

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

March 3-4, 2000

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING
AGENDA**

March 3-4, 2000

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

MARCH 3-4, 2000

The Trustees attended an information session and facilities tour on Information Technology presented by Vice President Aylward on Thursday afternoon and a dinner that evening at the home of President and Mrs. Dubois. ASUW hosted the Board for breakfast on Friday morning in the Wyoming Union Family Room. Following the committee meetings held on Friday, the Board visited with the Outstanding Scholarship recipients at a reception hosted by Student Financial Aid and the President at the Foundation House.

CALL TO ORDER

President True called the Business Meeting to order at 9:45 am on Saturday, March 4, 2000.

ROLL CALL

In the absence of Secretary McCue, Trustee Ritthaler called roll. The following were in attendance: Trustees John D. "Dave" Bonner, Deborah Hammons, Taylor Haynes, Kathy Hunt, Peter Jorgensen, John Patrick, Shelly Ritthaler, Walter G. "Jerry" Saunders, Gregory Schaefer, Thomas Spicer, and Hank True. Trustee Ron McCue was absent. Ex-officio members Philip Dubois and Nathan Hammons were in attendance. Ex-officio Trustees Governor Jim Geringer and Superintendent Judy Catchpole were unable to attend.

ANNOUNCEMENTS

No announcements were presented to the Board.

APPROVAL OF JANUARY 14-15, 2000 MINUTES OF THE TRUSTEES

It was moved by Trustee Haynes for approval of the January 14-15, 2000 Minutes. Trustee Schaefer seconded the motion. The motion carried. Trustees Bonner, Jorgensen and Hammons abstained from voting, as they were absent from the January meeting.

ASUW REPORT

President Nathan Hammons reported that ASUW has been diligently working on their Plan 2000 and it is posted on their website. Nathan thanked the Board for attending the student breakfast on Friday and encouraged the Board to contact UW's student leaders if they had questions or concerns.

Nathan reported that the ASUW primary election is March 8, with the general election on May 5. The three candidates for president are female, which is a first. Thanks to Information Technology, the elections will be on-line and this has been an exciting development.

Recent action items have included: funding reduction for union staffing and a financial commitment for union programming; support for Senator Dave Kinney to work on Horizons West, a resource fair conference for entrepreneurship; approval of the appointment of a graduate ex-officio member to ASUW; and, approval of an activity line for students to check on UW activities to be located at 766-HAPN. In the works are: a proposal to fund Safe-Ride, a city wide transportation system for UW and non-UW riders; a proposal for course evaluations in order to assist students in selecting courses and professors; and, work is being done on the

student attorney program in an effort to provide additional services for students needing legal assistance. The Budget and Planning Committee has finalized its work and their proposal will be voted on next month.

Mr. Hammons thanked the Board for the experience he has had on the Board the past year and for the Trustees' support during his term as ASUW President. President True responded that the Trustees have enjoyed having Nathan on the Board and that Nathan is one of many outstanding young people the Board has had the opportunity to work with. Nathan will introduce the new ASUW president at the May, 2000 meeting.

STAFF SENATE REPORT

President Jim Kaltenbach thanked Trustee Hunt for attending the February Staff Senate meeting. Staff Recognition Day will be held on March 22. The Staff Senate members received a copy of the salary distribution letter and while they haven't met as a body, they have provided comments to Jim. As Mr. Kaltenbach discussed at the January meeting, Staff Senate would prefer that salary adjustments be taken from the pool prior to the division of monies into staff, faculty and administration pools. Staff Senate made arguments against an across-the-board increase as it isn't fair to employees with more experience and responsibility and Staff Senate is agreeable to a percentage salary distribution, even though employees making more get a larger portion of the pool. Jim also stated that when adjustments are taken from individual pools, the staff suffer since staff make up a larger pool of employees.

President Dubois stated that taxability of the LTD has been discussed by the Board and asked if Jim had a sense of how this would be accepted by the staff. Jim stated that with campus-wide education on the benefits of LTD, problems associated with the tax could be

alleviated. Mr. Baccari commented that several examples will be developed and shared with campus employees to paint a clearer picture of the LTD tax payment. President Dubois noted that the premiums for health insurance and LTD would apply to all employees while matrix adjustments would benefit specific classes only.

FACULTY SENATE REPORT

Klaus Hanson reported that the Faculty Senate is also creating a web site. A debate was held on senate Bill 286 which dealt with UniReg 43 and program revision. It was discovered UniReg 406 would need to be reworked in order to bring UniReg 43 in line. A committee report was heard on UniReg 715 on scholastic probation, academic renewal and adult reentry. The Executive Committee discussed concerns on the final exam schedule with Registrar Rebecca Macon. Klaus requested consideration on the proposed alcohol policy that states the review committee should include three members of faculty or staff and would encourage the administration to ensure that both faculty and staff sit on the review committee. Dr. Hanson expressed concern on the University's risk management coverage and that the faculty are not considered to be in hazardous positions when, in fact, they can be at risk. The salary increase distribution was discussed at the last Faculty Senate meeting and the faculty are waiting for the proposed distribution formula; there were few reactions to the distribution. The argument was made that since a 90% percentile mark was presented to the Legislature the faculty and staff should be given more consideration for increases than the administrative pool. Faculty Senate is moving forward on nominations for the faculty senate president-elect for next year.

President Dubois requested that Mr. Baccari react to Dr. Hanson's risk management concern. Mr. Baccari reported that worker's compensation is available only for those employees

who are in positions with associated risk. Employees that drive as part of their duties are covered; faculty in the classroom giving a lecture, are not.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Friday, March 3, 2000 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 by Trustee Hammons in Trustee McCue's absence:

Proposed Professional M.S. in Computer Science

The increased demand for skilled computer system administrators and software developers has made degrees in computer science valuable assets to students seeking employment. While a second bachelor's or even a graduate degree in computer science can be earned in two to three years under existing programs at UW, many students have been unwilling to invest those years. At the same time, employers are eagerly recruiting students with computer skills beyond those taught in basic programming classes.

The Professional M.S. (PROMS) Program in Computer Science is an intensive, one-year program of course work leading to the M.S. in computer science. It is designed 1) for the student with a bachelor's degree but little experience in computer systems or software and 2) for those already working in industry with experience but little formal education in computer science. The focus of the program is on providing a fast track to a degree while developing the skills most needed by industry (software engineering, system administration, networks, and databases). In addition to the typical applicants to the computer science graduate program, students from industry in Wyoming and the Front Range who want additional training to improve their career options will be recruited.

This program is scheduled to begin with an initial class of 20-25 students. It is expected that admission to the program will be highly competitive.

Vice President Buchanan reported that a more detailed report had come before the Board as an Information Item at the November meeting. The proposal is consistent with the Academic Plan.

Proposed M.S. in E-Business

The M.S. in E-Business consists of 36 credits of business and computer science course work, divided in approximately equal portions and accompanied by a practicum to develop and test an e-business application.

Proposed Courses and Schedule for MSE-B

Summer term - June/July (8 weeks)

Introduction to E-Business
E-Business Technology
Fundamental of Web Programming
The Internet
Managerial Economics

Spring Semester - First 8 weeks

Human-Computer Interaction
Supply Chain Management
Competitive Strategy
Legal Environment
Order Fulfillment

Fall Semester - First 8 weeks

Financial Accounting
Marketing Fundamentals
Applied Data Analysis
Information Retrieval
Communications and Networking

Spring Semester- Second 8 weeks

E-business practicum

Fall Semester - Second 8 weeks

Internet Marketing
Finance
Electronic Payment Systems
Computer Security
System Reliability

Each course will carry 1.5 credits, with a 20-course sequence. There will also be a six-credit practicum. The courses that comprise the curriculum will be developed through collaboration between the College of Business and the Computer Science Department with input from a program advisory board. It is expected that course topics and details will change with developments in e-business practices.

Coursework will be designed to incorporate e-business practices that focus on applications of technology to business, and that provide the foundation necessary to enter the e-business workforce or to start technology-based business enterprises. Courses will:

- provide an overview of e-commerce principles and issues
- review technology and software
- provide hands-on application.

To achieve program objectives within a 12-month period, coursework will be scheduled in half-semester (eight-week) segments. The half-semester format achieves two objectives: first, it provides an efficient program for students with minimal disruption to traditional faculty teaching; second, it allows for coverage of a wide variety of academically disparate topics in one year. Another purpose of the split-semester schedule is to encourage faculty to develop coursework specifically tailored for the e-business program. Short courses contribute to a flexible, adaptable program that can accommodate rapid changes in business practices and technological developments. Program materials will be revised annually to keep pace with emerging developments in e-business.

UW will be the second university (Carnegie Mellon was the first) to offer an e-business program that combines the efforts of a college of business and a computer science department. Other e-business programs are taught within colleges of business. The combination of business and computer science should be highly attractive to prospective employers.

The proposed degree program was discussed with representatives of two potential recruiters who are active in e-business consulting (Andersen Consulting and Arthur Andersen). They confirmed the view that a one-year program makes sense because many topics must be addressed and the field changes very rapidly, effectively precluding a longer period of study. Given the current market for individuals with e-business skills, there is a large opportunity cost to students when they remain in school for an extended period. The proposed program structure accommodates an appropriate sequence and range of distinct topics, yet allows students to complete all requirements in one calendar year.

The compressed schedule should attract professional, adjunct faculty to teach in the program because of the shorter time commitment. Representatives from industry will be important elements of our effort in e-business education. They are critical to the reputation and credibility of the program, make it more attractive to students, ensure instruction reflects current practices, and provide potential sources of financial support. Discussions with prospective employers suggest there is great potential to offer this degree as a web-based program.

Students will be required to complete a six-credit practicum as a capstone experience. This practicum is an important component of the degree program because it will require student teams, supervised by a faculty member(s), to build a prototype e-business system that addresses realistic problems. Students of varying backgrounds will simulate the work environment for developing e-business applications. Student groups will be organized into competing groups of appropriate size to cover the business and technical aspects of the practicum problem. No elective courses are included in the program.

Admission Requirements: To be admitted to the MSE-B program, a student must possess a bachelor's degree from an accredited university, a GPA of 3.0/4.0, a score of 600 on the

GMAT (Graduate Management Admissions Test) or a composite score of 1000 on the verbal and quantitative sections of the GRE (Graduate Record Exam). For international students, a TOEFL (Test of English as a Foreign Language) score of 525 (195 if the computerized form is used) is required. Students seeking entry to the program must complete an application, submit test scores, provide three letters of recommendation, and attend an interview with an admissions committee.

This course of study will be accelerated and intense. The program will be selective in admitting students that exhibit a high probability of success as evidenced by higher than usual admission test scores, work experience, and successful interviews. Experience reported by other e-business programs suggests that UW will receive many more qualified applicants than it can initially accommodate. As a result, UW should be able to admit students that will be attractive to employers which should help to establish a good reputation in e-business education.

Vice President Buchanan stated that this program provides the link between business and computer science. The proposal does not present a specific budget and there are currently faculty vacancies in accounting, business and computer science. There are e-commerce/e-business programs being developed throughout the country. UW's distinction in this arena is that this program is shared between the computer science and business departments.

Trustee Hammons moved for full approval of the Board on the Professional M.S. in Computer Science and the M.S. in E-Business, with the understanding that a regular report would be made to the Board on the adequacy of technical and equipment support for the programs. Trustee Saunders seconded. The motion carried.

The Computer Science M.S. program will begin the summer session of 2000 while the E-Business M.C. will start its first class during the summer of 2001.

College of Health Sciences Reorganization Proposal

The following proposal is designed to facilitate the implementation of action items outlined in the Academic Plan (1999-2004) for the University of Wyoming. The proposal emphasizes increasing research funding, achieving professional accreditation and certification requirements, addressing governance issues, and completing program closures specified in the Academic Plan.

