

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

**September 10-11, 1999**

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING**  
**AGENDA**  
**September 10-11, 1999**

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## **THE UNIVERSITY OF WYOMING**

### **MINUTES OF THE TRUSTEES**

**September 10-11, 1999**

The Trustees attended a dinner hosted by President and Mrs. Dubois at their home on Thursday, September 9, 1999. The dinner included guests from the IENR Board, attendees from the "Painting the White House Green" Conference, the Wildlife and Fish Cooperative, and members from the Wyoming Ag Unity group.

Academic Affairs hosted lunch on Friday in Ross Hall Faculty dining for the Trustees to meet with Dr. Robert Kelley and Dr. Gus Plum, Deans of the Colleges of Health Sciences and engineering.

Alumni Relations sponsored a reception on Friday afternoon for the Trustees and the Alumni Board.

Breakfast meetings were held at the UW Foundation both mornings for discussion of the Rochelle Athletics Center and the Capitol Campaign. Committee meetings were held on Friday, and executive sessions were held on Friday and Saturday to discuss personnel and litigation matters. The University of Wyoming Trustees conducted their business meeting on Saturday, September 11, 1999.

#### **CALL TO ORDER**

President True called the business meeting to order at 9:41 am on Saturday, September 11, 1999.

## **ROLL CALL**

The following were in attendance: Trustees John D. “Dave” Bonner, Deborah Healy Hammons, Kathy Hunt, Peter Jorgensen, Ron McCue, John Patrick, Shelly Ritthaler, Walter G. “Jerry” Saunders, Gregory Schaefer, Thomas Spicer, and Hank True. Ex-officio members Philip Dubois, Judy Catchpole and Nathan Hammons also attended the meeting. Ex-officio Trustee Governor Jim Geringer was unable to attend.

## **ANNOUNCEMENTS**

President Dubois noted a good start on the Fall Semester. A barbeque welcoming students to campus was held August 30<sup>th</sup> on Fraternity Mall.

## **APPROVAL OF JULY 31, 1999 MINUTES OF THE TRUSTEES**

It was moved by Trustee Jorgensen for approval of the July 31, 1999 Minutes and the Minutes of the Executive Committee meeting held on August 20, 1999 (Enclosure I). The motion was seconded by Trustee Hunt. Trustee McCue noted corrections: on page 2, President Dubois supported the Staff Recognition Day awards with \$20,000; and on page 5, the ASUW Vice President Jim Keizer attended the Academic Plan discussion in Casper. The motion as amended was approved.

## **ASUW REPORT**

Ex-officio Trustee Nathan Hammons reported on the activities of ASUW. The Student Welcome was attended by 1000 students and if you check the web page you can see President Dubois taking part in the juggling activity. ASUW government had a retreat to work on goals

and at the first Fall meeting, discussed a draft policy informing parents of drug and alcohol infractions of students at UW. Student government will continue discussion with Vice President Hurst. Trustee Hammons reported that he spoke at the Fall Convocation and congratulated Jim Kaltenbach and Klaus Hanson on the fine job they did representing their respective bodies. ASUW will have representatives as a public hearing on the state budgeting process.

### **STAFF SENATE REPORT**

Staff Senate President Jim Kaltenbach expressed his thanks to President Dubois for including him on the Fall Convocation program. President Kaltenbach reported that several CPU's have been installed on campus for individuals' use that don't have computer access in their division or department. The State Insurance Board elections have been completed, and Bruce Hooper and Jan O'Dell from UW were elected to serve. Recent discussions on the Staff List Serve have included concerns and questions on health insurance. Staff Senate has a two-mile stretch of highway assigned to them for cleanup and the WWAMI program students cleaned it this year as part of a new student ice-breaker. President Kaltenbach also reported that President Dubois closed the Pharmacy issue, and although Staff Senate is not pleased with the result, they will continue to research revenue benefits to help staff moral and retention. President Dubois will address the Senate at the October meeting. President Kaltenbach invited any Board members to address the senate if interested.

### **FACULTY SENATE REPORT**

President Klaus Hanson reported that Faculty Senate will hold their first meeting of the year at the end of the month. During the academic year, Faculty Senate will address the possible

revision of the academic calendar, retirement and recall for UW faculty, proposed changes to UniReg 804, proposed changes to UniReg 43, how the academic plan implementation will commence this year, and post tenure review.

## **REPORTS AND RECOMMENDATIONS OF COMMITTEES**

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

The Academic and Student Affairs Committee met on Friday, September 10, 1999 with the following members present: Ron McCue, Chair; Debbie Hammons, Kathy Hunt, Pete Jorgensen, Jerry Saunders, and Tom Spicer. The following items were brought before the full Board:

#### **Request for Administration of Justice Program Name Change**

In accordance with the Arts and Sciences College Plan, it is requested that the Administration of Justice program be redesignated the Department of Criminal Justice.

Administration of Justice (or Criminal Justice, as it is more commonly known) is a well-established discipline. Degrees are offered in nearly all major American colleges and universities. Nationwide, the large majority of degrees are conferred by academic departments. Administration of Justice (AJ) is one of the University of Wyoming's largest majors. According to latest figures, 242 students have declared Administration of Justice as their major. Of these students, 66 are off-campus. AJ is one of few academic units that has increased in size in the past several years. In addition, the director has forged a strong working relationship with the state's law enforcement community and maintains an official relationship with the state Law Enforcement Academy in Douglas.



Historically, academic programs have drawn their instructional faculty from other academic departments. Because of high student demand, this is no longer the case for Administration of Justice. AJ has five faculty members directly associated with the program and a curriculum that is no longer dependent upon courses from other units for core courses in the major. The faculty also contend that they are at a disadvantage when competing for grant dollars because they lack traditional department status. The AJ budget and level of clerical support are both similar to other comparable A&S departments. It is felt that the titling change to the “Department of Criminal Justice” will raise the unit’s profile, give students a more clearly identifiable academic home, and allow it to better compete for scarce resources.

No alterations in curriculum, faculty, or budgetary support are implied or intended by this administrative change.

Vice President Buchanan explained that this is a name change only to an already existing program.

Trustee McCue moved for approval, seconded by Trustee Saunders; motion carried.

### **Implementing the Academic Plan**

#### **Action Item #75 – We endorse the proposal to initiate a new degree program: BA in Geology and Earth Sciences.**

More than a year ago, after considerable discussion and deliberation, the Department of Geology and Geophysics proposed a new undergraduate degree strongly focused on the earth sciences. This proposal was placed “on hold” during the 98-99 academic year in response to the Trustees’ request that no new degree programs be brought forward for approval until after the

development of the Academic Plan. This specific proposal has now advanced after having received approval by the Department of Geology and Geophysics, the Dean of Arts and Sciences, and the University Academic Planning Committee. It is a proposal that is central to the Academic Plan's commitment to strengthen energy and earth sciences at the University, and it will provide the instructional cornerstone for future discussions regarding UW involvement in earth system sciences.

Dr. Buchanan reported that this degree is for students involved in geology and earth sciences but are interested in a different track. Trustee Hammons questioned that in keeping with the Academic Plan, how many hours will be involved in completion of the degree. Dr. Buchanan reported 128 hours. Trustee Hunt asked if the program was ready to begin and Dr. Buchanan responded that the program is ready for students to enroll immediately and the Department is gearing up for printing of recruitment materials. President True asked if the degree has been reviewed by the State geological association and designed with them in mind. Dr. Buchanan reported that the degree has been reviewed extensively and he will check further into the specifics of that review.

Trustee McCue moved for approval, Trustee Hunt seconded; motion carried.

### **NCA Reaccreditation**

The site visit for the University's ten-year reaccreditation by the North Central Association of Colleges and Schools (NCA) is scheduled for March 5-8, 2000. An institutional self-study document is required by the NCA as part of the reaccreditation process. To prepare this document, a 16 member NCA Self-Study Steering Committee was appointed by former

Provost Ken Griffin to be chaired by then-Associate Provost Tom Buchanan. The University's Academic Planning process was initially conceived as a major component of the self-study. In addition, eleven subcommittees were appointed, comprised of more than 100 faculty, staff, and students and chaired by members of the Steering committee. The subcommittees were designed to represent significant accreditation issues for which an in-depth self-study was desired and/or that were not believed to be sufficiently addressed by the academic plan. These subcommittees included: Student Services, University Studies Program/Undergraduate Education Integrity, Academic Planning, Technology, Administration/Finance/Physical Plant, Outreach, Outcomes, Planning Processes, Graduate Education, and Libraries.

To date, all but one of the subcommittees have submitted either a final or a draft report to the overall NCA Steering Committee. These reports and the UW Academic Plan are being used for preparation of the institutional self-study document. The first draft of the institutional self-study is nearing completion. Following initial review and revision by the NCA Steering Committee, the second draft of the University's NCA Self-Study will be widely disseminated via the UW web site and hard copy for institutional and public review and comment through October 20, 1999. The final draft will be prepared and submitted to NCA by January 11, 2000.

President Dubois noted one element that is ready to go out on institutional integrity is the survey of state legislators. Vice President Abernethy is the site coordinator. He reported that the University Studies undergraduate committee will finalize their report once data from ACT is completed. The reaccreditation outline is strong. Dr. Abernethy's goal is to combine review processes and optimize reviews already undertaken in order to streamline the process.

### **Department of Computer Science Accreditation**

The Department of Computer Science was accredited by the Computer Science Accreditation Commission (CSAC) at its June 25-27, 1999 meeting. This accreditation was based on reviews conducted during the 1998-99 academic year and an on-site visit conducted October 4-6, 1998. The CSAC action on this program takes into account the information that was submitted in the department's response to the Preliminary Statement for Review and Comment. The chairperson of the evaluation team presented an analysis of this response to the entire Commission, and after thorough discussion CSAC reached the accreditation decision. The Office of Academic Affairs was notified on July 19, 1999.

Dr. Buchanan reported the Department of Computer Sciences has received full accreditation for a six -year period, which is the highest level of support possible.

### **Freshman Interest Groups (FIGS) Report**

During fall semester 1998, the UW FIGS (Freshman Interest Groups) program was initiated. A FIG is comprised of up to 20 first-semester students housed on the same residence hall floor, and registered in up to four of the same course sections. The courses include one section of Introduction to University Life and two or three other University Studies Program courses pertinent to the topic of the FIG. Eleven separate groups were established, some directly linked to a major such as 'Business', others more abstract such as 'Knowing Me, Knowing You'. The program was initiated as a result of evidence that both retention and academic success were improved by such programs at other institutions. Fall to spring retention and first-semester GPA were improved by participation in a FIGS group. Of the 118 students in FIGS, 95.8% continued

into the second semester, versus 92.6% of the first-year students living in residence halls but not in the FIGS program. Their first-semester GPA's were 2.9 and 2.8, respectively. The two groups had identical high school GPA's: the FIG students' average ACT was 23.6, non-FIG students 23.7.

The FIGS program for fall 1999 currently has 122 first-year students registered in eleven FIGS.

**Fall 1998 to Spring 1999 Retention of First-Time Freshman in Freshman Interest Groups (FIGS)**

	Total Number of Students	Number of Students <u>Not</u> Retained	Percentage of Students Retained	Average 1st Semester UW GPA	Average High School GPA	Average ACT Composite Score
Students in FIGS	118	5	95.8%	2.9	3.5	23.6
Students in Dorms who are not in FIGS	930	69	92.6%	2.8	3.5	23.7
Students who are Off-Campus, not in FIGS	210	31	85.2%	2.7	3.2	22.2
<b>Overall</b>	<b>1258</b>	<b>105</b>	<b>91.7%</b>	<b>2.8</b>	<b>3.4</b>	<b>23.4</b>

Dr. Abernethy reported that FIGS has been successful in that freshman student retention has improved. Vice President Hurst and Housing Director Beth McCuskey are working with Dr. Abernethy on this project. President Dubois noted that the process of approving exceptions to the mandatory live-in has gone well. Trustee Ritthaler asked what the retention rate was under this program. President Dubois reported it is between 92.6% and 95.6% for the students that are in FIGS. The retention rate for students living off campus is 4% lower.

**Progress on the Academic Plan**

**Action Item #11 – Academic and Student Affairs will re-define the vacant Director of Admissions position into an Associate Vice President for Admission and Enrollment**

**Management, with broad oversight for integrating and coordinating the offices of Admission, Financial Aid, and Registration and Records.**

The former position of Director of Admissions was redefined into an Associate Vice President for Enrollment Management and Director of Admissions within the Division of Student Affairs. This position will answer directly to the Vice President for Student Affairs, and will carry broad oversight for the offices of Admissions, Financial Aid, and Registration and Records. Following a national search chaired by Myron Allen, Associate Vice-President for Academic Affairs, the position was successfully filled. Ms. Sara Axelson assumed the position of Associate Vice-President for Enrollment Management and Director of Admissions, effective August 9, 1999.

**Action Item #25 – To promote the hiring of under-represented minorities and women and to enhance workforce diversity at UW, the Office of Academic Affairs should restore the availability of dedicated funds for diversity issues, and reconstitute the oversight group charged with fund distribution.**

A diversity fund has been established with an allocation from the Office of Academic Affairs discretionary funds. Diversity funds will be allocated based upon recommendations of a four-member oversight committee consisting of an Associate Vice-President for Academic Affairs, the University Employment Practices Officer, an academic dean, and a member of the Women and Minorities Committee. Funds will be distributed through a proposal process and can be used to address a wide variety of issues including faculty development, new faculty start-ups, and on-campus diversity programming.

**Action Item #61 – In consultation with the Deans of Arts and Sciences, Business, and Engineering, the Vice President for Academic Affairs will assess alternative organizational arrangements that will strengthen the University's presence in computing, information technology, and information management at the undergraduate and graduate level.**

A three-member team from the American Academy for the Advancement of Science visited the UW campus for purposes of addressing three specific questions:

1. Given the existing scientific strengths and weaknesses in Electrical Engineering and Computer Sciences, are there areas in which strategic hiring could capitalize on promising research foci and promote synergies between the two faculties?
2. In light of the existing curricula and expertise in the departments, are there cognate areas in which the University should encourage future instructional development?
3. What administrative structures might be both feasible and appropriate to promote these initiatives?

The review team's report indicated a number of potential areas that might be strengthened through strategic hiring. These recommendations were incorporated into UW's EPSCOR proposal to the National Science Foundation. Recommendations regarding instructional development and administrative structures are currently under review and discussion by the two faculties and the Deans of Engineering and Arts and Sciences. Not unrelated to this discussion is a proposal by the College of Business to develop faculty expertise and instructional capabilities in e-commerce. This proposal has also been incorporated into UW's EPSCOR proposal and is likely to bear on future discussions regarding faculty strength and instructional capabilities in computer and information sciences.

**Action Items #65, #66, #73, #74, #94, #95, #96, #110 – Collectively, these seven action items call for the phase out and eventual elimination of undergraduate degrees in International Agriculture, Farm and Ranch Management, General Agriculture, Insect Biology, Child and Family Studies, Human Nutrition and Foods, Textiles and Merchandising, Broadcasting, Industrial Technology Education, Business Education, Family and Consumer Science Education, Medical Technology, and Small Business Management Program. At the graduate level, these Action Items contain proposals to eliminate the M.S. in Recreation and Park Administration, and graduate specialties in Educational Psychology, Library Media, and Applied Science and Technology.**

Consistent with earlier discussions, incoming freshman and transfer students who chose to attend UW specifically to major in one of these fields will be allowed to enroll within the degree program(s). At the close of fall registration 1999, enrollment in these programs will be permanently closed. Deans and directors in the affected units, as well as University personnel with student advising responsibility, will be notified that these degree programs are no longer available. Students enrolled within these programs will be contacted by their respective colleges and notified of the timeframe within which they will need to complete their degree. These completion deadlines will be determined during the early part of the fall semester in consultation with administrators and faculty in affected programs. Notices will be sent to appropriate University publication offices to eliminate mention of these degree programs from future advertising and informational materials.

**Action Item #78 – The University administration will open discussions with the Superintendent of Public Instruction and other officials concerning the future of elementary and secondary foreign language instruction in the state.**

The Wyoming Educational Priorities Coordinating Council (WEPC), at its summer meeting, identified foreign language instruction as a priority area for sub-group study. The sub-group will be chaired by UW President Philip Dubois and staffed by UW personnel. Sub-group composition will include representation from K-12, the community college system and UW. A preliminary meeting will be scheduled early in the fall semester with a sub-group report expected by November 1999.

**Action Item #83 – Under the leadership of the department head and the Dean of Arts and Sciences, the Department of Physics and Astronomy will develop and implement plans to provide a viable, well-subscribed undergraduate degree in Physics and appropriate service courses.**



An implementation plan for rebuilding the undergraduate program in the Department of Physics and Astronomy has been developed by department faculty under the guidance and leadership of Dean B. Oliver Walter, and Associate Dean Janet Constantinides. Current plans call for increasing the teaching load of existing faculty, re-scheduling upper level coursework to a two-year cycle, replacing GA laboratory support with temporary academic professional lecturers, and hiring two additional tenure-track faculty positions during the 99-00 AY.

The implementation plan also calls for the department to consider eliminating one of its entry level Physics courses (currently there are three different introductory courses to Physics), and to maximize its use of the Red Buttes undergraduate observatory and the UW planetarium after remodeling and reconstruction are completed. Consistent with the Boyer report on undergraduate education and the College of Arts and Sciences Academic Plan, the department will increase undergraduate research opportunities for both majors and non-majors. By the end of the 99-00 academic year, the department will initiate at least two interdisciplinary degree tracts with other UW science departments. This will be done without increasing the number of credit hours required for degree completion. A copy of the implementation plan is available from the Office of Academic Affairs.

**Action Item #85 – A moratorium will be placed on new admissions to M.S. and Ph.D. programs in Physics and Astronomy.**

The Dean of the Graduate School has placed a moratorium on new admissions to the M.S. and Ph.D. programs in Physics and Astronomy. A review of these programs is scheduled for spring semester 2001.

**Action Item #90 – The Accounting Department should proceed with the implementation of its new curriculum and should reinstate the idle M.S. in Accounting degree in response to the new Wyoming CPA exam requirements.**

Personnel resources have been reallocated to the Department of Accounting to implement this action item. The M.S. in Accounting degree, and the thirty hours of additional coursework required by the Wyoming CPA exam are scheduled for implementation during fall semester 2000.

**Action Item #122 – We must develop a faculty hiring strategy to strengthen the University’s capacity in three broadly defined areas: 1) natural resource development and enhancement, 2) materials and composites, 3) computational science and information technology.**

The Director of UW’s EPSCOR program, and the Vice-President for Research, in concert with the Office of Academic Affairs, have submitted an EPSCOR proposal to the National Science Foundation which requests ten faculty positions over the next three years to be allocated to strategic hiring in order to strengthen the areas cited above. These ten faculty positions will not be replacement hires for existing faculty vacancies. Rather, all ten positions will be supplemental to existing faculty strength in the targeted areas. Relevant departments will be given opportunity to compete for new EPSCOR positions and the associated equipment and faculty support associated with this program.

**Action Item #136 – The Vice President for Academic Affairs will fund a one-year trial program to determine the viability and costs of a change from paper to electronic journals.**

Funding has been made available by the Office of Academic Affairs to fund a one-year trial program in the use of electronic journals. The Director of the Libraries will develop a report at the end of the one-year trial that will form the basis for decisions regarding future investments in electronic journal delivery.

**Action Item #145 – Academic Affairs will expand the existing position authorization process to accommodate the central allocation of faculty, academic professional, and graduate assistant positions.**

The implementation of centralized position control will be grounded in the existing position authorization process and will be subject to extensive discussion during the 99-00 academic year. Initial discussions were held on August 23, 1999 at a daylong retreat with Academic Affairs officers, and the deans from all seven academic colleges. Preliminary discussions focused on four central issues.

1. What principles should govern the **refilling of vacant positions**? Of special interest are positions created by the departure of unsuccessful tenure candidates. Also of obvious importance are positions for which there are special needs driven by student demand for coursework or by course requirements.
2. How should the position allocation process recognize the **interests of various stakeholders**? Currently the mechanisms for accommodating Engineering's interests in technical writing classes, for example, are at best indirect. What roles should Executive Deans' Council, Faculty Senate committees, the Vice President for Research, the Dean of the Graduate School, and other interested parties play?
3. What are the key issues associated with **timing and mechanics**? By what documents and forums should Deans convey their needs? Where do college and department plans fit in? When should final decisions be made?
4. What issues are associated with **starting the process**? How should the "scrape" from vacant faculty positions be managed over the next two years? How will colleges manage their part-time teaching needs during the startup period? What should be done with long-standing vacancies, the funding for which has been diverted to other purposes?

**Action Item #147 – Develop, for all faculty and academic professionals, effective job descriptions that recognize differential work responsibilities, especially in departments where current uniform responsibilities have weak justification.**

Consistent with phasing out the Teaching Research and Service Policy (workload), and consistent with implementation of post tenure review, job descriptions are currently under review and development for all faculty and academic professionals in all colleges and administrative units. Existing faculty and academic professional job descriptions will be on file no later than fall semester, 1999. New faculty job descriptions will be developed consistent with position authorization approval for new job advertisements.

**Action Item #148 – Immediately end gainsharing.**

Gainsharing has been eliminated by the Office of Academic Affairs.

President Dubois reported that the Academic Plan was shared with the campus community during the Fall Convocation and that copies have been distributed to the Board, 350 distributed on campus, and approximately 500 were mailed to individuals off campus interested in the future of the University. The format presented above will be used to inform the Board of actions taken. College deans are moving ahead with the Plan and on their own priority areas as well.

**Enrollment Report (Enclosure II)**

President Dubois asked Associate Vice President of Enrollment and Director of Admissions, Sara Axelson, to brief the Board on the enrollment situation. Ms. Axelson stated she is delighted to be back in Wyoming and is honored to be part of Wyoming's future. She referred to the data found in Enclosure II. Overall numbers show the total enrollment on the Laramie campus. As of the 7<sup>th</sup> of September, 9,634 students have enrolled and the enrollment

period is still open. The freeze date for previous year enrollment comparisons is October 1. The third page reports admission numbers. It was noted there is some drop-off in counts and matriculation, while yield in terms of applicants, is good. Ms. Axelson's primary role will be to maintain, enhance, fine-tune relationships with community colleges, and enhance relationships with out-of-state students. UW is launching an enrollment management model to help get the campus involved in attracting and keeping students. President Dubois added that the numbers for the SES and Casper College are not accurate until later in the semester, and we will probably see an increase in overall enrollment. It was noted there is a decline in ethnic and minority enrollment, and a dramatic drop in the number of applicants. President Dubois reported that UW has reached a final agreement with the community colleges on the President's High School Scholarships. He also reported that Vice President Hurst will be retiring from the University in June of 2000.



