried.

Winter Closure

President Dubois noted this is a separate item and has undergone analysis to see how effective it was in December 1998. He would like to recommend the Winter Closure policy for at least the next year. The Trustees asked questions on the operation of

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Admissions and other university business. The recommended break would be December 27, 28, and 29, 1999.

Trustee Schaefer recommended the Winter Closure be determined on an annual bases, rather than blanket approval.

The Academic and Student Affairs Committee voted to move this to an action item at their meeting on Friday, and to bring it before the full Board. Trustee McCue moved for approval for Winter Closure on December 27, 28, and 29, 1999. Trustee Jorgensen seconded. Motion carried.

Student Live In Compliance Policy

At the March 1996 meeting, the Trustees approved the Freshmen live-in policy effective Fall Semester 1997. Under the policy, all Freshmen, except those who qualified for exemptions, are required to live for their first two semesters in the Residence Halls. The rationale for this policy was researched from a national database that indicated better academic progress, higher retention, greater involvement in campus life, more enlightened racial attitudes, broader interpersonal relationships and greater satisfaction with the college experience for students living on campus than those who live off. In November of 1998, the Trustees received a report on the Live-in Policy that described the academic support services and programs that had been implemented in the halls for the purpose of enhancing the students educational experience. At that time, it was reported that after one year of

operation, the retention of students living in the halls was slightly higher than those living off campus as well as the general student population.

When the Live-in Policy was established, it was with the understanding that the policy would initially have an appropriate degree of flexibility to enable prospective students and their parents to adapt to the new requirement. As part of the gradual introduction to the new policy, the decision was made that initially, students who failed to comply with the policy and lived off campus without applying for and receiving an exception would not be forced to comply. As UW comes to the close of the second year of the policy, it is clear that prospective students and their parents are now aware of the Live-in Policy. Other campuses with similar policies have sanctions designed to encourage compliance. The following provides a brief report of numbers who were not in compliance with the policy last semester along with several options and a recommendation for requiring compliance in the future.



Student Live-in Policy Compliance Report

March 1999

Department of Housing & Residence Life
Washakie Center, Lower Level
P.O. Box 3394
Laramie, WY 82071

PURPOSE OF THE REPORT

To review UW data supporting policy development and to provide information on compliance alternatives for New Student Live-in Policy.

UW STATISTICS

RETENTION FOR RESIDENCE HALLS 1998

	Total Students	Fall 98 to Spring 99 Retention		Fall 98 to Spring 99 Retention		Mean First Semester GPA (Fall 98)
		Continue	Left UW	Continue	Left UW	
		N	N	%	%	
Exemption Denied (didn't enroll)¹	9	n/a	n/a	n/a	n/a	n/a
Exemption Granted (living off campus)	72	62	10	86.1	13.9	2.80
Did Not File For Exemption – 21+ (exemption automatic) (living off campus)	25	22	3	88.0	12.0	2.81
Did Not File For Exemption – Under 21 (living off campus)²	113	95	18	84.1	15.9	2.55
Complied with Policy (living on campus)³	1,048	974	74	92.9	7.1	2.78
TOTAL	1,258	1,153	105	91.7	8.3	2.76

- 1 – Three (3) students eventually enrolled for spring 1999; one lives on campus, one lives off campus, and the local address of the third is unknown; calculations in this category are not included in the totals below
- 2 – Fifty-seven (57) students report permanent addresses within a 60-mile radius of UW; possibility they thought they were automatically exempt
- 3 – One (1) student applied for an exemption and was denied

STUDENT LIVE-IN POLICY EXEMPTIONS REPORT 1998

(82 exemptions were applied for; 72 exemptions were granted)

Reason for Exemption	Granted Fall 1998
Completed Two Semesters	1
Financial Reasons	4
Living with Siblings	24
Living with Parents	26
Living in Property Purchased by Parents	4
Living with Relatives	2
Married	0
Medical Reasons	0
Over 21 years of age	6
Religion	1
Single Parent	2
Under Current Lease	2
TOTAL	72

ENFORCEMENT OF NON-COMPLIANCE OF STUDENT LIVE-IN POLICY AT OTHER INSTITUTES

Below is a list of various non-compliance policies in place at twelve other institutions and the University of Wyoming.

	OPTION	INSTITUTION
Option I	No enforcement	University of Wyoming
Option II	Send letter of non-compliance to students and/or parents; no additional action	University of Northern Colorado, Washington State University
Option III	Send letter of non-compliance; if no response, place a hold on registration until student signs a contract with housing or receives an exemption	Colorado State University Kansas Emporia State University Northeastern State University South Dakota State University University of Montana University of Nebraska-Lincoln University of Colorado
Option IV	Send letter of non-compliance; if no response, automatically bill the student unless exemption form is approved	Vanderbilt University Western New Mexico University
Option V	Send letter of non-compliance; if no Response, suspend student	Oklahoma State University

RECOMMENDATIONS FOR CONSIDERATION

1. ***Notification of non-compliance.*** Once the fall semester has begun, a letter of non-compliance will be sent to new students who have not received an exemption but are living off campus urging action to assure compliance. If, after 14 days, the student does not comply, a follow-up letter will be sent indicating that the Department of Housing will be reserving a room and billing the student beginning Spring semester.

Pro:

- Does not disrupt a student's enrollment
- Does not place any obstacle to a student's registration
- Is "student friendly" in providing time to comply with policy
- Provides the time to pursue release of off-campus lease or other living arrangement

Con:

- Non-complying students may have signed a year-long lease off campus that would be difficult to exit and result in two rent billings
- Non-complying students would still only be obliged for one semester while complying students will be obliged for two
- Legality of charging a student for a room that may not be occupied is questionable, absent housing agreement or contract
- Labor intensive for Accounts Receivable

2. Place a hold on a non-complying student's spring semester registration that can only be cleared by:

- a) ***student applying for and receiving an exemption***
- b) ***student signing a contract for spring semester in Residence Halls***

Pro:

- Is legally defensible
- Simple and understandable
- Provides time to comply with policy
- Provides the time to pursue release of off-campus lease or other living arrangement

Con:

- Creates an obstacle to the registration process (holds already placed for immunization, financial, missing admission data, disciplinary, and academic suspension)
 - Labor intensive for Registration and Records to enforce
3. ***Prior to enrolling, freshman students sign a contract acknowledging the mandatory live-in policy and agree to being billed for room and board beginning their fall semester unless approved for an exception.*** All students subject to the live-in policy criteria will be billed unless an exception has been granted.

Pro:

- Ensures compliance with the live-in policy prior to arriving on campus
- Is legally defensible
- Is straightforward and clear

Con:

- May be seen as an obstacle to enrolling at the university
- May appear to be inflexible and rigid
- Labor intensive for Housing and Registration and Records

NOTE: Regardless of which recommendation is adopted and in addition to current notification procedures, eight weeks prior to the beginning of the fall semester, all entering freshmen and their parents will be sent a reminder urging compliance with the policy. Four weeks prior to the beginning of the semester, all incoming freshmen who have not signed a contract will be reminded of the necessity of compliance.

President Dubois stated rather than requesting a motion on enforcement of the Student Live In Compliance Policy, he was asking for policy guidance.

Dr. Hurst explained the proposed revisions and facts represented by the mandatory policy. There currently is no procedure in place to encourage compliance, and plan will be initiated to notify students of policy and manner of enforcement.

The Trustees discussed the pros and cons of the options presented. Trustee McCue requested that additional comments be directed to Dr. Hurst and recommended that the administration exercise due caution in implementing enforcement of the policy.

The Offices of Academic Affairs and Administration and Finance have developed a retirement-recall proposal that will advance three goals:

- Promote renewal of the faculty.
- Help utilize the talents of experienced faculty after they retire.
- Facilitate reallocation of faculty resources by offering an incentive to faculty members who are nearing retirement by allowing them to retire and yet continue to do limited teaching.

The proposal is based on existing University policy that allows faculty members to retire and then return to work (“be recalled”) on a limited basis.

The main elements of the proposal are as follows:

1. Faculty members who retire are eligible for recall for up to two years. If recalled, they may assume up to a 50 percent teaching assignment (up to 12 credits per academic year) in return for an equal fraction of their academic-year salary. This salary may supplement their ordinary retirement benefits. For administrative purposes, recalled faculty members will assume temporary line numbers.
2. The decision to recall any particular faculty member is at the discretion of the cognizant department head and dean. The program will be available to faculty during a “window of

opportunity.” The implementation dates for this program have not yet been established.

3. Permanent faculty lines and salary monies freed up under this proposal will revert to the Office of Academic Affairs, as will the additional salary monies freed up when recall periods end. Allocation of these resources will be consistent with the Academic Plan.
4. The assignment of benefits (health insurance, retirement system contributions, and workers’ compensation) will follow existing rules for benefited and retired employees.

Faculty members who retire under this plan will not be eligible for other retirement incentives. Faculty members who participated in previous retirement incentive programs are ineligible for this program.

Dr. Buchanan provided more information on the topic of phased retirement for UW faculty. The proposal will go to Faculty Senate for review and modification, and return to the Board at the May Meeting. Phased retirement will be at the discretion of the department head and dean.

The Trustees discussed phased retirement coinciding with academic planning and voiced their support. It is unknown how much incentive there is to faculty, and it will vary per individual and their ages. Not everyone will find this attractive, but there are approximately 100 faculty members eligible for retirement recall. This is not an early retirement proposal but rather a work in progress. This is a way for faculty to continue

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teaching without the other necessary requirements. Both the state and university have implemented incentive plans for early retirements, but UW does not have the money available for those plans. It will also benefit students, providing on-going expertise.

This will provide a definitive number for the University to plan for. The Faculty Senate will receive a detailed report for their input, and the proposal will be an action item on the May agenda.

The Budget Committee of the Trustees met on Friday, March 12, 1999 with the following members present: Trustees Jorgensen, Chair; Dave Bonner, Shelly Ritthaler, Greg Schaefer, and Hank True. The following items were brought before the full Board by Trustee Jorgensen:

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 December 3, 1998, through February 10, 1999.

AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - Open	\$ 10,000
Gregory Brown; Botany - Technical and clerical assistance.	
CALIFORNIA, UNIVERSITY OF - 08/01/1998 - 08/31/2001	\$ 12,271
Michael Brewer; Renewable Resources - Sampling and decision support system for northern fowl mite.	
CC TECHNOLOGY, INCORPORATED - 01/14/1999 - 06/13/1999	\$ 33,000
Robert Corcoran/Keith Carron; Rapid detection of cyanide.	
CENTRAL WYOMING HOSPICE PROGRAM - 01/03/1996 - Open	\$ 2,125
Robert Houston; Casper Family Practice - Medical education and oversight in hospice care.	
COLORADO, UNIVERSITY OF - 10/01/1998 - 09/30/1999	\$ 27,000
Joe Schoeber; Casper Family Practice - Education and training center project.	
COMMERCIAL SPONSORS - 01/12/1993 - Open	\$ 15,720
Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil recovery.	
COORS BREWING COMPANY - 06/01/1996 - 12/31/1999	\$ 15,100
Daniel Buttry; Chemical Engineering - Biosensors for whole cells in process streams.	
DIAMOND J RANCH - 12/12/1998 - 12/31/2000	\$ 19,211
Richard Olson; Renewable Resources - Enhance elk production through habitat.	