Undergraduate and graduate education in the College of Health Sciences will be administered through three principal units: a School of Pharmacy, a School of Nursing, and a new School of Interdisciplinary and Professional Programs.

The School of Interdisciplinary and Professional Programs will consist of five divisions: 1) Medical Education and Public Health, 2) Communication Disorders, 3) Kinesiology and Health, 4) Social Work, and 5) Allied Health Professions. This school will administer the Bachelor of Science in Health Sciences Program.

The Division of Medical Education and Public Health will administer the WWAMI Program in medical education, the Family Practice Residency Programs in Casper and Cheyenne, and the Area Health Education Center.

The Division of Allied Health Professions will administer the Dental Hygiene Program and the Medical Technology Program (scheduled for closure by 2003).

The Dean of the College will be supported by an Associate Dean for Academic Affairs and an Associate Dean for Research. The Dean will also establish an office for Business and Administration and an Office for Development.

Each academic unit in the College of Health Sciences will have a director. For purposes of professional accreditation, the unit head of the School of Pharmacy will be designated Dean/Director. For historical reasons, the unit head of the School of Nursing will be designated Dean/Director. Each academic unit head will report to the Dean of the College. The Executive Director of the Wyoming Institute for Disabilities (WIND), the Associate Deans for Academic Affairs and Research, and the Administrative and Development Officers will report to the Dean of the College.

The Dean of the College will receive advice and counsel from the Academic Leadership Council, a committee of directors (including the Executive Director of WIND), and from the Executive Advisory Council composed of health professionals and community leaders across the State of Wyoming.

The curriculum for the Bachelor of Science in Health Sciences program will be administered by the Associate Dean for Academic Affairs with input from the Academic Leadership Council. In addition, administration of the WICHE program and preprofessional advising will be in the office of the Associate Dean for Academic Affairs.

Vice President Buchanan reported that the Board saw the Health Sciences reorganization proposal at the last meeting as an Information Item and it has been a long time coming in order to bring the College of Health Sciences into line with existing UW Colleges. It is of interest to note that the faculty vote for approval of the reorganization proposal was 59-1 in favor.

Trustee Hammons moved for approval of the Reorganization of the College of Health Sciences. The motion was seconded by Trustee Spicer. The motion carried.

Alan K. Simpson Institute for Western Politics and Leadership

A \$2 million gift by Ms. Julie Michel in recognition of Senator Alan K. Simpson will be used to initiate the Alan K. Simpson Institute for Western Politics and leadership in the American Heritage Center at the University of Wyoming. The Simpson Institute will focus on the study of Western leadership through the collection and preservation of the papers of prominent individuals, institutions, and organizations that have provided leadership for Wyoming and its neighboring states. The Institute will maintain historical collections, such as the Simpson Papers (those of Alan, Milward, and Pete). It will process the papers for use by students and scholars, provide reference services, and produce a wide range of scholarly and popular programs, including publications, classes, symposia, lectures, and multi-media presentations. From the gift that will fund the Simpson Institute, \$50,000 per year will be immediately available from the principal or interest of a cash gift of \$500,000 (appreciated Yahoo stock). Approximately \$1.5 million is provided via a charitable remainder trust.

Trustee Hammons noted the Alan K. Simpson Institute and moved it to action and for full approval of the Board. Trustee Saunders seconded the motion. The motion carried.

Academic Planning Update – Agriculture

UW Cooperative Extension Service

The UW Cooperative Extension Service (UWCES) offers educational programming to Wyoming youth and adults. It maintains offices and personnel in each of the State's 23 counties and on the Wind River Reservation. UWCES's mission focuses educational programming in several areas:

- Profitable and Sustainable Agricultural Systems - livestock and cropping production systems, aesthetic and environmentally sound horticultural practices.
- Sustainable Natural Resource Management - integrated natural resource management, natural resources sustainability and stewardship, resource policy.
- Human Nutrition and Food Safety - human health and nutrition education, food-borne illness, food handling education.
- Youth Development - statewide 4-H program, youth education in all mission areas.
- Community and Economic Development - community institution building, leadership programs, personal finance, public policy analysis.

UWCES is a partnership between the University, the U.S. Department of Agriculture and Wyoming county governments. The Budget of UWCES is \$6.6 M; USDA provides \$1.4M; the University, \$3.4 M; and county governments, \$1.8 M. UWCES funds, derived from University and USDA, are used for administration, campus specialists, and two extension educators (county agents) per county. Counties fund programs, office space, and additional employees in the county offices.

UWCES began strategic planning in the summer of 1999 with a 15-member team of employees, in the context of several staffing constraints. Currently, UWCES has 11.5 unfilled positions. Eight and a half FTE are county extension educator positions. Under the current organizational structure, when a county position is vacant limited local programming can be

delivered. Vacant county positions have become controversial and, in some cases, have resulted in public pressure to fill vacancies.

Three goals have been established for strategic planning:

- The plan should allow UWCES to deliver a statewide program in each of its mission areas.
- The plan should establish an organizational structure that can be staffed within current resources.
- The plan should facilitate training to help current employees address strategic objectives.

A first draft of the strategic plan is currently under review by employees. Still in draft form, the plan proposes to:

- Narrow UWCES's programmatic focus. General USDA program areas will still be addressed, but with a narrowing of focus within each area. For example, youth development, and nutrition and financial management will be emphasized, while other family issues will not be as thoroughly addressed. Program initiatives include Profitable and Sustainable Agricultural Systems; Sustainable Management of Natural Resources; and Community Resources Development (nutrition, community and economic development, 4-H and youth and family finance).
- Encourage some county educators to specialize. One educator in each county will serve as coordinator for the county CES and will focus attention on developing county programs. Other extension educators will specialize in a particular program area (such as livestock, crops, nutrition or food safety) and would program and teach across a five- or six-county area. The programming of these area educators would be supported and bolstered by specialists from the UW Campus.
- Enhance effectiveness through appropriate technologies and effective promotion of programs. These two issues are crucial to the future success of UWCES. Adoption and use of appropriate technology will increase efficiency and efficacy of UWCES programs.

Agricultural Experiment Station

Research conducted by faculty in the College of Agriculture is funded from state, federal, and extramural source such as grants and gifts. Research programs in the college are enhanced by focusing on priority issues outlined in the college's strategic plan. The college maintains research and extension centers at Powell, Sheridan, Torrington, and Archer. Individual cooperators provide faculty the opportunity to conduct research across the state. An integral part

of improving college research programs is reorganization of the research and extension centers.

A summary of major activities includes:

- A concept paper on reorganization of the research and extension centers was presented to the Trustees on January 9, 1998.
- The Afton Research and Extension Center was closed on June 30, 1998.
- There has been an increase in personnel at the Powell Research and Extension Center. Presently, two faculty and one academic professional (each holding a Ph.D.) are housed at the center with expertise in forages, weed science, and soil fertility.
- In November 1999, the Trustees approved plans to construct office facilities at the Powell Research and Extension Center. This office building will house the additional personnel, along with seed certification personnel who are presently renting space.
- In November 1999, a Southeast Review Team was organized to study and make recommendations on the two research and extension centers in southeastern Wyoming. That review team was charged with identifying priority needs and making recommendations regarding facilities and personnel. Recommendations will be available in April, 2000.

Reorganization will establish fewer research and extension centers with better facilities, staff, and funding. This strategy of collaboration and consolidation will enhance efficiency and improve effectiveness of the centers.

Vice President Buchanan noted there are two pieces that are important to bring forward—the Cooperative Extension Service and the Experiment Station. Dean Whipple stated the College of Agriculture is in a strategic planning process for the college and its statewide facilities. Informational materials have been prepared and will be distributed to county commissioners and others throughout the State with statewide public meetings to be held March 7 thru April 17 for information dissemination and local feedback on the proposal. The CES model moves away from the current two-county agent model toward nine extension regional areas with a county educator being located in each county along with a half time youth educator. The proposed changes are necessitated by continued reductions in federal funding. CES has functioned with 5-7 vacant positions over the past 10 years to fund the agents employed and this has not been efficient for their clients. The traditional model for one county educator to address all issues is

not working well and regionalization of specialists will help with this. Dean Whipple noted that there isn't as much staff reduction as it appears and that services provided by the regionalization of educators and specialists will actually provide more support to clients. Trustees will be provided with more detailed information and apprised of the public meetings.

Director Jacobs noted that plans for the reorganization of the Experiment Station are underway and are following the plan presented to the Board previously. The reorganization of the northeastern portion of the State has been completed and the southeastern reorganization is underway at Archer and Torrington. He has met with all the major centers to discuss the needs and expectations of the communities and will have a draft document for review in the near future. Dr. Jacobs will have a proposal to present to the Board at the May meeting.

Academic Planning Update – Physics
Action Items #83, 84, 85

The Academic Plan directed the Department of Physics and Astronomy to implement the following changes:

- i. Place a moratorium on new admissions to M.S. and Ph.D. programs in Physics and Astronomy.
- ii. Provide a viable, well-subscribed undergraduate degree in Physics and appropriate service courses.
- iii. Begin discussions with appropriate astronomical research communities to develop strategies for the future management of the Wyoming Infrared Observatory (WIRO) and to submit a management plan for WIRO by March 1, 2000.

The following is a summary of progress on these three directives.

- i. The moratorium on the graduate programs has been implemented. Funds previously directed to new graduate assistantships in these programs now pay for non-GA instructors in Physics and Astronomy.
- ii. The department has taken a sequence of steps to rebuild its undergraduate program. In particular, the department has:

- Implemented a new interdisciplinary program that combines physics coursework with elective options in computer science, forensic science, journalism, energy and environmental policy, business and entrepreneurship, and meteorology, to provide a more attractive and more employable major. This “Physics Plus” program requires no new courses.
 - Provided a high school visitation program to recruit majors.
 - Continued to modernize its undergraduate labs.
 - Expanded its service courses for students in other majors, especially in the preparation of future teachers.
 - Used high-speed data links to bring both the planetarium and the on-campus observatory on-line, to enhance introductory astronomy courses.
 - Begun to market its astronomy program as the only undergraduate program in the U.S. with significant undergraduate access to one large telescope and two small telescopes.
- iii. The Department has begun negotiations with four institutions for cooperative use of WIRO: Denver University, the University of Colorado, Pike’s Peak, Inc., and the University of Minnesota. The WIRO Council, the governing body of WIRO, consists of the VP for Research, VP for Academic Affairs, Dean of A&S, and the Department Head. The WIRO Council has developed time-allocation, fiscal management, and external user plans to guide transition of WIRO to a multi-institutionally supported facility governed by the Council. In devising these plans, the Council has sought guidance and input from the current UW user community as well as from researchers who operate analogous facilities. The Council proposes to present a progress summary to the Board of Trustees in September.

Vice President Allen reported that the department was charged with undertaking several steps and they are doing so. The steps are: 1) focus efforts and place a moratorium on M.S. and Ph.D. programs; 2) address priorities within the department by strengthening the undergraduate degree; and, 3) formulate a plan for operations and funding of the infrared facility. A review group is working on a fiscal management plan for WIRO; an external user plan; and, discussion with stakeholders on campus to determine what services should be provided. A letter of invitation has been prepared for regional mailing in an effort to attract partnerships for UW. A climate study has been initiated comparing Jelm Mountain and other possible sites in the region.

Vice President Gern noted that recently the department has received a NASA grant and has placed a microwave transmitter at the WIRO to transmit information to the Physics building.

The transmitter will provide a downlink to the university and provide Internet 2 connections. UW will retain ownership of the telescope and would like it to remain on Jelm mountain. It is possible the new partners will bring equipment to the partnership. Access to the mountain site continues to be a problem.