## **BUDGET COMMITTEE**

The Budget Committee of the Trustees met on Friday, September 10, 1999 with the following members present: Pete Jorgensen, chair; Dave Bonner, John Patrick, Jerry Saunders, and Greg Schaefer. The following items were presented to the full Board:

### **Approval of Bond Documents**

#### **SERIES 1999 BOND ISSUE**

Preparations to issue the Trustees of the University of Wyoming Facilities Improvement and Refunding Revenue Bonds, Series 1999 are proceeding on schedule, and the following bond documents will be presented to the Trustees at their September meeting for review and approval: 1) the bond resolution; 2) the preliminary official statement; and 3) the bond purchase agreement. Maria Prevedel Harwood and Kurt Kaufmann, the University's bond counsel, will be present for the meeting to discuss these documents and other matters related to the bond issue.

Pricing of the bonds is scheduled for Thursday, September 9. Terry Casey, of Dain Rauscher, and Dan Baxter, of Kaiser and Company, will be present at the meeting to discuss the pricing and sale of the bonds and to answer questions regarding the issue.

Trustee Jorgensen noted this item and presented Terry Casey and Maria Prevedel Harwood to speak to the Board. Mr. Casey, of Dain Rauscher, briefly explained the bond documents as prepared by his firm. The total issue of \$18.6 million is larger than what was authorized by the legislature, but it includes the 1991 refunding. MBIA received the bid to insure the bonds.

Ms. Prevedel Harwood, of Sherman and Howard, outlined her role as disclosure counsel and bond counsel. The vehicle is adoption of the bond resolution and is the contract between the Board and the purchasers of the bonds. It also pulls in approval of a collection of collateral documents for one motion.

Trustee Jorgensen moved that the Bond Document Approval come before the Committee of the Whole. Trustee Debbie Hammons seconded. Motion carried. Trustee Bonner moved to approve the Bond Documents and have appropriate University administrators and Board officers sign the documents. Trustee Saunders seconded. Motion carried.

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

#### **CONTRACTS AND GRANTS**

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period July 1, 1999, through August 10, 1999.

<b>ASBDC FOUNDATION - 06/01/1999 - 03/31/2000</b>	\$	21,700
Diane Wolverton; Small Business Development Center - Outreach program to inform Wyoming citizens on Y2K problems and remedies.		
<b>BLUE SKY BATTERIES, INCORPORATED - 05/15/1999 - 11/14/1999</b>	\$	11,338
Daniel Buttry; Chemistry - Innovative cathodes for rechargeable circulatory support batteries.		
<b>CALIFORNIA INSTITUTE OF TECHNOLOGY - 07/01/1999 - 06/30/2000</b>	\$	15,000
Charles Woodward; Physics and Astronomy - Model infrared space observatory data using numerical simulations.		
<b>CENTRAL WYOMING HOSPICE PROGRAM - 01/03/1996 - Open</b>	\$	2,125
Robert Houston; Casper Family Practice - Medical education and oversight in hospice care.		
<b>CRITICAL ANGLE, LLC - 08/01/1999 - 07/31/2000</b>	\$	59,748
B. Patrick Sullivan/Lewis Noe; Chemistry - Sensor probe for monitoring Li+ in		



bipolar patients subscribed to lithium therapy.

<b>CYANAMID - 01/01/1999 - Open</b>	\$	9,000
Stephen Miller; Plant Sciences - Various weed biology and control.		
<b>DETECTION LIMIT, INCORPORATED - 07/01/1999 - 06/30/2000</b>	\$	30,000
Henry Haynes; Chemical Engineering - Steam stripping of solution-mined trona brines.		
<b>DETECTION LIMIT, INCORPORATED - 06/01/1999 - 05/30/2000</b>	\$	52,080
Keith Carron/Robert Corcoran/Roberta Sulk; Chemistry - Rapid screening of human growth hormone.		
<b>FMC CORPORATION - 06/16/1995 - Open</b>	\$	15,000
Pradeep Agarwal; Chemical Engineering - Form-coke process.		
<b>FORT DODGE ANIMAL HEALTH - 02/01/1998 - 06/30/2001</b>	\$	41,462
Hana Van Campen; Veterinary Science - Bovine viral diarrhea virus fetal challenge.		
<b>FRAZIER FAMILY TRUST - 07/15/1999 - 10/15/1999</b>	\$	2,000
David Walrath; Mechanical Engineering - Design and fabricate an electric tool to trim parrot toe nails using a small heating element.		
<b>GAS RESEARCH INSTITUTE - 02/01/1997 - 01/31/2000</b>	\$	409,189
Ronald Surdam; Institute for Energy Research - Pressure chambers in the Powder River basin.		
<b>GAS RESEARCH INSTITUTE - 08/01/1997 - 08/01/1999</b>	\$	157,936
Ronald Surdam; Institute for Energy Research - External morphology and internal fabric of the anomalously pressured reservoirs.		
<b>LOCKHEED MARTIN IDAHO TECHNOLOGIES COMPANY - 02/10/1999 - 07/31/2000</b>	\$	80,000
Norman Morrow; Chemical Engineering - Improved waterflooding through injected brine modification.		
<b>MOREY AND ASSOCIATES, INCORPORATED - 07/01/1995 - 06/30/2000</b>	\$	15,000
Shelby Gerking; Economics and Finance - Wyoming travel impacts.		
<b>NATIONAL EDUCATION ASSOCIATION - 09/01/1995 - 05/31/2000</b>	\$	5,000
Barbara Hakes; Wyoming Center for Teaching and Learning - Longitudinal study of change in teacher preparation.		
<b>NATIONAL FISH AND WILDLIFE FOUNDATION - 05/01/1999 - 12/31/2000</b>	\$	12,500
Stanley Anderson; Zoology - Bird response to oil/gas field development.		

<b>NATIONAL GEOGRAPHIC SOCIETY - 07/01/1999 - 06/30/2000</b> William Gribb; Geography and Recreation - Electronic atlas of Wyoming.	\$	25,000
<b>NIBBELINK, NATHAN - 07/01/1999 - Open</b> Nathan Nibbelink; Zoology - Spatial relations in trout habitat.	\$	1,000
<b>NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 05/31/2000</b> E. Raymond Hunt; Botany - A public access resource center empowering the general public to use EOSDIS.	\$	18,355
<b>NORTH DAKOTA, UNIVERSITY OF - 03/01/1998 - 05/15/2002</b> E. Raymond Hunt; Botany - Operate public access resource center.	\$	13,200
<b>NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 05/31/2000</b> Patricia McClurg; Natural Science Program - A public access resource center empowering the general public to use EOSDIS.	\$	61,993
<b>NORTH DAKOTA, UNIVERSITY OF - 03/01/1998 - 05/15/2002</b> Patricia McClurg; Natural Science Program - Operate public access resource center.	\$	15,360
<b>NORTH DAKOTA, UNIVERSITY OF - 11/15/1996 - 05/31/2000</b> Patricia McClurg/E. Raymond Hunt; Natural Science Program - A public access resource center empowering the general public to use EOSDIS.	\$	4,025
<b>POPLAR LIVING CENTER - 02/12/1993 - 12/31/1999</b> Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	\$	1,250
<b>RHONE-POULENC AG COMPANY - 01/01/1999 - Open</b> Stephen Miller; Plant Sciences - Various weed biology and control.	\$	2,000
<b>ROCKY MOUNTAIN FARMERS UNION - 07/01/1999 - 10/31/1999</b> Chris Bastian; Agricultural Economics - Issues facing dry bean cooperative.	\$	2,000
<b>SHEPHERD OF THE VALLEY CARE CENTER - 02/12/1993 - 12/31/1999</b> Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	\$	3,750
<b>UNITED STATES AIR FORCE - 07/01/1998 - 06/30/1999</b> Joelanne Berrigan; Student Financial Aid - Reserve Officer's Training Corps (ROTC) scholarship.	\$	26,168
<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 07/09/1999 - 07/31/2000</b> Marcel Kornfeld; Anthropology - Black Mountain archaeological research.	\$	5,000

<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 07/01/1999 - 12/31/2001</b>	\$	23,000
Marcel Kornfeld; Anthropology - Miner's Delight historic township archaeological research.		
<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 07/16/1999 - 05/31/2002</b>	\$	49,900
Stanley Anderson; Zoology - Oil and gas development impact on sage grouse.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 07/01/1999 - 01/31/2003</b>	\$	40,000
James Wangberg; Agriculture Dean's Office - Education programs.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 06/15/1999 - 06/30/2000</b>	\$	13,000
Fred Gray; Plant Sciences - Biology of brown root rot.		
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/21/1999 - 09/30/2002</b>	\$	26,000
Stanley Anderson; Zoology - Survey for woodpeckers in the Black Hills.		
<b>UNITED STATES DEPARTMENT OF EDUCATION - 09/01/1999 - 08/31/2000</b>	\$	368,277
Barry Ballard; Student Educational Opportunity - Educational opportunity centers program.		
<b>UNITED STATES DEPARTMENT OF EDUCATION - 06/01/1999 - 05/31/2000</b>	\$	379,107
Manuel Gallegos; Student Educational Opportunity - Educational services for first generation and low income students.		
<b>UNITED STATES DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000</b>	\$	249,260
Richard Nauman; Student Educational Opportunity - McNair scholars program.		
<b>UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1999 - 06/30/2000</b>	\$	2,026,415
John Nutter; Student Financial Aid - Pell grant funding.		
<b>UNITED STATES DEPARTMENT OF ENERGY - 09/15/1998 - 09/14/2001</b>	\$	49,987
David Bell; Chemical Engineering - Supercritical solubility of explosive binders.		
<b>UNITED STATES DEPARTMENT OF HEALTH AND HUMAN</b>	\$	100,000

**SERVICES - 08/01/1999 - 07/31/2000**

Kenneth Heinlein; Wyoming Institute for Disabilities - Head start collaboration program.

**UNITED STATES GEOLOGICAL SURVEY - 09/05/1996 - 12/31/2000** \$ 15,000  
Stanley Anderson; Zoology - Sensitive species in Wyoming.

**UNITED STATES NATIONAL AERONAUTICS AND SPACE** \$ 209,188  
**ADMINISTRATION - 09/01/1999 - 08/31/2000**

Paul Johnson; Physics and Astronomy - Evaluate proposals under the Department of Defense Experimental Program to Stimulate Competitive Research (EPSCoR).

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 225,105  
**07/01/1999 - 06/30/2000**

Clarence Villemez; Molecular Biology - A new treatment for amoebic keratitis.

**UNITED STATES NATIONAL PARK SERVICE -** \$ 14,500  
**06/01/1998 - 05/31/2000**

Charles Reher/Henry Harlow; Anthropology - Archeological investigations of Grand Teton National Park.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 70,122  
**08/15/1997 - 07/31/2000**

Terry Deshler; Atmospheric Science - Simultaneous in situ measurements within polar stratospheric clouds.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 35,000  
**08/01/1999 - 07/31/2002**

Bogdan Wilamowski; Electrical Engineering - Cooperation of Bogazici University, Turkey, and the University of Wyoming in mechatronics.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 122,590  
**07/15/1999 - 06/30/2001**

Arthur Snoke; Geology - Bear Mountain intrusive complex.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 207,400  
**03/01/1998 - 02/29/2000**

Robert Morrison/Steven Gloss; Information Technology - Establish a high performance network connection.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 112,501  
**07/15/1999 - 06/30/2000**

Steve Howell/Charles Woodward; Physics and Astronomy - Observational study of faint cataclysmic variables.

**UNITED STATES NAVY - 07/15/1999 - 02/29/2000** \$ 20,000  
Donald Adams/Ronda Coguill/Scott Coguill; Mechanical Engineering - Ultra high

temperature testing of various composite materials.

<b>UNITED STATES NAVY - 09/27/1997 - 09/01/1999</b>	\$	5,000
Andrew Hansen; Mechanical Engineering - Numerical analysis of composite material.		
<b>UTAH STATE UNIVERSITY - 07/01/1996 - 12/31/1999</b>	\$	10,627
John Hewlett; Agriculture Dean's Office - Western integrated farm/ranch education.		
<b>VALENT - 01/01/1999 - Open</b>	\$	4,000
Stephen Miller; Plant Sciences - Various weed biology and control.		
<b>VARIOUS NURSING SCHOOLS - 02/22/1994 - Open</b>	\$	600
Marcia Dale; Nursing - Develop nursing programs.		
<b>VARIOUS SPONSORS - 03/01/1998 - Open</b>	\$	3,222
Bret Hess; Animal Science - Vitamin digestion.		
<b>VARIOUS SPONSORS - 01/01/1997 - Open</b>	\$	5,174
Ronald Steel; Geology - Sequence stratigraphy and sedimentology.		
<b>VARIOUS SPONSORS - 06/01/1999 - Open</b>	\$	1,500
Patricia McClurg; Natural Science Program - Workshops for the Upper Midwest Aerospace Consortium.		
<b>VARIOUS SPONSORS - 07/01/1998 - Open</b>	\$	641
Jeffrey Hamerlinck; Spatial Data and Visualization Center - To fund the Spatial Data and Visualization Center.		
<b>VARIOUS SPONSORS - 07/01/1999 - Open</b>	\$	1,000
Michael Massie; Wyoming Institute for Disabilities - SOAR demonstration.		
<b>VARIOUS SPONSORS - 10/01/1998 - Open</b>	\$	650
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
<b>WESTERN RESEARCH INSTITUTE - 06/07/1999 - 08/31/1999</b>	\$	5,000
Donald Adams/Scott Coguill; Mechanical Engineering - Develop asphalt testing apparatus.		
<b>WYOMING ARTS COUNCIL - 07/01/1999 - 01/30/2000</b>	\$	1,000
Scott Boberg; Art Museum - Ann Simpson artmobile program.		
<b>WYOMING ARTS COUNCIL - 11/06/1999 - 11/21/1999</b>	\$	2,000
Wendy Fanning; Cultural Programs - Benny Kim tour.		
<b>WYOMING ARTS COUNCIL - 09/28/1999 - 09/29/1999</b>	\$	1,305
Wendy Fanning; Cultural Programs - Choir leadership conference.		

<b>WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 08/10/1998 - 06/30/1999</b>	\$	2,250
Victor Hasfurther; Civil Engineering - Source water protection web page.		
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b>	\$	10,732
Stanley Anderson; Zoology - Wyoming wildlife research.		
<b>WYOMING LEGISLATIVE SERVICE OFFICE - 07/01/1999 - 06/30/2000</b>	\$	144,881
Shelby Gerking; Economics and Finance - Mineral tax incentives, mineral production, and the Wyoming economy.		
<b>WYOMING LIVESTOCK BOARD - 04/05/1999 - 03/31/2000</b>	\$	5,000
Lynn Woodard/Donal O'Toole; Veterinary Sciences - Purchase a visualab.		
<b>ZENECA AG PRODUCTS - 01/01/1999 - Open</b>	\$	1,500
Stephen Miller; Plant Sciences - Various weed biology and control.		
<b>TOTAL - Contracts and grants approved July 1, 1999 through August 10, 1999.</b>		<b>\$ 5,680,613</b>

Trustee Jorgensen moved for approval of contracts and Grants in the amount of \$5,680,613 for the period July 1 through August 10, 1999. Trustee Schaefer seconded. Motion carried.

### **Resolution for Grant from Transportation Enterprise Fund (Enclosure III)**

Fleet Operations has submitted a grant proposal for \$375,000 to the Transportation Enterprise Fund. The grant will enable UW to add three new ADA equipped buses to the fleet. The grant will be matched with funds set aside in Fleet Operations. President Dubois said this resolution is unique to this agency for consideration of grants. The action in the resolution will relieve the Board of future actions.

Trustee Jorgensen moved for approval of the resolution for a grant from the Transportation Enterprise Fund. Trustee Bonner seconded. Motion carried.

## **PERSONNEL COMMITTEE**

The Personnel Committee of the University of Wyoming Trustees met on Friday, September 10, 1999 with the following members present: Shelly Ritthaler, chair; Debbie Hammons, Kathy Hunt, and Pete Jorgensen. Trustee Ritthaler noted the retirements of Ray Field, John Marwitz, Victor Hasfurther and Donna Hanselmann and expressed appreciation for their years of service. She also expressed condolences to the family of Derrick Shephard. Trustee Schaefer moved for approval of action items contained in the Personnel section. Trustee McCue seconded. Motion carried.

## **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

The Physical Plant and Equipment Committee met on Friday, September 10, 1999 with the following members present: Dave Bonner, chair; Kathy Hunt, Pete Jorgensen, Ron McCue, Shelly Ritthaler, and Greg Schaefer. Trustee Bonner reported the following:

### **Disposal of Houses at Afton**

#### Disposal of Residence and Garage at Afton Research and Extension Center

The house and garage, which are located on approximately one acre deeded to the State of Wyoming, were acquired with the adjacent property by the UW in 1930. The exact age of the house and garage is unknown. The University traditionally leased the house. The single-level house contains 990 square feet, including two bedrooms, kitchen, bathroom, living/dining room, and a partial basement accessible by floor hatch. The heating system is a propane forced air furnace. The electrical system is original and ungrounded, with modifications made over the years. Site drainage around and away from the house and garage is very poor. The single-car garage is 756 square feet, with an unpaved driveway, no floor or completed foundation. The site for the house has deciduous trees and shrubs with some grass.

#### Environmental Analysis

Both structures are wood framed with wood siding and asphalt shingled roofs.

Most materials indicate a lack of maintenance. The service life of the materials would be limited even if brought up to present standards. The estimated continued life of the building after the improvements is 20 to 25 years with reasonable maintenance and replacement schedules. Heating-ventilation system shows lack of maintenance and must be significantly improved prior to occupancy. The propane furnace and hot water heater are in an underground



space which would permit the accumulation of propane, which is heavier than air, should a leak occur. An explosive condition could result. The electrical system is an ungrounded system requiring replacement for safe occupancy. Doors, windows and associated hardware show heavy use and maintenance needs. The roof condition is reasonable.

Topographic and drainage conditions are poor at the present time. Street right-of-way exists on one side of the property, and the east property line is common to the City of Afton. The property is zoned residential and multi-family residential by City Ordinance, with no other restrictions noted.

#### Facility Flexibility and Usability

The facility was originally constructed as a single-family residence. Usability of the structure will be limited to residential or light office use that does not exceed the capacities of the floor. Both the heating and the electrical system would require replacement before the facility could be used for residential or light office occupancy.

#### Cost Benefit Analysis

The property is deeded to the State of Wyoming, and has been managed by UW since 1930, with a current insurable value of \$47,285. The property must be deeded to the University before it can be sold. Past experience with similar properties in Lyman required legislative action to clear a deed.

In developing a cost-benefit analysis, two options were considered. The first option would include replacement of the electrical system, maintenance, relocation and replacement of the furnace and hot water heater, painting of the entire facility, wall repairs, siding repair, flooring replacements, window and door repairs, replacement of kitchen and bathroom fixtures, new kitchen cabinets, garage door replacement, insulate ceilings, new driveway and a concrete

floor slab in the garage. Utilizing the house as a two-bedroom rental would generate \$375 per month, yielding an annual gross income of \$4,500. The annual utility expenses are estimated to be approximately \$1,700. The annual maintenance for the house and garage is estimated at \$2,000, assuming the tenant would clean the facility, water and mow the lawn, etc., yielding a net annual income of approximately \$800. The minimum improvements required for occupancy are estimated at \$40,300, although the estimates do not include removal or replacement of lead-based paint or the iron water piping.

The second option would be to remove the house and garage to improve the value of the remaining property for commercial or multi-family residential use.

#### Recommendation

The facility exhibits high levels of deferred maintenance due to its age and the problems associated with the electrical and heating system. A significant level of investment is required to bring the facility to present codes even for safe use as a residence.

The facility has no present or future value to the University.

Trustee Bonner moved to seek state approval to remove the house and garage to improve the value of the remaining property for commercial or multi-family residential use. Seconded by Trustee McCue. Trustee Schaefer noted the City of Afton Fire Department's request to utilize the house for practice before removal. Motion carried.

#### Disposal of Superintendent's Residence and Garage

This house also existed on the Afton property acquired by the University in 1930. The garage was constructed in the 1950s. The exact age of the house is unknown. The University

traditionally used the Superintendent's house for one of the Center employees. The single-level house contains three bedrooms, kitchen, bathroom, living/dining room, and a partial basement/cellar, and is 1,380 square feet. The heating system is a propane forced air furnace. The electrical system is original and ungrounded, with modifications made over the years. Site drainage around and away from the house and garage is very poor. The single-car garage is 864 square feet, with a concrete driveway in fair condition. The site for the house has deciduous trees and shrubs with some grass.

#### Environmental Analysis

Both structures are wood framed with wood siding and asphalt shingled roofs.

Most materials indicate a lack of maintenance. The service life of the materials would be limited even if brought up to present standards. Estimated continued life of the building after the improvements is 20 to 25 years with reasonable maintenance and replacement schedules. Heating-ventilation system shows lack of maintenance and must be improved prior to occupancy. The propane furnace and hot water heater are in an underground space which would permit the accumulation of propane, which is heavier than air, should a leak occur. An explosive condition could result. The electrical system is an ungrounded system requiring replacement for safe occupancy. Doors, windows and associated hardware show heavy use and maintenance needs. The roof condition is reasonable.

Street right-of-way exists on one side of the property and the south property line is common to the City of Afton. The property is zoned residential and multi-family residential by City Ordinance, with no other restrictions noted.

### Facility Flexibility and Usability

The facility was originally constructed as a single-family residence. Usability of the structure will be limited to residential or light office use that does not exceed the capacities of the floor. The heating and ventilation system will serve a residential or light office use. The electrical system will not support a residence or a light office without being replaced.

### Cost Benefit Analysis – Superintendent's House

In developing a cost-benefit analysis, two options were considered. The property, including other improvements plus 12.5 acres, was purchased by UW in 1930 for \$4,000.