FMC CORPORATION - 06/16/1995 - 06/30/1999 Pradeep Agarwal; Chemical Engineering - Form-coke process.	\$	15,000
GATS, INCORPORATED - 04/01/1998 - 02/28/1999 Mark Hervig; Atmospheric Science - Radiative properties of sulfate aerosols.	\$	1,493
GATS, INCORPORATED - 04/01/1998 - 02/28/1999 Mark Hervig; Atmospheric Science - HALOE algorithm for upper tropospheric sounding.	\$	6,000
GENERAL ELECTRIC COMPANY - 09/01/1998 - 12/31/1999 John Ackerman; Chemistry - Environmental evaluation of glass for self-cleaning ovens.	\$	2,500
GENERAL ELECTRIC COMPANY - 09/01/1998 - 12/31/1998 John Ackerman/David Bell; Chemical Engineering - Deposition of anti-soot coatings.	\$	4,080
JOB TRAINING PARTNERSHIP AGREEMENT - 07/01/1993 - Open Jacque Cook; Agriculture Dean's Office - Salary reimbursement for job training.	\$	2,076
JOB TRAINING PARTNERSHIP AGREEMENT - 05/01/1993 - Open Roxi Knopp; Human Resources - Summer youth program.	\$	246
KOREA INSTITUTE OF ENERGY RESEARCH - 05/01/1998 - 12/31/1998 Chang-Yul Cha; Chemical Engineering - Carbon adsorbent from Korean anthracite coal.	\$	7,329
LARAMIE, WYOMING, CITY OF - 11/09/1998 - 01/31/1999 G. Fred Doll; Survey Research Center - Survey of city services.	\$	3,900
LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY - 10/01/1998 - 09/30/1999 Richard Schmidt/James Goodman; Civil Engineering - Improved design of manufactured homes.	\$	25,001
MASSACHUSETTS, UNIVERSITY OF - 09/15/1998 - 08/31/2000 Gabor Vali; Atmospheric Science - Develop remote sensing system for cloud measurements.	\$	168,790
MCMURRY OIL COMPANY - 01/01/1999 - 12/31/2001 Ronald Surdam; Institute for Energy Research - Velocity characterization of Rocky Mountain laramide basins.	\$	800,000

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MINNESOTA, UNIVERSITY OF - 08/07/1998 - 09/30/1999	\$	33,102
Charles Woodward; Physics and Astronomy - Target of opportunity SIRT community working group.		
MINNESOTA, UNIVERSITY OF - 10/01/1998 - 09/30/1999	\$	18,950
Charles Woodward; Physics and Astronomy - Infrared imaging photometry and polarimetry of comets.		
MONTANA JOB TRAINING PARTNERSHIP, INCORPORATED - 10/01/1998 - 06/30/1999	\$	89,930
Keith Miller; Wyoming Institute for Disabilities - Create employment opportunities for people with disabilities.		
NATIONAL ASSOCIATION OF CHAIN DRUG STORES EDUCATION FOUNDATION - 10/01/1998 - Open	\$	21,200
Patrick Hardigan; Pharmacy - Establish a health care assessment and research center.		
THE NATURE CONSERVANCY - 07/01/1998 - 06/30/1999	\$	40,000
William Reiners; Wyoming Natural Diversity Database - Local projects for the Wyoming field office.		
NEOPLAN USA CORPORATION - 01/08/1999 - 03/31/1999	\$	3,750
David Walrath; Mechanical Engineering - Acceleration measurements on a passenger bus exhaust system.		
NEVADA, UNIVERSITY OF - 09/30/1998 - 09/29/1999	\$	24,121
Michael Loos; Leadership and Human Development - Addiction technology transfer centers.		
NEW MEXICO STATE UNIVERSITY - 04/01/1998 - 03/31/2001	\$	32,604
Larry Van Tassell; Agricultural and Applied Economics - Social and economic impacts of public land policy.		
NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 06/15/1999	\$	7,525
Holly Copeland/William Gribb/Patricia McClurg; Geography and Recreation - Laramie County internet site.		
NORTH DAKOTA STATE UNIVERSITY - 07/01/1998 - 06/30/1999	\$	43,446
Khaled Ksaibati/Eugene Wilson; Civil Engineering - Field evaluation of cement-treated bases.		
NORTH DAKOTA STATE UNIVERSITY - 07/01/1998 - 06/30/1999	\$	80,743
Eugene Wilson; Civil Engineering - Transportation safety education research.		
NORTH DAKOTA STATE UNIVERSITY - 07/01/98 - 06/30/99	\$	37,297
Eugene Wilson; Civil Engineering - Refining the road safety audit process for local rural roads.		

PARENTS HELPING PARENTS OF WYOMING, INCORPORATED -	\$ 25,000
10/01/1998 - 09/30/1999 Benjamin Silliman; Family and Consumer Sciences - Parent education and involvement network.	
PFIZER, INCORPORATED - 11/01/1998 - Open	\$ 147,373
John Lloyd/James Waggoner; Renewable Resources - Persistent efficacy of doramectin topical solution.	
PFIZER, INCORPORATED - 12/01/1998 - Open	\$ 21,247
John Lloyd/James Waggoner; Renewable Resources - Compare efficacy of doramectin and moxidectin.	
POPLAR LIVING CENTER - 02/12/1993 - 12/31/1999	\$ 2,500
Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	
RAPTOR RESEARCH FOUNDATION, INCORPORATED -	\$ 500
10/01/1998 - Open Nicole Korfanta; Zoology - Population genetics of burrowing owls.	
ROCKY MOUNTAIN COMPOSITES, INCORPORATED -	\$ 2,660
12/15/1995 - 06/30/1999 Donald Adams/Scott Cogull; Mechanical Engineering - Flex and shear testing of glass/epoxy panels.	
RT COMMUNICATIONS, INCORPORATED -	\$ 2,093
10/01/1998 - 12/31/1998 Gene Murdock; Management and Marketing - Segments to design a marketing program.	
SHEPHERD OF THE VALLEY CARE CENTER -	\$ 1,250
02/12/1993 - 12/31/1999 Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	
SHOSHONE AND NORTHERN ARAPAHOE OFFICE OF THE	\$ 5,559
TRIBAL WATER ENGINEER - 08/12/1998 - 05/31/1999 Charles Reher; Anthropology - Archaeological study at Washakie Dam.	
SHOSHONE TRIBE PLANNING DEPARTMENT -	\$ 2,550
12/12/1998 - 01/31/1999 Charles Reher; Anthropology - Blue Ridge/Sweetwater basin reconnaissance.	
THE SOCRATES FOUNDATION - 01/01/1994 - 12/31/1999	\$ 4,000

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Marcia Dale; Nursing - Preceptor workshop for nurses.

SOFTRAY, INCORPORATED - 08/15/1998 - 07/31/1999 \$ 40,608

Paul Johnson; Physics and Astronomy - Early detection and identification of pathogenic organisms.

SOUTHERN UTE INDIAN TRIBE - 01/04/1999 - 01/03/2002 \$ 41,254

Frederick Lindzey; Zoology - Mountain lion radio telemetry study.

TEXAS A&M RESEARCH FOUNDATION - 03/26/1998 - 11/30/1999 \$ 14,300

Barbara John; Geology - Thermal history of a denuded block of lower oceanic crust.

UNITED STATES ARMY - 07/01/1998 - 06/30/1999 \$ 47,959

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

**UNITED STATES BUREAU OF RECLAMATION -
07/01/1998 - 09/30/1999** \$ 5,706

Mary Neighbours; Wyoming Natural Diversity Database - Snake River resources review.

**UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL RESEARCH SERVICE - 10/01/1998 - 09/30/1999** \$ 3,098

Terrance Booth/Gerald Schuman; Renewable Resources - Seasonal help.

**UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL
AND PLANT HEALTH INSPECTION SERVICE -
10/01/1998 - 09/30/1999** \$ 11,720

David Kazmer; Renewable Resources - Toadflax biocontrol and monitoring.

**UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL
AND PLANT HEALTH INSPECTION SERVICE -
10/01/1998 - 09/30/1999** \$ 5,544

David Kazmer; Renewable Resources - Distribution and extent of saltcedar in Wyoming.

**UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL
AND PLANT HEALTH INSPECTION SERVICE -
10/01/1998 - 09/30/1999** \$ 5,000

Howard Pickard; Renewable Resources - Gypsy moth detection and delimiting survey.

**UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL
AND PLANT HEALTH INSPECTION SERVICE -
10/01/1998 - 09/30/1999** \$ 20,000

Kiana Zimmerman; Renewable Resources - Plant protection and quarantine support.

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Kiana Zimmerman; Renewable Resources - Gypsy moth data management.	\$ 500
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Kiana Zimmerman; Renewable Resources - Saltcedar data management.	\$ 2,330
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Kiana Zimmerman; Renewable Resources - Early exotic plant detection.	\$ 3,863
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1998 - 09/30/1999 Kiana Zimmerman; Renewable Resources - Software training course.	\$ 5,563
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/1996 - 09/30/1999 Ronald Hartman; Botany - Herbarium maintenance and plant identification.	\$ 5,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 01/01/1998 - 05/31/1999 Thomas Wesche; Renewable Resources - Develop improved hydrologic models.	\$ 5,000
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1998 - 06/30/1999 John Nutter; Student Financial Aid - Pell grant funding.	\$ 2,359,308
UNITED STATES DEPARTMENT OF ENERGY - 09/01/1995 - 09/29/1999 Pradeep Agarwal/John Steadman/William Gern; Chemical Engineering - Novel CO2-based coal upgrading.	\$ 48,860
UNITED STATES DEPARTMENT OF ENERGY - 09/30/1997 - 09/29/1999 Pradeep Agarwal/John Steadman/William Gern; Chemical Engineering - Critical role of air.	\$ 49,821
UNITED STATES DEPARTMENT OF ENERGY - 09/01/1995 - 09/29/1999 David Bell/John Steadman/William Gern; Chemical Engineering - Hydrocarbon emissions from natural gas drying.	\$ 29,930

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UNITED STATES DEPARTMENT OF ENERGY - \$ 6,796
09/30/1997 - 09/29/1999

David Bell/John Steadman/William Gern; Chemical Engineering - Mass transfer studies.

UNITED STATES DEPARTMENT OF ENERGY - \$ 29,565
09/01/1995 - 09/29/1999

Mrityunjai Sharma/John Steadman/William Gern; Chemical Engineering - Reduction of volatile organic compound emissions from atomization of ultra-high viscosity materials using supercritical fluids.

UNITED STATES DEPARTMENT OF ENERGY - \$ 48,684
09/01/1995 - 09/29/1999

D. Scott Bohle/John Steadman/William Gern; Chemistry - New high efficiency boedeker catalysts.

UNITED STATES DEPARTMENT OF ENERGY - \$ 49,999
09/01/1995 - 09/29/1999

Dean Roddick/John Steadman/William Gern; Chemistry - Selective hydrocarbon conversions mediated by organometallic superacids.