Vice President Allen said the department is undergoing a search for two faculty members and it will take more than one semester to rebuild the undergraduate program. The focus of the department is astronomy; however not everything is linked to astronomy.

Vice President Buchanan reported that with the assistance of several groups, the Planetarium is being restored and will be up and working in the near future.

Army ROTC

The U.S. Army Cadet Command ranked the UW Army ROTC program in the top 20 percent of programs nationwide (51st of 270). The ranking is based on nine factors that include cadet performance at the Ft. Lewis summer advanced camp, the number of cadets in the program that are commissioned, and the support the detachment receives from the University. Last year Army ROTC commissioned 12 cadets, two more than the target number established by Cadet Command.

As a result of the program's excellent ranking, the Army Cadet Command has increased by three the number of federal scholarships provided to UW, for a total of eleven Army Scholarships. One of the new scholarships is a four-year award. In addition the UW detachment was one of only six in the nation to be provided a student computer laboratory by the U.S. Army.

NCA Site Visit

The North Central Association evaluation team will be on campus March 5-8, 2000 for the site-visit. Over 300 copies of the NCA Self Study have been distributed. A schedule will be discussed during the March Trustees meeting.

Vice President Abernethy reported a ten-member team will begin its visit on Monday. Visitors will meet with all administrative areas, colleges and deans, Staff and Faculty Senate.

Post-graduate Placement of 1998 UW Grads

A commercial survey research firm, RuffaloCODY, based in Cedar Rapids, Iowa, conducted a telephone survey of UW graduates from December 1998 through August 1999. The sample included 2,133 graduates from all majors and degree levels. Final responses were obtained from 1,074 individuals during the two week intensive survey period.

Highlights from the survey report indicate that 53.4% of the respondents were employed full-time in a field related to their major area of study, 10.2% were employed outside their field, but in a position of their choice, 10.8% were still seeking employment, and 22% were enrolled in professional/graduate school, or continuing education programs. Of those who were employed, 39% were earning \$32,000 or more. 78.6% graduates employed in Wyoming were earning \$31,000 or less, compared to 56% of those employed outside of Wyoming. Salary ranges are correlated with majors, with higher salaries reported by graduates in high technology fields.

Data include current address information, employment status, employer, how and when employment was secured, annual salary, and current job title. Respondents also rated their academic experience, extra-curricular activities, and the value of capstone courses. Data are

reported by major and by college. Departments and colleges are currently evaluating survey results as part of their outcomes assessment programs.

Jo Chytka presented an snapshot of information on the placement of UW graduates. A survey was completed during the fall of all known majors and undergraduates with a response rate of 50.3 percent. Vice President Abernethy reported the survey is part of UW's assessment efforts to evaluate ourselves to see where we can improve. Ms. Chytka is working with the campus job developer to bring more recruiting companies to UW. She also noted that UW's graduates prefer to stay in the West.

Update on Policy to Notify Parents of Alcohol and Drug Violations

At their January 2000 meeting, the Trustees discussed the topic of selective notification of parents of alcohol and drug violations. The decision at that meeting was to invite ASUW to conduct a final review of the proposed policy preparatory to submitting the policy to the President for action. The final review by ASUW was completed in February with a recommendation to change only the specific composition of the committee appointed annually to review the policy. The following is the policy that has been approved.

POLICY FOR THE SELECTIVE NOTIFICATION OF PARENTS OF ALCOHOL AND DRUG VIOLATIONS

The Higher Education Amendments of 1998 permit institutions of higher education to disclose to the parents or legal guardians of a student under the age of 21 years information regarding the violation of any federal, state, or local law and institutional disciplinary rule or policy related to the use or possession of alcohol or a controlled substance. Pursuant to the provisions of this Act, the University of Wyoming may inform parents of students under the age

of 21 of severe or repeated violations of alcohol or controlled substance possession or use when such violations endanger the health or welfare of the student or others. Parental notification shall be given only after:

- There has been due process finding under existing institutional procedures that the student is responsible for such violation.
- The student has been consulted or informed.
- The notification has been endorsed and coordinated by the Director of the Office of Student Life in consultation with the directors of the University Counseling Center and Student Health Services or their designees.

This policy will be evaluated annually by the Vice President for Student Affairs and the President of ASUW, who shall jointly appoint a committee composed of three students and three members of the faculty or staff to determine if the policy should be continued, modified, or eliminated, with such findings and recommendations to be forwarded to the President.

Vice President Hurst reported he has visited with ASUW and they have reconsidered the proposed policy. The students have voted to support the policy as it is stated. UW may be one of the first institutions that has had students supporting this type of policy. This could be attributed to student maturity and the groups that have been actively involved in the discussions. The policy will be reviewed annually. The President will treat this as an administrative matter and will accept the recommendations from Student Affairs on action.

Trustee Nathan Hammons reported the policy was successful because students and administration were able to work together. He noted the only change in the policy is the change

in the composition of the committee. The resolution passed 16-9 and is supported with strict interpretation and an annual review with student input.

Guest Cat Morningstar, spoke to some of the concerns of the non-traditional student and asked that the policy be redefined or revised. President Dubois said the enforcement of the policy does require some human judgement and determination if the reporting will assist the student, and the annual review will provide the students with a safeguard.

Trustee Spicer said the success of the policy will depend on how genuinely it is applied and is not to be confused with a penalty. Trustee Schaefer spoke to Ms. Morningstar about her arguments on personal freedom and privacy.

Students' Attorney Program

Trustee Nathan Hammons noted a memorandum in the folders concerning the students' attorney program. ASUW has reviewed changes to the program and requested the Board's input. ASUW is currently in discussion with the Albany County Bar Association in order to bring the plan to resolution.

BUDGET COMMITTEE

The Budget Committee of the Trustees met on Thursday, March 2, and Friday, March 3, 2000 with Trustees Pete Jorgensen, chair; Dave Bonner, Taylor Haynes, John Patrick, Jerry Saunders, and Greg Schaefer present. The following items were presented to the full Board:

Selection of Auditors

Selection of auditors for General Purpose Financial Statements, Bond Funds, Federal Contracts and Grants, Intercollegiate Athletics, and KUWR

In January, a Request for Proposal (RFP) for audit services was sent to a selection of large national firms with offices in the Rocky Mountain region. The RFP asked for proposals to provide annual audit services in accordance with the provisions of OMB Circular A-133 and the requirements of University bond issues, the NCAA, and National Public Radio for a four-year engagement subject to annual renewal.

The closing date for submission of the proposals was February 18, 2000 and all submissions are currently being evaluated and interviews conducted in preparation for a recommendation to the Board. Each firm's proposal will be evaluated according to the following criteria:

- The degree and quality of experience and expertise of the firm involved in the proposal;
- The estimate of fees and hours necessary to conduct the audit;
- The overall audit plan and approach to providing the services;
- Other services available from the firm; and
- Discussions with client references

Selection of Audit Firm

Responses to the Request for Proposals (RFP) for audit services were received from five national accounting firms with offices in the Rocky Mountain region. The RFP asked for proposals for the annual audit of the University's general financial statements, and for annual audit services in accordance with the provisions of OMB Circular A-133, University bond resolutions, NCAA and National Public Radio for a four-year engagement subject to annual renewal. The five firms submitting proposals were:

- Arthur Andersen
- Deloitte & Touche
- Grant Thornton
- KPMG
- McGladrey & Pullen

The closing date for submission of the proposals was February 18, 2000 and all submissions were initially evaluated to determine which firms would be interviewed in preparation for a recommendation to the Board. Each firm's proposal was evaluated according to the following criteria:

- The degree and quality of experience and expertise of the firm involved in the proposal;
- The estimate of fees and hours necessary to conduct the audit;
- The overall audit plan and approach to providing the services;
- Other services available from the firm; and
- Discussions with client references

The firms of Grant Thornton, KPMG, and McGladrey & Pullen were interviewed during the selection process. It is recommended that the Budget Committee recommend to the Board of Trustees of the University of Wyoming that the firm of McGladrey & Pullen be awarded the engagement to provide audit services to the institution for a four-year period, subject to annual review and renewal by the Board, beginning with the audit for Fiscal Year 2000. It is further

recommended that an extension for an additional one-year period be permitted, should overall performance during the initial contract period be satisfactory in terms of the audit work performed and the firm's adherence to the fees and hours required to perform the audits. Total fees and expenses for the first year of the engagement are \$168,000.

Trustee Jorgensen moved for the approval of the selection of the auditors as presented.

Trustee Schaefer seconded the motion. The motion carried.

Authority for Settlement

Trustee Bonner noted the Board has not recently reviewed the President's authority to settle claims and so moved to increase the President's settlement authority in cases of up to \$100,000 with the result being reported to the Trustees at the next Board meeting. Trustee Hunt seconded. Trustee Haynes wanted it noted that bringing settlement authority up to \$100,000 brings the President's authority in the line with the state. 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 December 15, 1999, through February 9, 2000.

ADVANCED AIRCRAFT COMPOSITES, INCORPORATED - 06/01/1999 - Open	\$	120
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.		
AGRIPRO SEEDS, INCORPORATED - 07/01/1999 - Open	\$	675
Alan Gray; Plant Sciences - Field crop research.		
AGTROL INTERNATIONAL - 01/01/1999 - Open	\$	6,000
Gary Franc; Plant Sciences - Regional plant diseases.		
ALBANY COUNTY, WYOMING - 01/15/2000 - 04/30/2000	\$	1,200

Evelyn Jo Chytka; Career Service Center - Junior high career fair.

ALBANY COUNTY, WYOMING - 10/01/1999 - 09/30/2000	\$	60,100
Narina Nunez; Psychology - Program evaluation for the Laramie Safe Schools/Healthy Students unit.		
AMERICAN BISON ASSOCIATION - 10/01/1999 - 09/30/2000	\$	2,000
Donal O'Toole/Snehalata Huzurbazar; Veterinary Sciences - Transmittal of malignant catarrhal fever virus.		
AMERICAN NURSES FOUNDATION - 10/01/1999 - 09/30/2000	\$	3,498
Mary Beth Stepans; Nursing - Reducing infant exposure to tobacco smoke.		
AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - Open	\$	15,000
Gregory Brown; Botany - Secretarial and clerical support.		
BALL CORPORATION - 06/01/1999 - Open	\$	1,925
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.		
BIG HORN VALVE, INCORPORATED - 09/21/1999 - 02/29/2000	\$	2,000
David Walrath; Mechanical Engineering - Redesign and test the VOST valve.		
BRIDGESTONE/FIRESTONE, INCORPORATED - 06/01/1999 - Open	\$	13,105
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.		
BRITZ-HEIDBRINK, INCORPORATED - 01/20/2000 - 04/30/2000	\$	4,500
David Walrath; Mechanical Engineering - Tooling for composite panel fabrication.		
COLORADO, UNIVERSITY OF - 12/20/1999 - 12/20/2000	\$	15,000
Diane Wolverton; Small Business Development Center - NX Level entrepreneur training.		
CYANAMID - 01/01/1999 - Open	\$	5,000
Stephen Miller; Plant Sciences - Weed biology and control.		
DHS SYSTEMS LLC - 06/01/1999 - Open	\$	1,050
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.		
DIAMOND J RANCH - 12/12/1998 - Open	\$	19,161
Richard Olson; Renewable Resources - Enhance elk production through habitat.		
eCollege.com - 12/01/1999 - 09/30/2002	\$	85,000
Patricia Pattison; College of Business - On-line business administration course development.		
eCollege.com - 12/01/1999 - 09/30/2002	\$	9,000

Mark Sunderman; Economics and Finance - On-line real estate course development.

eCollege.com - 12/01/1999 - 09/30/2002 \$ 64,000
 Marcia Dale; Nursing - On-line nursing course development.