The first option would include replacement of the electrical system, maintenance, relocation and replacement of the furnace and hot water heater, painting of the entire facility, wall repairs, roof structure repair on the house, siding repair, flooring replacements, window and door repairs, replacement of kitchen and bathroom fixtures, new kitchen cabinets, garage door replacement, insulate ceilings, and replace a portion of the driveway. Utilizing the house as a three-bedroom rental would generate \$450 per month, yielding an annual gross income of \$5,400. The annual utility expenses are estimated to be approximately \$1,800 for rental use. The annual maintenance for the house and garage is estimated at \$2,100, assuming the tenant would clean the facility, water and mow the lawn, etc., yielding net annual income of approximately \$1,500. The minimum improvements required for occupancy are estimated at \$41,500, although the estimates do not include removal or replacement of lead-based paint or the iron water piping.

The second option would be to remove the house and garage to improve the value of the remaining property for commercial or multi-family residential use.

### Recommendation

The facility exhibits high levels of deferred maintenance due to its age and the problems associated with the electrical and heating system. A certain level of investment is required to bring the facility to present codes even for safe use as a residence.

The facility has no present or future value to the University at the present time.

Trustee Bonner moved for removal of this house and garage to improve the value of the remaining property for commercial or multi-family residential use and to allow the City of Afton Fire Department utilization of the house for practice before removal. Seconded by Trustee Schaefer. Motion carried.

### Fine Arts Construction

The Studio Addition to the Fine Arts Building will contain a classroom for acting classes, a control room, video room and storage. The floor will be a sprung wood floor to support the long term future use as a dance studio. The control room will have a dual function to support the new studio as a video studio with lighting, sound and video recording capabilities and provide lighting and sound control for the existing experimental theater. A projection room in conjunction with a viewing screen will provide the flexibility as a motion picture theater with non-fixed seats.

The project is being advertised for three consecutive weeks in state newspapers beginning with August 12, 1999. The anticipated construction completion is May 27, 2000.

The bids and a recommendation will be brought to the meeting of the Trustees for approval. The time between receipt of bids and the meeting will be used to review and verify the bids and clear any inconsistencies or problems.

The bids were received on September 2, 1999. Three general contractors bid the project. Two contractors were from Laramie and one from Fort Collins. The bids received are as follows:

Contractor	Base Bid – Studio Addition	Alternate One- Improved Light Fixtures	Alternate Two- Lighting Grid, Existing Theater	Totals
Arcon, Inc.	\$1,070,000.00	\$11,000.00	\$38,000.00	\$1,119,000.00
Rus-Den	\$899,930.00	\$11,837.50	\$41,663.00	\$953,430.50
Spiegelberg Lumber	\$928,300.00	\$9,900.00	\$34,100.00	\$972,300.00

The low bidder from Fort Collins, Rus-Den cannot be considered because of the statutory 5% preference for Wyoming Resident Contractors. Arcon, Inc. and Spiegelberg Lumber and Building Co. do meet the requirements for Wyoming Resident Bidders.

A private donor has provided the funds for the Studio Addition to the Fine Arts Building. The funds are sufficient for the construction and the future equipping of the building.

The Arts and Sciences Dean has made a commitment to transfer the required operations and maintenance funding for the addition to the Physical Plant operating funds.

Trustee Bonner moved for approval to have a construction contract be executed with Spiegelberg Lumber and Building Company for the Base Bid and Alternates One and Two. Trustee Schaefer seconded. Motion carried.

### **City/Airport Water Line Easement (Enclosure IV)**

Information on the City/Airport water line easement was distributed and discussed by Vice President Baccari. After a brief discussion, Trustee Bonner moved for approval that this item be referred to the Executive Committee for action. Trustee Schaefer seconded. Motion carried.

### **Sale of Mineral Interests**

From the Constance Chatterson Spears Estate, UW acquired two oil wells and associated mineral interests in Columbia County, Arkansas. The Miles No. 1 well was plugged and abandoned on 2 November, 1995. The Traylor No. 1 well, located in the SE4SW4 of Section 6, Township 20 South, Range 19 West produced 397 barrels of oil during the five month period of January through May, 1999. Due to UW's 0.00875 royalty interest, the 0.01 Working Interest, operating expenses for the well and very low crude oil prices, UW has realized no income in over two years. UW also owns mineral interests of 3.10 net mineral acres in this same SE4SW4 of Section 6.

Balboa Production Company, Dallas, Texas, has determined that because of rising operating costs, they must either increase their ownership or sell out completely. They have opted to increase their ownership. Balboa is, therefore, offering to purchase UW's 3.10 net mineral acres for \$50.00 per acre for a total offer of \$155.00.

Trustee Bonner moved for approval of the sale of UW's interest in 3.10 net mineral acres in SE4SW4 of Section 6, Township 20 South, Range 19 West., Columbia County, Arkansas. Trustee McCue seconded. Motion carried.

### **Design/Development - RAC**

It was recommended by the Physical Plant and Equipment Committee at their Friday meeting that action be taken on this item. President Dubois reported that the drawings are progressing, however, there are some issues to be addressed with the architects and when he is comfortable with those issues, he will report back to the Board. Fundraising needed for the facility is in sight. Bridge funding for the construction phase will be provided from the Foundation. The ceremonial groundbreaking will be held during Fall semester at a time the Rochelles can be present. Trustee Bonner expressed appreciation for the gifts that have brought this facility to reality and the commitment made to our student athletes.

Trustee Bonner reported that the Physical Plant and Equipment Committee recommended to the full Board that the President be authorized to engage in discussion with the UW Foundation to arrange bridge financing, backing up private pledges for the construction of the Rochelle Athletics Center; without cost to the University, to proceed with final architectural design drawings for the RAC; and subject to successful bridge financing agreement with the Foundation, to authorize a ceremonial ground breaking for the RAC in October, and so moved. Trustee McCue seconded. Motion carried.

Trustee Bonner noted the following Information Items.

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

The following gives an accounting of the progress and activity of construction since the July 1999, Trustees meeting. Also reported are approved change orders to the ADA Modifications, 1998 and Centennial Complex Elevator Lobby Addition.



**PROJECTS IN CONSTRUCTION**

**1. ADA Modifications 1998**

Contractor: Marshall Contracting Inc., Laramie, Wyoming  
 Bid Price \$798,159.59  
 Original Completion Date: Classroom Building – 21 August, 1998  
                                   Coe Library – 15 September, 1998  
                                   Knight Hall – 30 October, 1998  
 Present Completion Date: Classroom Building – 21 August, 1998  
                                   Coe Library – 15 September, 1998  
                                   Knight Hall – 30 October, 1998  
 Contract Substantial Completion Date: Classroom Building – 21 August, 1998  
                                   Coe Library – 15 September, 1998  
                                   Knight Hall – 30 October, 1998

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Admin.</b>	<b>Signage</b>
<b>Budget</b>	\$979,989.59	\$65,600.00	\$798,159.59	\$71,880.00	\$32,350.00	\$12,000.00
<b>Expend.</b>	\$944,332.21	\$59,040.00	\$798,159.59	\$61,216.31	\$22,659.82	\$3,256.49
<b>Obligate</b>	\$16,955.06	\$6,560.00	-0-	\$10,231.14	\$163.92	-0-
<b>Un-Obligate</b>	\$18,702.32	-0-	-0-	\$432.55	\$9,526.26	\$8743.51

Remarks: Coe Library Certificate of Occupancy has been received.  
 Classroom Building – Certificate of Occupancy has been received.  
 Knight Hall – Certificate of Occupancy has been received.

Final payment has been advertised and the 41-day advertising period ends on 7 July, 1999.  
 Contractor still has several punch list items to complete and finish wheel chair accessible tables in the Classroom Building.

**2. Centennial Complex Elevator Lobby Addition**

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

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Security</b>
<b>Budget</b>	\$456,750.00	\$37,704.25	\$363,900.00	\$25,145.75	\$20,000.00	\$10,000.00
<b>Expended</b>	\$420,318.56	\$37,704.25	\$363,900.00	\$6,365.01	\$12,349.30	-0-
<b>Obligated</b>	\$6,314.46	-0-	-0-	\$714.00	\$0.46	\$5,600.00
<b>Un-Obligated</b>	\$30,116.98	-0-	-0-	\$18,066.74	\$7,650.24	\$4,400.00

Remarks: UW is waiting for a letter from the architect recommending final payment be made in conjunction with work required under Change Order #8. Schindler Elevator Corporation has agreed to modify their License Agreement in accordance with language suggested by the University of Wyoming Legal Office. Once this agreement is signed by UW and Schindler, retainage held by UW can be released.

### 3. Student Union Elevator

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

	<b>Total</b>	<b>Design</b>	<b>Construction</b>	<b>Contingency</b>	<b>Adminis.</b>	<b>Telephone Config.</b>
<b>Budget</b>	\$371,100.00	\$36,000.00	\$274,000.00	\$27,400.00	\$13,700.00	\$20,000.00
<b>Expended</b>	\$351,333.23	\$36,000.00	\$274,000.00	\$19,058.84	\$8,226.89	\$14,047.50
<b>Obligated</b>	\$0.37	-0-	-0-	-0-	\$0.37	-0-
<b>Un-Obligated</b>	\$19,766.40	-0-	-0-	\$8,341.16	\$5,472.74	\$5,952.50

Remarks: Schindler Elevator Corporation has agreed to modify their License Agreement in accordance with language suggested by the University of Wyoming Legal Office. Once this agreement is signed by UW and Schindler, retainage held by UW can be released.

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

Architect: Gorder/South Group, Casper, Wyoming  
 Contractor: Renovation – Spiegelberg Lumber & Building Company, Laramie, WY

Asbestos Abatement – DLM Incorporated, Denver Colorado  
 Bid Price: Renovation - \$54,900.00  
 Asbestos Abatement – \$34,480.00  
 Original Completion Date: Renovation – 1, February, 1999  
 Asbestos Abatement – 31, July, 1998  
 Present Completion Date: Renovation – 1, February, 1999  
 Asbestos Abatement – 7 August, 1998  
 Contract Substantial Completion Date: Renovation – 1, February, 1999  
 Asbestos Abatement – 7 August, 1998

	Total	Design	Construction	Contingency	Adminis.	Furnishings	Signage, Etc.
<b>Budget</b>	\$983,170.00	\$61,020.00	\$579,380.00	\$58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
<b>Expended</b>	\$700,560.75	\$61,020.00	\$579,380.00	\$26,036.94	\$14,477.34	\$19,646.47	-0-
<b>Obligated</b>	\$214,298.00	-0-	-0-	\$117.42	\$5,233.31	\$208,947.27	-0-
<b>Un-obligated</b>	\$68,311.25	-0-	-0-	\$31,845.64	\$9,259.35	\$21,406.26	\$5,800.00

Remarks: Advertisement for final payment began on 30 July, 1999 and will expire on 9 September, 1999.

**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: 25 January, 1999  
 Contract Substantial Completion Date: 25 January, 1999

	Total	Design	Construction	Contingency	Adminis.	Climbing Wall	Misc.
<b>Budget</b>	\$862,801.00	\$87,500.00	\$668,886.00	\$61,755.00	\$25,820.00	\$15,000.00	\$3,840.00
<b>Expended</b>	\$848,386.40	\$86,298.00	\$668,886.00	\$51,710.00	\$24,670.24	\$12,982.16	3,840.00
<b>Obligated</b>	\$7,491.89	\$1,202.00	-0-	\$6,187.00	\$102.89	-0-	-0-
<b>Un-obligated</b>	\$6,922.71	-0-	-0-	\$3,858.00	\$1,046.87	\$2,017.84	-0-

Remarks: Rolling smoke doors waiting to be tested by City of Laramie Fire Department and State Fire Marshall. UW does not yet have a Certificate of Occupancy.

\* Increase of \$6,401.00 - \$2,455.00 from Insurance Claim against Builders Risk Policy and \$3,946.00 from 1999 Deferred Maintenance account.

**6. Iverson Third Floor Remodel – Item for Information**

Three bids were received on 5 August 1999. Those bidding and their base bids, respectively, were Marshall Contracting, Inc., Laramie, Wyoming, \$89,258.00, Spiegelberg Lumber and Building Company, Laramie, Wyoming, \$123,400.00, and Arcon, Inc., Laramie, Wyoming, \$125,847.00.

Award of a contract contingent upon Information Technology deciding which, if any, of the six alternate bids they wish to include in the construction contract.

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

ADA Modifications, 1998

Change Order No. 5

Item 1	COE Library: add four horn strobes.	add	\$2,500.55
Item 2	KNIGHT: Install concrete ramps in Room 74.	add	\$513.97
Item 3	CLASSROOM: Anchor seating w/ fasteners requested by carpenter shop; provided two table legs.	add	\$1,000.00
Item 4	CLASSROOM: Install four tables on the 3 <sup>rd</sup> floor.	add	\$1,607.81
Item 5	COE: Install ceiling access panel on basement men's room.	add	\$278.83
Item 6	KNIGHT: Install transformer for electrical strike at basement men's room.	add	\$236.38
	Total Change Order #5	add	<u>\$6137.54</u>

Statement of Contract Amount

Original Contract Amount	\$798,159.59
Total Change Orders # 1-5	<u>+66,479.12</u>
Adjusted Contract Price	\$864,638.71

Centennial Complex Elevator Lobby Addition

Change Order No. 8

Item 1	Additional glass break for the sloped glazing.		
Item 2	Replace the RG-6U coax cable with RG-59V.		
Item 3	Replace the 24-gauge wire with 22 gauge-shielded cable.		
Item 4	Install new J-box in elevator lobby.		
	Total Change Order #8	add:	<u>\$714.00</u>

Statement of Contract Amount

Original Contract Amount	\$363,900.00
Total Change Orders # 1-4	<u>+ \$4,649.00</u>
Adjusted Contract Price	\$368,549.00

President Dubois reported that Mr. Baccari is reviewing the vacant fraternity houses and what living possibilities for UW they hold. That information will be brought to the Board upon completion of the review.

### **Report, UW Lands**

#### **Evaluation Land and Mineral Interest, August, 1999**

Mineral Interests – Stated below is a general statement applicable to the mineral rights associated with properties identified in this report. Further research would be necessary to verify mineral rights on any one parcel of land. As a general rule, if mineral rights are not specifically reserved to the Grantor, heir, or whomever, these rights then transfer to the Grantee (researched by personnel in University of Wyoming Legal Counsel Office).

Sheridan County, Wyoming

Sheridan Research and Extension Center – Leased land

The University holds a State of Wyoming lease on the N2SE4 and the S2NE4 Section 10, Township 56N, Range 83W. This leased land is directly north and contiguous to the Sheridan Research and Extension Center deeded land in the S2SE4 of the same section. Most of the buildings at this experimental farm are located in the lower half of the State of Wyoming Lease. It is therefore, recommended that the University continue to lease this 160.00 acres; the current lease fee is \$1,680.00 per year. The Wyoming State Land and Farm Loan Office records indicate this state land was first approved for leasing to the University of Wyoming in 1944.

Albany County, Wyoming

Mineral Interests – Animal Science Livestock Center-Range Land

One half the mineral rights in 598.25 acres of Section 36, Township 16 N, Range 74W are reserved to grantors and their heirs. Previous statement on mineral interests should apply to remaining acres.

Animal Science Livestock Center – Range Land (located between Wyoming Highways 130 and 230, east and south of the Laramie Regional Airport)

The Animal Science Livestock Center has 2055 +/- acres of range land in Sections 1,2, and 3, Township 15N. Range 74W and Sections 35 and 36, Township 16N Range 74W that provides fall, winter and spring grazing for the 200 head cow herd and 50 first – calf heifers, as well as animals on nutritional grazing and management studies. These same range lands provide summer grazing for the University of Wyoming sheep flock and approximately 120 tons of hay are harvested for wintering the cow herd and nutritional and reproductive research studies.

Mineral Interests – McGuire Ranch. - Deed from Farmers Home Administration makes no mention that mineral rights are reserved to Grantor.

The McGuire Ranch, located approximately 30 miles north of Laramie, consists of 5,485 acres of deeded land in eight full sections, Sections 14, 15, 22, 23, 26, 27, 34, and 35 plus the 405.10 acres of Section 25 lying west of Wyoming Highway 34, all in Township 20 N, Range 73W. The University also leases Section 16 (640 acres) from the Wyoming State Land Office. This leased section, contiguous to Section 15 had been leased by the McGuire Ranch and, therefore, for the balance of the lease period went with the transfer of the ranch to the University

of Wyoming for a yearly lease fee of \$490.00. The University of Wyoming has found it advantageous to retain this leased acreage.

In total the University of Wyoming has use of approximately 6125 acres, which provides summer grazing for the cow herd. Prior to acquisition of this ranch the University of Wyoming Department of Animal Science had to lease land for summer grazing. The Department estimates, at current market prices, this same amount of summer pasture would cost about \$20,000.00 a year.

If and when a pump is ever installed in the big water well, located in the SE4SW4 Section 23, the McGuire Ranch will provide the potential to greatly enhance grazing research at the University of Wyoming.

Sheep and cattle are essential to the teaching and research programs of the University of Wyoming's Department of Animal Science. The department's ability to generate scientific information to assist Wyoming producers, attract external funding, train graduate students and provide high quality undergraduate education would be greatly diminished if the pasture lands at the Animal Science Livestock Center and/or McGuire Ranch were eliminated.

Attached is a copy of the April, 1998 Goals and Functions of the Animal Science Department Livestock Units. The lands described above are necessary to accomplish these goals and functions

It is recommended that the range lands associated with the Animal Science Livestock Center and the McGuire Ranch be kept intact.

## Stone Quarry

Mineral Interests – Quit Claim deed from Warren Livestock Company makes no mention that mineral rights are reserved to Grantor.

The University ceased quarrying operations on 24, May, 1977 and all equipment and building were removed, by outside contract prior to the spring of 1988. At their 25 March, 1988 meeting the Trustees of the University of Wyoming requested the quarry site be reclaimed. In accordance with Wyoming Department of Environmental Quality regulations, reclamation was completed in August 1992.

At present, the University has contracted to have the available quarried stone removed and shipped to Colorado for cutting. The cut stone will then be used for repair/replacement work on Old Main and several other campus buildings.

The removal of the quarry equipment coupled with the high cost of shipping, out of state, three to four-ton blocks of stone, eliminates this as a future source of stone for University of Wyoming construction.

It is recommended the University of Wyoming have this parcel of land appraised and offered for sale in accordance with Wyoming State 36-9-102 through 104 by public advertisement for sale to the highest responsible bidder over the appraisal price.

## Bosler Pasture

### Mineral Rights

Warranty Deed for Bosler Pasture makes no mention that mineral rights are reserved to Grantor.



The Bosler Pasture, located approximately 3 miles west of Bosler, Wyoming most likely has never been used by the University since acquisition in September, 1943. Neither the Animal Science Department Head nor the Director of Experimental Stations even knew this parcel existed. The land was physically inspected on 15 June, 1999; the last previously recorded inspection by University of Wyoming personnel was on 6 August, 1962. The property is still easily accessible using the same routes used in 1962. The only problem is the last 1.5 + miles of access are across land owned by Scott Wilson/Harris Ranch.

On 25 June, 1999, a meeting was held with Scott Wilson who has used the University of Wyoming's property for many years. Mr. Wilson offered the following:

1. Mr. Wilson will give oral permission to travel the 1.5 + miles from Albany County Road 51 across Harris Ranch property to the Bosler Pasture. He would never, however, give written permission for this same access. One would have to go through the court system if a documented easement was wanted/needed.
2. Mr. Wilson will pay the same grazing fee he currently pays on 355.75 acres of State of Wyoming land in Section 12, Township 18N, Range 75W (immediately west of the section the Bosler Pasture is located in.) The 355.75 acres will support 58 AUMs and the State of Wyoming charges \$3.50/AUM. Therefore, the 112.53-acre Bosler Pasture would be 18 AUMs x \$3.50 or \$63.00/year lease fee.
3. Mr. Wilson would buy the land for \$40.00 per acre. Both the University of Wyoming Animal Science Department Head and Director of Experiment Stations feel this is close to the actual value of range land.

An outright sale would generate capital that could be used immediately. At the present lease fee, it would take 70 + years to generate the same income as an outright sale at \$40.00 per

acre. However, sale of the property would certainly require an appraisal. Any or all persons bidding on the acreage may stipulate the land be surveyed to establish corners, some of which have never existed, some of which are stone and may or may not still be in their proper location(s) and some which may have been destroyed.

Costs to appraise and survey could exceed \$6000.00. By Wyoming Statute 36-9-102 through 104, the sale would have to be by public advertisement and sale to the highest responsible bidder over the appraisal price. For someone purchasing this land, other than the Harris Ranch, the value of the land could be less than the \$40.00 offered by Mr. Wilson, if the purchaser wanted or needed a defined and written easement into the property.

A discussion with a Laramie surveyor indicated the land could be advertised “as is” and responsibility of establishing the corners would fall upon the purchaser. Again, this scenario might drive down the selling price.

The recommendation is for Trustee approval to have the Bosler Pasture appraised and advertised for sale “as is” in accordance with Wyoming State Statute.

#### Merrihew Springs

Mineral Interests – The deed does not mention any reservation of Mineral Rights

These 80+ acres of land are situated 5 ½ miles south-southeast of Centennial, Wyoming and were acquired by a quitclaim deed from the Wyoming Game and Fish Department. Two neighbors border the property: the USDA Forest Service on the south and west and Tom Bragg on the north and east. Tom Kern owns a house and 3.2 acres inside the west 1/2 of the University of Wyoming’s 80+ acres. This property was used for classes and research in the 1960's and into the 1970's but has been underutilized for a number of years.

The property has several unique features. The eastern 60 acres are fed by two or more springs creating excellent habitat for many species. The WGFD deeded this land to the University of Wyoming, specifically for “a) parasitology and animal disease studies, b) basic ecological and biological wildlife studies, c) basic ecological and biological fisheries studies and d) studies and experiments on spawning and breeding habit, nutrition problems, disease problems, species competition, natural mortality, predation, genetics, tolerance to environmental factors, and similar studies with reference to various fish, bird and animal species.” The Department of Zoology and Physiology views this property as potentially valuable for the protection of wildlife and fisheries habitat, and for use by undergraduate and graduate classes, as well as for field research.

However, some of the features of this property, including some boggy areas, create problems that need attention. With their resolution, six to nine classes could use Merrihew for instructional purposes. Once secured, the site would again be available for researchers to establish both short and long-term field experiments.