UNITED STATES DEPARTMENT OF ENERGY - \$ 49,613
09/01/1995 - 09/29/1999

Mohan Reddy Junna/John Steadman/William Gern; Civil Engineering - Process for remediation of hydrocarbon sources of groundwater contamination.

UNITED STATES DEPARTMENT OF ENERGY - \$ 55,761
09/01/1995 - 09/29/1999

Badrul Chowdhury/John Steadman/William Gern; Electrical Engineering - Enhancing the value of photovoltaic energy sources.

UNITED STATES DEPARTMENT OF ENERGY - \$ 51,165
09/01/1995 - 09/29/1999

Robert Kubichek/John Steadman/William Gern; Electrical Engineering - Measure and assess power system radio frequency interference effects.

UNITED STATES DEPARTMENT OF ENERGY - \$ 92,108
09/01/1995 - 09/29/1999

John McInroy/John Steadman/William Gern; Electrical Engineering - Efficiency and precise feedback control of large motors.

UNITED STATES DEPARTMENT OF ENERGY - \$ 31,200
09/30/1997 - 09/29/1999

Sally Steadman/John Steadman/William Gern; Electrical Engineering - Human resource development.

UNITED STATES DEPARTMENT OF ENERGY - \$ 57,039
09/01/1995 - 09/29/1999

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John Steadman/William Gern; Electrical Engineering - Management and coordination of the Experimental Program to Stimulate Competitive Research (EPSCoR).

UNITED STATES DEPARTMENT OF ENERGY - \$ 64,809

09/01/1995 - 09/29/1999

Sally Steadman/John Steadman/William Gern; Engineering Dean's Office - Human resource development.

UNITED STATES DEPARTMENT OF ENERGY - \$ 47,181

09/01/1995 - 09/29/1999

Mark Stayton/John Steadman/William Gern; Molecular Biology - Genetics of microbial dechlorination of the environmental pollutant, Pentachlorophenol.

UNITED STATES DEPARTMENT OF ENERGY - \$ 36,914

09/01/1995 - 09/29/1999

Stephen Williams/John Steadman/William Gern; Renewable Resources - Phytoremediation enhancement of metal contaminated soils by symbiotic fungi.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 4,547

ADMINISTRATION - 12/01/1997 - 11/30/1999

Mark Hervig; Atmospheric Science - Investigate sulfate aerosols.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 15,550

ADMINISTRATION - 01/17/1990 - 06/30/1999

Gabor Vali; Atmospheric Science - Stratospheric aerosol and gas experiment.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 43,123

ADMINISTRATION - 01/15/1997 - 01/14/2000

E. Raymond Hunt Jr.; Botany - Climate effects on global fluxes.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 42,018

ADMINISTRATION - 12/01/1996 - 11/30/1999

Robert Howell; Physics and Astronomy - Infrared speckle interferometry.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 102,371

12/01/1998 - 11/30/1999

Thomas Hansen; Animal Science - Structure/function of a pregnancy-associated protein.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 312,558

01/01/1999 - 12/31/1999

Tae Ji; Molecular Biology - Interaction and activation of the LH receptor.

UNITED STATES NATIONAL OCEANIC AND ATMOSPHERIC \$ 60,000

ADMINISTRATION - 03/28/1995 - Open

Alfred Rodi; Atmospheric Science - Turbulence metrics from Juneau project aircraft data.

UNITED STATES NATIONAL PARK SERVICE - 09/30/1998 - 07/31/2000 Audrey Shalinsky/David Eckles; Anthropology - Miscellaneous archaeological testing.	\$ 104,041
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/15/1997 - 04/30/2000 Terry Deshler; Atmospheric Science - Measurements of polar stratospheric clouds.	\$ 220,479
UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/15/1998 - 01/31/2000 Gabor Vali/Robert Kelly; Atmospheric Science - Airborne studies of clouds and precipitation with a millimeter wavelength radar.	\$ 189,959
UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/15/1998 - 08/31/1999 Thomas Vogelmann; Botany - Develop ultrafast optical instrumentation to measure photon lifetimes in biological tissues.	\$ 70,857
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/1998 - 02/29/2000 Robert Corcoran; Chemistry - Research experiences for undergraduates in Chemistry.	\$ 51,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/26/1996 - 12/31/1999 Pennilyn Higgins; Geology - Graduate research fellowship program.	\$ 25,500
UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/1998 - 08/31/2001 Donald Jarvis; Molecular Biology - Carbohydrate engineering for generating sialylated glycoproteins in insect cells.	\$ 10,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 04/01/1998 - 04/30/2000 Ronald Canterna/Jim Dove/Steve Howell; Physics and Astronomy - Infrared observatory's summer undergraduate research assistantship program.	\$ 51,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/15/1998 - 08/31/1999 Ting Shan Luk; Physics and Astronomy - Develop ultrafast optical instrumentation to measure photon lifetimes in biological tissues.	\$ 70,857
UNITED STATES NAVY - 02/01/1999 - 12/31/2001 Daniel Buttry; Chemistry - Combinatorial, highly automated and rapid approaches to electrocatalyst development.	\$ 125,000

URS GREINER WOODWARD CLYDE - 12/21/1998 - 01/31/1999 Joseph Meyer/Harold Bergman; Zoology - Toxicity testing with bull trout.	\$ 25,000
UTAH STATE UNIVERSITY - 11/01/1998 - 10/31/1999 James Freeburn/Glen Whipple; Cooperative Extension Service - Coordinate the Sustainable Agriculture Research and Extension (SARE) program.	\$ 59,500
UTAH STATE UNIVERSITY - 10/01/1998 - 12/31/1999 Michael Smith; Renewable Resources - Professional development program.	\$ 9,700
VARIOUS NURSING SCHOOLS - 02/22/1994 - Open Marcia Dale; Nursing - Develop nursing programs.	\$ 15,227
VARIOUS SPONSORS - 09/01/1994 - Open William Gribb/Linda Marston/Ronald Beiswenger; Geography and Recreation - Wyoming geographic alliance.	\$ 1,400
VARIOUS SPONSORS - 01/01/1997 - Open Ronald Steel; Geology - Sequence stratigraphy and sedimentology.	\$ 32,000
VARIOUS SPONSORS - 02/01/1994 - Open Duane Keown; Natural Science Program - Wyoming's conservation connection.	\$ 146
VARIOUS SPONSORS - 02/01/1996 - Open James Rosen; Physics and Astronomy - Balloon launch and equipment support.	\$ 20,257
VARIOUS SPONSORS - 10/01/1997 - 09/30/1998 Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers.	\$ 3,065
VARIOUS SPONSORS - 10/01/1998 - 09/30/1999 Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers.	\$ 2,880
VARIOUS SPONSORS - 10/01/1998 - Open Keith Miller; Wyoming Institute for Disabilities - Workshop funding.	\$ 1,000
VARIOUS SPONSORS - 07/01/1995 - Open Keith Miller; Wyoming Institute for Disabilities - Behavioral assessment.	\$ 3,388
VARIOUS SPONSORS - 10/01/1998 - Open Mary Neighbours; Wyoming Natural Diversity Database - Database management.	\$ 719
WASHINGTON, UNIVERSITY OF - 09/30/1998 - 09/29/1999 Sylvia Moore; Health Sciences - Support for health professional education.	\$ 58,281

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WASHINGTON, UNIVERSITY OF - 09/30/1998 - 09/29/1999 \$ 77,796

Sylvia Moore; Health Sciences - High school summer enrichment program.

WESTERN INTERSTATE COMMISSION FOR HIGHER EDUCATION - 01/13/1997 - 05/31/2000 \$ 3,000

Stephen Williams; Graduate School - Doctoral scholars program.

WYOMING ARTS COUNCIL - 01/10/1999 - 01/22/1999 \$ 1,825

Wendy Fanning; Cultural Programs - Funding for a residency and performance tour across Wyoming for two musicians.

WYOMING BUSINESS COUNCIL - 11/13/1998 - 06/30/1999 \$ 300,000

William Gern; Research Office - Establish the Wyoming Technology Transfer Center.

WYOMING COUNCIL FOR THE HUMANITIES - 01/18/1999 - 05/31/1999 \$ 1,350

Susanna Goodin/Birgit Burke; Philosophy - Ethics center book discussion series.

WYOMING DEPARTMENT OF COMMERCE - 11/20/1998 - 05/31/1999 \$ 10,800

Mary Hopkins/Audrey Shalinsky; Anthropology - Student intern funding.

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 04/26/1996 - Open \$ 2,436

Victor Hasfurther/Chang-Yul Cha; Civil and Architectural Engineering - Environmental engineering internship program.

WYOMING DEPARTMENT OF HEALTH - 01/06/1999 - Open \$ 5,820

Kenneth Heinlein; Wyoming Institute for Disabilities - Child eligibility and service review.

WYOMING DEPARTMENT OF TRANSPORTATION - 11/25/1998 - 06/30/2000 \$ 25,000

John Turner; Civil Engineering - Field performance evaluation of a soil nail wall for slope stabilization.

WYOMING DEPARTMENT OF TRANSPORTATION - 01/01/1999 - 12/31/1999 \$ 196,875

Eugene Wilson; Civil Engineering - Provide technical transfer of transportation issues to local governments in Wyoming.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 72,432

Stanley Anderson; Zoology - Wyoming wildlife research.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 150

Stanley Anderson; Zoology - Habitat studies in Wyoming.

WYOMING GOVERNOR - 01/01/1999 - 12/31/1999 \$ 41,479
Keith Miller; Wyoming Institute for Disabilities - Cheyenne employer development initiative.

WYOMING GOVERNOR - 01/01/1999 - 12/31/1999 \$ 40,000
Gail Zahn; Wyoming Institute for Disabilities - Equal access to justice for individuals with mental retardation.

TOTAL - Contracts and grants approved December 3, 1998, through February 10, 1999. \$ 7,654,826

TOTAL - Contracts and grants previously approved:

07/01/98 - 08/12/98	9,542,531	
08/13/98 - 10/14/98	8,605,093	
10/15/98 - 12/02/98	4,316,902	<u>\$ 22,449,526</u>

TOTAL - Contracts and grants approved July 1, 1998 through February 10, 1999. \$30,104,352

Trustee Jorgensen reported on the approval of contracts and grants and so moved.

Trustee Ritthaler seconded.

Trustee Saunders commented on the different grants that have Dr. Bern's name associated with them. President Kail said the Trustees were interested in the award on animal research that UW received.

Dr. Gern noted that Professor Harold Borgman was named to the National Academy of Engineering and will be inducted into the Academy next fall. Dr. Borgman's area of expertise is in statistics in geologic strata.

There being no further discussion, the motion carried.

RFP Selection of Bond Counsel

Mr. Baccari informed the Board that UW will be putting out a request for proposal for bonding for the Wyoming Union and Spanish Walk. He will schedule a conference call to address both matters.