ENTEK CORPORATION - 01/01/1999 - Open \$ 5,000
 Stephen Miller; Plant Sciences - Various weed biology and control.

FLOAT-TEK, LLC - 10/27/1999 - 04/30/2000 \$ 1,000
 David Walrath; Mechanical Engineering - Fabricate prototype parts.

FMC CORPORATION - 06/16/1995 - Open \$ 15,000
 Pradeep Agarwal; Chemical Engineering - Form-coke process.

FMC CORPORATION - 01/27/2000 - 05/31/2000 \$ 1,500
 Martin Greller; Management and Marketing - Team building project.

THE GOODING SEED COMPANY, INCORPORATED - 07/01/1999 - Open \$ 450
 Alan Gray; Plant Sciences - Field crop research.

GORDON PLASTICS, INCORPORATED - 04/14/1997 - Open \$ 1,530
 Scott Cogull; Mechanical Engineering - Characterize composite materials.

HARZA ENVIRONMENTAL SERVICES, INCORPORATED - 02/01/1999 - 05/31/2000 \$ 7,200
 Marjorie Bedessem; Civil Engineering - Microbial enumeration for Rock Springs in-situ oil shale retort project.

JOB TRAINING PARTNERSHIP AGREEMENT - 05/01/1999 - Open \$ 431
 James Pew; Human Resources - Summer youth program.

KANSAS STATE UNIVERSITY - 09/15/1999 - 09/30/2002 \$ 24,500
 Jason Shogren; Economics and Finance - Demand for risk reduction from foodborne pathogens.

MENON & ASSOCIATES, INCORPORATED - 10/27/1999 - 04/30/2000 \$ 3,000
 David Walrath; Mechanical Engineering - Fabricate prototype parts.

MIAMI, UNIVERSITY OF - 07/01/1999 - 11/30/2000 \$ 5,000
 Anne Bowen; Psychology - HIV risk in migrant drug users.

MINNESOTA, UNIVERSITY OF - 10/01/1998 - 09/30/2000 \$ 18,485
 Charles Woodward; Geology - IR imaging photometry and polarimetry of comets.

MISSOURI, UNIVERSITY OF - 04/01/1999 - 03/31/2000 \$ 50,000
 Diane Wolverton; Small Business Development Center - Develop and implement learning web.

NATIONAL SUNFLOWER ASSOCIATION - 01/01/1999 - Open Stephen Miller; Plant Sciences - Various weed biology and control.	\$	850
NATRONA COUNTY, WYOMING - 02/18/2000 - 02/20/2000 John Hewlett; Agricultural Economics - Wyoming extension showcase on technology.	\$	3,364
PARK COUNTY, WYOMING - 12/15/1999 - 04/15/2000 Ward Gates; Physical and Health Education - Cody youth risk behavior survey.	\$	1,650
PFIZER, INCORPORATED - 09/04/1997 - Open Weeranuj Yamreudeewong; Pharmacy - Educational grant.	\$	1,000
PFIZER, INCORPORATED - 11/01/1999 - 06/30/2000 John Lloyd/James Waggoner; Renewable Resources - Field evaluation of doramectin topical solution.	\$	140,000
SEED SYSTEMS, INCORPORATED - 06/22/1999 - Open Abdel Mesbah; Plant Sciences - Crop-weed research.	\$	1,800
SHEPHERD OF THE VALLEY CARE CENTER - 02/12/1993 - 12/31/1999 Joe Schoeber; Casper Family Practice - Medical services for nursing home patients.	\$	2,500
STRIDE LEARNING CENTER - 08/01/1999 - Open Ken Heinlein; Wyoming Institute for Disabilities - Early childhood training conference.	\$	6,109
TEXAS, UNIVERSITY OF - 11/01/1999 - 05/31/2000 Scott Smithson; Geology - Seismic data acquisition.	\$	180,000
TEXAS, UNIVERSITY OF - 09/30/1999 - 08/31/2000 Anne Bowen; Psychology - Risk in male drug users.	\$	16,267
TRIPLE S AGRICULTURE SERVICE - 12/07/1999 - Open David Walrath; Mechanical Engineering - Coal ash thermal conductivity as insulation.	\$	2,500
UNITED STATES BUREAU OF LAND MANAGEMENT - 09/30/1999 - 09/30/2000 Roger Coupal/David Taylor/Donald McLeod; Agricultural Economics - Recreation database evaluation.	\$	80,000
UNITED STATES DEFENSE SPECIAL WEAPONS AGENCY - 10/06/1998 - 10/05/2001 Igor Morozov/Scott Smithson; Geology - 3-D image of mantle velocity.	\$	34,235

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2000 David Kazmer; Renewable Resources - Plant protection and quarantine program support.	\$	20,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2000 David Kazmer; Renewable Resources - Map information training.	\$	6,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2000 David Kazmer; Renewable Resources - Toadflax biocontrol.	\$	11,720
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2000 David Kazmer; Renewable Resources - Gypsy moth survey.	\$	5,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2000 David Kazmer; Renewable Resources - Gypsy moth data management.	\$	500
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 10/01/1999 - 11/30/2001 Donald McLeod/Katherine Inman/Roger Coupal; Agricultural Economics - Impacts of amenity values on agricultural lands conservation in the Rocky Mountain region.	\$	130,000
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 12/01/1999 - 11/30/2001 Bret Hess; Animal Science - Balancing postruminal amino acid supply.	\$	49,994
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 12/15/1999 - 09/30/2000 Stephen Herbert; Botany - Cyclic electron transport in stress tolerance by photosynthetic organisms.	\$	14,813
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 09/15/1999 - 11/30/2000 Michael Brewer; Renewable Resources - Natural enemy control of insect herbivores.	\$	53,953
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 06/01/1998 - 05/31/2000 Dennis Knight; Botany - Post-timber harvest monitoring.	\$	12,746
UNITED STATES DEPARTMENT OF EDUCATION -	\$	951,352

09/01/1999 - 08/31/2000

Charles Ksir; Education Dean's Office - Teacher quality enhancement.

UNITED STATES DEPARTMENT OF EDUCATION - \$ 2,369,937
07/01/1999 - 06/30/2000

John Nutter; Student Financial Aid - Pell grant funding.

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN \$ 149,951
SERVICES - 09/30/1999 - 09/29/2000

Patricia Conway; Social Work - Child welfare services training.

UNITED STATES GEOLOGICAL SURVEY - 03/09/1999 - 12/31/2001 \$ 9,335

Ken Gerow; Statistics - Statistical issues for Innoko National Wildlife Refuge.

UNITED STATES GEOLOGICAL SURVEY - 01/04/2000 - 06/30/2003 \$ 5,000

Stanley Anderson; Zoology - Midget-faded rattlesnake habitat.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 55,508
ADMINISTRATION - 12/01/1997 - 11/30/2000

Mark Hervig; Atmospheric Science - Investigate sulfate aerosols and polar stratospheric clouds.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 14,400
ADMINISTRATION - 01/01/2000 - 12/31/2000

Robert Howell; Physics and Astronomy - Thermal emission from lava flows.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 188,908
12/01/1999 - 11/30/2000

Peter Thorsness; Molecular Biology - Genetic analysis of mitochondrial integrity.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 52,769
12/01/1998 - 12/31/2000

Jefferson Snider; Atmospheric Science - Analysis of condensational growth.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 188,281
02/15/1998 - 01/31/2001

Gabor Vali/Robert Kelly; Atmospheric Science - Airborne radar studies of clouds.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 100,000
02/01/2000 - 01/31/2003

Edward Clennan/Jeffery Yarger; Chemistry - Upgrade of a nuclear magnetic resonance spectrometer.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 90,000
02/15/1999 - 01/31/2001

Suzanne Harris; Chemistry - Electronic structure of molecular and solid state models for hydrotreating catalysts.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/2000 - 01/31/2001	\$	69,810
David Fountain/Barbara John; Geology - Seismic properties of volcanic rocks.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/01/2000 - 04/30/2003	\$	225,135
Carol Frost/Ronald Frost/Kevin Chamberlain; Geology - Late archean crustal evolution of the southern Wyoming province.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/1997 - 12/31/2000	\$	70,000
Peter Thorsness; Molecular Biology - Biochemical and genetic analysis of vacuole-mediated mitochondrial turnover.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/2000 - 12/31/2000	\$	20,100
Robert Howell; Physics and Astronomy - Multi-wavelength modeling of hot spots on Jupiter's moon.		
UNITED STATES NAVY - 09/14/1999 - 09/13/2001	\$	20,000
L. Karl Branting; Computer Science - Case extraction for supporting knowledge acquisition.		
VARIOUS NURSING SCHOOLS - 02/22/1994 - Open	\$	2,133
Marcia Dale; Nursing - Develop nursing programs.		
VARIOUS SPONSORS - 09/01/1994 - Open	\$	150
William Gribb; Geography and Recreation - Wyoming geographic alliance.		
VARIOUS SPONSORS - 09/01/1993 - Open	\$	1,000
John Murphy/James Steidtmann; Geology - Fission-track thermochronology.		
VARIOUS SPONSORS - 02/01/1994 - Open	\$	5,070
Duane Keown; Natural Science Program - Wyoming's conservation connection.		
VARIOUS SPONSORS - 06/01/1999 - Open	\$	1,500
Patricia McClurg; Natural Science Program - Workshops for the Upper Midwest Aerospace Consortium.		
VARIOUS SPONSORS - 02/01/1996 - Open	\$	8,800
James Rosen; Physics and Astronomy - Balloon launch and equipment support.		
VARIOUS SPONSORS - 10/01/1999 - 09/30/2000	\$	2,745
Diane Wolverton; Small Business Development Center - Manage and operate the small business development centers in Wyoming.		

VARIOUS SPONSORS - 01/01/1997 - Open	\$	1,487
Audie Blevins/Garth Massey; Sociology - Census of households on the Wind River Indian reservation.		
VARIOUS SPONSORS - 07/01/1998 - Open	\$	557
Jeffrey Hamerlinck; Spatial Data and Visualization Center - To fund the Spatial Data and Visualization Center.		
VARIOUS SPONSORS - 10/01/1998 - Open	\$	6,642
Keith Miller; Wyoming Institute for Disabilities - Workshop fees.		
VARIOUS SPONSORS - 10/01/1998 - Open	\$	195
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
WASHINGTON, UNIVERSITY OF - 09/30/1999 - 09/29/2000	\$	56,599
Sylvia Moore; WWAMI Medical Education Program; Model state support for the Area Health Education Center (AHEC) program.		
WYOMING COUNCIL FOR THE HUMANITIES - 11/15/1999 - 04/30/2000	\$	2,000
Scott Boberg; Art Museum - Women artists lecture series.		
WYOMING COUNCIL FOR THE HUMANITIES - 12/20/1999 - 05/31/2000	\$	2,000
Susanna Goodin; Philosophy - Book discussion group.		
WYOMING COUNCIL FOR THE HUMANITIES - 11/05/1999 - 04/15/2000	\$	500
Jeanne Holland; Women's Studies - History of the 19th century women's movement in the United States.		
WYOMING DEPARTMENT OF ADMINISTRATION AND INFORMATION - 10/11/1996 - Open	\$	4,000
Keith Cottam; UW Libraries - Net lender program.		
WYOMING DEPARTMENT OF COMMERCE - 01/10/2000 - 05/31/2000	\$	10,800
Mary Hopkins/Audrey Shalinsky; Anthropology - Cultural resource interns.		
WYOMING DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000	\$	25,000
William Gribb; Geography and Recreation - Social studies education information center.		
WYOMING DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000	\$	25,000
Linda Hutchison; Natural Science Program - Coalition for common core of knowledge and skills in mathematics.		
WYOMING DEPARTMENT OF EDUCATION - 10/01/1999 - 09/30/2000	\$	25,000
Joseph Stepan; Natural Science Program - Common core of knowledge and skills in science.		
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY -	\$	12,000

01/01/2000 - 06/30/2000

Gregory Wilkerson; Civil Engineering - Burger Draw erosion potential mapping project.