The primary issues that need attention include:

- UW has not repaired the fence surrounding the property for years. As a result, cattle have grazed both the upland and riparian areas very heavily. The riparian areas became badly eroded.
- The 3.2-acre Kern in-holding is fenced but access is across UW land. Years ago, an access corridor for the Kerns, paralleling the UP railroad tracks, was fenced but this fence is now down in most places. Mr. Kern does not have legal access to reach his property and is essentially landlocked at this time.

- Some sites on the north and east boundary of the property are so boggy that maintenance of a wire fence is virtually impossible.
- Access to the Merrihew property requires crossing private land (Bragg's) and UW does not have legal easement across his property to reach the site. UW is also legally landlocked at this time.
- Original water rights on the property go back to the late 1800's and these water rights have only been used sporadically for forage production (irrigation) for several years.

However, recent developments may resolve most of the problems. Tom Bragg is restoring the riparian area (east of UW property) and converting it into a "Springs-Fed Park" specifically as habitat for fish and wildlife. To this end he has completed a large amount of earth and rock moving to construct ponds, wetlands and streams. Last year a Zoology staff member re-introduced beavers to UW and Bragg's land and several dams are now active. In addition, Mr. Bragg has constructed an excellent meandering buck fence along the north and south sides of this riparian corridor. The fences now extend from the county road to the eastern border of the UW property. Mr. Bragg has expressed his desire to continue the construction of this fence along the north and south sides of the UW property to include all the springs and associated wetland vegetation. If constructed this fence would significantly reduce the need for yearly maintenance and solve the cattle trespass problem. However, UW would be expected to maintain the fence bordering Forest Service property if that should ever become a need. Mr. Bragg would like to receive limited grazing rights on the UW property contingent upon no deterioration of the riparian areas. Specifically, cattle would be excluded from this "Park" during the growing season and breeding season for waterfowl. The estimated cost to build the buck fence around the UW property is \$15,000. Traditionally, adjacent landowners split the cost of fencing (about

\$7500 for UW). Mr. Bragg has indicated he is willing to pay for the entire fence in return for limited grazing rights and the assurance that UW will maintain their acreage to protect habitat and riparian areas.

A formal agreement or MOU between Bragg and UW would be necessary, regarding the UW portion of said corridor, to define grazing rights and responsibilities, UW faculty/staff/students rights of ingress and egress for educational field trips and research projects. Mr. Bragg has indicated a willingness to grant UW a legal easement if a management MOU can be agreed to. Also a formal agreement for Mr. Kern's access to his in-holding should be made. Hunting and fishing rights need to be explicitly agreed upon between UW and the neighbors. At present, the Zoology and Physiology Department has a good working relationship with Mr. Bragg and his foreman. An important issue that needs to be resolved, with the aid of legal counsel, is the status, both present and future, of the water rights associated with Merrihew. Also, the legal ownership of the mineral rights should be clarified.

Based upon the above information, we recommend that the Department of Zoology and Physiology proceed with the outlined initiatives with the understanding that evidence of progress must be provided. The Department Head of Zoology, or designee, should be responsible for writing an annual report to the Vice President of Finance on status and use of Merrihew. Management of the property and its improvements should continue as the responsibility of the Department of Zoology and Physiology. Should this plan not be implemented within a reasonable time period, the University should dispose of Merrihew Springs, either by reversion to the original owner, the WGF Department, or by sale to an outside party.

Natrona County

Bar Nunn Ranch Subdivision

On 12 May, 1993, Carolyn Hathaway conveyed, via Quit Claim Deed, to the Trustees of the University of Wyoming, Tracts 65 and 66 of the Bar Nunn Ranch Subdivision, approximately four to five miles north of the Casper, Wyoming City limits. On 8 February, 1993, Dick O' Quinn, a Casper, Wyoming realtor writing to Mr. Bob Schuster, Mrs. Hathaway's son, estimated the lots to be worth \$2000.00 each. A copy of Mr. O'Quinn's letter is attached. One potential impediment to the sale of this property, noted in Mr. O'Quinn's letter, was the fact that adjacent properties contained junkyards. In follow-up to this property update, it was noted that this problem still exists today. The junkyards are in sight of Interstate Highway 25 and therefore are in violation of federal regulations. There seems to be some current sales' activity in the subdivision for at least two reasons – there is not an abundance of residential lots in the Casper area and the lots in Bar Nunn are relatively large. A high percentage of modular or manufactured homes are being placed on the lots being sold.

In the spring of 1995, the University of Wyoming was offered \$6000.00 for both lots. However, it was learned that electric service, water and sanitary sewer lines had been installed in all alleys to each property line. As a result, there was a \$2,430.00, per lot, recapture fee for the utilities installed, due and payable to the utilities developer, and \$1,285.00, per lot, sewer tap fee, due and payable to the Town of Bar Nunn. These fees must be paid before any lot or lots can be developed. If a buyer can prove they are buying for speculative rather than development reasons, the fees can be waived until such time as development is initiated. In the case of the 1995 offer to the University of Wyoming, the buyer's intent was to immediately place houses on

the lots; therefore, the fees were due and payable at the time of the sale. Neither the prospective buyer nor the University would pay the fees and the buyer withdrew his offer.

At the present time, the University of Wyoming is liable for yearly property taxes of approximately \$175.00, and approximately \$200 for weed and tall grass removal from the two lots, to be in compliance with Town of Bar Nunn Ordinances. These two costs are never-ending and will only increase as time goes on.

It is recommended the University initiate one of two approaches to sell these properties. One, advise one or more modular/manufactured home dealers in the Casper area that the University has two lots for sale. In turn, the dealer(s) could make prospective home buyers aware that they know where a lot is available should they purchase a home. If no dealers are interested in this idea, UW should then retain an aggressive real estate firm. In either scenario, UW could (1) offer to split the recapture and sewer fees with a buyer or buyers and (2) be willing to take less than appraisal to move these properties. Any sale or sales will end the yearly ongoing cost and decrease the overall liability that exists with these properties.

Mr. Baccari noted the university land information was presented at the request of the Board.

## **Year 2000 IT Compliance Update**

### **Information Technology**

#### ***Overview***

The University continues to finalize our Year 2000 efforts for all centralized computing, network and telephony systems. The new Year 2000 compliant Alumni Development system, BSR Advance, went 'live' on July 30 and the Vacation Sick Leave (VSL) and Time Card System (TCS) Year 2000 changes were implemented in July.

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

#### ***Centrally Supported Systems***

We are continuing work on the few remaining systems. The project to replace our touch-tone registration system, STAR, is underway. We have received the new hardware and software. The anticipated project completion date is November 1999.

#### ***What's Remaining***

The PeopleSoft Financial system upgrade to Version 7 is underway with anticipated completion in September.

The technical hardware has been ordered to support the migration of legacy financial data to a data warehouse. We have developed a prototype of the data warehouse application. This project should be completed in third quarter.

#### ***Departmental Systems***

Information Technology continues to work with departments on campus to identify Y2K Coordinators. The Year 2000 Awareness Campaign committee has provided the department Y2K Coordinators with Year 2000 'patches' for the Windows 95 operating system and other common Microsoft products. In addition, the committee has released Microsoft's Year 2000 Product Analyzer to campus. When run on a PC, this tool will review installed Microsoft applications for Year 2000 compliance. The Coordinators have been provided with four data migration tools to be used with Excel spreadsheets.

The new telemanagement and billing system (AXIS) project is progressing on schedule. The new hardware and software has been installed. The project is scheduled for completion in 3Q99.

#### ***Year 2000 Press Release***

University Relations and Information Technology released a statement to the press in July regarding the University's Year 2000 readiness.

#### ***Web Site***

We continue to enhance the University of Wyoming Year 2000 web site with update information and tools.

<http://www.uwyo.edu/infotech/year2000>.



Table 1: Remaining Centrally Support Systems and Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
<b>HARDWARE:</b>					
<b><i>Touch-tone Registration STAR (VOCOM)</i></b>	Replacement	Brite	11/99	No	Hardware and software has arrived. On schedule
<b>TELECOMMUNICATIONS MANAGEMENT SYSTEM:</b>					
<b><i>Telemanagement &amp; Billing System</i></b>	Replace	Pinnacle	3Q99	No	Implementation is on schedule
<b>CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:</b>					
<b><i>Financials (FRS) Historical Data</i></b>	Migrate historical data to data warehouse	UW	9/99	No	Waiting for the new hardware to arrive. Developing prototype application.
<b><i>PISTOL Financial System</i></b>	Upgrade	PeopleSoft	Delayed to 9/99	Partial	Delayed to due vendor and financial year end processing
<b><i>Year 2000 Testing</i></b>	NA	UW	10/99 Completion	NA	Begin 6/99

Table 2: UW Year 2000 Completed Projects

	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
<b>OPERATING SYSTEMS AND DATABASES:</b>					
<b><i>Solaris</i></b>	None required	SUN		Yes	
<b><i>MVS OS/390</i></b>	Vendor update	IBM	11/97	Yes	Complete
<b><i>Oracle</i></b>	None required	Oracle		Yes	
<b><i>IDMS</i></b>	None required	Computer Associates	9/99 Version 14.X	Components are Y2K compliant	
<b><i>Sybase</i></b>	None required	Sybase		Yes	
<b>CENTRALLY SUPPORTED ADMINISTRATIVE APPLICATIONS:</b>					
<b><i>Advancement Services System (BSR)</i></b>	Replacement	Business Systems Resources	7/98 Biographical 10/98 Prospect Tracking 2Q99 Gifts 2Q99 Membership	Yes	Complete
<b><i>Financials (FRS)</i></b>	Replaced by PeopleSoft	Pinnacle	2/98 A/P and Purchasing 7/98 General Ledger	Yes	Complete

<b>Human Resources (HRS)</b>	Phase 1: Vendor update and rewrite UW Modifications	Pinnacle &UW	11/98	Yes	Complete
	Phase2: Replace by PeopleSoft		4Q99	Yes	Delayed due to software upgrade
<b>Student Information System (SIS)</b>	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	Complete Complete Complete Complete Complete Complete
<b>Budget Prep</b>	Modify	UW	1/99 Production	Yes	Complete
<b>Budget Balance Available (BBA)</b>	Modify	UW	2/99	Yes	Complete
<b>Time Management System (Time Card and VSL)</b>	Modify	UW	7/99	Yes	Complete
<b>Pooled Investments</b>	Rewrite in conjunction with PeopleSoft financials	UW	7/98	Yes	Complete
<b>DATA AND TELEPHONE SYSTEMS:</b>					
<b>UW Data Network</b>	Vendor Update	Cisco	6/98	Yes	Complete
<b>UW Telephone System (PBX)</b>	Vendor Update	NorTel	3/98	Yes	Complete

### **Administration and Finance**

#### ***Overview***

With less than 5 months remaining until January 1, 2000, the Division of Administration and Finance is closing in on 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 made more progress and have identified additional items that need attention. Please see the following sections for more information.

#### ***Systems and Software***

The Physical Plant has been running a test version of their new Work Order System in parallel with their old one and after running into some data problems have pushed their go live date into September.

Fleet Operations has begun installing their new reservation system and fueling systems.

As January 1, 2000 gets ever closer, Microsoft continues to churn out and endless stream of updates, patches and service packs. We have better than half of the Windows NT Workstations in the division on Y2K compliant service pack 5 and Microsoft is now releasing service pack 6. We have also finished upgrading a majority of the Windows95 PC's with their Y2K compliant patch.

#### ***Hardware***

Last summer we began an aggressive campaign to replace all non compliant PC's within the division. While there are a handful of PC's remaining in the division that were not upgraded, they have been tested and determined to be OK.

#### ***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.

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

	<i>Department</i>	<i>Year 2000 Strategy</i>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
<b>OPERATING SYSTEMS AND DATABASES:</b>						
<b><i>HP Unix</i></b>	ID Office	Vendor will remotely apply patches	Hewlett Packard	4Q99	Yes with minor issues	AT&T will remotely apply patches in either late October or early November.
<b><i>Windows 95a, b &amp; c</i></b>		Apply patches	Microsoft	3Q99	Yes with minor issues	On schedule – Microsoft has released a new patch for Windows 95 and most machines have had the patch applied.
<b><i>Windows NT 4.0 Workstation</i></b>		Apply Service Pack 5.	Microsoft	3Q99	Yes with minor issues	Are in process of applying SR5 to workstations (We have roughly 100 workstations running NT 4.0 SR 3 that will need updated to SR 5)  Most have been completed.
<b>A. SOFTWARE AND APPLICATIONS:</b>						
<b><i>Advanced REVelation</i></b>	Property	Replace with PeopleSoft's Asset Management system		1999	No	Converting to PeopleSoft "Asset Management" in September 1999. Conversion of PISTOL from version 6.0 to 7.0 may affect what is available.

<b>Facilities Inventory System</b>	Facilities Planning	PC items are okay. Mainframe database needs moved to new platform – use new WOS that Physical Plant is pursuing		8/99	No	As of 2/4/99 stated that the new WOS that Physical Plant is installing will take care of remaining issues.
<b>Fuel Rite</b>	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	Are going with "Trak Engineering". Installation has started with a projected finish date at the end of September.
<b>Reservation System (Fleet Operations)</b>	Fleet Operations	Either replace with CSI's or Prototype's product or update current system with Access.		1999	No	A decision was made to go with "Peregrine Systems" (formerly Prototype). Installation has begun with a projected finish date of November.
<b>Microsoft Office 4.x</b>		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.
<b>Kraftlink</b>	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.
<b>Work Order System (WOS)</b>	Physical Plant	Replace with Y2K compliant system	Asset Works	8/99	No	Data from the old WOS system has been put into the new system which will run parallel as a "test" system with the old system until September, when the new system will "go live" as the

						production system.
<b>PeopleSoft HR 7.5</b>	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.
<b>Microsoft Office 95/97</b>		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.) This is almost finished.
<b>HARDWARE:</b>						
<b>EXTERNAL ITEMS:</b>						
<b>Computer Viruses</b>		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.
<b>Electricity</b>			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>	<i>Vendor</i>	<i>Scheduled Install Date</i>	<i>Y2K Status</i>	<i>Current Status</i>
<b>OPERATING SYSTEMS AND DATABASES:</b>						
<i>SCO Unix 3.2.4.2</i>	Cashiers	Vendor upgrade to version 5.x	Informed Decisions	4/99	Yes	This was part of a larger process that involved <b>1)</b> an upgrade of the Operating System (SCO Unix) <b>2)</b> an upgrade of the database (Informix) and <b>3)</b> an upgrade of the Cashnet software.  Completed.
<i>Windows NT 4.0 Server</i>	Budget Office	Apply Service Pack 5.	Microsoft	3Q99	Yes	SHOTGUN and DURANGO have both been upgraded to Service Pack 5.  Completed.
<i>FilePro (chemical inventory/hazmats)</i>	Environmental Health and Safety	Replace with Y2K compliant system	Unsupported	3Q99	Yes	HP Assistant was installed and takes care of the radiation materials, however, another piece was discovered to be needed for chemicals. "Terralink" was obtained for the chemicals and has also now been set up.  Completed.
<i>SQL Server 6.5</i>	Budget Office	Apply service pack 5	Microsoft	1Q99	Yes	Completed.
<i>Informix</i>	Cashiers	Vendor update	Informed Decisions	2Q99	Yes	See above. Completed.

<b>Windows NT 3.5x Server/Workstation</b>	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.
<b>Oracle 7.3.3</b>	Budget Office	None required	Oracle	3Q98	Yes	Completed
<b>AIX Server</b>	Bookstore			4Q98	Yes	Completed
<b>OS2 Server</b>	Bookstore		IBM	4Q98	Yes	Completed
<b>Unix ??</b>	Duplicating	Leased equipment – 2 servers – vendor OK'd.		4Q98	Yes	Completed
<b>Dataflex 2.3</b>	Student Financial Operations	Upgraded to version 3.1	Data Access	3Q98	Yes	Completed
<b>Novell 3.11</b>	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
<b>SOFTWARE AND APPLICATIONS:</b>						
<b>CASHNET</b>	Cashiers	Applied vendor supplied upgrade	Informed Decisions	2Q98	Yes	Completed
<b>PostalSoft</b>	Bulk Mail	Tested for compliancy		4Q98	Yes	Completed
<b>Facilities Management System</b>	Facilities Planning	Is OK.		4Q98	Yes	Completed
<b>RipMate Software</b>	Duplicating	Upgrade	Duplicating leases equipment from Multi-graphics	1Q99	Non-issue at this point.	Completed
<b>MAS 90 Accounting</b>	Duplicating	Replace with PeachTree (Analysis in progress)		7/99	Yes	Software was installed and switched at Fiscal Year End.



						Completed.
<b>Lotus</b>	Duplicating	Move to Excel		7/99	Yes	Moved to Excel Completed.
<b>BBA</b>		Changes have been identified and are now being implemented.	UW	1999	Yes	Completed.
<b>Budget Prep</b>		Correct date related problems.	UW	1999	Yes	Completed.
<b>VSL</b>		Work with IT to determine what changes are necessary.	UW	1999	Yes	Completed.
<b>FrontPage 97</b>		Upgrade version to FrontPage 98	Microsoft	4Q99	Yes	Completed.
<b>Internet Server 3.0</b>		Upgrade to version 4.0	Microsoft	3Q99	Yes	Upgrades have been applied. Completed.
<b>Time Card System</b>	Financial Services	Reformat Date Fields.		1999	Yes	Completed.
<b>C-Board Menu Management</b>	Food Service	Apply upgrade when it becomes available		7/99	Yes	Completed.
<b>Winstar</b>	Food Service	Upgrade to new version (\$3049) or find replacement.		1Q99	Yes	A decision to upgrade was made over replacing with KRONOS. Completed
<b>RasterPlus</b>	PhotoService	Has been determined to have no Y2K problems per Ed Rasmussen.		1Q99	Yes	Completed
<b>LFR System</b>	Photo Service	Has been determined to have no Y2K problems per Ed Rasmussen.		1Q99	Yes	Completed
<b>Dbase x</b>	Licensing Bulk Mail Photo Service	Replaced with MS Access	Ashton Tate	1Q99	Yes	Completed
<b>CMS Software</b>	Mail Room	Will meet with Pitney Bowes in 1Q99 to get updates on upgrades/replacements.		2Q99	Yes	Pitney Bowes installed the free DOS upgrade in May. Completed.
<b>DataCard</b>	ID Office	Conducting Testing		5/99	Yes	See <b>HP Unix</b> status. Both machines have been sent in and

						upgraded. Completed.
<b>OPTIM 4.89 ID system</b>	ID Office	Applied vendor supplied upgrades to v 4.9	AT&T	12/8/98	Yes	Completed
<b>Nebraska Book System</b>	Book Store	Unknown – waiting on vendor – 10/13/98 OK!		4Q98	Yes	Completed
<b>Textbook software</b>	Bookstore	Contacted vendor		4Q98	Yes	Completed
<b>Credit Card System</b>	Bookstore	Contacted vendor		4Q98	Yes	Completed
<b>Scheduler Plus Reservation Software</b>	Union	None required	CEO software	1Q98	Yes	Completed
<b>Cheyenne ARC Serve 6.0 Tape Backup</b>	Budget Office	None required	Computer Associates	3Q98	Yes	Completed
<b>Javelin (security camera system)</b>	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
<b>PointCount</b>	Human Resources	Tested	Mercer	1Q99	Yes	Completed
<b>HRS</b>	Human Resources	Implemented upgrades sent by Pinnacle to make Y2K compliant.	Pinnacle	11/98	Yes	Completed
<b>Carillon</b>	Union	None required		4Q98	Yes	Completed
<b>FRS</b>		Replaced with PeopleSoft	Pinnacle	2/98 AP/Purchasing 7/98 General Ledger	Yes	Completed
<b>Washer/Dryer programming software</b>	Vending	Contacted vendor (Whirlpool)		1Q99	Yes	Completed
<b>PeachTree</b>	Fleet Operations Housing	Version was upgraded	PeachTree	1Q99	Yes	Completed

<b>Accounting</b>	Food Service Auxiliary Ent- Directors Office Bookstore Vending					
<b>HARDWARE:</b>						
<b>Pentium based PC's</b>		None required	Gateway & others	1Q99	Yes	Completed
<b>486 based PC's</b>		Upgraded BIOS or replaced with pentium class machines	Gateway & others	1Q99	Yes	Completed
<b>4DX2-66E (OM2)</b>	Budget Office	Retired	Gateway	4Q98	Yes	Completed
<b>COMPAQ Proliant 5000 (SHOTGUN)</b>	Budget Office	Determine if RTC chip is compliant or not	COMPAQ	4Q98	Yes	Testing and COMPAQ upgrades have been applied to SHOTGUN. Completed.
<b>G6/233 (DURANGO)</b>	Budget Office	None required	Gateway	4Q98	Yes	Completed
<b>COMPAQ Server (CASHIERS)</b>	Cashiers	Informed Decisions determined that the existing hardware is Y2K compliant.	COMPAQ	1Q99	Yes – Please see <i>SCO Unix</i> section.	Completed
<b>Card Readers</b>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<b>Bar Code Scanners</b>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<b>Cash Registers</b>	Bookstore	Tested by vendor		4Q98	Yes	Completed
<b>Landis Gyr System 600 (Heating &amp; Ventilation)</b>	Physical Plant	Determined that they will need to change system clock.	Landis Gyr	2Q99	Yes	Completed
<b>Scale</b>	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
<b>Postage Meters</b>	Mail Room	None required	Pitney Bowes	4Q98	Yes	Completed
<b>Pumps &amp; digital/programma</b>	Physical Plant	Tested for Y2K compliancy		4Q98	Yes	Completed

<b><i>ble controls</i></b>						
<b><i>Fire Alarms</i></b>	Physical Plant	Replaced non-compliant chips with compliant ones		4Q98	Yes	Completed
<b><i>Elevators</i></b>	Physical Plant	Tested for Y2K compliancy		4Q98	Yes	Completed
<b><i>Liquid Scintillation Counter</i></b>	Environmental Health and Safety	Conducted testing	Beckman	4Q98	Yes	Completed
<b><i>Telephones</i></b>		Telecomm conducted tests		4Q98	Yes	Completed
<b><i>Photocopiers</i></b>		Ran Y2K tests – These have been tested and are Y2K compliant or will be replaced with Y2K compliant machines.		2Q99	Yes	Completed
<b><i>Facsimile Machines</i></b>		Ran Y2K tests – Most have been tested and are Y2K compliant. Those that are not will be replaced.		2Q99	Yes	Completed
<b><i>Washers &amp; Dryers</i></b>	Vending	Contacted vendor (Whirlpool)	Whirlpool	1Q99	Yes	Completed
<b><i>Vending Machines</i></b>	Vending	Vending contacted the vendor (Crane) and they indicate no Y2K problems.	Crane	1Q99	Yes	Completed.
<b><i>McIntosh PC's</i></b>	Union Graphics	Testing and upgrades have been completed.	Apple	1Q99	Union has done necessary work to make Y2K compliant.	Completed
<b><i>Cash Registers</i></b>	Union Bookstore	Ran Y2K tests		4Q98	Yes	Completed
<b>EXTERNAL ITEMS:</b>						
<b><i>PageOne Paging System</i></b>	Housing	Worked with vendor and determined what needs to be done	PageOne	4Q98	Yes	Completed

Vice President Aylward reported that there have been some minor delays but most systems were converted some months ago and UW is in good shape. A major hurdle was passed on 9-9-99. Dr. Aylward noted the centralized systems are in good shape and IT is not concentrating on individual departments. He also mentioned that *USA Today* reported recently that public feeling is better and hysteria about Y2K is going down.