RFP to Select Underwriters for Bond Issues

Trustee Jorgensen informed the Board that the RFP to select underwriters for bond issues item will be presented in May.

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PERSONNEL COMMITTEE

The Personnel Committee of the Trustees met on Friday, March 12, 1999 with the following members in attendance: Trustees Hammons, Chair; Dave Bonner, Kathy Hunt, and Ron McCue.

It was moved by Trustee Hammons, and seconded by Trustee McCue that the personnel items on the following pages be approved by the full Board. Motion carried.

Salary Distribution Policy and Methodology

FUNDS AVAILABLE: The 1998 Legislature approved a general fund appropriation of \$7,804,217 to fund University salary adjustments for the 1999-2000 biennium. The University elected to spread the allocation of this funding over the biennium by creating a salary adjustment pool for each year of the biennium equivalent to 3.08% of the University's Section I salary and benefit base. The undistributed balance of the appropriation available for FY 2000 salary adjustments is \$2,459,312.

Last fiscal year the 3.08% pool was distributed equally between three employee groups. Assuming the salary adjustment pool for FY 2000 would be distributed in the same manner, the following amounts are available for faculty, staff and administrative salary adjustments.

	POOL	EPB'S	TOTAL
Faculty/Acad Prof	\$1,289,142	\$243,648	\$1,532,790
Staff	596,716	112,779	709,495
Administrators	182,529	34,498	217,027
TOTAL	\$2,068,387	\$390,925	\$2,459,312

In addition to the Section I appropriation, there are also unallocated tuition revenues resulting from Trustee approved FY 2000 tuition increase that are available, in part, to address next fiscal year's salary needs.

RECOMMENDED POLICY:

1. Distribute the entire Section I pool of \$2,068,387 to the three respective employee groups in the amounts indicated above for salary adjustments.

A proportional Section II pool would be created for employees paid from this funding category. In accordance with the allocation policy approved for FY 1999, these funds will be distributed on the basis of meritorious performance. For FY 2000, only employees hired on or before December 31, 1998 will be eligible to receive an adjustment. It is expected that any faculty or staff employee performing at a satisfactory level or better will be awarded some salary increase.

2. In accordance with the potential needs identified for use of the FY 2000 tuition increase, \$570,051 is allocated to supplement the Section I salary pool for the following salary needs:

- Adjustment of the Staff Salary Matrix: The University's current policy is to maintain the matrix midpoint at a level representing 90% of market. The market analysis just completed by Mercer & Co. indicates an adjustment of 6% is necessary to maintain the market-based integrity of the midpoint. Accordingly, it is proposed the salary matrix be adjusted effective July 1, 1999 by increasing the midpoint by 6% and raising entry level salaries by 4.5% including the current Minimum University Salary of \$14,304. The maximum of each grade is extrapolated accordingly. The estimated Section I cost to make this adjustment is \$260,051 (\$218,714 to adjust current salaries that would fall below new entry levels and \$41,337 to adjust EPB's). The estimated cost for Section II is \$145,988.

- Mandatory Faculty Salary Adjustments: Allocate \$210,000 to the Vice President of Academic Affairs to be used to address mandatory salary increases associated with promotions for faculty and academic professionals.
- Special Salary Needs: Allocate \$100,000 to supplement the \$300,000 Section I pool earmarked primarily for “mission critical” U.W. employees such as information technology professionals, or other critically impacted employee categories, creating a total Section I pool of \$400,000. Academic professionals would be eligible for salary adjustments from this special pool. Additionally, adjustments would be permitted from Section II funding sources for employees paid from this funding source. These funds would be distributed to assist with salary situations that satisfy the four following criteria set forth in the President’s letter of December 23, 1998 addressed to Robert Aylward. These include:
 - ◆ The essential nature of the position to the maintenance of critical academic or administration functions can be demonstrated.
 - ◆ Appropriate market data is available that illustrates a wide discrepancy between the current UW salary for the position and the market salary. The data must be reviewed by Human Resources for accuracy.

- ◆ There is evidence of high turnover in the position as a result of salary considerations and/or evidence that the position would be difficult to be filled if vacant.
 - ◆ The performance of the individual currently occupying the position justifies additional merit increase funding.
 - ◆ Vice presidents and special assistants may submit requests to President Dubois for the use of these funds to augment their efforts to address market-impacted salary situations and other special needs. Requests should include identification of the position, current salary, the amount the manager has allocated for a FY 2000 merit increase and the amount of augmenting support requested. In order to be eligible, an employee would have to receive an above-average merit increase from the regular salary distribution process. Justification supporting the request is to be provided for each position. If multiple requests are made, then they are to be submitted in priority order.
3. Part-time benefited employees will be included in the salary distribution plan. Part-time, non-benefited employees will be eligible for adjustments at the discretion of employing departments; such increases must be paid from departmental support budgets.
 4. Graduate student stipend adjustments will await the outcome of academic planning.

It is recommended that the Personnel Committee recommend to the Trustees of the University of Wyoming approval of the FY2000 salary distribution policy as outlined in the above presentation.

Mr. Harris asked for Board approval to allocate funds for the second year of the biennium.

President Dubois commented on a letter from Staff Senate regarding the lack of compression adjustment. UW has the ability to address the most serious salary problems, but cannot address them all. Longevity adjustments are not good and if begun, must be continued. Adjusting the MUS is the best way to address this.

Ms. Reasoner emphasized the proposal and the persons responsible for it. The body of Staff Senate did not attach their names to the document by choice. She pointed out that 64% of UW employees are making less than 20% above the minimum and when the lower end of the matrix is adjusted, it will compress the salaries further. She also pointed out that 99% of UW employees are meritorious and receive good ratings in annual appraisals. It is common to talk about step plans and longevity as being terms; the administration does not want to address. Staff feel that it is great to be loyal to UW and would like to be rewarded. Longevity seems to be linked to cost of living in the staff's minds. It was also emphasized that longevity pay to staff means meritorious increases. The other major concern is the compression issues arising while making adjustments to help others.

Trustee McCue commented that the staff are some of the finest at UW and if the 99% is accurate, that's outstanding. He also echoed that longevity or a step plan is not effective.

State legislators have made it clear to President Dubois that UW's system is a very strong system and is one to be admired. He does not want to discount what is said by Ms. Reasoner about compression. Another issue buried within the statistics is that salary inadequacies cause people to change positions at UW and that in itself is difficult to address. Turnover is high, as employees make an effort to receive salary increases.

Trustee Hammons moved that the Board approve the salary policy as presented. Trustee McCue seconded. Motion carried.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee of the Trustees met on Friday, March 12, 1999 with the following members present: Trustees Pete Jorgensen, Chair; Kathy Hunt, and Shelly Ritthaler. Trustee Thomas Spicer was absent. The following was presented to the full Board by Trustee Jorgensen:

Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the January 1999, Trustees meeting. Also reported are approved change orders to the Centennial Complex Elevator Lobby Addition and Renovations to the Half Acre Gymnasium.

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.	\$735,245.92	\$59,040.00	\$656,944.46	\$4,968.33	\$14,293.13	-0-
Obligate	\$199,268.05	\$6,560.00	\$141,215.13	\$44,062.30	\$4,174.13	\$3,256.49
Un-Obligate	\$45,475.62	-0-	-0-	\$22,849.37	\$13,882.74	\$8743.51

Remarks: Coe Library - Elevator is operational. Fire alarm system is being tested. Store front has been installed and is operational even though some minor parts have not arrived on site.

Classroom Building – Store front has been installed but the automatic operator is not working due to missing components. The balance of the work in the building is substantially complete.

Knight Hall – Project is awaiting for request from contractor for Substantial Completion Inspection. Some minor hardware items are not installed.

2. Centennial Complex Elevator Lobby Addition

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

	Total	Design	Construction	Contingency	Admin.	Security
Budget	\$456,750.00	\$37,704.25	\$363,900.00	\$25,145.75	\$20,000.00	\$10,000.00
Expended	\$411,127.60	\$35,676.25	\$363,900.00	\$3,935.00	\$7,616.35	-0-
Obligated	\$12,625.53	\$2,028.00	-0-	\$2,430.01	\$2,567.52	\$5,600.00
Un-Obligated	\$32,996.87	-0-	-0-	\$18,780.74	\$9,816.13	\$4,400.00

Remarks: Project is Substantially Compete and the mandatory 41-day advertising period will expire on 25 February, 1999.

3. Student Union Elevator

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

	Total	Design	Construction	Contingency	Admin.	Telephone Configuration
Budget	\$371,100.00	\$36,000.00	\$274,000.00	\$27,400.00	\$13,700.00	\$20,000.00
Expended	\$340,010.85	\$35,640.00	\$274,000.00	11,639.11	\$4,867.54	\$13,864.20
Obligated	\$5,456.73	\$360.00	-0-	\$4,768.71	\$328.02	-0-
Un-Obligated	\$25,632.42	-0-	-0-	\$10,992.18	\$8,504.44	\$6,135.80

Remarks: Project in Substantially Complete. UW waiting for Contractor to request final inspection.

4. Renovation and Asbestos Abatement – Geology Department Library

Architect: Gordier/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	Admin.	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	\$500,710.06	\$61,020.00	\$418,185.00	\$11,404.61	\$10,100.45	-0-	-0-
Obligated	\$171,337.00	-0-	\$161,195.00	\$6,877.00	\$1,774.68	\$1490.32	-0-
Un-obligated	\$311,122.94	-0-	-0-	\$39,718.39	\$17,094.87	\$248,509.68	\$5,800.00

Remarks: Projects is approximately 95% complete. Most finishings are complete with Contractor working on finish carpentry for stairs.