WYOMING DEPARTMENT OF FAMILY SERVICES - \$ 562,624

10/01/1999 - 09/30/2000

Linda Melcher; Agriculture Dean's Office - Nutrition education plan.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 201,250

01/01/2000 - 12/31/2000

Eugene Wilson; Civil Engineering - Technology transfer center.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 6,600

12/10/1999 - 09/30/2000

Eugene Wilson; Civil Engineering - Pocket guidelines for traffic control work zones.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 79,504

12/03/1999 - 03/31/2002

Barry Perryman/Peter Stahl; Renewable Resources - Assess and evaluate snowfence mitigations.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 74,497

Stanley Anderson; Zoology - Wyoming wildlife research.

WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open \$ 2,837

Stanley Anderson; Zoology - Habitat studies in Wyoming.

WYOMING GOVERNOR - 01/01/2000 - 12/31/2000 \$ 14,790

Kenneth Heinlein; Wyoming Institute for Disabilities - Community capacity assessment.

WYOMING GOVERNOR - 01/01/2000 - 06/30/2000 \$ 14,790

Lisa Steffian; Wyoming Institute for Disabilities - Law enforcement training.

WYOMING MEDICAL CENTER FOUNDATION - 06/01/1998 - Open \$ 3,390

Joe Schoeber; Casper Family Practice - Resident recruitment.

WYOMING OFFICE OF STATE LANDS AND INVESTMENTS - \$ 35,000

01/14/2000 - 12/31/2001

Audie Blevins; Sociology - Medicine Bow National Forest social assessment.

WYOMING STATE ENGINEER - 09/30/1999 - 09/30/2000 \$ 60,000

Jeffrey Hamerlinck/Henry Heasler; Spatial Data and Visualization Center - Digitized watershed mapping.

yourPharmacy.com - 10/01/1999 - Open \$ 8,550

Linda Martin; Pharmacy - Provide drug information services.

TOTAL - Contracts and grants approved December 14, 1999, through
February 9, 2000. \$ 7,053,927

TOTAL - Contracts and grants previously approved:

07/01/99 - 08/10/99	5,680,613	
08/11/99 - 10/20/99	8,008,194	
10/21/99 - 12/14/99	4,538,223	<u>\$ 18,227,030</u>

**TOTAL - Contracts and grants approved July 1, 1999 through
February 9, 2000. \$ 25,280,957**

Trustee Jorgensen moved for approval of the contracts and grants as listed in the Report. Trustee Haynes seconded the motion. Vice President Gern talked about the economic power numbers. Currently UW has about \$150 million dollars of research on the books, which includes \$29 million in new money from projects and \$19 million pays for salaries of the University. The money has secondary economic effects – this generates \$33.3 million in the secondary economy in Wyoming and provides about 1400 new jobs. The motion carried.

Art Museum Audit

Art Museum Audit Report

February 11, 2000

To the Board of Trustees of the
University of Wyoming

I have completed a review of the Art Museum account balances and accounting system for the year ending June 30, 1999. This report does not include the Art Museum Sales Gallery account. Sales Gallery Financial Statements for the year ending June 30, 1999 and Sales Gallery audit recommendations appear in separate reports dated February 10, 2000. The following observations, recommendations, and Art Museum responses resulted from this review.

The objectives of the audit were to:

1. Establish the Art Museum's cash balances at the beginning and end of the fiscal year for all accounts at the University and the University of Wyoming Foundation (Foundation).
2. Review the purposes of the various Art Museum accounts at the University and the Foundation.
3. Review the Art Museum's internal operating budgets for income and expenses.
4. Review the Art Museum's internal system of accounting for income and expenses.

Background

The following pages summarize all of the Art Museum accounts except the Sales Gallery. Accounts are classified into the following fund categories: Operating Funds, Restricted Funds, and Endowment Funds. Within each fund category the accounts identified as UW or Foundation funds.

Art Museum (excluding Sales Gallery)
 Cash Balances – UW and Foundation
 Fiscal Year Ending June 30, 1999

<u>Account Name</u>	<u>Acct #</u>	<u>Beginning Balance</u>	<u>Income</u>	<u>Expenses</u>	<u>Transfers</u>	<u>Ending Balance</u>
Operating Funds						
Operating Funds – UW						
Section I						
Art Museum	12003		192,440	(192,358)		82
Unrestricted Gifts						
Pogzeba Memorial	12871	5,198	250			5,448
Art Museum	12915	10,327	326	(11,294)	3,765	3,124
Friends of Art Museum	12916	(53,163)	1	(7,564)	61,500	774
Art Mobile	13020	2,634	108	(19,185)	16,700	257
Gala	13042	(117,509)	3,455	(126,842)	74,576	(166,320)
Endowment Income	16282	27,627	46,260	(69,493)	15,232	19,626
Membership	16283	782	1,020	(17,724)	17,016	1,094
Unrestricted Current Funds						
Shelton	13335	1,191	1,404	(2,049)		546
Friends of Art Museum	13336	(19,248)	10,580	(90)		(8,758)
Earned Income	13509	33,861	21,954	(66,776)		(10,961)
Operations	13544	(95,278)	50,634	(28,689)		(73,333)
Total Operating Funds - UW		(203,578)	328,432	(542,064)	188,789	(228,421)
<u>Operating Funds – Foundation</u>						
M. E. Art Mobile	71	0	5,118			5,118
Art Museum Programs	336	10,360	81,568	(1,185)	(89,276)	1,467
Discretionary	615	0		(6,183)	8,000	1,817
M. E. Art Museum Building	715	4,614	175		(4,765)	24
Simpson, Ann - Art Mobile	2074	1,831	3,259		(3,500)	1,590
Lucile Wright	273	2,756	411		(3,167)	0
Lucile Wright	3361	4,024	42,454		(22,333)	24,145
Friends of the Art Museum	3362	502	4,745		(3,000)	2,247
Discretionary	6027	14,347	35,490	(1,201)	(25,000)	23,636
Membership	8829	0	13,521		(10,516)	3,005
Total Operating Funds – Foundation		38,434	186,741	(8,569)	(153,557)	63,049
Total Operating Funds - UW and Foundation		(165,144)	515,173	(550,633)	35,232	(165,372)

<u>Account Name</u>	<u>Acct #</u>	<u>Beginning Balance</u>	<u>Income</u>	<u>Expenses</u>	<u>Transfers</u>	<u>Ending Balance</u>
Restricted Funds						
Restricted Funds – UW						
Kennedy, E. Chatterton	14498	30,386	1,671		(31,932)	125
Smyth, Kevin Memorial	16284	6,000		(1,970)		4,030
Grants						
FAC GIA-GEURIN	GIA7942		2,949	(1,168)		1,781
WAC-MOLDENHAUER	WAC6623	4,000		(3,586)		414
WAC-BOBERG	WAC6630	4,600		(4,200)		400
WAC-MOLDENHAUER	WAC6660		2,100			2,100
WAC-BOBERG	WAC6662		3,000			3,000
WAC-MOLDENHAUER	WAC6667		500	(500)		0
WCH-MOLDENHAUER	WCH0902	10,570		(10,570)		0
WCH-BOBERG	WCH0926		2,000			2,000
Total Restricted Funds – UW		<u>55,556</u>	<u>12,220</u>	<u>(21,994)</u>	<u>(31,932)</u>	<u>13,850</u>
Total Restricted Funds – Foundation						
Burns - Art Museum	115	23,736	6,216		(10,000)	19,952
Forrest	139	3,138	257			3,395
Total Restricted Funds – Foundation		<u>26,874</u>	<u>6,473</u>	<u>0</u>	<u>(10,000)</u>	<u>23,347</u>
Total Restricted Funds – UW & Foundation						
		<u>82,430</u>	<u>18,693</u>	<u>(21,994)</u>	<u>(41,932)</u>	<u>37,197</u>
Endowment Funds						
Endowment Funds – UW						
Lucile Wright		934,584			(934,584)	0
Endowment Funds – Foundation						
Burns - Art Museum	115	77,663				77,663
Forrest	139	3,195				3,195
Lucile Wright	273	7,500			(7,500)	0
Simpson, Ann - Art Mobile	2074	54,390	5,100	(250)		59,240
Lucile Wright	3361	538,288			942,084	1,480,372
Friends of the Art Museum	3362	82,763			6,700	89,463
Total Endowment Funds – Foundation		<u>763,799</u>	<u>5,100</u>	<u>(250)</u>	<u>941,284</u>	<u>1,709,933</u>
Total Endowment Funds – UW and Foundation						
		<u>1,698,383</u>	<u>5,100</u>	<u>(250)</u>	<u>6,700</u>	<u>1,709,933</u>

<u>Account Name</u>	<u>Beginning Balance</u>	<u>Income</u>	<u>Expenses</u>	<u>Transfers</u>	<u>Ending Balance</u>
Summary					
Total All Funds - UW	786,562	340,652	(564,058)	(777,727)	(214,571)
<u>Total All Funds – Foundation</u>	829,107	198,314	(8,819)	777,727	1,796,329
Total All Funds - UW and Foundation	<u>1,615,669</u>	<u>538,966</u>	<u>(572,877)</u>	<u>0</u>	<u>1,581,758</u>

1. NEGATIVE CASH BALANCE

Observation

In total the University operating funds had a negative cash balance of \$203,578 at the beginning of the year and a negative cash balance of \$228,421 at the end of the year. The negative cash balance grew by \$24,843 during the year. The negative total cash balance is mitigated to some extent by funds available for operations on deposit at the Foundation totaling \$63,049 at the end of the year.

Recommendations

- A. A new Art Museum deficit account should be created.
- B. The June 30, 1999 negative cash balance of \$228,421 should be transferred to the new deficit account.
- C. A plan to eliminate the negative cash balance in the Art Museum deficit account must be developed.
- D. All money in operating accounts at the Foundation should be transferred to the University.
- E. Negative cash balances during the year should be limited to the University Operations account (13544). All other accounts should have positive or zero cash balances.
- F. Positive cash balances should not exist in any of the Foundation operating accounts as long as there is a negative cash balance in the University Operations account (13544).

G. A plan must be developed to prevent expenses from exceeding income in FY 2000 and the succeeding fiscal years.

Art Museum Responses

History

The UW Art museum moved into the Centennial Complex in 1993 following its construction and the successful Centennial Campaign where the staff of the museum and the National Advisory Board exceeded its fundraising goals for the museum by \$1.7million. These funds subsequently became the bulk of the Art Museum's current endowment of approximately \$2,000,000. Following the opening of the museum, it was the understanding of the Art Museum staff and the National Advisory Board that a request to the Wyoming Legislature would be presented to provide the Art Museum with an operating budget to sustain the programs for which the museum was constructed. This was necessary since the new museum was five times larger than its previous space in the basement of the Fine Arts Complex. However, no request for an operating budget was made to the legislature as was hoped. Seven years later, the museum is still attempting to operate on essentially the same funds, less than \$200,000. Current State allocations combined with endowment income do not fully cover the salaries and benefits of museum employees, not to mention basic operating needs like telephone, equipment, service contracts, postage, printing, copies, travel, office supplies, materials, and advertising. Fundamental program expenses for exhibitions, collections and educational programs (crating, shipping, rental fees, conservation, exhibition supplies, insurance, travel and honoraria for speakers) are also not covered by state funds or the endowment.