Mr. Harris provided information on the December payroll time frame. Checks will be processed on December 27<sup>th</sup> during winter closure, which will ensure timely and accurate salary checks for all our employees. Checks will be mailed out or sent to financial institutions for those employees using direct deposit.

President Dubois pointed out that the accomplishments in readying for Y2K were possible through UW's block grant.

## **INVESTMENT COMMITTEE**

The Investment Committee of the Board met on Friday, September 10, 1999. The following members were present: Thomas Spicer, chair; Dave Bonner, and Ron McCue.

### **Report on Investment Committee Meeting in Casper, September 2-3, 1999**

Trustee Spicer reported changes in the market, and that it is more value style rather than growth style. The Committee is considering some reallocation of funds in the future.

### **Quarterly Report on Endowments**

The quarterly investment report for the quarter ending June 30, 1999, provided by John A. Vann, Investment Advisor to the Investment Committee, is presented below.

## **UNIVERSITY OF WYOMING INVESTMENT COMMITTEE**

As of June 30, 1999

### **Current Plan**

<b><u>Funds:</u></b>	<b>In Millions (\$000) &amp; Percentage (%)</b>	
	<b><u>(\$000)</u></b>	<b><u>(%)</u></b>
Fixed Income Pool – Fox	\$ 12.329	23.96%
Value Equity Pool		29.51%
Jurika & Voyles	8.002	
Rorer	7.176	
Growth Equity Pool		28.89%
Montag & Caldwell	7.416	
Wilshire	7.445	
Int'l Equity Pool – Brandes	9.077	17.64%
	<b>\$ 51.445</b>	<b>100.00</b>

<b><u>Funds:</u></b>	<u>Investment Goal as of July 10, 1998</u>
Fixed Pool	<u>(%)</u> 25.00%
Value Pool	35.00%
Growth Pool	27.50%
Int'l Pool	<u>12.50%</u>
	<b><u>100.00%</u></b>

Trustee Spicer noted that endowments increased 9-10% over the first two quarters.

## **COMMUNITY COLLEGE AND OUTREACH COMMITTEE**

The Community College and Outreach Committee met on Friday, September 10, 1999 with Greg Schaefer, chair; Dave Bonner, John Patrick, and Shelly Ritthaler in attendance. The following was reported to the full Board:

### **Report on Hoyt and Presidential HS Honors Scholarship Programs**

President Dubois reported that a final agreement has been reached with the Community Colleges on these scholarships. Students may attend a community college and continue at UW with the remainder of their scholarship award. In response to the Noel Levitz study, the Hoyt Scholarship was created as a different type of scholarship award of \$500-\$1000 to provide partial support to students transferring to UW. John Nutter, Director of Student Financial Aid, is working with community college officers for a smooth transition of these funds. Any high school student that was offered the President's Scholarship and turned it down to go to a community college will be offered the opportunity to use it at UW. Mr. Nutter noted the Hoyt is for those students who have an Associate of Arts degree and is available for up to 6 years. However, the student must have a 3.0 GPA to take advantage of it. Mr. Nutter clarified that one community college scholarship is awarded for every 25 students in the local high school graduating class. President Dubois noted the annual allocations to the community colleges is about \$120,000. Concern was expressed by Trustee Debbie Hammons that the Hoyt Scholarship may provide incentive to attend a community college rather than attending UW. President Dubois stated he feels certain that after Ms. Axelson gets settled into her position, she will work to improve the distribution of scholarships.



## **Wyoming Public Radio Expansion Status as of August 16, 1999**

### **CASPER**

The operator of this site is Two-Way-Radio of Casper. We have a signed lease agreement with them. A recent problem for this site has been antenna-mounting hardware for the tower. The company that manufactured the tower has filed chapter 11 bankruptcy. The parent Canadian company is willing to manufacture hardware for this tower. A new television station plans to use the site/tower and it may alter our agreement and tower hardware requirements. We have a construction permit that will expire July 11, 2000. We expect this site to be operational by September, assuming there are no more complicating circumstances.

### **PINEDALE**

Application for the construction permit has been submitted and we expect approval by December 1999. This site is managed by Sublette Communications, Pinedale. Some site development is required and UW is working closely with Sublette and assisting with site development. We do have a lease agreement with Sublette. We will provide a shelter for the equipment at this site. The shelter (surplus) is on hand and must be transported to Pinedale. We expect the site to be ready for operation during the summer 2000 construction season.

### **LANDER**

This has been relocated to a new site operated by KTWO television, and is approximately one mile north of the original site. The translator is now fed by satellite, which should improve reliability. The FCC considers this a minor change under the new rules and the change has to be filed after the fact.

### **CODY/POWELL**

In cooperation with Park County, and with assistance from UW, major site improvements are underway at the Park County communications site on McCullough Peaks. This includes a new tower and a new building. The tower is installed and the building is in the construction stage. The satellite dish has been mounted. We expect receipt of the FCC construction permit in October or November for this station. The current Cody/Powell translator is being fed via microwave. After the construction is completed this station will be fed via satellite. At that time, all remote stations will have satellite feed, with the exception of the off-air translators in Torrington and Rawlins which are not licensed by the University.

### **THERMOPOLIS**

FCC application has been filed for this location and we expect a construction permit to be issued late December 1999, or early January 2000. Typical FCC process time from date of filing the application to the grant of a construction permit is 11 months. We have a site lease with Communications, Inc. of Worland for this site, and expect this site to be activated during the summer 2000 construction season.

### **DOUGLAS**

We have a filed an application with the FCC for this site and expect approval late December or early January. Our lease agreement for this site is with Two-Way-Radio of Casper. This site needs additional electrical work and we are cooperating with the Two-Way-Radio to accomplish this. Two-Way-Radio has been very cooperative.

### **ALTA**

The residents of the community of Alta, Wyoming have been interested in having access to Wyoming Public Radio for several years. We were approached by the local telephone provider for the Alta and Driggs, Idaho area in January, 1998, who was willing to underwrite delivery of the KUWR signal to the Alta area. Several discussions followed regarding the best way to serve this remote area. The telephone company, Teton Telecom, has facilities in Driggs and offered to provide building and tower space for a translator. A site agreement between UW and Teton Telecom is in place. All costs associated with the pre-application engineering work and legal counsel for the permit application were paid by Teton Telecom, and the construction permit has been received.

This site is will be a *translator site* and not a full-service FM station as are the others in this report. As a translator site, most components used will be surplus existing pieces of equipment from other sites that are being upgraded, including Casper and Cody/Powell. This equipment is not suitable for use in a full-service station. Teton Telecom engineering personnel will construct this site with minimal assistance from UW. This site will be satellite fed. This license is, and legally has to be, held by the University of Wyoming.

Trustee Ron McCue, an officer in Teton Telecom, and Allen Hoopes, President, were very helpful in facilitating this project, which has involved very little effort by UW personnel. This is a fine example of how quickly expansion of WPR services can be done when a community and a local business are eager to proceed and willing to provide physical and financial resources.

We have been approached by the residents of Saratoga under similar conditions, and are working with them in hopes of providing WPR service to that community. This community project group (formerly known as "Elk Mountain TV Co.") involves people from Carbon Power and Light as well as the owner/operator of the Wolf Hotel, and others.

### **BUFFALO**

Still looking at sites in Buffalo. We have a construction permit for Buffalo at a location that was revoked by the operator of the site after verbal agreement. We are still trying to locate a suitable site and we are communicating with a landowner in Buffalo that owns one of the existing communications sites. We have a meeting with he and his partner tentatively scheduled for August 27. We hope to work out an agreement and a site location. We need to be on the air in Buffalo by March, 2001. This date marks the expiration of our construction permit and it can not be extended under the new FCC rules. When all existing local site possibilities have been explored and a site is not found suitable for whatever reason, we will investigate the possibility of locating at the old BLM building within the city limits. The city has a very rigid tower ordinance dealing with new site construction and development. All existing sites need to be

investigated. A new site permit would require a waiver from the city and, under the ordinance, site development would have to include room to house three additional users.

### **SUNDANCE**

We expect the construction permit from the FCC by December, 1999. Ultimate Caps, Inc., Belle Fourche, South Dakota, operate KYDT-FM from this site. The site is located NNW of Sundance. We have an agreement with Ultimate Caps, Inc.

### **RIVERTON**

WPR has received a \$30,500 grant from Union Pacific to improve the service in Riverton, which is badly needed. A suitable site has not been identified, however the owner/operators of KTRZ – FM are anxious to help out in anyway they can. We are investigating the suitability of this site. No FCC engineering paperwork has been completed and won't be until the site is firmly identified. Additional funding will have to be acquired to complete this improvement, which is planned to be a full-service station.

### **Replacement of Compressed Video Equipment**

The compressed video equipment used for delivery of off-campus courses and degree programs was purchased in 1992 and 1995. This equipment is obsolete, and has become unreliable and expensive to maintain.

The K-12 finance reform legislation, which included funding for the Wyoming Equality Network (WEN) to provide internet connectivity to all the K-12 school in the state also included funding for interactive video equipment for the 78 high schools in the state. Through a competitive proposal process, a vendor (Tandberg USA) was selected to provide this video equipment. A condition of the RFP, and included in the ensuing contract with Tandberg, is that other state agencies and public educational institutions can purchase equipment through this contract.

From one-time monies provided by Academic Affairs, funds from the Outreach School and from UW/CC, we are able to replace 20 of the old compressed video units and auxiliary equipment throughout the state, and purchase a hot spare. This will provide much better

reliability and ease of use at the remote sites. The cost of the new units is roughly one-third the cost of the original units.

The new equipment has been received, and replacement will start in early September and be completed by late October. This was a one-time opportunity, and the coincidental timing between the K-12 video project and the availability of one-time monies was perfect.



## **ATHLETIC COMMITTEE**

The Athletic Committee of the Trustees met on Friday, September 10, 1999. The following committee members were in attendance: Jerry Saunders, chair; Dave Bonner, Ron McCue, John Patrick, and Greg Schaefer. The following information items were presented to the full Board:

### **1998-1999 Budget Update**

#### UNIVERSITY OF WYOMING DIVISION OF INTERCOLLEGIATE ATHLETICS SUMMARY OF FINANCIAL RESULTS

1998-99

- 1997 Budget Deficit reduced from over \$500,000 to \$300,769 as of June 30, 1999
- '98-99 Fiscal year resulted in \$9,621 profit instead of (\$355,993) deficit as projected in December 1998
  - Conversion to Accrual Accounting (to include significant accounts rec.)
  - Expense Control Procedures
  - Use of Endowment Interest Income
  - Monies from participation in NIT Tournament (Men's Basketball)
- Continuation of medical expense reduction plan including negotiation of new medical / insurance contracts and write off of over \$40,000 by orthopedic medical group.

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS  
 ROLL FORWARD OF DEFICIT (ACCRUAL BASIS)  
 (June 30, 1999)**

DEFICIT (JUNE 30,1998)	(\$310,001)
REVENUES OVER / (UNDER) EXPENSES	\$9,621
OTHER	(\$389)
	_____
DEFICIT (JUNE 30, 1999)	(\$300,769)

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS  
 BALANCE SHEET  
 (June 30, 1998)**

CASH FROM SEC II	\$295,122		
ACCTS. RECEIVABLE	388,842	ACCTS PAYABLE	\$19,122
PRE-PAID EXPENSES	128,257	DEFERRED REVENUE	421,152
		OTHER LIABILITIES	681,948
ASSETS	\$812,221	FUND DEFICIT	1,122,222
			(310,001)
			\$812,221

Revised: 8/16/99

UNIVERSITY OF WYOMING  
 DIVISION OF INTERCOLLEGIATE ATHLETICS

Page 1

Re-Statement of Financials  
 Accrual Reporting Method

FY 1998-1999 ESTIMATED AND REALIZED INCOME

	1997-98 Budget	1997-98 Actual Realized Income	Adjusted 1997-98 Results (Accrual Basis)	1998-99 Budget	Realized Revenues 6/30/99 (Cash Basis)	Adjusted 1998-99 Results	Feb. '98 Projected Revenues 1998-99	Dec.'98 Projected Revenues 1998-99
<b>Revenue Source:</b>								
<b>Section I</b>								
General Fund Appropriation	3,109,331	3,109,331	<b>3,109,331</b>	3,490,381	3,490,381	<b>3,490,381</b>	3,490,381	3,490,381
University Income Fund	1,044,631	1,044,631	<b>1,044,631</b>	1,484,506	1,484,506	<b>1,484,381</b>	1,484,506	1,484,506
Athletic Income Fund	1,832,500	1,832,500	<b>1,832,500</b>	1,832,500	1,832,500	<b>1,832,500</b>	1,832,500	1,832,500
Sales & Services	835,056	835,056	<b>835,056</b>	181,893	181,893	<b>181,893</b>	181,893	181,893
Athletic Facil.Maint. (MORP)	500,055	500,055	<b>500,055</b>	501,855	501,855	<b>501,855</b>	501,855	501,855
Less: Employer Paid Benefits	(540,637)	(540,637)	<b>(540,637)</b>	(658,686)	(658,686)	<b>(658,686)</b>	(658,686)	(658,686)
Adjustment to Approp. Funds	0	0	<b>0</b>	0	12,313	<b>12,313</b>	0	0
<b>Section I Total Income</b>	<b>6,780,936</b>	<b>6,780,936</b>	<b>6,780,936</b>	<b>6,832,449</b>	<b>6,844,762</b>	<b>6,844,637</b>	<b>6,832,449</b>	<b>6,832,449</b>
<b>Section II</b>								
<b>Football Income</b>								
- Ticket Sales	805,016	933,171	<b>810,292</b>	1,279,717	913,685	<b>1,036,564</b>	1,002,304	1,002,304
- Game Guarantees	250,000	325,000	<b>325,000</b>	400,000	400,000	<b>400,000</b>	400,000	400,000
- Conference Revenues	339,005	325,031	<b>325,031</b>	339,005	412,993	<b>412,993</b>	414,445	408,195
- Misc. Revenues	13,200	5,138	<b>5,138</b>	8,200	29,540	<b>29,540</b>	25,587	5,200
<b>Total Football Income</b>	<b>1,407,221</b>	<b>1,588,340</b>	<b>1,465,461</b>	<b>2,026,922</b>	<b>1,756,218</b>	<b>1,879,097</b>	<b>1,842,336</b>	<b>1,815,699</b>
<b>Basketball Income</b>								
- Ticket Sales	711,256	594,949	<b>594,949</b>	591,425	494,903	<b>494,903</b>	494,677	578,138
- Game Guarantees	0	0	<b>0</b>	57,000	57,000	<b>57,000</b>	57,000	57,000
- Conference Revenues	70,687	64,798	<b>64,798</b>	72,014	67,551	<b>67,561</b>	73,447	70,441
- NCAA/NIT Tournament Share	67,385	115,158	<b>130,158</b>	101,212	172,379	<b>175,379</b>	199,195	150,705
- Misc. Revenues	6,000	3,718	<b>3,718</b>	5,000	2,522	<b>2,522</b>	1,000	3,000
- Misc. Revenue Adjust.	0	(6,590)	<b>(6,590)</b>	0	0	<b>0</b>	0	0
<b>Total Basketball Income</b>	<b>855,328</b>	<b>772,033</b>	<b>787,033</b>	<b>826,651</b>	<b>794,355</b>	<b>797,365</b>	<b>825,319</b>	<b>859,284</b>



	<b>1997-98 Actual Realized Budget</b>	<b>1997-98 Actual Realized Income</b>	<b>Adjusted 1997-98 Results (Accrual Basis)</b>	<b>1998-99 Budget</b>	<b>Realized Revenues 6/30/99 (Cash Basis)</b>	<b>Adjusted 1998-99 Results (Accrual Basis)</b>	<b>Feb. '98 Projected Revenues 1998-99</b>	<b>Dec.'98 Projected Revenues 1998-99</b>
<b>Income Generating Accounts</b>								
<b>Other Sport Income</b>	13,350	17,438	<b>17,438</b>	14,000	17,015	<b>17,015</b>	17,015	29,000
<b>Consignment Ticket Sales (Net)</b>	0	0	<b>(216)</b>	0	(6,127)	<b>(5,911)</b>	2,815	0
<b>Student Athletic Fees</b>	381,000	374,516	<b>374,516</b>	381,000	375,021	<b>375,021</b>	381,000	381,000
<b>Cowboy Joe Club</b>	376,000	477,000	<b>477,000</b>	500,000	500,000	<b>500,000</b>	460,000	500,000
<b>Promotions</b>	251,000	277,940	<b>286,040</b>	259,000	268,313	<b>260,213</b>	259,000	239,000

**UNIVERSITY OF WYOMING  
 DIVISION OF INTERCOLLEGIATE ATHLETICS  
 FY 1998-1999 ESTIMATED AND REALIZED INCOME**

	<b>1997-98 Budget</b>	<b>1997-98 Actual Realized Income</b>	<b>Adjusted 1997-98 Results (Accrual Basis)</b>	<b>Final 1998-99 Budget</b>	<b>Realized Revenues 6/30/99 (Cash Basis)</b>	<b>Adjusted 1998-99 Results (Accrual Basis)</b>	<b>Feb. '98 Projected Revenues 1998-99</b>	<b>Dec.'98 Projected Revenues 1998-99</b>
<b>Income Generating Accts.(cont'd)</b>								
- Broadcast Services	148,250	86,387	<b>146,384</b>	565,750	378,473	<b>369,726</b>	419,156	517,215
- Concessions	313,500	329,708	<b>329,708</b>	346,575	323,246	<b>323,246</b>	316,003	346,575
- Parking	36,500	42,801	<b>42,801</b>	42,935	40,291	<b>40,291</b>	37,358	42,935
- Special Events	12,000	8,683	<b>5,688</b>	275,000	661,055	<b>663,990</b>	320,150	295,837
- Ohio State Game	589,000	943,041	<b>943,041</b>	0	0	<b>0</b>	0	0
- Cowboy Shootout	0	0	<b>0</b>	22,500	16,260	<b>16,260</b>	16,259	0
<b>Total Income Gen. Accts.</b>	<b>2,120,600</b>	<b>2,557,514</b>	<b>2,622,400</b>	<b>2,406,760</b>	<b>2,573,547</b>	<b>2,559,851</b>	<b>2,228,756</b>	<b>2,351,562</b>
<b>NCAA Distributions</b>								
- NCAA Academic Enhance.	50,000	50,000	<b>50,000</b>	50,000	50,000	<b>50,000</b>	50,000	50,000
- NCAA Sport Sponsorship	34,500	61,034	<b>119,983</b>	60,000	58,949	<b>56,514</b>	58,949	60,000
- NCAA GIA	257,000	235,246	<b>462,821</b>	235,000	227,575	<b>228,500</b>	227,575	235,000
- NCAA Student Assistance	33,000	62,617	<b>62,617</b>	33,000	17,478	<b>39,537</b>	20,000	20,000
<b>Total NCAA Distributions</b>	<b>374,500</b>	<b>408,897</b>	<b>695,421</b>	<b>378,000</b>	<b>354,002</b>	<b>374,551</b>	<b>356,524</b>	<b>365,000</b>
<b>Miscellaneous Revenues CJC Non-Budgeted Accts,</b>	<b>369,820</b> 0	<b>880,128</b> 0	<b>880,128</b> 0	<b>212,557</b> 0	<b>251,204</b> 21,345	<b>483,204</b> 21,345	<b>202,000</b> 0	<b>232,057</b> 0
<b>Annual Endowment Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150,000</b>	<b>0</b>
<b>Section II Total Income</b>	<b>5,127,469</b>	<b>6,206,912</b>	<b>6,450,443</b>	<b>5,850,890</b>	<b>5,750,671</b>	<b>6,115,413</b>	<b>5,604,935</b>	<b>5,623,602</b>
<b>Total Athletic Income</b>	<b>11,908,405</b>	<b>12,987,848</b>	<b>13,231,379</b>	<b>12,683,339</b>	<b>12,595,433</b>	<b>12,960,050</b>	<b>12,437,384</b>	<b>12,456,051</b>

**UNIVERSITY OF WYOMING**  
**DIVISION OF INTERCOLLEGIATE ATHLETICS**  
**SUMMARY OF FY 98-99 EXPENSE ACTIVITY - SECTION I & II**