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	Admin.	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	\$761,565.21	\$86,298.00	\$668,128.00	\$785.00	\$4078.26	2,275.95	-0-
Obligated	\$75,102.21	\$1,202.00	\$758.00	54,569.00	\$6,566.70	8,166.51	3840.00
Un-obligated	\$19,732.58	-0-	-0-	-0-	\$15,175.04	\$4557.54	-0-

Remarks: All areas are now occupied. Completion work progressing on the mechanical systems

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

Centennial Complex Elevator Lobby Addition

Change Order No. 6

Item 1	Provide and install additional security system items		Add	\$2,567.00
Item 2	Repair damaged electrical lines		Add	\$4,648.00
Item 3	Provide and install 20 Amp 120V circuit for elevator		Add	\$379.00
Item 4	Provide and install 120 V power supply to VAV box		Add	\$171.00
Item 5	Provide and install VCT for elevator cab floor		Add	\$389.00
		Total Change Order No. 6	Add	\$8,154.00

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Change Order No. 7

Item 1	Credit for five (5) damaged light fixtures on the berm	Deduct	\$3,050.00
Item 2	Credit for cost of sprinkler system on the berm	Deduct	\$500.00
	Total Change Order No. 7	Deduct	<3,550.00>

Statement of Contract Amount

Original Contract Amount	\$363,900.00
Total Change Order #1 - 7	<u>+3,935.00</u>
Adjusted Contract Price	\$367,835.00

Renovations to the Half Acre Gymnasium

Change Order No. 3

Item 1	Change location of firewalls at lobby	Add:	\$1,429.00
Item 2	Modify women's handicap shower as well as other handicap modifications	Add:	\$4,278.00
Item 3	Modify partitions and doors at stairs off of lobby. Redo the two east entrance doors to gymnasium.	Add:	\$32,212.00
Item 4	Provide concrete fill where bleachers were removed	Add:	\$1,914.00
	Total Change Order No.3	Add:	\$39,833.00

Statement of Contract Amount

Original Contract Amount	\$702,000.00
Total Change Order # 1-2	<u>+18,598.00</u>
Adjusted Contract Price	\$720,598.00

Renovation to the Geology Department Library

Change Order No. 1

Item 1	Relocate water line in basement	Add	\$303.00
Item 2	Raise feeds t heating system	Add	\$1,114.00
Item 3	Modify ceiling on south side of room	Add	\$3,873.00
Item 4	Change door and frame at door lo-H-11	Add	\$169.00
Item 5	Reroute drain near column 9D	Add	\$576.00
Item 6	Modify Circulation Desk	Add	\$233.00
Item 7	Add hand rail return at bottom of stairs	Add	\$851.00
Item 8	Credit for carpet installation @ Bo-F10 & B0-H11	Deduct	(953.00)
Item 9	Modify framing at column C8	Add	\$116.00
Item 10	Modify framing at column D9	Add	\$149.00
Item 11	Delete gyp bd @ interior of duct behind desk	Deduct	(\$121.00)
Item 12	Add soffit at north corridor wall	Add	\$567.00
	Total Change Order #1	Add	\$6,877.00

Statement of Contract Amount

Original Contract Amount	\$544,900.00
Total Change Order # 1	<u>+6,877.00</u>
Adjusted Contract Price	\$551,777.00

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Trustee Jorgensen reported on the conference call on naming campus buildings. No action was taken. Copies of the minutes have been distributed.

President Dubois asked him to move forward on the hiring of the architect for the Rochelle gift.

Rochelle Gift Pledge Agreement

(see following page)

Trustee Jorgensen reported and moved on the Rochelle Gift Pledge Agreement. Trustee Bonner seconded. Motion carried. Mr. Baccari told the Board he needs authority to proceed with the work of the design team and to negotiate fees for the completion of architectural drawings after the receipt of the gift.

With approval of the architectural drawings, Trustee Bonner moved that the facility be named the Curtis and Marian Rochelle Athletics Center; seconded by Trustee McCue. Motion carried.

Year 2000 IT Compliance Update

Information Technology

Overview The countdown to January 1, 2000 continues. The past few months have brought clarity to the remaining year 2000 projects as well as added one additional project - a PeopleSoft Financials upgrade.

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

What's Changed As we suspected in the last report, our current version of PeopleSoft Financial system, Version 6, has concerns regarding its year 2000 compliance status. Although the PeopleSoft applications themselves are year 2000 compliant, some of the third party software packages required to run the system apparently aren't. In addition, PeopleSoft plans to provide only limited support for Version 6 after January 2000. To eliminate any possibility of risk the University has decided to upgrade to PeopleSoft Financials Version 7 during the second quarter 1999.

Through further analysis it has been determined that the IDMS 14.0 Upgrade is not necessary for year 2000. Although our current version of IDMS, Version 12.0, has some year 2000 concerns, the components in use at UW are year 2000 compliant. This project has moved to a lower priority but nonetheless is still planned for a 2Q99 completion.

The Development and Alumni system, BSR/IDMS, is in the process of being replaced by BSR C/S. The BSR/IDMS system is not year 2000 compliant however the vendor has provided an upgrade to comply with year 2000. The new system, BSR C/S is expected to be in full production by July 1, 1999. A decision will be made in early April as to whether or not we need to apply the BSR/IDMS year 2000 upgrade. The BSR C/S project has moved to a high priority status.

***What's
Remaining***

The current VOCOM (i.e., touch-tone registration) hardware is at least 10 years old and is not year 2000 compliant. We are currently exploring options to replace the existing hardware with a Y2K compliant equivalent.

The University has begun to identify the legacy financial data to be migrated to a data warehouse.

***Departmental
Systems***

With most of the University's most critical Y2K issues resolved or well underway the focus is now shifting to the departments. The VP for Information Technology and the VP for Academic Affairs are working with the Deans to identify the year 2000 concerns in the academic and research areas. Departments are establishing key departmental contacts to work with IT in identifying and resolving departmental and research related Y2K issues.

Progress has been made in several administrative departmental areas to resolve year 2000 system problems. Implementation has begun on the new Physical Plant system and is expected to be completed by mid-year.

Web Site

Visit the University of Wyoming Year 2000 web site for more information. <http://www.uwyo.edu/infotech/year2000>.

Table 1: Remaining Centrally Support Systems and Projects

	<i>Year 2000 Strategy</i>	VII Vendor	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u>Current Status</u>
<i>HARDWARE:</i>					
Touch-tone Registration (VOCOM)	Replacement	Brite	1/9 RESEARCH OPTIONS UNKNOWN REPLACEMENT	No	Waiting for vendor quote for 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	Business Systems Resources	7/98 Biographical 10/98 Prospect Tracking 2Q99 Gifts 2Q99 Membership	No	In progress
<i>Budget Balance Available (BBA)</i>	Modify	UW	2/99	No	User testing
<i>Time Management System</i>	Modify	UW	7/99	No	In progress
<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>	VII Vendor	<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>IDMS</i>	None required	Computer Associates	9/99 VERSION 14.X	Components are Y2K compliant	
<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	Delayed due to software upgrade
<i>Student Information System (SIS)</i>	Vendor updates and rewrite UW modifications	Pinnacle & UW	10/96 Admissions 6/97 Student Records 12/97 Registration 5/98 OnCourse 6/98 Billing/Receivables 6/98 Voice Response 10/98 Financial Aid	Yes Yes Yes Yes Yes Yes Yes	Complete Complete Complete Complete Complete Complete Complete
<i>Budget Prep</i>	Modify	UW	1/99 Production	Yes	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 With less than one year remaining until January 1, 2000, the Division of Administration and Finance is close to reaching its goal toward having all major systems year 2000 compliant. Our main focus now is on external entities and determining how they will affect us and what we need to do to deal with them.

Table 1 lists the items that we are currently working on and their respective statuses.

Table 2 lists the items that we have completed our work on with respect to year 2000 issues.

Progress to Date Since our last report we have identified a few new problems and have gathered more information on items with "unknown" statuses. Some of this is presented in the next section with more detail in the subsequent sections.

Systems and Software The Physical Plant began its conversion project on the new Work Order System in January of 1999. As of February, most of the pieces are in place and they plan to start training in mid February.

Auxiliary enterprises and housing are waiting for AT&T patches that should come in February. Once received they will be installed and the associated card reading systems should be Y2K ready.

Duplicating will replace their MAS90 accounting system and Lotus with Y2K compliant PeachTree and Excel at the fiscal year end.

Human Resources has tested their Point Count software and found that it is not affected by the Y2K problem.

The cashiers office has determined by working with Informed Decisions what necessary upgrades must be done to their Cashnet system. These will involve obtaining and updating the OS (SCO Unix 5.x) and database (Informix) that the Cashnet system runs on. They have determined that their current server will not need to be replaced and a technical representative from Informed Decisions will be here April 22 to perform necessary upgrades to the system.

The University Police Department's "Javelin" security camera system has been tested and is reported to be Y2K compliant.

Food Service is currently in the process of comparing an upgrade of their current Winstar system with replacing it with a new system from Kronos.

Microsoft continues to test and release upgrades and patches for their products to make them Y2K compliant. Service Pack 4 for Windows NT 4.0 is available and will fix Y2K issues found in Service Pack 3 and versions prior.

Windows 95 however, is not fully Y2K compliant. There are some patches available to address some of the known Y2K issues that Windows 95 has, but according to Microsoft even with the patches the operating system will still not be fully compliant. Just how much of this is a real problem versus how much is a scheme of Microsoft's to push its new Windows 98 system has yet to be determined. (Windows 98 users are OK.)

Office 97 is Y2K compliant with Service Release 2, which is available from Microsoft.

Hardware The Union reports that they have completed testing and upgrades to their MacIntosh computers and that they're now compliant.

We have eliminated almost all of the non-Y2K compliant desktop PCs within the division. A few departments remain to be upgraded such as the University Police.

Outside Influences As previously stated, we have now reached the point where we need to begin to focus our attention on the numerous entities with which we deal whose own year 2000 compliancy could seriously affect the university. We are currently in the process of identifying those entities and contacting them about their Y2K status.

We have been in contact with Pacific Power and their status as of February 1, 1999 indicates that they are on schedule to have all critical systems ready and tested by July 1999. They also report that a majority of their company has few or no Y2K related problems.

They continue to work with their own vendors, suppliers, customers and regulatory agencies in order to be able to provide electric service into the new millennium.

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

	<i>Department</i>	<i>Year 2000 Strategy</i>	VII Vendor	<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 5.x	Informed Decisions	4/99	No	This is part of a larger process that will involve 1) an upgrade of the Operating System (SCO Unix) 2) an upgrade of the database (Informix) and 3) an upgrade of the Cashnet software. The Cashiers office has been working with the vendor and has determined that they will not need to update their hardware. Someone from Informed Decisions will come out on April 22 to perform the necessary upgrades. Estimated cost will be \$5000. Janet Lowe and Phill Harris will determine what budget the costs will come out of.
<i>Informix</i>	Cashiers	Vendor update	Informed Decisions	2Q99	No	See above.
<i>HP Unix</i>	ID Office	Apply patches	Hewlett Packard	4/99	Yes with minor issues	On schedule – AT&T will supply patches in February '99 (moved up from June). Should be finished by March or April.
<i>Windows 95a, b & c</i>		Apply patches	Microsoft	1Q99	Yes with minor issues	On schedule – Microsoft is supplying periodic updates.
<i>Windows NT 4.0 Workstation</i>		Apply Service Pack 4	Microsoft	1Q99	Yes with minor issues	Are in process of determining how to apply service pack 4. (We have roughly 100 workstations running NT 4.0 SR 3 that will need updated to SR 4)
<i>Windows NT 4.0 Server</i>	Budget Office	Apply Service Pack 4	Microsoft	3Q99	Yes - minor issues	Are in process of determining how to apply service pack 4.
<i>FilePro (chemical inventory/hazmats)</i>	Environmental Health and Safety	Replace with Y2K compliant system	Unsupport- ed	1Q99	No	Being replaced and converted to HP assistant. Radioactive portion is finished and surplus chemical piece is about ½ finished.
<i>SQL Server 6.5</i>	Budget Office	Apply service pack 5	Microsoft	1Q99	Yes - minor issues	Latest version of Service Pack 5 was released by Microsoft on 1/25/99. We will download this and install it.
SOFTWARE AND APPLICATIONS:						
<i>Advanced REVelation</i>	Property	Replace with PeopleSoft's Asset Management system		1999	No	Converting to PeopleSoft "Asset Management" in July 1999. Conversion of PISTOL from version 6.0 to 7.0 may affect