It became obvious to the Art Museum Director in the fall of 1994 that in order to fill the Museum's spacious art galleries with changing exhibitions, and educational programs, a deficit situation was apparent. Following a strategic planning session in October of 1994, involving staff, faculty, administration and National Advisory Board members, where the finances of the museum were discussed with the administration, the Museum Director asked the Special Assistant to the President whether he should cut museum programs in order to achieve a balanced budget. The Special Assistant spoke with the President, and directed the Art Museum Director not to cut programs in favor of a balanced budget, and that a solution would be found. The Museum Director did cut programs, but not to a degree that it damaged the museum's image with the public, and both he and the National Advisory Board increased their efforts to find alternative sources of funding. However, they were not able to fully compensate for the lack of an adequate state supported operating budget.

In 1997, a similar question was posed to the new President regarding the museum's deficit posture. In his memo to the Art Museum Director of Dec. 2, 1997, the President, while stressing the importance of a balanced budget, instructed the Director not to "engage in precipitous budget trimming actions that might adversely affect our public posture or our relationship with your board", while recognizing the Director's commitment to enhancing revenue and monitoring spending.

The current deficit balance is the cumulative result of the dilemma the administration has faced since the Art Museum opened seven years ago without an increase in its state allocation to operate in the new facility. It is also the result of inflation; unfunded pay raises for staff paid from section two accounts, and pay raises that result from the mandatory five year re-classification review of staff employees by the UW Office of Human Resources.

Action Items

- A. A deficit account will be created by our accountant with the cooperation of UW Accounting Office no later than July 1, 2000.
- B. Negative balances will be transferred to the above referenced account as soon as it is created.
- C. A plan to eliminate negative cash balances is under discussion between the Art Museum Director and the Vice President for Academic Affairs.
- D. All foundation operating accounts are now transferred to University accounts on a quarterly basis by the Art Museum Accountant.
- E. The Art Museum Accountant will make certain that negative cash balances during the year will be limited to University Operating Account 13544. All other accounts will have positive or zero balances beginning no later than July 1, 2000.
- F. The Art Museum Accountant will not maintain positive cash balances in Foundation operating accounts as long as there is a negative cash balance in University account 13544.
- G. A plan is being discussed between the Art Museum Director and the Vice President for Academic Affairs to provide the Art Museum with an operating Budget that will cover the core expenses of the Art Museum which here-to-for have not been addressed. If such a budget allocation is not feasible, dramatic cuts in programs and staff will be necessary to secure a balanced budget.

2. ART MUSEUM ACCOUNTS

Background

The Art Museum has 11 Section II self-sustaining operating accounts at the University and another 9 operating accounts at the Foundation. To evaluate the financial activity of the Art Museum operations the balances and transactions of all 20 of these accounts must be taken into consideration. Some of these accounts were established to track expenditures of donations from specific sources or donations for specific Art Museum operations. Other accounts were established for specific fund raising activities.

Observation

An account created for the Gala fund raising event is routinely used for general operations in addition to the Gala's transactions. The Gala's income and expenses can not be determined by reviewing the balances in the Gala account. The existing accounts do not correlate to the income or expense departments that appear in the Art Museum budget and the Art Museum accounting system. As a result, the large number of accounts and the way they are being used does not appear to benefit the Art Museum or the University.

Recommendations

- A. The number of University accounts should be consolidated to an Art Museum operations account and an account for unrestricted donations. Although, separate accounts will still be needed to track expenditures of donations for specific Art Museum operations.
- B. All fund raising activity transactions should be processed through the Art Museum operations account. The Art Museum accounting system should serve as the source of revenue and expenditure information related to each fund raising activity.

Art Museum Response

It has been our desire for some years to eliminate these accounts to create a more efficient accounting procedure and to reduce unnecessary paperwork. We would also prefer the option to use our accounting system to serve as a source of information on the success of fundraising programs like the gala, rather than separate accounts. We appreciate these recommendations and look forward to the cooperation of the Foundation and the Accounting Office to help facilitate the elimination of these accounts by July 1, 2000.

3. ART MUSEUM BUDGET SYSTEM

Background

The Art Museum has developed an internal budgeting system to control all of its operating expenses. Operating expenses are partially supported by Section I funding and the Art Museum generates the balance of funding.

Observation

The Art Museum operating budget for FY 1999 had total income of \$665,200 and total expenses of \$685,800 resulting in a budget deficit of \$20,600. Included in the total income and expenses were Sales Gallery income of \$160,000 and expenses of \$133,900, projecting a net income of \$26,100. The projected Sales Gallery net income of \$26,100 reduced the total Art Museum budget deficit from \$46,700 to \$20,600. The FY 2000 Art Museum Budget projected a Sales Gallery net income of \$30,000 which reduced the total Art Museum budget deficit from 52,200 to \$22,200.

At the beginning of FY 1999, the Sales Gallery had a negative cash balance of \$232,569 and an accrual basis negative fund balance of \$119,291. For FY 1999 the Sales Gallery's negative cash balance increased by \$9,221 and had an accrual basis net loss of \$42,507. By the end of FY 1999, the Sales Gallery had a negative cash balance of \$241,790 and an accrual basis negative fund balance of \$157,989.

There are two reasons that projecting Sales Gallery income in excess of expenses, for the FY 1999 and FY 2000 Art Museum budgets, should not have happened. First, the Sales Gallery already had large negative cash balances and fund balances and it was unlikely that these balances would be positive at the end of the year. Second, the Sales Gallery had

historically not generated income in excess of expenses that would approach the amounts that appeared in the FY 1999 or the FY 2000 budgets.

Recommendation

The Sales Gallery budget should be separated from the rest of the Art Museum's budget. The Sales Gallery income and expenses budgets should be removed from Art Museum budget for FY 2000. Then the Art Museum budget for FY 2000 should be adjusted so that expenses do not exceed Income.

Art Museum Response

A recommendation of the Sales Gallery Audit, using an accrual system of accounting for the shop, will allow us to better calculate potential income verses cost of goods sold and expenses. However, we agree fully with these recommendations so that the shop can be monitored independently and not impact the budgeting of the museum operation. We have already separated the two in our accounting system.

4. ART MUSEUM ACCOUNTING SYSTEM

Background

The Art Museum uses a computerized spreadsheet to record the transactions of each University and Foundation account. Transactions are classified as income, expenses and transfers. Total income and expenses are calculated and shown on monthly budget comparison reports.

Observation

In some instances the Art Museum Accounting system did not identify transfers between Art Museum accounts as a distinct class of transactions that are neither income nor expenses.

The total of transfers-in was not equal to the total of transfers-out. These classifications are important because transfers must not be combined with income or expense transactions that are summarized for the monthly reports comparing actual income and expenses to their respective budgets.

Recommendation

Deposits to an Art Museum account at the University or the Foundation should be classified as income as long as the money is not being transferred from another Art Museum account at the University or the Foundation. Transactions withdrawing money from an Art Museum account should be classified as an expense as long as the money is not being transferred to another Art Museum account at the University or the Foundation. This will require all Art Museum accounts to be included in the Art Museum Accounting system, including restricted and endowment accounts at the Foundation.

When money is moved between any Art Museum accounts at the University or the Foundation it should be classified as a transfer on the Art Museum accounting system. Transfers must be readily identifiable as not being an income or an expense transaction. To ensure that transfers have been properly identified in the Art Museum accounting system, the total of all transfers-in and transfers-out must total zero at the end of each month. These changes should be implemented for the current fiscal year's spreadsheet.

Art Museum Response

We agree fully with these suggestions and have already implemented the recommendation.

5. CASH DONATION BOX

Observation

One person can unlock the cash donation box and remove the money.

Recommendation

Two people should be required to unlock, remove and count the money from the cash donation box. They should record the amount of money removed from the donation box and both should sign the record.

Art Museum Response

This process will be implemented as soon as a second lock can be installed in the donation box by our staff technician; no later than March 1, 2000.

Van Jacobson
Internal Auditor

cc: Philip Dubois, President
Thomas Buchanan, Vice President
Academic Affairs
Daniel Baccari, Vice President
Administration and Finance
Charles Guerin, Director
University Art Museum

Art Museum Sales Gallery Audit

Art Museum Sales Gallery Audit Report

February 10, 2000

To the Board of Trustees of the
University of Wyoming

I have completed a limited examination of the Art Museum Sales Gallery for the year ending June 30, 1999. The following observations, recommendations and Art Museum Sales Gallery responses resulted from the June 30, 1999 limited examination:

Background

The cash register system used by the Art Museum Sales Gallery is a computerized system that incorporates several functions including:

- Maintain a perpetual inventory record of merchandise both at cost and retail valuation.
- Capability of recording sales by department and method of payment.
- Maintain a record of charge sales by customer.
- Produce management reports including inventory lists and aged accounts receivable listing.

1. NEGATIVE FUND BALANCE

Observation

The accumulated negative fund balance at the beginning of fiscal year 1999 was \$119,291 and the accumulated negative fund balance at June 30, 1999 was \$157,989. The negative fund balance has continued to increase since FY 1994 when it was \$9,832 as of May 31, 1994.

Recommendations

- A. A new Sales Gallery deficit account should be created.
- B. Transfer the \$157,989 June 30, 1999 deficit to the newly established deficit account.
- C. A plan to eliminate the deficit of \$157,989 should be developed.
- D. The amount of the current year's deficit should be established at the end of each fiscal year and the deficit should be transferred to the deficit account.
- E. A plan should be developed to eliminate the deficit in each fiscal year beginning with FY 2000.

Art Museum Sales Gallery Responses

The Sales Gallery at the Art Museum is a significant asset to our visitors and adds an important dimension to the visitors' experience. The negative balances indicated are the result of the initial capitalization of the shop and losses incurred as a start up business, as agreed to with no specific amount discussed by the Vice President for Finance in the spring of 1993. We had hoped that the shop would have reached a break-even point sooner and we are committed to the objective of a profit making operation.

This Audit has given us the tools to better budget and manage the operation through the implementation of the accrual accounting system. We have already taken steps to reduce the costs of operation and to better manage the cost of goods sold and the relationship of that and inventory to the bottom line through the use of this system. We are presently developing a mid-year correction budget using these new tools to reach a balanced budget by the end of fiscal 2000.

- A. A new Sales Gallery deficit account will be created by July 1, 2000
- B. Our accountant will transfer the \$157,989 June 30, 1999 deficit to the newly established deficit account by July 1, 2000.

- C. A plan to eliminate the deficit of \$157,989 will be developed through discussions with the Vice Presidents for Finance and Academic Affairs by July 1, 2000.
- D. Our accountant will establish the amount of the current year's deficit at the end of each fiscal year, and the deficit, if any, will be transferred to the deficit account.
- E. A plan is currently being developed by the director, shop manager and accountant to eliminate the deficit this year and in each subsequent fiscal year.

2. MONTHLY FINANCIAL STATEMENTS

Observation

There are no monthly accrual basis financial statements prepared for the Art Museum Sales Gallery. These statements will provide the information needed to help make proactive management decisions throughout the year.

Recommendation

Accrual basis financial statements should be prepared in a timely manner each month and management should thoroughly review these statements.

Art Museum Sales Gallery Responses

Using an accrual method of accounting rather than a cash method is a welcome suggestion. Now that we know the value of this method as a management tool, this suggestion is welcome and one which has already been implemented by our accounting and Sales Gallery staff.

3. ACCOUNTS RECEIVABLE

Observation

Accounts Receivable at the end of fiscal year 1999 contained receivables of \$5,718 that were over ninety days; these equaled 83% of the total accounts receivable. The longer an

account receivable is outstanding the greater the likelihood that it will not be collected. In addition the Sales Gallery does not charge interest on outstanding accounts which encourages the customer not to pay their bill in a timely manner.