	1997-98 Budget	1997-98 Actual Realized Exp.	Adjusted 1997-98 Results (Accrual Basis)	Final 1998-99 Budget	Realized Expenses 6/30/99 (Cash Basis)	Adjusted 1998-99 Results (Accrual Basis)	Feb. '98 Projected Expenses 1998-99	Dec.'98 Projected Revenues 1998-99
<b>Men's Sports Programs</b>								
Basketball	844,412	1,038,237	<b>1,037,752</b>	923,269	986,552	<b>977,769</b>	943,000	924,269
Football	2,369,609	2,532,982	<b>2,416,078</b>	2,565,323	2,426,822	<b>2,510,744</b>	2,550,000	2,554,298
Golf	78,411	73,478	<b>72,816</b>	74,720	67,347	<b>67,291</b>	74,720	74,720
Swimming	178,196	167,320	<b>167,320</b>	140,854	154,263	<b>154,263</b>	142,000	135,742
Track	195,101	220,102	<b>218,801</b>	199,076	255,330	<b>255,771</b>	199,100	199,076
Wrestling	244,286	253,006	<b>252,422</b>	262,324	268,655	<b>269,239</b>	273,000	262,324
<b>Total Men's Programs</b>	<b>3,910,015</b>	<b>4,285,125</b>	<b>4,165,189</b>	<b>4,165,566</b>	<b>4,158,969</b>	<b>4,235,077</b>	<b>4,181,820</b>	<b>4,150,429</b>
<b>Women's Sports Programs</b>								
Basketball	440,787	429,719	<b>424,502</b>	556,401	534,572	<b>535,651</b>	545,000	579,401
Golf	120,827	121,936	<b>121,936</b>	115,584	109,017	<b>109,017</b>	111,000	115,584
Tennis	126,551	110,823	<b>110,823</b>	135,315	114,044	<b>114,044</b>	118,000	135,315
Soccer	212,633	160,097	<b>159,779</b>	213,745	163,438	<b>163,756</b>	168,000	213,745
Swimming	189,730	173,215	<b>173,215</b>	216,044	175,836	<b>175,836</b>	179,044	210,932
Track	339,063	306,911	<b>306,911</b>	393,961	337,988	<b>337,128</b>	350,000	415,995
Volleyball	360,296	366,144	<b>366,144</b>	377,170	339,564	<b>338,737</b>	381,000	378,170
<b>Total Women's Programs</b>	<b>1,789,887</b>	<b>1,668,845</b>	<b>1,663,310</b>	<b>2,008,220</b>	<b>1,774,459</b>	<b>1,774,169</b>	<b>1,852,044</b>	<b>2,049,142</b>
<b>Sports Programs Subtotal</b>	<b>5,699,902</b>	<b>5,953,970</b>	<b>5,828,499</b>	<b>6,173,786</b>	<b>5,933,428</b>	<b>6,009,246</b>	<b>6,033,864</b>	<b>6,199,571</b>
<b>Grad Asst. - Payroll Adjust.</b>	0	0	<b>0</b>	0	<b>0</b>	0	0	41,984
<b>GIA Adjust. (5th Yr. / Sum. Sch.)</b>	0	0	<b>0</b>	0	<b>0</b>	<b>0</b>	0	(190,000)
<b>Total Sports Programs</b>	<b>5,699,902</b>	<b>5,953,970</b>	<b>5,828,499</b>	<b>6,173,786</b>	<b>5,933,428</b>	<b>6,009,246</b>	<b>6,033,864</b>	<b>6,051,555</b>

**UNIVERSITY OF WYOMING**  
**DIVISION OF INTERCOLLEGIATE ATHLETICS**  
**SUMMARY OF FY 98-99 EXPENSE ACTIVITY - SECTION I & II**

	1997-98 Budget	1997-98 Actual Realized Exp.	Adjusted 1997-98 Results (Accrual Basis)	Final 1998-99 Budget	Realized Expenses 6/30/99 (Cash Basis)	Adjusted 1998-99 Results (Accrual Basis)	Feb. '98 Projected Expenses 1998-99	Dec. '98 Projected Revenues 1998-99
<b>Athletic Operations</b>								
Academic Counselor	275,429	534,251	<b>534,251</b>	559,161	472,513	<b>472,513</b>	459,200	612,161
Athletic Director	659,176	725,339	<b>709,029</b>	688,058	749,883	<b>761,926</b>	737,300	693,058
Broadcast Services	68,250	60,434	<b>60,434</b>	309,097	143,721	<b>143,721</b>	128,790	324,800
Business Office	397,257	593,898	<b>669,399</b>	223,540	251,257	<b>253,568</b>	245,000	230,540
Drug Education	27,552	27,586	<b>27,586</b>	28,164	28,164	<b>28,164</b>	28,164	28,164
Equipment	180,507	174,873	<b>174,873</b>	194,329	181,569	<b>181,569</b>	188,329	194,329
Game Management	79,460	78,697	<b>78,697</b>	79,460	80,432	<b>80,432</b>	79,460	79,460
Parking	21,874	18,551	<b>18,551</b>	21,874	16,781	<b>16,781</b>	18,874	21,874
Concessions	265,257	251,758	<b>251,758</b>	263,795	261,631	<b>261,631</b>	252,113	263,795
Promotions & Marketing	213,551	189,890	<b>189,890</b>	181,611	154,866	<b>154,866</b>	171,611	181,611
Sports Information	255,237	262,359	<b>262,359</b>	289,392	301,301	<b>301,301</b>	284,792	289,392
Ticket Office	143,696	201,109	<b>201,911</b>	171,335	197,951	<b>197,951</b>	192,000	171,335
Training Room	232,218	213,583	<b>213,583</b>	413,958	481,462	<b>480,903</b>	440,200	440,208
Weight Room	124,426	120,577	<b>120,577</b>	132,637	141,437	<b>141,437</b>	133,000	132,637
Ohio State (E.R. Classic)	85,000	291,994	<b>291,994</b>	0	0	<b>0</b>	0	0
Training Table	248,710	241,955	<b>241,955</b>	42,082	42,654	<b>42,654</b>	42,654	42,654
Cowboy Shootout	0	0	<b>0</b>	22,500	14,159	<b>14,159</b>	14,158	0
Special Events	0	0	<b>0</b>	233,250	557,823	<b>557,823</b>	273,733	0
Miscellaneous	128,983	541,518	<b>538,733</b>	178,160	188,322	<b>171,985</b>	174,842	443,453
<b>Total Athletic Operations</b>	<b>3,406,583</b>	<b>4,528,372</b>	<b>4,585,580</b>	<b>4,032,403</b>	<b>4,265,926</b>	<b>4,263,384</b>	<b>3,864,220</b>	<b>4,149,471</b>
<b>Grant in Aid - Adjustments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,572</b>
<b>Encumbrance Adj.</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(8,755)</b>	<b>0</b>	<b>0</b>
<b>Accounts Payable Adjust.</b>	<b>0</b>	<b>0</b>	<b>19,112</b>	<b>0</b>	<b>0</b>	<b>147,707</b>	<b>0</b>	<b>0</b>

	<b>1997-98 Budget</b>	<b>1997-98 Actual Realized Exp.</b>	<b>Adjusted 1997-98 Results (Accrual Basis)</b>	<b>Final 1998-99 Budget</b>	<b>Realized Expenses 6/30/99 (Cash Basis)</b>	<b>Adjusted 1998-99 Results (Accrual Basis)</b>	<b>Feb. '98 Projected Expenses 1998-99</b>	<b>Dec.'98 Projected Revenues 1998-99</b>
Athletic Facilities	644,667	622,187	<b>622,187</b>	744,173	680,105	<b>676,622</b>	674,800	744,173
Pepsters	26,255	30,256	<b>30,256</b>	26,773	36,072	<b>28,938</b>	32,000	26,773
Student Athletic Center (O&M)	0	0	<b>0</b>	0	0	<b>0</b>	0	0
<b>Total Athletic Budget</b>	<b>9,777,407</b>	<b>11,134,785</b>	<b>11,085,634</b>	10,977,135	10,915,531	<b>11,117,142</b>	10,604,884	10,979,544
Oblig. to Gen. Fund (Use)	1,832,500	1,832,500	<b>1,832,500</b>	1,832,500	1,833,287	<b>1,833,287</b>	1,832,500	1,832,500
<b>Total Use of Funds</b>	<b>11,609,907</b>	<b>12,967,285</b>	<b>12,918,134</b>	12,809,635	12,748,818	<b>12,950,429</b>	12,437,384	12,812,044
<b>Rev: Over/(Under) Exp.</b>	<b>298,498</b>	<b>20,563</b>	<b>313,245</b>	(126,296)	<b>(153,385)</b>	<b>9,621</b>	0	(355,993)

**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

**BALANCE SHEET**

(June 30, 1999)

<b>98-99 REVENUE OVER EXP.</b>	<b>\$8,843</b>	<b>ACCTS PAYABLE</b>	<b>\$147,707</b>
<b>CASH FROM SEC II</b>	<b>500,148</b>	<b>INTER- UNIVERSITY LOAN - FY '98-99</b>	<b>317,673</b>
<b>NOTE RECEIVABLE</b>	<b>232,000</b>	<b>DEFERRED REVENUE</b>	<b>500,148</b>
<b>ACCTS. RECEIVABLE</b>	<b>386,808</b>	<b>INTER- UNIVERSITY LOAN - PRIOR YEARS</b>	<b>517,651</b>
<b>PRE-PAID EXPENSES</b>	<b><u>54,611</u></b>	<b>FUND BALANCE</b>	<b><u>(300,769)</u></b>
<b>ASSETS</b>	<b><u>\$1,182,410</u></b>	<b>LIABILITIES</b>	<b><u>\$1,182,410</u></b>

Athletic Director Lee Moon mentioned potential deficit problems within athletics and the slight profit experienced this year. Expenses were controlled and there were several sources of revenue that aided the department. Trustee Saunders noted a change in the accounting department from cash to accrual. While this was a strong change, Mr. Baccari noted it was an appropriate change. Mr. Moon reported there was a profit of over \$220,000 from broadcasting.

### **Athletic Department Outreach Report**

The University of Wyoming Department of Intercollegiate Athletics participates in an extensive outreach program. This program extends throughout the State of Wyoming and provides participation opportunities for children as well as adults.

All of our outreach programs have seen tremendous growth as evidenced by the attached information. We continue to receive positive feedback from our Sports Festival program and are excited about the impact we are having with children and adults alike.

Our ever-popular summer camps continue to be a high priority. Campers come from all over the West and Mid-West to participate in various activities. This year we added a women's volleyball camp, boys and girls swimming camp and a camp for those who inspire to become athletic trainers.

While the first opportunities deal mainly with young people, our Cowboy Joe Golf Series is quite popular with adults. Without exception, the golf outings are filled to capacity. Our staff and coaches do a tremendous job of promoting not just the athletic department, but the entire university.

See following pages.

## SPORTS FESTIVAL REPORT

1999

The following numbers represent the attendance at each 1999 Summer Sports Festivals conducted by the University of Wyoming Athletics Department.

Thermopolis	April 23	311
Riverton	April 24	110
Pinedale	April 29	320
Kemmerer	April 30	384
Wheatland	May 21	607
Newcastle	May 28	635
Rawlins	June 4	141
Sheridan	June 20	108
Cheyenne	June 24 and 25	341
Casper	July 1	310
	TOTAL:	3,267
	1998 TOTAL:	2,460
	1997 TOTAL:	969

## SUMMER SPORTS CAMP REPORT

<u>Sport</u>	<u>Participants</u>	
Football	566	
Men's Basketball	1,460	
Women's Basketball	1,805	
Volleyball	265	
Soccer	1,328	
Women's Golf	20	
Wrestling	192	
Swimming (M/W)	35	
Athletic Trainers	5	
	TOTAL:	5,641



1999 COWBOY JOE CLUB GOLF SERIES ATTENDANCE  
15 TOURNAMENTS

Phoenix	59
Denver	120
Douglas	124
Torrington	148
Buffalo	84
Jackson	116
Cheyenne	136
Lander	112
Powell	136
Sheridan	136
Evanston	80
Rock Springs	144
Casper	144
Laramie	136
Championship	56
TOTAL:	1739

1998 Total 1607 (16 Tournaments)  
1997 Total 1167 (13 Tournaments)

**Cowboy Joe Club Financial Report (Enclosure V)**

Trustee Saunders specifically noted the participation in Cowboy Joe Club sponsored golf tournaments.

**"The Fan"**

The University of Wyoming Department of Athletics and Jefferson Pilot Communications have reached an agreement to broadcast a "limited" schedule of Cowboy football games during the 1999 season.

"The Fan" is the top rated sports talk show in Denver that currently broadcast the Colorado Avalanche, Denver Nuggets, Denver University Pioneer Ice Hockey and Men's Basketball and ESPN Radio.

AM 950 and AM 1600 have the exclusive right to broadcast Cowboy football in the Denver market area during the 1999 football season. The broadcast schedule is as follows:

		STATION
September 4	@Tennessee	1600
September 11	Weber State	1600
September 25	@Air Force	950
October 2	Idaho	1600
October 9	UNLV	NA*
October 16	@NE Louisiana	NA*
October 23	Colorado State	950
November 6	@Utah	NA*
November 13	BYU	1600
November 20	New Mexico	1600
November 27	San Diego State	NA*

\*These games will not be broadcast due to prior contractual agreements.

\*\*All broadcasts can be found on:

Satcom C5-Transponder 3-Frequency 55.4-Secondary Frequency 64.1

### **1999-2000 Football Ticket Update (Enclosure VI)**

### **1999-2000 Men's Basketball Schedule (Enclosure VII)**

### **1999-2000 Basketball Ticket Prices (Enclosure VIII)**

## **Title IX**

Trustee Saunders reported that compliance is at 54% for men's sports and 48% for women's. Mr. Moon commented on the improvement since last year and the numbers will go up

even more due to cross-participation of women in soccer, track and swimming. The indoor numbers are expected to improve also.

Trustee Saunders also noted one of our UW golfers finished in the top 22 for the US Open.

### **Sports West/War Memorial Stadium Lighting Project**

Mr. Moon reported that the contract for evening game lights has been difficult to bring to resolution. ESPN has agreed to let UW use all 7 DMA's. Trustee Hammons questioned what our contractual obligations are for the money up-front. Trustees Saunders said there were no contractual obligations - if the money was in place, we would put in lights: that did not occur, so we have no obligation to put in permanent lights. Mr. Moon said the five-year contract would pay \$80,000 for the rights to broadcast our games and front us the money. Trustee Bonner said that the contract with ESPN is for seven years and UW will still need to proceed with the purchase of lights. Trustee Saunders requested of President Dubois to advise the Board that any of the conditions for acceptance of the money arise other than what was approved by the Board during Spring 1999, and that the issue come back to the Board for review and discussion. The administration has not been pleased with the presented contract and discussion, and it will have to be readdressed.

## **COMMITTEE OF THE WHOLE**

### **Development Report**

Vice President Blalock reported that fund raising is off to a solid start. Trustee Jorgensen and Marilyn Kite of Jackson were very instrumental in gathering several hundred folds to build the Mary Mead Education Wing. Several major gifts were received during the event. The Foundation's focus is now on Campaign Planning which will be available soon.

### FY00 Monthly Gift Report Through July 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	FY00 Goals	Month		FY00 to date		FY99 same date		FY00 Goals	Month		FY00 to date		FY99 same date	
		Dnrs	Amount	Dnrs	Total	Dnrs	Total		Dnrs	Amount	Dnrs	Total	Dnrs	Total
A&S	-	53	\$49,333	53	\$49,333	97	\$134,397	-	38	\$10,397	38	\$10,397	35	\$1,830
AGRIC	-	29	\$980	29	\$980	36	\$45,902	-	12	\$405	12	\$405	17	\$840
BUSINESS	-	8	\$4,250	8	\$4,250	36	\$10,220	-	3	\$500	3	\$500	14	\$1,270
EDUCATION	-	0	\$0	0	\$0	12	\$1,348	-	0	\$0	0	\$0	12	\$1,348
ENGR	-	21	\$69,185	21	\$69,185	37	\$237,160	-	15	\$11,085	15	\$11,085	26	\$3,075
HEALTH SCI	-	12	\$2,350	12	\$2,350	9	\$1,773	-	9	\$2,300	9	\$2,300	5	\$675
LAW	-	5	\$160	5	\$160	7	\$620	-	5	\$160	5	\$160	3	\$370
STUD AFFAIRS	-	11	\$43,755	11	\$43,755	5	\$53	-	9	\$255	9	\$255	6	\$48
AHC	-	2	\$100	2	\$100	4	\$2,000	-	2	\$100	2	\$100	0	\$0
ALUMNI	-	4	\$700	4	\$700	6	\$358	-					3	\$58
ART MUS	-	15	\$6,120	15	\$6,120	27	\$13,385	-	14	\$1,120	14	\$1,120	0	\$0
ATHLETICS	-	340	\$175,853	340	\$175,853	391	\$61,586	-	331	\$43,503	331	\$43,503	378	\$58,976
IENR	-	1	\$25	1	\$25	3	\$525	-	1	\$25	1	\$25	1	\$500
LIBRARY	-	9	\$673	9	\$673	6	\$2,526	-	9	\$673	9	\$673	1	\$50
UNIV. FUND	-	13	\$475	13	\$475	20	\$1,175	-	13	\$475	13	\$475	20	\$1,175
OTHER	-	236	\$112,191	236	\$112,191	239	\$298,949	-	225	\$15,101	225	\$15,101	220	\$4,338
July Gifts Not Yet Booked														
<b>TOTAL</b>		<b>751</b>	<b>\$466,150</b>	<b>751</b>	<b>\$466,150</b>	<b>887</b>	<b>\$811,976</b>		<b>675</b>	<b>\$86,099</b>	<b>675</b>	<b>\$86,099</b>	<b>718</b>	<b>\$74,552</b>

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

**Goals still to be determined as part of Campaign Planning.**

**Alcohol and Drug Education Progress Report**

On September 21, 1998, President Dubois introduced his paper “Alcohol-Related Policies/Practices at the University of Wyoming.” The paper identified a variety of initiatives to be addressed during the 1998-99 academic year. The following is a report of the activities generated by the initiative along with outcome data indicating an overall improvement in the number of referrals, citations, and arrests for alcohol and drug misuse and abuse. This report was prepared by Ralph Castro, former coordinator of UW’s Wellness Center and the Drug Education Resource Center (DERC), and Jim Hurst, vice president for student affairs. The report appears in three sections: A) Alcohol-Related Policies/Practices at UW – Implementation Action Plan; B) Drug Education Resource Center 1998-99 Annual Report; and C) UW Comparison to the 1998 Top Drug and Alcohol Arrests in US Universities and Colleges and National Statistics.

**SECTION A. Alcohol-Related Policies/Practices at UW – Implementation Action Plan**

AREA	REPORT/ACTION PLANS
<i>Education</i>	
<b>1. Fact Sheets (DERC)</b>	“Fact Sheet” developed and printed (3000). Distributed in University Studies 1000 classes that invited DERC to present. Also, distributed in residence halls, to fraternities and sororities, ASUW, and in the <i>Branding Iron</i> in an attempt to saturate the campus with the material. More “Fact Sheets” (another 3,000) ordered. Assess the process and outcome evaluation of “Fact Sheets” in spring 2000 during the campus-wide alcohol survey.
<b>2. First Year Student Seminars (Evertz/DERC)</b>	Designed and implemented a training session with University Studies 1000 instructors during spring 1999. Presented “Fact Sheets” in 15 University Studies 1000 classes during the 1998-99

	academic year. Encourage instructors to have DERC staff present in classes during the 1999-2000 academic year.
<b>3. Alcohol 101 CD ROM (DERC)</b>	<p>University Studies 1000 instructors will be encouraged to direct their students to view and interact with the Alcohol 101 CD-ROM program that can be obtained through DERC. Instructors will use their discretion to give extra credit to students that use the program. A memo outlining the program will be distributed to instructors in fall 1999.</p> <p>The Division of Student Affairs was awarded four personal computers to be designated for the Alcohol 101 CD-ROM in the residence halls, the Wyoming Union, the fraternities and sororities, and the Wellness Center. The computers are being upgraded to include sound cards and CD-ROM capability. The computers will be in place and functioning in the fall 1999.</p>
<b>4. Summer Freshman Orientation Sessions (Fields/DERC)</b>	<p>Kept similar model of distributing information to students and parents with having DERC/Wellness Center highly visible. DERC/Wellness Center was actively involved in summer 1999 orientation sessions. DERC training freshman orientation staff on alcohol awareness issues in May 1999. DERC/Wellness Center collaborated with APUW to distribute "Parents, You're Not Done Yet" pamphlet developed by the Century Council.</p>
<b>5. Residence Hall Orientation Sessions (McCuskey/DERC)</b>	<p>The "Fact Sheet" and related alcohol information will be incorporated into the staff and residence hall assistant training sessions at the beginning of the 1999 fall semester. DERC will be available to train RA's during training sessions in the fall.</p>
<b>6. Peer Education (DERC)</b>	<p>TARGET Wellness student organization is organized and active. The group received recognition during the spring 1999 semester. The group will be actively involved in peer education efforts on campus, in the community, and across the State of Wyoming. Also, the Student Health Advisory Council (SHAC) will continue to provide services to the campus community through Student Health Services (Trustee McCue helpful in achieving this goal).</p>
<b><i>Economic Incentives</i></b>	
<b>1. Alcohol-Related Ads in Student Publications (Dubois/Hurst)</b>	<p>During the latter part of October 1998, a Student Publications Board review committee initiated a review of student publication advertising practices regarding alcohol advertisements. As of January 24, 1999, the committee had determined the following:</p>