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						what is available.
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	As of 2/4/99 stated that the new WOS that Physical Plant is installing will take care of remaining issues.
MAS 90 Accounting	Duplicating	Replace with PeachTree (Analysis in progress)		7/99	No	Software will be installed and switched at Fiscal Year End.
Fuel Rite	Fleet Operations	Replace with Petrovend’s system or piggy back with new state system depending on choice of Reservation System (<i>see below</i>).		1999	No	If either the CSI or Prototype Reservation Systems are selected (<i>see below</i>) then will piggy back with state system – otherwise will go with Petrovend, a vendor out of Cheyenne.
Reservation System (Fleet Operations)	Fleet Operations	Either replace with CSI’s or Prototype’s product or update current system with Access.		1999	No	An RFP is currently being reviewed by committee – this will go out on March 1, 1999 to two vendors; “CSI” and “Prototype” – they will have 3 weeks to respond. If the bid comes back too high, we have programmers ready to update the current system in Access.
Lotus	Duplicating	Move to Excel		7/99	No	Will go with Excel when MAS 90 replaced with PeachTree at Fiscal Year End.
FrontPage 97		Upgrade version to FrontPage 98	Microsoft	4Q99	No	A-squared team will assess divisional needs with respect to licensing and upgrade software by July 1.
Microsoft Office 4.x		Upgrade version to Office 97 – Service Release 2	Microsoft	4Q98	No	A-squared team will need to determine if anyone is still using older versions of Office.
Time Card System	Financial Services	Reformat Date Fields.		1999	No	InfoTech is working on this.
Kraftlink	Food Service	Kraft has a compliant release and it’s on its way.	Kraft	3Q99	No	Kraft has yet to send the upgrades. This is not a critical issue as orders to Kraft can be placed via phone if need be.
Winstar	Food Service	Upgrade to new version (\$3049) or find replacement.		1Q99	No	Determining whether to replace with KRONOS or upgrade. Will decide in FEB ’99, will most likely go with the Winstar upgrade but haven’t made firm decision yet.
C-Board Menu Management	Food Service	Apply upgrade when it becomes available		1Q99	No	As of February ’99 they were still waiting for vendor to ship upgrade.
DataCard	ID Office	Conducting Testing		5/99	No	See HP Unix status.
CMS Software	Mail Room	Will meet with Pitney Bowes in 1Q99 to get updates on upgrades/replacements.		2Q99	No	Rick Johnson and Jan Tibbets have met with Pitney Bowes and are discussing options with them.
Work Order System (WOS)	Physical Plant	Replace with Y2K compliant system	Asset Works	7/99	No	Most of this is installed and training began mid-February.

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PeopleSoft HR 7.5	Human Resources	This new system will be installed and will eventually replace the current HRS/Pinnacle system. (<i>see HRS section</i>)	PeopleSoft	4Q99	Yes	Initial work on PeopleSoft HR 7.5 has been started.
BBA		Changes have been identified and are now being implemented.	UW	1999	No	IT is working on this.
Budget Prep		Correct date related problems.	UW	1999	No	IT has implemented corrections and Budget Prep is now being tested before moved into production.
VSL		Work with IT to determine what changes are necessary.	UW	1999	No	IT is working on this.
Internet Server 3.0		Apply patches when available from vendor	Microsoft	3Q99	Unkown	Waiting on Microsoft to finish testing and issue status/patches.
Microsoft Office 95/97		Apply Service Release 2 from Microsoft.	Microsoft	4Q98	Yes with minor issues	Service Release 2 is now available and is in the process of being applied. (There are almost 400 PC's within the Division.)
HARDWARE:						
COMPAQ Proliant 5000 (SHOTGUN)	Budget Office	Determine if RTC chip is compliant or not	COMPAQ	4Q98	Yes with minor issues	Compaq supplied software will be used to determine any Y2K issues.
Vending Machines	Vending	Contact vendors (Crane)	Crane	1Q99	Unknown	Vending will contact vendors (Crane) before end of February.
EXTERNAL ITEMS:						
Computer Viruses		In February '99 we installed "Command Antivirus" software on Division PC's. This software will update itself as new virus information becomes available.		3Q99	Unknown	Will continue to provide necessary updates to software as they become available.
Electricity			Pacific Power	2Q99	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>	VII Vendor	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<u><i>Current Status</i></u>
OPERATING SYSTEMS AND DATABASES:						
<i>Windows NT 3.5x Server/Workstation</i>	Duplicating	Apply vendor supplied service packs to make Y2K compliant. If new system is purchased, will be paid for by University Printing and Graphics per Jan Tibbets.	Microsoft	2Q99	Non-issue at this point.	See <i>RipMate Software</i> section. Completed.
<i>Oracle 7.3.3</i>	Budget Office	None required	Oracle	3Q98	Yes	Completed
<i>AIX Server</i>	Bookstore			4Q98	Yes	Completed
<i>OS2 Server</i>	Bookstore		IBM	4Q98	Yes	Completed
<i>Unix ??</i>	Duplicating	Leased equipment – 2 servers – vendor OK'd.		4Q98	Yes	Completed
<i>Dataflex 2.3</i>	Student Financial Operations	Upgraded to version 3.1	Data Access	3Q98	Yes	Completed
<i>Novell 3.11</i>	NOTE: this is used extensively throughout the division	Novell's minimal lack of compliance has been determined to not be a problem for the departments not replacing their Novell systems with NT	Novell	4Q98	Yes	Completed
SOFTWARE AND APPLICATIONS:						
<i>CASHNET</i>	Cashiers	Applied vendor supplied upgrade	Informed Decisions	2Q98	Yes	Completed
<i>PostalSoft</i>	Bulk Mail	Tested for compliancy		4Q98	Yes	Completed
<i>Facilities Management System</i>	Facilities Planning	Is OK.		4Q98	Yes	Completed
<i>RipMate Software</i>	Duplicating	Upgrade	Duplicating leases equipment from Multi-	1Q99	Non-issue at this point.	Duplicating has been unable to get a definitive answer from Multigraphics as to whether or not RipMate will run on NT 4.0 or not. They have decided to apply patches to NT 3.51 that will bring it into Y2K compliancy. Whether

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			graphics			or not RipMate is compliant is not an issue. Completed
RasterPlus	Photo Service	Has been determined to have no Y2K problems per Ed Rasmussen.		1Q99	Yes	Completed
LFR System	Photo Service	Has been determined to have no Y2K problems per Ed Rasmussen.		1Q99	Yes	Completed
Dbase x	Licensing Bulk Mail Photo Service	Replaced with MS Access	Ashton Tate	1Q99	Yes	Completed
OPTIM 4.89 ID system	ID Office	Applied vendor supplied upgrades to v 4.9	AT&T	12/8/98	Yes	Completed
Nebraska Book System	Book Store	Unknown – waiting on vendor – 10/13/98 OK!		4Q98	Yes	Completed
Textbook software	Bookstore	Contacted vendor		4Q98	Yes	Completed
Credit Card System	Bookstore	Contacted vendor		4Q98	Yes	Completed
Scheduler Plus Reservation Software	Union	None required	CEO software	1Q98	Yes	Completed
Cheyenne ARC Serve 6.0 Tape Backup	Budget Office	None required	Computer Associates	3Q98	Yes	Completed
Javelin (security camera system)	University Police	Have performed testing and will reset system clock (this is running on a 486) on 1/1/2000. Chris Heck reports that this should be OK.	Javelin	1Q99	Yes	Completed
PointCount	Human Resources	Tested	Mercer	1Q99	Yes	Completed
HRS	Human Resources	Implemented upgrades sent by Pinnacle to make Y2K compliant.	Pinnacle	11/98	Yes	Completed
Carillon	Union	None required		4Q98	Yes	Completed
FRS		Replaced with PeopleSoft	Pinnacle	2/98 AP/Purchasing 7/98	Yes	Completed

				General Ledger		
Washer/Dryer programming software	Vending	Contacted vendor (Whirlpool)		1Q99	Vendor -stated that there shouldn't be any problems.	Completed
PeachTree Accounting	Fleet Ops Housing Food Svc Aux. Ent-Directors Office Bookstore Vending	Version was upgraded	PeachTree	1Q99	Yes	Completed
HARDWARE:						
Pentium based PC's		None required	Gateway & others	1Q99	Yes	Completed
486 based PC's		Upgraded BIOS or replaced with pentium class machines	Gateway & others	1Q99	Yes	Completed
4DX2-66E (OM2)	Budget Office	Retired	Gateway	4Q98	Yes	Completed
G6/233 (DURANGO)	Budget Office	None required	Gateway	4Q98	Yes	Completed
COMPAQ Server (CASHIERS)	Cashiers	Informed Decisions determined that the existing hardware is Y2K compliant.	COMPAQ	1Q99	Yes – Please see SCO Unix section.	Completed
Card Readers	Bookstore	Tested by vendor		4Q98	Yes	Completed
Bar Code Scanners	Bookstore	Tested by vendor		4Q98	Yes	Completed
Cash Registers	Bookstore	Tested by vendor		4Q98	Yes	Completed
Landis Gyr System 600 (Heating & Ventilation)	Physical Plant	Determined that they will need to change system clock.	Landis Gyr	2Q99	Yes	Completed
Scale	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
Postage Meters	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
Pumps & digital/programmable controls	Physical Plant	Tested for Y2K compliancy		4Q98	Yes	Completed
Fire Alarms	Physical	Replaced non-compliant		4Q98	Yes	Completed

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	Plant	chips with compliant ones				
<i>Elevators</i>	Physical Plant	Tested for Y2K compliancy		4Q98	Yes	Completed
<i>Liquid Scintillation Counter</i>	Environmental Health and Safety	Conducted testing	Beckman	4Q98	Yes	Completed
<i>Telephones</i>		Telecomm conducted tests		4Q98	Yes	Completed
<i>Photocopiers</i>		Ran Y2K tests – These have been tested and are Y2K compliant or will be replaced with Y2K compliant machines.		2Q99	Yes	Completed
<i>Facsimile Machines</i>		Ran Y2K tests – Most have been tested and are Y2K compliant. Those that are not will be replaced.		2Q99	Yes	Completed
<i>Washers & Dryers</i>	Vending	Contacted vendor (Whirlpool)	Whirlpool	1Q99	Vendor stated there shouldn't be any problems.	Completed
<i>McIntosh PC's</i>	Union Graphics	Testing and upgrades have been completed.	Apple	1Q99	Union has done necessary work to make Y2K compliant.	Completed
<i>Cash Registers</i>	Union Bookstore	Ran Y2K tests		4Q98	Yes	Completed
EXTERNAL ITEMS:						
<i>PageOne Paging System</i>	Housing	Worked with vendor and determined what needs to be done	PageOne	4Q98	Yes	Completed

President Dubois reviewed the update on Y2K. Mr. Aylward said he has instructed his staff to promote a calming effect for people on campus rather than promote hysteria. Trustee Hammons said it would be nice for the County Extension Agents to be informed and share Y2K information with their constituents. Trustee True cautioned against any warranties of compliance to avoid liabilities.