Recommendation

It is recommended that every effort be made to collect the outstanding receivables. Further, if these are not collected by June 30, 2000 they should be turned over to Accounts Receivable for collection.

In order to facilitate sales the Sales Gallery accepts cash, check and credit cards from its customers, it is therefore not necessary to extend credit to its customers. If, however, credit is to be extended to customers in the future a written procedure should be developed outlining the parameters of extending credit, monthly billing, and the collection of past due accounts.

Art Museum Sales Gallery Response

Notices will be sent to customers who have unpaid accounts each month until June 30. Unpaid accounts over 90 days will be turned over to accounts receivable at that time for collection.

Comments from our customers lead us to believe that extending credit does in fact increase our business, however we do recognize the concerns of the audit. Therefore, we will only extend credit in the following circumstance:

- Benefited staff will be afforded the same credit terms as those extended by the UW Bookstore
- We will continue to "bill" VIP customers at their request; Board Members, Trustees, major donors, and customers who spend large sums of money with us each year, as a courtesy for their support. They will be charged no interest for sixty days and 1.5% per month after sixty days.

4. DELAY OF RECORDING INVENTORY AND PAYING INVOICES

Observation

Toward the end of the fiscal year merchandise invoices were not paid and the items were not included in the year-end physical inventory as purchased items, rather they were classified as consignment items in the inventory system. This classification caused them to be excluded from the year-end inventory valuation and accounts payable. As a result both the inventory and the liability were understated at year-end. This misclassification was done to in an attempt to stay within the fiscal year purchasing budget established by the Art Museum for the Sales Gallery.

Recommendation

Inventory purchases should be recorded in the proper inventory classification and as accounts payable when the inventory is received.

Art Museum Sales Gallery Responses

The recommendation has, and will, continue to be implemented by the Sales Gallery Manager.

5. INVENTORY

Observation

There were a few instances in the inventory where negative quantities were being carried in the system, where purchased items were inadvertently not included in the inventory and items were mistakenly classified as consignment when they were actually purchased. With any perpetual inventory system these types of errors are possible and these errors can have a

significant effect on the inventory valuation. The observed instances, however, had a minor effect on the inventory valuation.

Recommendation

The Sales Gallery management is aware of these types of problems and has made significant progress in correcting these types of errors. The continual efforts of management to monitor inventory valuation periodically throughout the year will help alleviate these problems.

Art Museum Sales Gallery Responses

The Sales Gallery Manager has and will continue to monitor inventory valuation on a monthly basis as recommended.

6. SALES TAX

Observation

The Sales Tax liability account at the end of fiscal year 1999 (FY 1999) appears to contain the following:

- The liability for the prior years FY 1997 and FY 1998 annual fundraising art sale (\$1,515 and \$2,041)
- The April through June sales tax liability for the Sales Gallery of \$1,220. The net result is the sales tax liability and cash for the Sales Gallery are overstated by \$3,556. The sales tax liability from the FY 97 & 98 years should have been filed and paid in a timely manner.

Recommendation

This tax liability should be reconciled with the Taxes and Investments office, any correcting journal entries should be made to transfer money between accounts, and any remaining liability should be paid immediately.

Art Museum Sales Gallery Responses

This oversight occurred during the employment of a previous accountant who no longer works for the UW Art Museum. We became aware of the under-payment following her departure and our new accountant has been working with the auditors to determine the full scale of the problem. The liability is currently being reconciled with the Taxes and Investment Office and any remaining liability will be paid immediately by the new Art Museum Accountant.

7. COMMINGLING OF MONEY

Observation

It was noted that on several occasions the Sales Gallery paid expenses for another Art Museum department or another Art Museum department paid expenses for the Sales Gallery. This operation has a separate account, which creates the expectation that, the cash balance and transactions of the accounts are the result of only the Sales Gallery operations and include all of the Sales Gallery operations.

Recommendation

When bills are received that involve more than one department, i.e. the cell phone statement, the charges should be broken down according to department before the bill is paid. This will allow the actual payment to be charged to the correct department rather than allocated after the fact on the Art Museum computerized spreadsheet.

Art Museum Sales Gallery Responses

The Art Museum Accountant will implement this recommendation immediately.

8. TIMELY DEPOSITS

Background

Cash Handling Policies and Procedures Information Circular 1993-1, Section III Timely and Intact Deposit states in part: In the case of continual collection activities, deposits should be made daily and within one working day of collection, whenever possible. If collection activity is infrequent or small in amount, the cost of frequent transmittal should be balanced by the potential for loss. Deposits should be made when \$300.00 has accumulated, but no less frequently than weekly regardless of the amount on hand. Departments are responsible for the losses before transmittal to the Cashier's Office. A record of the transmittal and Cashiers receipt should be kept as a permanent record.

Observation

The deposits for the month of June 1999 were not made in a timely manner and the receipts were kept unsecured in an office from the day of the sale until the deposit was made.

Recommendation

It is recommended that deposits be made in accordance with the Information circular 1993-1.

Art Museum Sales Gallery Responses

Our accounting office has implemented the recommendation.

9. CASH FUNDS

Background

The Cash Handling Policies and Procedures Circular 1993-, Section III B Basic Elements - Cash Funds provides for the proper establishment and use of cash funds. These

working funds are "borrowed" from the University Cashiers to be used for designated purposes requiring continuous cash funds, and the Cashier issues regulations governing their use. The policies further state the working fund cannot be used for cashing checks without approval of the Cashier and that the reconciliation be performed daily, and the original fund balance must be accounted for at all times. Section VIII of the policy states that a continuous record of overages and shortages must be maintained and monitored as a measure of the effectiveness of the receipting process and controls.

Observation

The Art Museum Sales Gallery has not properly established a cash-working fund. The source of the current working fund of approximately \$200.00 is unknown. In addition the cash register is used to cash checks and a continuous record of cash overages and shortages does not appear to be kept.

Recommendation

The existing working fund of \$200.00 should be deposited. The Coordinator of the Museum Visitors Services, who is the manager of the Sales Gallery, should obtain a working fund from the University Cashiers office. A copy of Information Circular 1993-1 should be obtained and sections III Basic Cash handling, VIII Overages/Shortages should be implemented.

Art Museum Sales Gallery Responses

The Sales Gallery manager will obtain a working fund as suggested and the requirements of circular 1993-1, section III and VIII will be implemented by March 1, 2000.

10. LIMITED ABILITY TO RETRIEVE REPORTS

Observation

Due to the limitations of the cash register system not all reports can be reproduced historically. The aged accounts receivable report is an example of one such report.

Recommendation

A list of reports that will be produced monthly and annually should be developed. These reports should be filed in a safe location to ensure they are available when needed.

Art Museum Sales Gallery Responses

The Sales Gallery Manager and the museum accounting office will work together to develop, by July 1, 2000, a list of reports which will be produced on a monthly and annual basis. The reports will be maintained on file in the accounting office.

Jim Byram
Auditor

cc: Philip Dubois, President
Thomas Buchanan, Vice President
Academic Affairs
Daniel Baccari, Vice President
Administration and Finance
Charles Guerin Guerin, Director
University Art Museum
Jeffery Fields, Coordinator
Museum Services

**Art Museum Sales Gallery
Examination Procedures for Financial Statement**

February 10, 2000

To the Board of Trustees of the
University of Wyoming

I have completed a limited examination of the Art Museum Sales Gallery for the year ending June 30, 1999. The limited examination included conversion of cash basis reports to accrual for the fiscal years ended June 30, 1998 and 1999. The following section outlines the limited examination procedures that were performed and the types of audit procedures that could not be performed.

Limited Examination Procedures

The limited examination of the Art Museum Sales Gallery consisted of the following procedures:

Fiscal year June 30, 1998

ASSETS

The June 3, 1998 asset balances totaling (\$89,221) were determined as follows:

- Cash was obtained from the July 31, 1998 PISTOL report beginning cash. Records were not available to determine if there were deposits in transit.
- Accounts receivable were estimated as being equal to FY 99 as the information was not available and could not be retrieved from the cash register system.
- Inventory valuation of \$134,057 is the amount provided to the accounting office for the University audit. The cash register system inventory report of \$157, 741 could not be reconciled to this number.
- A list of equipment purchased was obtained from the property office and depreciation was calculated using the straight-line method over six years.

LIABILITIES

The June 30, 1998 liability balances totaling \$30,070 were determined as follows:

- Accounts payable was computed by reviewing the invoices paid during fiscal year 1999 for invoices dated prior to the end of the fiscal year 1998.
- Sales tax payable was obtained from the July, 31 1998 PISTOL report beginning balance.

Fiscal year June 30, 1999

ASSETS

The limited examination of assets totaling (\$130,994) consisted of the following procedures:

- The cash overdraft with the University of Wyoming was reconciled to the PISTOL reports for the year at June 30, 1999.
- Methods of recording deposits were reviewed.
- Accounts receivables were reviewed for aging and probability of collection.
- The inventory listing from the cash register system was reviewed to determine the proper carrying value of the inventory at year-end.
- Invoices paid after the end of the year were examined to determine if additional inventory needed to be recorded.
- A list of equipment owned was obtained from the property office and appropriate depreciation and accumulated depreciation was calculated.

LIABILITIES

The limited examination of liabilities totaling \$26,995 consisted of the following procedures:

- Accounts payable was computed by reviewing the invoices paid during fiscal year 2000 for invoices dated prior to the end of fiscal year 1999. Review of sales tax payable account to determine the correct balance at year-end.

RECEIPTS

The limited examination of receipts consisted of:

- Comparing cash register reports to actual deposits and amounts recorded in PISTOL reports.

DISBURSEMENTS

The limited examination of disbursements consisted of:

- Analytical review.
- Trace a sample of paid invoices to inventory records.
- Review source of funds used for disbursements.

Procedures Not Performed

Procedures that could not be performed during the limited examination are as follows:

- The inventory count was not observed for either fiscal year ended June 30, 1998 or 1999.
- Accounts receivable were not confirmed for fiscal ended June 30, 1999.
- There was no listing of accounts receivable for the fiscal year ended June 30, 1998, therefore, no confirmation of receivables was possible.