	<p>They identified 23 articles published during the 1998 fall semester advocating responsible drinking.</p> <p>The <i>BI</i> has been and will continue to run “house ads” in both the news and classified section of the paper encouraging responsible drinking.</p> <p>The Student Publications Board is expanding its policy of promoting responsible drinking and has approved a policy requiring <i>BI</i> advertising sales representatives to encourage alcohol advertisers to place advertisements that do not promote binge drinking.</p> <p>Suggestions will be made to the advertisers to remind readers that non-alcoholic beverages are available and to promote “designated drivers” in their advertisements.</p>
<p><b>2. Engage Community Action (Dubois/Hurst)</b></p>	<p>Meeting with Interfraternity/Panhellenic Council officers September 22, 1999, to initiate processes for organizational and house corporation consideration of alcohol initiatives.</p> <p>On September 24, 1999, meeting of the Interfraternity Council representatives to initiate carrying the process to the individual fraternity chapters.</p> <p>On September 30, Office of Student Life personnel met with chapter house corporations and alumni members of the Fraternity/Sorority Advisory Council to distribute and discuss Dr. Dubois’ alcohol related policies and the six fraternity/sorority initiatives</p> <p>UW officials invited and attended the Albany County Drug Free Schools roundtable discussions. UW has presented on its policies and actions in regard to alcohol management on campus.</p> <p>DERC sits on the Wyoming CARE Board. The board consists of university staff, faculty, and students and members of the community. CARE is responsible for providing drug and alcohol literature provided by the Federal government across the State of Wyoming.</p>
<p><i>Campus Oversight</i></p>	
<p><b>1. Alcohol-Free Living Options (McCuskey)</b></p>	<p>The alcohol-free living options have been increased to three floors for the 1999 fall semester, and this will be continually reviewed for the future possibility of creating a completely substance-free</p>



	residence hall.
<b>2. Fraternity House Mentors (Hurst/Mattheus)</b>	<p>Some potential financial incentives have been generated and reviewed. Initial decision was to not provide incentives. This is under further review. Attention to streamlining the registration process for the registration of fraternity parties with alcohol has been completed.</p> <p>On January 28, 1999, a meeting was held that included University Police, Housing, the Office of Student Life, University Legal Office, the Vice President for Student Affairs, and the Vice President for Finance. Fraternity/sorority alcohol initiatives and options were discussed. Of particular attention was the matter of financial incentives for fraternal chapters to reinstall the position of house mentor or housemother. After consultations with the President and others, a proposal was completed March 3, 1999 for fraternity/sorority alcohol initiatives to be implemented.</p> <p>On August 11, 1999, a meeting was held with the President, the Vice President for Student Affairs, the Office of Student Life, and fraternity/sorority representatives. It was determined that a Presidential committee will be appointed to review and recommend measures to strengthen the Greek system at UW. Progress report due December 10, 1999.</p>
<b>3. TIPS Training &amp; Third Party Vendors on Campus (DERC)</b>	<p>An October 30, 1998, meeting with Coors representative, Bill Young, generated a number of options to be pursued regarding third party vendors. TIPS training and cooperative planning with Coors, Co. to include some possibility of funding. A goal will be to get all fraternity/sorority officers and all other appropriate personnel on campus TIPS trained within the next year.</p>
<b>4. Campus Permits (Baccari)</b>	Operational
<b>5. Distribution of Alcohol Policy (Dubois/Hurst)</b>	<p>On April 8, 1999, University Information Circular 1999-1 was approved providing an official summary of all University of Wyoming policies and procedures related to alcohol use at the university. This policy has been distributed.</p> <p>On January 29, 1999, a meeting was held on the issue of developing a university policy regarding the disclosure of student alcohol violations to parents. A policy is being finalized for adoption.</p>
<b>6. Reminder to Departments (Baccari/Buchanan/Deans)</b>	Information Circular 1999-1 to be re-distributed to all deans, directors, and department heads and discussed in appropriate

	councils and meetings.
<b>7. Year-Around Policies (Baccari/Leseberg)</b>	During the fall 1998, six officers presented a total of 23 programs. Ninety-three (93) citations were issued for underage consumption of possession of alcohol, two citations for open container, and nine arrests for DWUI. During spring 1999, the number of warnings and citations issued was decreased.
<b>8. Increase Number/Variety Of Alcohol Free Alternative Student Activities (Fruth/ASUW)</b>	<p><u>Current:</u> Student activities for the broad campus population are sponsored by the student activity council, Union programming, and assorted student organizations. On the average, programs are offered once to twice weekly.</p> <p>Current funding is limited. With approximately \$60,000 per year from Campus Activities, \$35,000 from Concert and Convocations, and \$58,000 in the “Cultural Affairs” budget, funding is the primary limitation on increasing student activity sponsored events and programs.</p> <p><u>Future:</u> Goals: 1) work with ASUW to increase funding potential for student activities through reallocation of resources; 2) develop new funding sources for Union based programming (Bookstore, university support); 3) open space currently unavailable to student organizations for events and activities.</p> <p>Currently, every single event, with the exception of one or two, sponsored by ASUW is a non-alcoholic event. The recently established Concert and Convocation Committee has helped to increase the efforts. ASUW has committed to continuing to support non-alcoholic student activities, as well as assist in researching new alternatives.</p>
<b><i>Positive Incentive/Reward</i></b>	
<b>1. Fact Sheet Incentive Program (DERC)</b>	The Division of Student Affairs was awarded \$8,000 from Bill Young of Coors Brewing Corporation in June 1999 to fund a campus wide incentive program focused on increasing readership and awareness of the information contained in the UW “Party Smart Fact Sheet” and part of the campus positive social marketing campaign (see below). \$4,000 will be secured in the fall 1999 and the remaining \$4,000 will be secured in spring 2000. A random prize patrol will visit the residence halls, the Union, and fraternities and sororities in the fall 1999 and spring 2000 at least once a week. If a designated student has the “Fact Sheet” and can answer a question about alcohol and other drug use at UW, then he or she can win a

	\$50 gift certificate on the spot. Other non-designated students that have the "Fact Sheet" in their possession during the visits can win UW shirts, hats, etc. The activities of the prize patrol will be highly publicized in the <i>Branding Iron</i> and across campus to increase the excitement and spirit of the program.
<b><i>Athletic Sponsorships</i></b>	
<b>1. Renegotiations of Advertising (Burman)</b>	In process.
<b>2. Future Ads (Burman)</b>	In process.
<b><i>Monitor Progress</i></b>	
<b>1. Survey &amp; Information Feedback (DERC)</b>	Conduct the <i>Campus Survey of Alcohol and Other Drug Norms</i> instrument in the spring 2000 to assess changes in UW students binge drinking rates and misperceptions and to assess the saturation effect of the "Fact Sheet" and positive social marketing campaign. Data will be analyzed and an updated "Fact Sheet" will be developed and distributed in fall 2000 if major changes are noted in the data.
<b><i>Informing the Public</i></b>	
<b>1. Press Conference (Fromkin)</b>	Press conference was held on September 21, 1998. Others to be arranged as appropriate.
<b>2. Social Marketing (DERC)</b>	Positive social marketing strategies are included within the "Fact Sheet." All publications, ads, and other media that come out of DERC/Wellness Center will be phrased in the positive social marketing approach. Positive social marketing ads will be used on-campus and off-campus to promote the university in regard to alcohol use. Ads have been placed in statewide publications, and positive social marketing cards were developed and have been distributed by both DERC and the Admissions Office. Positive social marketing posters have been placed in the residence halls, the Wellness Center, the University Counseling Center, and the Wyoming Union to disseminate the information across campus. DERC has presented at statewide and national conferences regarding our positive social marketing campaign.
<b>3 Awards and Honors (DERC)</b>	The University of Wyoming Drug Education Resource Center was considered as a finalist by the Templeton Foundation as a nationally recognized Outstanding College Alcohol Abuse

	<p>Prevention Program. The program was nominated in January 1999 for its efforts in reducing alcohol-related problems on campus and a formal proposal was drafted and released in February 1999 to the Templeton Foundation.</p> <p>In the spring 1999, the Laramie Police Department recognized the UW Drug Education Resource Center with an award for doing Outstanding Alcohol and Other Drug Prevention in the community.</p>
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## **SECTION B. Drug Education Resource Center 1998-99 Annual Report**

### *Presentations and Programs*

- Alcohol Education Seminars (AES) – 6
  - 91 students referred to program
- University Studies 1000 – 15 classes
  - 300 students
- Resource Fairs – 3
  - 500 students
- Family Weekend
  - 650 students and family members
- Minority Student Organizations – 4
  - 30 students
- CARE Office on UW policies
  - 10 contacts
- Southeast Mental Health Center on UW policies
  - 8 contacts
- Residence Hall programs on alcohol – 4
  - 70 students
- Fraternity and Sorority programs on alcohol – 3
  - 120 students
- RHA programs on alcohol – 1
  - 10 students
- Guest lectures in academic classes – 6
  - 175 students
- Laramie High on Campus Resource Fair – 1
  - 40 prospective students and family members
- Drug Free Schools on UW policies
  - 30 contacts
- Legislators' Day
  - 20 contacts
- Hall Directors

- 10 contacts
- Students visited Wellness Center/DERC for services/resources
  - 400 students
- 1999 Summer Orientation
  - 1,500 prospective students and family members
- Programs in residence halls – 8
  - 1,000 students
- Campus-wide program support
  - 1,000 campus community members
- University Studies 1000 instructor training
  - 40 contacts
- Physical Plant training
  - 40 contacts
- Sponsorship of teleconference on youth alcohol use and rebellion
  - 18 contacts

#### Publications and Advertisements

- *Branding Iron* advisory board
  - 30 contacts
- Creation and distribution of Alcohol Policy statement
  - 2,000 distributed across campus and on the UW web page
- Alcohol prevention ads in the *Branding Iron*
  - 182,000 readers
- Wellness pamphlet series, 12 in a series
  - 350 distributed across campus
- Positive social marketing ads distributed across the state by the Admissions Office
  - 1,000 prospective students and family members
- Positive social marketing ads distributed across the region in two separate publications
  - 15,000 Wyoming, Utah, and Idaho high school students and parents
- Positive social marketing ads in Washakie Center and throughout the residence halls
  - 1,500 students
- Positive social marketing ad in *Student Handbook and Daily Planner*
  - 10,000 distributed across campus, outreach offices, and Wyoming high schools
- Positive social marketing “How Do You Compare?” displays in Union and Knight Hall
  - 1,000 students
- “Fact Sheets” distributed across campus
  - 1,500

#### Conferences (presentations)

- Wyoming CARE Conference

- 40 contacts
- Wellness '99 national conference
  - 100 contacts
- WY/CO Counseling Center Conference
  - 15 contacts
- Pacific Coast College Health Associate Conference
  - 75 contacts
- Training for Alcohol 101 CD-ROM use

### Proposals

- Proposal to Coors for funding
  - \$8,300
- Proposal for four computers from the centralized Student Technology Fee Committee for Alcohol 101
  - Four computers equal in value to \$8,800 approved
- Proposal to Student Affairs for hardware and software for computerized wellness assessments
  - \$4,200
- Proposal to Templeton Foundation for outstanding alcohol prevention program
- Unsolicited gift from Smith Beverages
  - \$500

### Additional

- Moved operations from Outpost location in residence halls to Wellness Center located in Half Acre Gym
- Development of and adviser to TARGET Wellness recognized student organization
- Conducted needs assessment survey
  - 450 surveys collected
- Development of two full-time graduate assistantships for 1999-2000 academic year
- Collected on-going evaluation data for Alcohol Education Seminar

### Summary of Operations

- 220,329 total contacts for alcohol programming during the 1998-99 academic year
  - 4,004 direct contacts with 1.5 FTE
    - ◆ Full-time staff member averaged 71.5 contacts per week, 14.30 contacts per day
    - ◆ Part-time staff member averaged 31.28 contacts per week, 6.26 contacts per day
  - 216,325 indirect/passive contacts

### Conclusions

- Over the past three years, DERC has seen a 20 percent decline in referrals to the Alcohol Education Seminar (AES).

- 1996-97: 111 students
- 1997-98: 101 students
- 1998-99: 91 students

Referrals to the AES are mainly citations in the residence halls and on campus. The recidivism rate for the AES over the past three years is less than 5 percent.

- UWPD alcohol-related citation numbers are down as well. These statistics are kept by calendar year, while DERC statistics are by academic year.
  - 1997: 230 citations
  - 1998: 148 citations
- UWPD also observed a significant decline in the number of alcohol-related incidents at UW athletic events and with the fraternal organizations during the 1998-99 academic year.

**SECTION C.            *UW Comparison to the 1998 Top Drug and Alcohol Arrests in US Universities and Colleges and National Statistics***

**Drug Arrests (1998)**

<i>Institution</i>	<i># of Arrests</i>	<i>Enrollment</i>
University of California – Berkeley (1) * accounts for less than 1% of campus (.008)	179	21,738
San Jose State University (2) * accounts for less than 1% of campus (.006) **25% less that UC-Berkeley	162	26,897
<b><i>University of Wyoming (UWPD 1998)</i></b> * accounts for less than 1% of campus (.001) **85% less than UC-Berkeley **80% less than San Jose State	<b>14</b>	<b>11,124</b>
<b><i>University of Wyoming (UWPD 1997)</i></b> * accounts for less than 1% of campus (.003)	<b>32</b>	<b>11,094</b>

- **UW has experienced a 55% decrease in the number of drug arrests** (which are overwhelmingly marijuana arrests)

- US universities and colleges have seen a 7.2% increase in arrests

**Alcohol Arrests (1998)**

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<i>Institution</i>	<i># of Arrests</i>	<i>Enrollment</i>
Michigan State University (1) * accounts for 2% of campus (.015)	633	43,189
University of Minnesota (2) * accounts for 2% of campus (.006)	555	37,615
University of California – Berkeley (3) * accounts for 2% of campus (.021)	460	21,738
<hr/>		
<b><i>University of Wyoming (1998)</i></b> <ul style="list-style-type: none"> <li>• 148 underage drinking</li> <li>• 10 DUI</li> </ul> * accounts for less than 1% of campus (.014) **7% less than MSU and UM **33% less than UC – Berkeley	<b><i>158</i></b>	<b><i>11,124</i></b>
<b><i>University of Wyoming (1997)</i></b> * accounts for 2% of campus (.021)	<b><i>243</i></b>	<b><i>11,094</i></b>

- **UW has experienced a 35% decrease in the number of alcohol arrests**
- UW universities and colleges have seen a 3.6% increase in arrests

In summary, UW has experienced a significant decrease in alcohol and other drug arrests in the past year. National trends show an increase in arrests, but UW has not followed that unhealthy direction. UWPD officers have remained constant without a significant decrease in staffing. Resident assistants and other Housing and Residence Life staff have been adequately trained and are oriented toward the welfare of the student and maintaining a productive learning environment when considering notifying the police for possible violations.



Vice President Hurst noted the conclusion of the document shows a decline in alcohol related offences over the past three years. UW police report that alcohol-related citations are down also. Dr. Hurst stated he believes there is a relationship between these figures and the active stance UW began one year ago.

President Dubois is appointing a committee to deal with Greek life on campus, although he noted they are not the only ones who have alcohol related issues. There were early semester alcohol-related problems but that is typical for the beginning of the semester. Students want to be part of the solution. UW, along with other land-grant institutions, has made a contribution to the national advertising campaign against alcohol. Nathan Hammons reported that ASUW will be working on a program to provide rides for students in need. Dr. Hurst noted there are several floors in the residence halls that are alcohol/substance free and he hopes to see an increase in this trend. President Dubois reported that we are asking advertisers to promote responsible and legal use of alcohol on future billboards.

## **Sexual Orientation**

### Policy Statement

The goal of the University of Wyoming is to provide an atmosphere in which students, faculty and staff may learn, work and live. In furtherance thereof, the University of Wyoming does not tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, age, political belief, veteran status, disability, or national origin.

Accordingly, it is recommended the Regulations of the Trustees of the University of Wyoming relating to equal opportunity – and related University Regulations 3, 4, 234 and 250 – be amended pursuant to the following.

To the extent this policy conflicts with laws, regulations or rules of federal, state or external authorities, such laws, regulations and rules shall control.

President Dubois asked for a motion to recommend standardization of all nondiscrimination and anti-harassment policies at the University. In 1990, the Board of Trustees adopted a statement on discrimination and harassment. As different policies have developed, there has not been clarity or consistency. The standardization of this statement would make blanket changes in all the University's policies to ensure that all contain the same ten prohibited categories of discrimination or harassment.

Trustee Spicer moved for approval of standardization of non discrimination and anti-harassment policies at the University. Trustee Hunt seconded. Motion carried. Trustee Schaefer voted nay.

## **Regulations of the Trustees of the University of Wyoming**

### **VII. EMPLOYMENT PROVISIONS APPLICABLE TO ALL PERSONNEL**

#### **A. EQUAL EMPLOYMENT OPPORTUNITY**

The University's policy is one of equal opportunity for all persons in all facets of the University's operations. Equal opportunity is offered to all officers, academic personnel and staff members, and applicants for employment on the basis of their demonstrated ability and competence and without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief.

### **VIII. STUDENTS**

#### **A. ADMISSION**

Requirements for admission to the University shall be established by regulations of the University, which are in accordance with governing law. The Director of Admission and Enrollment Services under the supervision of the Vice President for Student Affairs, shall have responsibility for the admission of students in accordance with such regulations.

Admission and programs of the University are offered to all eligible people without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or national origin.

**THE UNIVERSITY OF WYOMING**  
**Laramie, Wyoming**

**UNIREG 3, Revision 1**  
**October 17, 1977**

**UNIVERSITY REGULATION 3, Revision 1**

**Initiating**

**Authority:** President of the University

**Subject:** Equal Employment Opportunity/Affirmative Action Program

**References:** (a) Regulations of the Trustees, Chapter VII.  
(b) University Regulation 3, December 11, 1970

- I. PURPOSE.** To establish general principles to serve as guidelines for all members of the University community in the conduct of matters pertaining to employment practices.
- II. POLICY.** The University is committed to equal opportunity for all persons in all facets of the University's operations. The University's policy has been, and will continue to be, one of nondiscrimination, offering equal opportunity to all employees and applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, and political belief. It shall also be the policy of the University to take affirmative action in the recruiting, hiring and promotion of women, minorities and other persons from designated groups covered by federal statutes, executive orders and implementing regulations.
- III. RESPONSIBILITY FOR IMPLEMENTING THE POLICY AND PROGRAM.**
  - a. The Employment Practices Officer is appointed the Coordinator of the University Equal Opportunity/Affirmative Action Program. It is his responsibility to administer the program and publish instructions as required to implement the steps of the program outlined below.
  - b. It is the continuing, active, individual responsibility of each principal Administrative Officer, Dean, Department and Division Head or Supervisor to assure that the University Equal Employment Opportunity/Affirmative Action Policy is followed when making decisions relating to recruiting, hiring or promoting qualified persons.

**IV. DISSEMINATION OF THE POLICY AND PROGRAM.** To assure that the University's commitment to equal employment opportunity is communicated to all involved with recruiting, selecting, hiring, training and promoting employees, the University will disseminate the policy and program both internally and externally.

- a. In addition to the normal distribution of this University Regulation, a copy will be given to each supervisor.
- b. The policy and program will be discussed in meetings with faculty, staff and supervisory personnel to assure that the intent of the policy and individual responsibility are clearly understood.
- c. The policy will be included in the Staff and Faculty Handbooks given to new employees at the time they are hired.
- d. Recruiting sources will be informed of the University's policy of nondiscrimination and affirmative action.
- e. An appropriate statement concerning nondiscrimination and affirmative action will be included in letters, brochures and announcements of position vacancies intended to recruit applicants for employment.
- f. The Equal Employment/Affirmative Action clause will be incorporated in all invitations to bid, purchase orders, leases, contracts, etc., covered by federal laws, executive orders, and implementing regulations.

**V. RECRUITING:**

- a. The University will continue to recruit applicants for employment on the basis of their demonstrated ability and competence without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief.
- b. Sources likely to yield qualified minorities, women, and applicants from other designated groups covered by federal statutes, executive orders and implementing regulations will be identified and included in all recruiting efforts.

**VI. EMPLOYMENT AND PLACEMENT:**

- a. All applicants for employment will continue to be considered and placed on the basis of their qualifications without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief. Similarly handicapped applicants who, with reasonable accommodation can perform the essential functions of the job in question, shall be considered and placed on the basis of their qualifications.

- b. All employment procedures including job descriptions, application forms, tests, applicant interviewing and the total selection process, will be reviewed on a continuing basis to insure that the requirements in themselves do not constitute inadvertent discrimination.

**VII. TRAINING:**

- a. All University employee training programs will be administered and conducted in conformance with the University's policy of nondiscrimination.
- b. Selection of employees for training will be on the basis of merit without discrimination.

**VIII. PROMOTIONS, TRANSFERS, DEMOTIONS AND LAYOFFS:**

- a. As opportunities for upgrading occur, including on the job and transfer between Departments, Divisions, or Colleges, measures will be taken to assure that all qualified employees are afforded equal access to the opportunity and that promotion decisions are in accord with the principles of equal opportunity and affirmative action.
- b. During any force reduction period, selection of employees for such matters as downgrading or layoff will be made without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief. The same considerations will apply in selecting employees for recall from layoff.

**IX. CONTRACTORS AND SUBCONTRACTORS:**

- a. All prime contractors on University federally assisted construction contracts will be notified of the University's firm commitment to the principle of equal employment and of their affirmative action responsibilities under existing laws, executive orders and implementing regulations.
- b. Where the University is a subcontractor to a prime contractor on government contracts, the prime contractor will be furnished a copy of this regulation.

**X. FACILITIES, SOCIAL AND RECREATION ACTIVITIES:**

- a. All University facilities will continue to be maintained on a nonsegregated basis.
- b. All University sponsored social and recreational activities will continue to be conducted on a nonsegregated basis.

**XI. REPORTS AND DOCUMENTATION:**

- a. Reporting and record keeping systems will be developed by the Coordinator designated in paragraph 3a for the purpose of documenting all employment practices and measuring attainment of the objectives of the University's program. The reporting and internal audit systems should include provision for the following:

Racial composition of the work force.

Population characteristics of Laramie, Albany County, and the State of Wyoming.

Sources likely to yield qualified candidates covered by the University Affirmative Action Program.

Applicant flow for open positions by department or division identified by ethnicity, sex and handicap, if any.

Newly hired employees identified by ethnicity, sex, handicap, if any, and specific positions and categories to which assigned within departments and divisions.

Sources contacted in each recruiting effort.

Employee promotions by department or division identified by ethnicity, sex and handicap, if any.

Special analytical reports as required.

## **XII. GOALS AND TIMETABLE:**

The University is a complex and diversified institution, therefore, attainment of the ultimate goal - full utilization of qualified persons, who fall within previously described classifications, in each position category in numbers reasonably expected by their availability - is a long-range undertaking. Nevertheless, the University will continue to direct its efforts in good faith toward attainment of the objectives of its policy.

Results achieved under this program will be evaluated annually and the program revised as required.

**APPROVED:**

October 17, 1977  
/s/ William D. Carlson  
William D. Carlson  
President

**THE UNIVERSITY OF WYOMING**  
**Laramie, Wyoming**

**UNIREG 4**  
**October 11, 1977**

**UNIVERSITY REGULATION 4**

**Initiating**

**Authority:** President of the University

**Subject:** Civil Rights Complaint Procedure

**References:** (a) Regulations of the Trustees, Chapter VII  
(b) University Regulation 3 (Equal Employment Opportunity/  
Affirmative Action Program)

**I. PURPOSE.** To provide a grievance procedure for University employees and students with regard to civil rights matters protected by state and federal statutes for which applicable regulations direct such a procedure be established.

**II. COMPLAINT-DEFINITION.** A charge directed by an employee(s) or student(s) against the University and/or its authorized representatives alleging discrimination in its employment practices or educational opportunities as they relate to matters concerning race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation, political belief or other civil rights as protected by state and federal statutes or regulations.