Mr. Aylward is in consultation with Legal Counsel regarding UW liability. There are few products, so there is limited liability.

INVESTMENT COMMITTEE

The Investment Committee met on Friday, March 12, 1999 with Trustees Hank True, Chair, and Deborah Hammons in attendance. Trustee Thomas Spicer was absent.

The following was presented to the full Board by Trustee True:

Report on Investment Committee Meeting in Denver, February 10-12, 1999

Investment managers met with the Investment Committee and two members of the Foundation Board. Minutes of that meeting have been distributed. Trustee True moved to approve the minutes for the February meeting. Trustee Hammons seconded. Motion carried.

The Investment Committee will remove NWQ for lack of performance and will accept and open an account with Pershing, a division of Donaldson, Lufkin & Jenrette Corporation to add Wilshire Large Growth Index Fund to the University's endowment portfolio.

The Committee notified Fox, the fixed income investment manager, to be on notice of their management.

The investment goals for the committee were changed to 25% fixed, 30% growth and 15% international.

The committee also reviewed the venture capital discussion they had previously and decided it was not in line with the committee charge and declined the opportunity.

Trustee True expressed the desire to have the Foundation's Investment Committee join them at their next meeting this summer. Trustee Hammons said everyone is invited to the meeting in Worland.

Trustee Bonner asked for clarification on the removal of NWQ. Trustee True said they lacked the ability to maintain a semblance of comparative analysis of 2000.

Quarterly Report on Endowments

The quarterly investment report for the quarter ending December 31, 1998, provided by John A. Vann, Investment Advisor to the Investment Committee follows.

**UNIVERSITY OF WYOMING
 INVESTMENT COMMITTEE**

As of December 31, 1998

<u>Current Plan</u>		
<u>In Millions (\$000) & Percentage (%)</u>		
<u>Funds:</u>	<u>(\$000)</u>	<u>(%)</u>
Fixed Income Pool – Fox	\$ 11.785	24.15%
Value Equity Pool		37.30%
Jurika & Voyles	8.330	
Rorer	9.879	
Growth Equity Pool		26.75%
Montag & Caldwell	7.701	
NWQ	5.352	
Int'l Equity Pool – Brandes	<u>5.755</u>	11.80%
	\$ 48.802	100.00
<u>Investment Goal as of July 10, 1998</u>		
<u>Funds:</u>		<u>(%)</u>
Fixed Pool		25.00%
Value Pool		35.00%
Growth Pool		27.50%
Int'l Pool		<u>12.50%</u>
		<u>100.00%</u>

Quarterly Report on Investments

The investment policy of the Trustees requires the Vice President for Administration and Finance to report quarterly on the status of investments managed by the University. The summary of the University-managed investments as of December 31, 1998 follows.

Trustee True noted the fixed income investment report and that it reflects operating funds that are on hand. He gave the Trustees an overview of the report.

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 9/1/98 - 12/31/98

	University Managed	
	Endowment Funds	University Funds
Beginning Balance 9\30\98	113,543.00	57,861,135.27
Ending Balance 12\31\98	113,543.00	53,891,072.50
Average Return	5.19%	5.29%

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 9/1/98 - 12/31/98

Investments, Beginning of Period		113,543.00
Add		
Received, Current Period - Footnote A	0.00	
Uninvested, Prior Period		
Deduct		
Uninvested, End of Period	0.00	0.00
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	0.00	0.00
Investments, End of Period		113,543.00

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

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

COMMUNITY COLLEGE AND OUTREACH COMMITTEE

The Community College and Outreach Committee met on Friday, March 12, 1999.

The following Trustees were in attendance: Trustees Shelly Ritthaler, Chair; Jerry Saunders, Greg Schaefer, and Hank True.

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

Wyoming Public Radio Expansion Status Report

Applications for construction permits for all funded expansion sites have been submitted to the FCC.

Letter of intent to lease, or formal site lease agreements have been received from all expansion sites except Buffalo (Collins Communications). The Buffalo site will require a change request to the FCC once the site agreement is firmed up.

Dr. Powell had no items for action and no additional items for information. Dr. Powell said she will be expecting to share more after academic planning is finished. She is concentrating on marketing programs available through outreach.

The Athletic Committee met on Friday, March 12, 1999 and Trustees Dave Bonner, Chair, Ron McCue, John Patrick, and Jerry Saunders were in attendance.

ESPN and Mountain West Conference Agreement

Trustee Bonner introduced Joe Dowler, Barbara Burke, Keener Fry and Bill Sparks from Athletics. President Dubois talked about the agreement with ESPN. The Mountain West Conference presidents will meet on the new conference in Colorado Springs in June. It looks like the conference will distribute about \$500-500K more than under the WAC agreement.

Mountain West Conference Logo

President Dubois said the logo has been selected, is functioning, and is being used. Commissioner Craig Thomas has placed the new logo on the Title IX report.

Current Pledges/Student Athlete Center Naming

This item was reviewed earlier in the session.

Title IX Feasibility Study

Barbara Burke reviewed the report for the Trustees. Trustee Bonner prefaced Ms. Burke's presentation for the new Trustees. She is working to help bring UW into compliance with Title IX by working on the equestrian program. The prepared draft will enable the Board to make an informed decision on compliance.

President Dubois noted that prior to Mr. Moon and Ms. Burke's arrival, UW was not in compliance with scholarship awards.

Ms. Burke noted that there are seven options for the Board to review and discuss. There is also a possibility to eliminate one sport and add one women's sport.

President Dubois asked that the Trustees review this information carefully and discuss again at the May meeting. If additional information is needed, contact Ms. Burke directly.

Trustee Bonner reported that with respect to equestrian, there was an article in NCAA news on equestrian as an emerging sport.

Trustee Hammons expressed her thanks to Ms. Burke for the thoroughness of the review on gender equity and appreciation for the work put into the report.

Trustee Saunders noted there were also one or two athletes in the All-American category.

COMMITTEE OF THE WHOLE

Trustees' Award of Merit

Trustee Kail commented on the tragedy in October and its overall effect on campus, the city of Laramie, and the state of Wyoming. The Trustees want to recognize the people who worked to reduce the worry and concern regarding activities to deal with the situation.

President Kail gave the following citation: "Usually we have to make difficult decisions around the table, but this was an easy decision. We were here for homecoming and how worried and saddened we were – there were two things we didn't count on – [the] good common sense of Wyoming students and the other was the work of the people we are honoring today. After we got home from Laramie, each of us received a set of papers showing exactly what these people had done during that crisis time. All of us were astonished at the amount of work that had been accomplished. We are so grateful to these people for leading us in that terrible time, and are therefore presenting the highest award that the Trustees can give: The Trustees' Award of Merit. The Crisis Intervention Committee is being recognized today for their efforts." The committee included: Bob Leseberg, University Police; Andrew Turner, Director, University Counseling; Tom Mattheus, Director, Office of Student Life; Frank Sanchez, Interim Director, Housing and Residence Life; Kim Reichert, Student Affairs; Bill Fruth, Director, Wyoming Union; Jesus Rios, ASUW; Jim Osborn, UW Student; Donna Bagby, President's Office; Jay Fromkin, Director, University Relations; and Jim Hurst, Vice President, Student Affairs.

Trustee Hammons moved that the Trustees' Award of Merit be given to the Crisis Intervention Committee for their exceptional service to the University of Wyoming and to the State. Trustee Ritthaler seconded. Trustee Hunt commented that she felt good as a citizen of Laramie to know how well the President and the campus community reacted. The tragedy worked to pull the community together and she echoed the Board's praise.

Trustee McCue congratulated those members of the committee for putting their best foot forward for the State and community and making the best choices at the time.

President Dubois thanked the Trustees for their recognition. He said he is emotional about this, and it has had a great impact on his life. He saw the very best in the people that he works with and those in the community.

The Trustees' Award of Merit as printed below was presented to:

Bob Leseberg, on behalf of UW Police

Andrew Turner

Tom Mattheus

Frank Sanchez

Kim Reichert

Bill Fruth, on behalf of the Wyoming Union Staff

Jesus Rios, on behalf of ASUW

Jim Osborn

Donna Bagby

Jay Fromkin

James Hurst.

Trustee Award of Merit

1999

(Name of Recipient)

The Trustees would like to present this award to you and express their pride in your involvement on the Crisis Intervention Team during this difficult year. The University could not exist and run without people of your caliber.

With great appreciation for a job well done, this Trustee Award of Merit is presented on the 12th day of March, nineteen hundred and ninety-nine.

Trustee Meeting Schedule and Summer Retreat

**Proposed Schedule for Trustees' Meetings
1999-2000***

July 30-31, 1999 – Cheyenne Frontier Days ends this weekend

****September 17-18, 1999** – Open Weekend
changed to September 10-11, 1999

November 12-13, 1999 – BYU Football Game

January 14-15, 2000 – CSU Basketball Game

March 3-4, 2000 – Open Weekend

May 11-12, 2000 – Commencement

* All Board meetings are scheduled for Friday and Saturday with the exception of the May Commencement meeting.

President Dubois said the first matter is the schedule of Trustee meetings. The questionable date is September 17-18, 1999. September 10-11 is the Art Museum gala, Ag Weekend, Weber State game, Alumni Board Meeting, IENR Meeting. September 25 is the Air Force game, Buffalo Bill Historical Society Patrons' Ball.

Trustee Hammons asked about the Budget Committee needing to approve the budget. Mr. Harris said the budget needs to be submitted the first week of September. Trustee Hammons wondered about having a meeting in late August and the next one in October.

Trustee Kail asked who was in favor of leaving the schedule as it was set. Request opposed. She then asked for moving the September meeting to 10-11. The Board

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Approved. The schedule of meetings as presented was approved with the change of the September meeting dates.

President Dubois asked the Board about setting a date for a retreat in August. Trustee McCue stated that one of the purposes of this retreat was to look at the Academic Plan and internalize some of that into the Board. In fairness to the new Trustees, perhaps a later date would be more beneficial. He suggested having a meeting in June to discuss and work if needed.

Trustee Hunt asked for more time to work on the Academic Plan and understanding on what is needed. President Dubois said Dr. Buchanan and his staff are working on a new schedule for on-going review.

President Dubois informed the Board that at the July meeting, he will host the Trustees and their partners at a barbecue in lieu of a summer retreat.

Leadership Wyoming

President Dubois briefed the Board on participation in Wyoming Leadership Corporation previously.

Development Update

FY99 Monthly Gift Report Through January 31, 1999

Compares funds raised in the current fiscal year to funds raised in the previous fiscal year. Current month gifts are also shown.