**III. PROCEDURE.**

**A. Step One: Preliminary Review.**

1. Employees. Employee(s) hereinafter referred to as the complainant(s), alleging discrimination may file a complaint with the Employment Practices Officer within ten (10) working days after becoming aware of the act or omission giving rise to the complaint. The Employment Practices Officer shall meet with the complainant(s) to discuss the complaint, provide the necessary complaint form and assist in the preparation of the charge as required. The written complaint shall then be forwarded by the Employment Practices Officer to the University Officer exercising immediate supervision over the personnel or activity giving rise to the complaint. The Employment Practices Officer shall meet as necessary with the concerned parties in an attempt to resolve the complaint. Within 10 days of the



filing of the complaint with the Employment Practices Officer, a written response shall be given to the complainant(s) by the Supervisory University Officer. A copy of the decision shall also be given to the Employment Practices Officer. If the response is acceptable to the complainant, the complaint shall be considered settled. However, if the decision is not acceptable to the employee(s), it may be appealed to the Civil Rights Review Board for a hearing.

2. Students. Students hereinafter referred to as the complainant(s) alleging discrimination may register a complaint with the Dean of Students ten (10) academic days after becoming aware of the act or omission giving rise to the complaint. The Dean of Students will decide whether or not the complaint should be referred to the Board of Student Appeals or to the Employment Practices Officer. If referred to the Employment Practices Officer, the same procedures as outlined in section a-1 shall be followed.

Within ten (10) days of the filing of the complaint with the Employment Practices Officer, a written response shall be given to the complainant(s) by the University Officer. Copies of the decision shall also be given to the Dean of Students and the Employment Practices Officer. If the response is acceptable to the complainant(s), the complaint shall be considered settled. However, if the decision is not acceptable to the complainant(s), it may be appealed to the Civil Rights Review Board for a hearing.

**B. Step Two: Board Review:**

Complainant(s) choosing to appeal an unsatisfactory or untimely step one decision must file an appeal with the Employment Practices Officer no later than ten (10) working days from the receipt of the step one decision or expiration of step one time limit, whichever is sooner. The Employment Practices Officer shall convene the Civil Rights Review Board within ten (10) working days from the receipt of the appeal, and the Board shall issue a signed report including findings of fact, conclusions, and recommendations within five (5) working days after completion of the hearing. A copy of the report shall be given to the complainant(s), Supervisory University Officer, the Employment Practices Officer, and the Dean of Students when appropriate. The findings of fact, conclusions and recommendations by a majority of the Review Board shall be final, and there shall be no other administrative appeal within the University.

**C. Step Three: Implementation.**

The conclusions and recommendations of the Review Board which are based upon the findings of fact shall be reviewed by the superior of the University Officer to whom the complaint was referred; such Officer shall effect whatever administrative action he deems necessary in order to comply with Review Board recommendations. The complainant(s), Employment Practices Officer, Supervisory Officer and, as

appropriate, the Dean of Students and other officer(s) shall be advised of the implementation decision.

#### **IV. CIVIL RIGHTS REVIEW BOARD.**

- A. Composition.** The Civil Rights Review Board shall consist of five (5) employees as follows: two (2) faculty members, nominated by and from the Hearing Committee of the Faculty Senate and appointed by the President; and one (1) staff employee, nominated by and from the Staff Council and appointed by the President; the Employment Practices Officer; and the superior of the officer responsible for the area in which the complaint has occurred, or in the case of students, the Dean of the College exercising supervision over the unit or employee involved in the complaint. The Director of Personnel Administration shall serve as an ex officio member of the Review Board, without vote. The members of the hearing panel shall select their chairperson.
- B. Duties and Responsibilities.** The Civil Rights Review Board shall have the authority to question principals involved in the complaint; call witnesses; secure statements; review appropriate employment records; and obtain whatever additional information is necessary in order to render a fair and impartial decision. The Board shall make appropriate recommendations, maintain necessary records, and otherwise insure that the complaint is processed in an orderly and timely manner.
- C. Conduct of the Hearing.** Attendance at the hearing shall be restricted to Board members; the complainant and his representative, if any; principals; and witnesses who shall be called and excused as required. The panel chairperson shall conduct the hearings in a manner best suited to facilitate the gathering of facts; it shall not be a formal legal proceeding but one of inquiry by the panel and exchange between the parties. A verbatim transcript shall not be required, but a tape recording may be made at the discretion of the panel for review purposes only. After the issues have been thoroughly discussed and the necessary information gathered, a written statement of relevant findings of fact shall be prepared by the panel followed by conclusions and recommendations. A summary of the proceedings, witnesses called, and evidence shall be attached to the report. The written opinion shall be determined by majority vote of the panel. The written opinion shall be signed by the panel members and distributed according to the step two complaint procedure. Any written minority opinions shall be attached to the panel decision.

- V. TIME LIMITS:** If complainant(s) fail to observe the time limits required for submission or appeal, the complaint shall be considered settled. However, the Board may, at its discretion, extend the time limits when such extensions are deemed in the best interests of the University and the complainant(s).
- VI. REPRESENTATION:** Complainant(s) filing a formal complaint may choose to represent themselves, may choose to be represented by another University employee or student, or may elect to secure outside legal representation. The University Civil Rights Review Board shall be entitled to utilize the University's legal resources as may be required during the complaint process. Any cost incurred by complainant(s) while processing a complaint (legal or otherwise) shall be borne by the complainant(s).
- VII. RELEASE TIME:** Employees filing complaints and employees involved as principals or witnesses shall be granted release time as necessary in order to participate in the complaint process. Employees shall request release time in advance and whenever possible such hearings shall be scheduled at a time when employees can be most conveniently spared from his/her duties and responsibilities. Students may be excused as necessary from classes without penalty in order to participate in the complaint process. However, whenever possible hearings shall be scheduled at a time which does not interfere with student classroom attendance or other academic responsibilities.
- VIII. ACCESS - CIVIL RIGHTS COMPLAINTS:** Any employee or group of employees of the University shall have access to the University Civil Rights Complaint Procedure. Any student or group of students officially enrolled in the University shall have access to the University Civil Rights Complaint Procedure.
- IX. RIGHTS PROTECTED:** No employee(s) or student(s) shall suffer reprisal as a consequence of filing a complaint, appearing in behalf of or representing a complainant.

**APPROVED:** October 11, 1977

William D. Carlson  
President

**THE UNIVERSITY OF WYOMING**  
**Laramie, Wyoming**

**UNIREG 234**  
**January 3, 1972**

**UNIVERSITY REGULATION 234**

**Initiating**

**Authority:** Vice President for Student Affairs

**Subject:** Recognition of Student Organizations

**Reference:** (a) Regulations of the Trustees, Part VIII, Section 5  
(b) University Regulation 29, Section 5  
(c) University Regulation 2, Section 12

**I. PURPOSE.** To establish regulations and procedures relating to the recognition of student organizations.

**II. GENERAL INFORMATION.** Students are free to organize and join associations to promote their common interests. However, the use of University facilities and privileges must be managed so as to best serve the interests of all persons concerned. To be eligible for the use of University facilities and privileges, a student group must be officially recognized in the manner hereafter set forth. Official recognition of a student organization does not by itself constitute any type of endorsement by the University of the organization's purpose, and it does not constitute any assumption of responsibility, liability, or sponsorship (fiscal or otherwise) by the University for the organization's activities. Pursuant to reference (a) and in furtherance of the general principles contained in reference (b), the initial and continued recognition of student organizations shall be governed by the following provisions.

**III. QUALIFICATIONS FOR RECOGNITION.** In order to receive and maintain University recognition all groups must show compliance with the following requirements:

- a. The purpose, constitution and bylaws, local and/or national, of any group applying for recognition must be compatible with the objectives and purposes of the University and the ASUW and must be filed with the Office of the Dean of Students prior to consideration. Where the national policies of an organization prohibit filing of the constitution, a statement from a recognized national officer may be accepted in lieu of the above requirement. All recognized organizations must be non-commercial in purpose.

- b. Each group must submit information regarding its membership policy, dues, initiation fees, and selection procedures. Membership in University recognized organizations shall be open to any student of the University community who is willing to subscribe to the stated aims of the organization and meets its stated obligations. Such membership in recognized organizations shall not be denied any student due to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief except for religious qualifications which may be required by organizations whose aims are primarily sectarian. Membership eligibility based on sex is valid only if sex is a bona fide membership qualification.
- c. There must be a minimum of twelve student members to petition for, receive and maintain recognition. Active membership in a student organization shall be limited to registered students and academic and administrative personnel of the University. Other persons may be admitted to inactive membership in a recognized organization if its constitution or bylaws so provide. The following functions and activities of the organization must be reserved to active members:
  - (1) Holding any office in the organization; (A student shall not be eligible for any office in any recognized organization if he is on disciplinary conduct probation.)
  - (2) Presiding, officiating, voting or making or seconding motions at any meeting of the organization; or acting as its public spokesman except that inactive members may attend and speak at the meetings of the organization;
  - (3) Manning tables and distributing materials on the campus on behalf of the organization, except that inactive members may assist an active member in such activities provided that an active member is at all times present and responsible for the conduct of the activity;
  - (4) Soliciting funds on behalf of the organization.
- d. Each organization must have an adviser to aid the organization with its activities. The adviser, chosen by the organization, will be subject to approval of the Student Organizations Committee. The adviser is not normally deemed to be personally responsible for acts of the organization by reason of his service as an adviser, but at the same time, service as an adviser includes the assumption of responsibilities to the University to provide advice and guidance in accordance with University policies and to provide to the organization mature advice that will further the general welfare of its members.
- e. To secure recognition as an organization affiliated with a department, division or college of the University, the proposed organization must obtain written approval from the head of the department, division or college with which it will be affiliated. This approval should include the following:

- (1) Approval of the organization's constitution.
- (2) An expression of the type of control that the college or department will exercise over the organization and/or funds resulting from the affiliation.
- (3) Any special consideration that will be allowed the organization in matters of responsibility for and use of facilities which are controlled by the college or department.

**IV. REQUIRED INFORMATION TO BE FILED.** The Office of the Dean of Students will maintain a file on all recognized organizations, and this file will be available for inspection by any student or member of the University faculty or administration who has a reasonable need to know information concerning the organization.

**V. RECOGNITION.** As provided for in reference (c), the Student Organizations Committee will have supervision of review of all organization materials and the granting of University recognition. Barring any major changes in the organizations purposes and/or constitution, an organization's University recognition may be kept continuous by filing re-recognition information with the Office of the Dean of Students at the beginning of each fall semester. This re-recognition information will include a list of officers and advisers and a certification of the currency of the filed constitution and other required information.

- a. After University recognition is granted, any proposed changes in the approved constitution, organizational structure, basis for membership, or affiliations with other organizations must be presented to the Student Organizations Committee for approval, and such changes shall not be effective until approval is granted.
- b. A recognized organization may be requested at any time to submit a financial statement indicating the location of funds, and if deemed necessary, a financial audit may be required. Where University funds may be involved or where support is provided, other than through voluntary contributions from the members themselves, the University may require a reliable accounting procedure and a list of persons responsible for the financial status of the organization.

**VI. PRIVILEGES OF RECOGNIZED ORGANIZATIONS.** Recognized organizations may utilize the various services of the University on an availability basis. Some of the specific privileges include:

- a. Use of University Student Organizations and Loans services in the Cashier's Office.
- b. Preferential use of University facilities after academic or other priority uses of the University have been met.

- c. Calendaring of organizational activities.
- d. Use of campus bulletin boards and the University sound truck for publicity purposes.
- e. Advice and assistance from University personnel when planning activities.
- f. The right to petition for funds from the student government.
- g. Use of the University Bookstore and the privilege of an organizational charge account.

**VII. WITHDRAWAL OF RECOGNITION.** Any organization may withdraw its recognition at any time. Such withdrawal may be effected by a statement of this desire which is signed by both the officers and the adviser and which indicates the disposition of the organization's funds and certifies that there are no outstanding debts or official University actions pending. In addition to provisions of reference (b), recognition of an organization may be withdrawn for the following reasons:

- a. An organization shall lose its University recognition if it has not filed re-organization material with the Office of the Dean of Students for a period of one year. To re-establish recognition after this period, the organization must re-petition following the procedures outlined in Part 3 above.
- b. Recognition of an organization may be withheld, withdrawn, or the use of University facilities and privileges limited if its avowed purposes or activities deviate from its stated purpose.

**VIII. ACTIONS CONCERNING STUDENT ORGANIZATIONS.** In situations where action must be taken against a student organization, the initial review and decision on the matter will be a responsibility of the Dean of Students or his designee. Additional review may be received by appealing to the Student Organizations Committee. Decisions of the Student Organizations Committee may be appealed to the University Board for Student Appeals.

**IX. USE OF UNIVERSITY NAME.**

- a. Only an organization which is sponsored by the University or a unit of the University (including the ASUW) may use the name of the University or abbreviation thereof as part of its own name. A recognized University student organization may not use the name of the University or any abbreviation thereof as part of its own name; however, terms such as "campus" and "Wyoming campus", may be used by an organization as part of its name.
- b. Events or activities sponsored by recognized organizations or by others shall not be advertised or promoted in such a way as to suggest that they are sponsored by the University or that the organization is acting in behalf of the University.

- X. ADMINISTRATION.** The Dean of Students or his designee shall administer this regulation in behalf of the Student Organizations Committee.

APPROVED: September 23, 1970

William D. Carlson  
President



**THE UNIVERSITY OF WYOMING**  
**Laramie, Wyoming**

**UNIREG 250**  
**February 28, 1984**

**UNIVERSITY REGULATION 250**

- Initiating Authority:** Vice President for Academic Affairs
- Subject:** Regulations of the University Division of Placement Service
- References:**
- (a) Regulations of the Trustees, Chapter II, Section 2.
  - (b) Regulations of the Trustees, Chapter IV, Section 1.
  - (c) Regulations of the Trustees, Chapter VII, Section 1.

- I. PURPOSE.** To establish principles and objectives to serve as guidelines for all members of the University community for the conduct of matters pertaining to employment referral, recruiting, and interviewing activities on campus and through University facilities for employment of students and alumni in career, summer, and part-time off-campus positions.
- II. GENERAL INFORMATION.** Pursuant to reference (c), the policy of the University is one of equal opportunity for all persons in all facets of University operations. All prospective employers seeking referrals, recruiting, or interviewing on campus and through University facilities must offer equal opportunity for employment to all applicants on the basis of demonstrated ability and competence and without regard to such matters as race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation and political belief. All interviewing, job listings, and referral activities related to placement are the responsibility of the Division of Placement Service.

Internship experiences which are academic or scholarly in nature (these usually involve credit and are considered to be a part of the student's academic program) are generally the responsibility of the academic unit or the academic unit's designee. Internship experiences sponsored by an organization which are designed to evaluate UW students as future full-time employees are the responsibility of the Division of Placement Service.

**III. GENERAL PRINCIPLES:**

- a. Students should have sufficient career and employment information available to help them understand the implications of their educational program decisions.
- b. Students should receive assistance in seeking off-campus part-time temporary employment.
- c. Graduating students and alumni should be assisted in obtaining employment commensurate with their academic preparation, talents, interests, capabilities, and career and life goals.
- d. The social and economic well-being of public and private institutions and employing organizations will be prompted by a continuous supply of contributive talent graduating from the University.

**IV. ADMINISTRATIVE FUNCTIONS OF THE DIVISION OF PLACEMENT SERVICE.** Under administrative supervision pursuant to reference (a), the Division shall function as an integral part of the University's instructional, student affairs, and general services to help students and graduates of all disciplines in vocational development and placement. Division personnel shall:

- a. Provide general information concerning the functions of the Division to students, faculty, and administration;
- b. Establish a close liaison with each division, school, and department and with appropriate student organizations within the University;
- c. Assist in general orientation and instructional programs related to vocational and professional preparation and training;
- d. Work in unison with all student services on campus to accommodate the needs of students;
- e. Furnish requested advice and resources to faculty members on matters which affect both educational and vocational outcomes;
- f. Cooperate in academic and institutional research which has a bearing on career development and placement; and
- g. Provide the Institution with reports and data on various aspects of the program and on the employment of students and graduates.

- V. CAREER EMPLOYMENT SERVICES:** Division personnel shall furnish requested assistance to seniors, graduate students, and alumni in search of career employment in business, industry, government, and higher education. To this end, Division personnel shall:
- a. Apprise them of various placement resources;
  - b. Inform them of employers generally receptive to candidates with similar training and education;
  - c. Assist them in applying for jobs;
  - d. Support their candidacies with placement credentials;
  - e. Maintain a Career Resource Center with information regarding employers, career fields, qualifications, salary information, job market and employment outlook information and other appropriate resources;
  - f. Refer them to vacancies which match their needs and qualifications, or come closest to meeting their basic need for gainful employment; and
  - g. Schedule them for on-campus employment interviews.
- VI. TEMPORARY EMPLOYMENT SERVICES:** Division personnel shall assist students in their search for off-campus part-time, temporary, or vacation employment by:
- a. Providing them with general job information;
  - b. Informing them of normal application procedures;
  - c. Advising them of scheduled on-campus employment interviews; and
  - d. Referring them to vacancies off-campus which offer them the best combination of financial support and general or pre-professional work experience.
- VII. CAREER DEVELOPMENT FUNCTIONS:** Division personnel shall furnish requested counsel, guidance, and information to University students and graduates to provide each an opportunity to:
- a. Understand individual needs, characteristics, values, interests, and capacities;
  - b. Appraise personal training and acquired skills;
  - c. Evaluate personal work experiences;

- d. Relate individual ideas, expectations, and potentials to a wide range of employment opportunities;
- e. Acquire knowledge of select vocations and techniques useful in seeking a job;
- f. Further their formal education, as required;
- g. Pursue part-time, summer, or internship experiences; and
- h. Seek entrance or advancement in a position or field most compatible with their personal and societal goals.

**VIII. COORDINATION FUNCTIONS:** Division personnel shall actively develop and maintain working relationships with employers whose job requirements, conditions of employment, and location are likely to be of interest to students or graduates of the University. Division personnel shall:

- a. Provide potential employers with general information on the services offered by the Division;
- b. Apprise such employers of the University's academic programs and of availability of persons educated and trained in each discipline;
- c. Request the employer to inform the staff of current and anticipated vacancies and of special internships, and to supply full supporting information;
- d. Refer suitable candidates to suitable employers;
- e. Arrange for employers to conduct employment interviews and recruit on campus through University facilities;
- f. Provide the employer, upon request, credentials of each student and alumnus to be considered or interviewed for a job;
- g. Arrange for employers to meet with appropriate faculty members to discuss experiences, problems, and matters of mutual concern relating to University applicants and graduates;
- h. Visit employers to observe operations, to review personnel needs, and to keep abreast of changes affecting the training, employment, and work of college-trained personnel;
- i. Invite the participation of likely employers in group guidance activities held in conjunction with the vocational counseling and guidance work of the University staff and faculty;

- j. Participate in programs of professional associations composed of college placement and employer representatives; and
- k. Form or participate in such placement advisory groups or committees with employer representation.

**IX. PROFESSIONAL FUNCTIONS:** In addition to the other functions of the Division, its personnel shall:

- a. Cooperate with community services for job-seekers and employers;
- b. Participate in on- and off-campus activities which enhance the value of the program to all constituencies;
- c. Adhere to the codes of ethical conduct subscribed to by members of the professional associations; and
- d. Evaluate each service periodically and redirect the program as required.

**X. RESPONSIBILITIES OF THE DIRECTOR:**

- a. The Director of the Division of Placement Service is the Administrative Officer responsible for implementation of the policies and programs of the Division pursuant to this regulation.
- b. The Director, or the Director's designee, is responsible for the arranging and coordinating of all position referrals, on-campus recruiting, and interviewing.

APPROVED: February 28, 1984

Donald L. Veal  
President

### **Presidential Evaluation**

President True reported that the Trustees' Review Committee on President Dubois' performance has come back with positive results. Trustee McCue reported for the committee. Trustees Jorgensen, Bonner, Spicer and McCue served on the committee. Trustee McCue made the motion to increase the contract with President Dubois for 5 years commencing on July 1, 1999, with final compensation to be determined at the November meeting. Trustees Schaefer seconded. The final compensation includes deferred compensation in addition to a salary increase. Trustee Schaefer asked for clarification of the date for this action and thanked President Dubois for his work at UW. Motion carried.

Trustee McCue thanked everyone who participated in this process, and expressed thanks of the Board to Phil and Lisa for the tremendous impact they have had. Trustee McCue also thanked his colleagues on the evaluation committee for their participation and hard work and has prepared recommendations on how to commence with the next evaluation.

President True thanked the committee on behalf of the Board for the extensive review of President Dubois.

### **UNFINISHED BUSINESS**

No unfinished business was brought before the Board.

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

Superintendent Judy Catchpole announced the Governor Geringer and she would be announcing the results of new tests in Wyoming. This will be baseline data to use for

improvement. The results will be released statewide on Monday and by Friday, parents will be receiving reports.

President Dubois reported on the public and legislative relations retreat held at the IXL ranch. He received some good ideas and found the participants supportive of the University. There was discussion on investing in the State's future and offers to help the University in any way they could. Trustee Spicer reported there is a realization among this group that the State has to come to grips with its economic situation and it is worthwhile to be investing in the infrastructure.

Klaus Hanson made a public comment and thanked the administration and especially President Dubois for the opportunity to address the Convocation. It is the intent of the Faculty Senate to work closely with administration. He also extended an invitation to the Board to address the Senate in an effort to put a face with a name.

Nathan Hammons extended the same invitation on behalf of ASUW.

Trustee Saunders requested that the administration share some of the good things that happen in the fraternities and sororities. President Dubois will bring that information before the Board at the November meeting. Part of the work of the Task Force is to recognize the positive that the Greek system does in order to present the complete picture.

#### **ANNOUNCEMENT OF NEXT MEETING DATE/ADJOURNMENT**

There being no further business to come before the Board, it was moved by President True and seconded by Trustee Patrick that the meeting be adjourned. The motion carried. The meeting was adjourned at 10:50 am

The next meeting will be held November 11-12, 1999.

Respectfully submitted,

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

Nicky S. Moore  
Deputy Secretary, Board of Trustees

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

Crystal R. M. Bennett  
Staff Assistant