FUND	ALL GIFTS							ANNUAL FUND GIFTS						
	FY99	Month		FY99 to date		FY98 same date		FY99	Month		FY99 to date		FY98 same date	
	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL
A & S	\$ 750,000	149	\$ 60,700	1,571	\$ 761,373	1,494	\$ 912,485	\$ 201,500	109	\$ 25,623	1,254	\$ 187,992	1,185	\$ 119,054
AGRIC	\$ 651,500	51	\$ 20,418	567	\$ 276,054	638	\$ 5,214,186	\$ 51,500	46	\$ 12,293	493	\$ 97,685	478	\$ 31,649
BUSINESS	\$ 293,500	57	\$ 19,375	659	\$ 144,535	672	\$ 194,636	\$ 81,500	48	\$ 7,815	613	\$ 67,264	595	\$ 52,389
EDUCATION	\$ 315,250	44	\$ 20,895	570	\$ 83,587	559	\$ 112,135	\$ 39,250	38	\$ 2,365	532	\$ 29,099	519	\$ 25,234
ENGR	\$ 1,015,500	97	\$ 21,359	1,097	\$ 813,560	1,071	\$ 453,687	\$ 202,500	87	\$ 12,099	970	\$ 142,777	868	\$ 131,079
HEALTH SCI	\$ 1,240,000	40	\$ 14,675	485	\$ 119,117	542	\$ 398,876	\$ 50,000	35	\$ 2,725	404	\$ 38,460	449	\$ 31,064
LAW	\$ 225,000	14	\$ 29,625	204	\$ 207,969	291	\$ 128,420	\$ 35,000	8	\$ 15,850	178	\$ 33,369	171	\$ 17,520
STUD AFFRS	\$ 30,500	94	\$ 2,532	868	\$ 25,145	747	\$ 22,082	\$ 28,500	93	\$ 2,527	859	\$ 24,590	737	\$ 21,697
AHC	\$ 128,000	28	\$ 2,035	115	\$ 88,527	183	\$ 765,437	\$ 22,000	27	\$ 2,010	97	\$ 9,334	88	\$ 9,135
ALUMNI	\$ 30,000	19	\$ 8,700	93	\$ 37,870	71	\$ 24,885		5	\$ 240	12	\$ 6,365	7	\$ 835
ART MUS	\$ 447,000	26	\$ 3,875	263	\$ 100,114	278	\$ 227,378	\$ 2,000	5	\$ 2,525	23	\$ 10,013	6	\$ 5,525
ATHLETICS	\$ 2,200,000	234	\$ 50,262	2,093	\$ 618,901	2,273	\$ 701,160	\$ 3,500	5	\$ 5,270	34	\$ 8,260	10	\$ 520
IENR	\$ 200,000	5	\$ 25,862	33	\$ 165,282	44	\$ 162,352	\$ 40,000	4	\$ 25,362	22	\$ 35,559	12	\$ 5,725
LIBRARY	\$ 90,500	7	\$ 1,775	151	\$ 70,919	98	\$ 70,194	\$ 20,500	5	\$ 275	139	\$ 26,553	64	\$ 14,717
UNIV. FUND	\$ 150,000	45	\$ 7,712	497	\$ 69,717	291	\$ 44,016	\$ 150,000	45	\$ 7,712	497	\$ 69,717	291	\$ 44,016
OTHER	\$ 3,233,250	155	\$ 39,182	2,967	\$ 2,502,301	3,356	\$ 1,557,891	\$ 7,000	3	\$ 170	108	\$ 34,224	256	\$ 62,053
UNBOOKED DEC. GIFTS		2	\$ 12,066	2	\$ 12,066									
UNBOOKED JAN. GIFTS		2	\$ 35,845	2	\$ 35,845									
TOTAL	\$ 11,000,000	1,069	\$ 376,892	12,237	\$ 6,132,881	12,608	\$ 10,989,819	\$ 934,750	563	\$ 124,861	6,235	\$ 821,260	5,736	\$ 572,211

*Total DNRS (columns C, E, G, K, M, and O) do not reflect column totals. Donors may give to more than one dept./division.)

Ben Blalock gave the development update to the Board. UW currently stands at \$7.8 million and that figure does not include the Rochelle gift. Another large gift has been committed but it is unknown when that will be received. The annual fund is currently at \$826,000 and moving to \$930,000. Trustee Bonner requested a letter to the Rochelles be prepared for signature.

Rhoads Memorial Scholarship Fund

TRUST AGREEMENT

KNOW ALL MEN BY THESE PRESENTS, that the undersigned Elaine Rhoads hereby establishes a permanent endowment fund within The University of Wyoming Foundation, a non-profit corporation under the laws of the State of Wyoming, hereinafter called the TRUSTEE, to accept contributions from family and friends of Willard G. Rhoads for the uses and purposes and upon terms and conditions hereafter set forth:

1. The trust hereby created shall be known as the Willard C. Rhoads Memorial Scholarship Fund and the above-names TRUSTEE shall maintain the corpus thereof as a permanent fund and the income only shall be used for graduate student research scholarships in water resources at the University of Wyoming. Applications for scholarships shall be on such forms and in keeping with such procedures as are normally prescribed for applicants for scholarships at the University⁸.

Recipients of scholarships shall be selected by a faculty committee appointed by the Director of the Wyoming Water Research Center, who shall chair said committee. At its discretion, the herein above committee may award all of the annual income from the fund to one scholarship recipient or may divide it among a number of recipients. If, in the judgement of the committee there is no eligible scholarship applicant during a particular year, the income from the fund may accumulate for use in making awards in subsequent years or for augmenting the corpus of the fund. The Trustees of the University of Wyoming may make such further rules and regulations as it determines desirable, not inconsistent with the provisions hereof, with reference to scholarship grants hereunder.

2. While it is the intent of the undersigned that for the foreseeable future the income from the trust shall be used exclusively for the purposes and in the manner set forth in Paragraph (1) above, the undersigned recognizes the possibility of changes in the field of higher education that could eliminate, at some future time, the need for scholarship support for graduate students at the Wyoming Water Research Center at the University as stated in Paragraph (1) above. Therefore, the undersigned directs that should the Trustees of the University determine, after due and careful consideration, that such is the case, then the income from the trust estate may be used thereafter for

such useful educational purposes as the Trustees of the University of Wyoming may determine to be most closely related to the study of water resources as set forth in Paragraph (1) above.

3. The TRUSTEE shall keep and hold intact the corpus of the trust estate, but shall, nevertheless, have full power and authority to invest the trust corpus and to sell all or any part thereof and reinvest the proceeds from time to time without being bound by any regulatory, statutory, or customary rules relating to investments by trustees and without limiting the generality of the foregoing, to invest and reinvest such trust corpus in common and preferred stocks and bonds and debentures of private corporations and in obligations of the United States and of any state or political subdivision or municipality thereof; to pool the subject matter of various gifts, bequests and devises into one or more funds for the purpose of investment and management; and to employ the services of the investment counselors, brokers, custodians, banks and others in carrying out the foregoing provisions. In no way shall the use of the fund for the purposes set forth in Paragraph (1) above be prejudiced. Gains and losses upon sales of corpus, share dividends and other distributions on corporate share shall be allocated between principal and income in such a manner as the TRUSTEE may from time to time determine. The TRUSTEE shall have full power to

vote and to execute proxies to vote, corporate shares included in the trust corpus.

IN WITNESS WHEREOF, I have hereunto set my hand this second day of April, 1987.

(signed Elaine N. Rhoads)
Elaine Rhoads

ACCEPTANCE:

The University of Wyoming Foundation hereby acknowledges establishment of the above named endowment and agrees to administer the same for the use and purposes and upon the terms and conditions herein contained.

THE UNIVERSITY OF WYOMING FOUNDATION

(signed Peter K. Simpson)
Peter K. Simpson
Executive Vice President

Date 3/10/87

Elaine Rhoads established the Willard C. Rhoads Memorial Scholarship Fund as a permanent endowment in the University of Wyoming Foundation. Under the terms of the creating trust agreement, annual income from the fund is to be used “for graduate student research scholarships in water resources.” It further directs that the scholarships be available to “graduate students at the Wyoming Water Research Center.”

With the dissolution of the Wyoming Water Research Center, the University can no longer technically comply with provisions of the trust agreement. When administrative realignments occur, the trust agreement grants the Trustees authority to direct that “the income from the trust may be used for such useful educational purposes as the Trustees of the University of Wyoming may determine to be most closely related to the study of water resources.”

The Graduate School has been charged with the function of overseeing the interdisciplinary masters degree programs in Water Resources. The Dean of the Graduate School, in consultation with the Graduate Council, approves all student Programs of Study in all of the academic units that have interdisciplinary programs in Water Resources. Further, the Awards Subcommittee of the Graduate Council provides a mechanism for making honorary awards to graduate students under the proviso of University Regulation 580. The Awards Subcommittee is “charged with selecting recipients of Graduate School Scholarships, Outstanding Dissertation Awards, Outstanding Teaching Assistant Awards, and other awards which may fall under the purview of the Graduate Council.”

It is therefore recommended that the Board of Trustees direct that the Graduate School be given authority to award the Willard C.

Rhoads Scholarships in a manner consistent with the purposes of the trust.

Dr. Gern said that WWRC has administered the Rhoads Memorial Scholarship Fund and it now needs to be moved to a different location for administration. He is recommending the scholarship be administered by the Graduate School and the dean of the Graduate School would chair the committee. Approval for this transfer is needed.

Trustee Bonner presented some information on Willard C. Rhoads and moved that the board direct the transfer of the scholarship management from WWRC to the Graduate School. Trustee McCue seconded. Motion carried.

Other

Trustee Kail reported that she attended the Staff Recognition Ceremony and was impressed with the award winners and the fine loyal people we have working at UW.

UNFINISHED BUSINESS

Trustee Hammons reported that Trustees Spicer and Ritthaler have prepared a preliminary report on campus morale. President Dubois has a copy of the report and will share it with the Board at a later time. The most critical thing that can happen for improving morale is an open academic planning process.

NEW BUSINESS – PUBLIC COMMENTS

On behalf of the Crisis Intervention Committee, Dr. Hurst reported that the Trustee Award of Merit was deeply appreciated. The gracious words and actions of the

Board are a manifestation of visionary and caring leadership. For that, the Committee thanks the Board. (See Enclosure III.)

Trustee Ritthaler commented on a situation that occurred in her area and would like to address that with Dr. Buchanan and the President at a later time.

Dr. Bernita Quoss commented on the morale committee and asked that they consider putting out a notice on the issue and the work of the committee. It would make a difference to the faculty and staff.

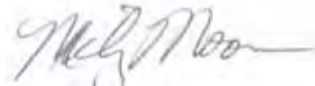
Trustee Ritthaler asked that faculty comments on the Academic Plan be distributed to all the Trustees.

Trustee McCue asked that if there are encouraging words going out on the Academic Plan, they be posted on the public web site.

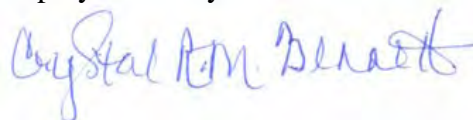
ANNOUNCEMENT OF NEXT MEETING DATE/ADJOURNMENT

There being no more business to come before the Board, Trustee Kail moved to adjourn. Trustee True seconded. The next meeting will be held on May 6, 1999. The Board of Trustees adjourned at 12:00 noon.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary



Crystal R. M. Bennett
Staff Assistant

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Enclosure I
Physical Plant & Equipment Committee

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Enclosure III
Expression of Appreciation