Jim Byram
Auditor

cc: Philip Dubois, President
Thomas Buchanan, Vice President
Academic Affairs
Daniel Baccari, Vice President
Administration and Finance
Charles Guerin, Director
University Art Museum
Jeffery Fields, Coordinator
Museum Services

**Art Museum Sales Gallery
Financial Statement**

Art Museum Sales Gallery

ANNUAL FINANCIAL REPORT

June 30, 1999

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Statement of Revenue and Expenses

Statement of Changes in Fund Balances

Art Museum Sales Gallery
BALANCE SHEET
JUNE 30, 1998 AND 1999

	1998	1999
<u>ASSETS</u>		
Cash on deposit with the University of Wyoming	\$(232,569)	\$(241,790)
Accounts Receivable (FY 1998 is estimated)	6,928	6,928
Inventory	134,057	103,260
Equipment at cost less depreciation of \$8,175 and \$9,932	2,363	608
Total Assets	\$(89,221)	\$(130,994)
 LIABILITIES AND FUND BALANCES		
Accounts Payable	\$19,642	\$22,145
Sales Tax Payable	10,428	4,850
Total Liabilities	30,070	26,995
Fund Balances	(119,291)	(157,989)
Total Liabilities and Fund Balances	\$(89,221)	\$(130,994)

Art Museum Sales Gallery
STATEMENT OF REVENUE AND EXPENSES
YEAR ENDING JUNE 30, 1999

	<u>1999</u>
<u>REVENUE</u>	
Retail Sales	\$134,980
Gifts - Foundation Transfer	109
Miscellaneous	610
Total Revenue	<u>135,699</u>
<u>COST OF SALES</u>	
Cost of goods sold	\$92,285
Freight	600
Total Cost of Sales	<u>92,885</u>
GROSS PROFIT	<u>42,814</u>
<u>EXPENSES</u>	
Full Time Salaries	23,520
Part Time Salaries	18,951
Benefits	6,618
Office Equipment Repair	1,230
Postage	121
Telephone	2,320
Dues and Memberships	125
Advertising	11,588
Copy and Printing	799
Supplies	4,914
Travel	5,918
Consultants	5,569
Credit Card Fees	1,892
Depreciation	1,756
Total Expenses	<u>85,321</u>
REVENUE OVER (UNDER) EXPENSES	<u><u>\$(42,507.00)</u></u>

Art Museum Sales Gallery
STATEMENT OF CHANGES IN FUND BALANCES
YEAR ENDING JUNE 30, 1999

	1999
REVENUE	
Revenue	\$135,699
EXPENSES	
Expenses	178,206
Net increase (Decrease) Before Transfers	(42,507)
TRANSFERS	
Art Museum expenses paid by the Sales Gallery	798
Sales Gallery expenses paid by the Art Museum	(4,607)
Total Transfers	(3,809)
NET INCREASE (DECREASE) FOR THE PERIOD	(38,698)
FUND BALANCES, BEGINNING	(119,291)
FUND BALANCES, ENDING	\$(157,989)

Vice President Buchanan reported that internal auditors conducted the audit with four goals: cash balances, reviewing internal operating budget, internal accounting systems, and purposes of internal accounts. He reported that Director Guerin and his staff had addressed these items in a positive manner and will make the appropriate changes needed. Trustee McCue asked if this gives sufficient information to bring about management and proper controls in the museum. Vice President Buchanan answered yes – this will provide a means to move forward. The recommended changes will be implemented this school year.

Risk Management Report

**UNIVERSITY OF WYOMING
2000
RISK MANAGEMENT AND INSURANCE REPORT**

Introduction

Every organization, no matter how large or small, inherently possesses exposures to risk. This holds true for the University of Wyoming. The operations of the University are dynamic; students and employees come and go . . . new services, research projects, and programs are provided . . . outdated services and programs are eliminated . . . equipment wears out and must be replaced . . . facilities are built, renovated and adapted . . . laws change and the business of the University marches on. Management of these risks requires a coordinated, disciplined managerial approach, known as “risk management,” to eliminate or mitigate these risks. From a University management and therefore the Boardroom perspective, risk is generally considered to be the antithesis of benefit. It includes hazards, dangers, potential for loss, and the degree of probability of a specific exposure for loss as well as the liability for injury, damage, loss, or pain. It encompasses jeopardy or the exposure to extreme danger for any situation. Events with both chance and voluntary provocation are included. Loss potential due to risk also embraces rational behavior, irrational behavior, natural phenomena, and any other potential for realizing unwanted, negative consequences of any event.

Risk management is the process of identifying, measuring and treating property, liability, income, and personnel exposures to loss. The primary objective is to reduce the cost of risk with the ultimate goal being the preservation of the physical and human assets of the institution for the successful continuation of its mission and operations. The common denominator to risk in

today's environment is complexity. As life becomes more complex, specialized information is required to understand, evaluate, and decide issues involving risk. The net effect of specialization is a dissected, fragmented view rather than an integrated one, which produces diverging rather than a converging set of risks.

A well-conceived, comprehensive risk management program requires a significant commitment of time and resources by the University. However, the cost of this commitment is fully mitigated by the realization of the following benefits to the University as a direct result of the risk management program.

- Reduction in misuse, theft, and/or losses to equipment and property
- Reduction in the frequency and severity of accidents
- Reduction in the expenditures of claims
- Reduction in legal expenditures
- Improved insurance coverage while achieving reductions in the unit cost of premiums

Risk management is essentially a progression or series of actions taken with the purpose of minimizing losses or injuries. Act instead of react. The "doing" must accomplish the purpose of eliminating or controlling a risk. To estimate the value of a preventive action logic forces consideration of efficacy (how much control will result), feasibility (how acceptable it will be), and efficiency (how much "bang for the buck" will result). The five steps in the risk management process are identified below.

1. Identify perils and risk exposures.
The risk management program attempts to identify all risks that significantly impact the ability of the University to fulfill its mission and achieve its objectives and goals.
2. Assess the significance of the exposure.
Once the perils and risks have been identified, the loss potentials are analyzed. This includes a determination of the probability (frequency and timing) of a loss and the fiscal impact (severity) of the loss to the University.
3. Select an appropriate risk management method(s).
Once the risk and loss potentials have been identified and analyzed, an appropriate method must be chosen for elimination or controlling the negative impact that the loss would have on the University.

4. Implement the chosen risk management method(s).
Any risk management method chosen, in order to be successful, must be within the financial and physical capabilities of the University.
5. Evaluation of the risk management program.
The risk management program must be evaluated to determine if the program is meeting its objectives. Establishing performance standards and comparing actual performance to those standards accomplish this. They must, necessarily, be quantifiable and measurable, and should be both results- and task-oriented.

The University of Wyoming is exposed to risks of loss resulting from occurrences involving disappearance, damage and destruction of its own property and property of others, injuries to employees or others, dishonesty and unforeseen liabilities imposed by law or assumed by contract.

The philosophy of the University is oriented toward affirmative control and minimization of risk to the greatest extent practicable, retention of the remaining risk when within acceptable limits, and protection against unpredictable and/or catastrophic loss by reasonable use of available insurance as excess to the amount established as an acceptable self-retention. In today's higher education environment, insurance is only a piece of a multifaceted program designed to manage the inherent risks of the university.

The Risk Management Office provides active leadership, which enables the University to protect its students, employees, the general public, and the University's physical and financial assets by reducing and controlling risk in the most efficient and cost-effective manner.

The principle responsibilities of the Risk Management Office include:

1. Develop, administer and implement risk management policy, procedure and planning which includes the development and operation of complex information systems.
2. Develop and administer risk control techniques to reduce the frequency and severity of losses.
3. Develop and administer risk-financing techniques so that adequate resources exist to cover losses that do occur.
4. Assist in the development and maintenance of appropriate contractual language to be included in agreements with outside parties. This includes insurance requirements; hold harmless agreements and indemnity clauses.

5. Coordinate claims investigation and adjustment, and liability loss control techniques.

Description of Major Coverages

Property

Property covers real and personal property, books, business income, extra expense, tuition and fees, EDP equipment including media, valuable papers, plant specimens, animals, equipment in aircraft and automobile physical damage from direct physical loss including flood and earthquake. The exclusions that apply to property coverage include: absolute pollution/contamination; dishonest or criminal act by insured; unexplained disappearance; weather damage to personal property in the open (except vehicles, machinery, equipment, and property in transit); collapse not caused by a covered peril; wear and tear; rust, corrosion, fungus, etc.; mechanical breakdown; explosion not caused by fire or combustion explosion; mine subsidence; power failure off property; government action; war and military action; and nuclear hazard.

Fine Arts

Policy covers fine arts in the permanent collection and those fine arts on exhibit (loan collection), and while in transit. Covered Cause of Loss is special form including flood and earthquake. Coverage is extended to coverage of exhibits (property of others) automatically. The exclusions are listed above under Property.

General Liability/Automobile Liability/Errors and Omissions

Policy covers the tortuous acts of employees, volunteers and elected/appointed officials while acting within the scope of their duties. This includes bodily injury to others, damage to property of others, operations of vehicles, police actions (including violation of civil rights and

discrimination), host liquor liability; personal injury (libel, slander, mental anguish, false arrest, wrongful eviction, humiliation, defamation of character, piracy and any infringement of copyrights or property), actual or alleged error or misstatement, act or omission, neglect, or negligence including misfeasance and nonfeasance, sexual misconduct, inverse condemnation, broadcasters, publishers, and advertisers, and employee benefit liability. It is an occurrence based indemnification form policy. The exclusions include: workers' compensation/occupational disease; seepage or pollution or contamination; absolute asbestos; uninsured/underinsured motorist; and, premises/auto medical payments.

Educators Legal Liability

This policy covers wrongful acts of employees and elected/appointed officials while acting within the scope of their duties such as an actual or alleged error, omission, act, misstatement, neglect or breach of duty within the duties of employees. Coverage includes unlawful discrimination or violation of civil rights, sexual harassment, wrongful employment practices, failure to grant due process, educational malpractice or failure to educate, negligent instruction, infringement of copyright, trademark or patent; plagiarism or idea misappropriation; or oral or written publication or material that slanders or libels a person or organization. The exclusions include: claims occurring prior to the 02/01/1988 Retroactive Date; employee dishonesty; gaining in fact any personal profit or advantage by any individual insured; pollution/asbestos; fiduciary capacity/activities; insured versus insured; and bodily injury exposures.

Excess Liability

This coverage is an excess of the primary general liability and automobile liability coverages as presented above. Coverages include bodily injury to others, damage to property of

others, operation of vehicles, personal injury, liquor liability, sudden and accidental pollution, hostile fire, sexual molestation, child care and sports activities. This coverage is a follow form of the primary general liability form and includes the same exclusions.

Boiler and Machinery

This policy provides coverage to boilers, fired and unfired vessels, air conditioning equipment, mechanical and electrical equipment, water turbines, generators, compressors, pumps, hot water heater piping, objects subject to vacuum and telemetry equipment. The exclusions to the policy include: Ordinance of Law; nuclear hazard; explosion (other than machinery); lightning; wind or hail; weight of ice or snow; riot or civil commotion; vandalism; aircraft; collapse (unless accident caused); and rising water or flood.

Foreign General Liability/Automobile Liability

This covers the tortuous acts of employees within the scope of their duties outside the U.S., its territories or possessions and Canada. Coverage includes bodily injury to others, property damage to others, personal injury (libel, slander, etc.), operation of vehicles (rentals, leases, etc.), premises/operations, products/ completed operations and foreign contractual liability. The exclusions include: professional liability, medical malpractice, aircraft liability and pollution.

Foreign Workers' Compensation

This policy provides workers' compensation coverage for employees traveling outside the U.S., its territories, and possessions. It provides benefits as set forth in the Wyoming State Statutes. Repatriation and medical evacuation are included in the coverage provided. Pilots as an employment class is the only exclusion.

Public Dishonesty/Crime

This coverage applies to public dishonesty, forgery or alteration, theft or disappearance and computer fraud. The exclusions include: dishonest acts by insured, government actions, indirect loss, legal expenses, and nuclear hazard.

Aircraft Liability

This policy covers aircraft liability, non-owned aircraft liability, non-owned aircraft physical damage liability, guest voluntary settlement, all "risk" physical damage, spare parts physical damage, extra expense for reimbursement and extra expense for temporary replacement parts, aircraft medical expense, personal effects and baggage, search and rescue, and war risks liability. The coverages afforded apply to both the King Air and the Piper Cheyenne.

Airport Premises

This policy provides coverage for the hanger owned by the University and all premises necessary and incidental to the aircraft(s) operations. The coverage includes comprehensive general liability, products/completed operations liability, hangerkeepers liability, and personal injury liability. The exclusions include: coverage applies only to approved pilots and excludes certain geographic areas (i.e., Iraq, Kuwait, Saudi Arabia, Turkey, Syria, Jordan, Iran, Libya, etc.).

Trustee Accidental Medical, Death and Dismemberment

This coverage provides accident medical cover for the Trustees on a 24-hour business and pleasure basis during the discharge of official duties. Air travel in the University's plane is explicitly included in the coverage.

Intercollegiate Sports Accident

This policy provides accident medical and accidental death and dismemberment coverage for NCAA sports participants, coaches, trainers, cheerleaders, and recruits.

Limits and Sublimits of Major Coverages

PROPERTY

Limits of Liability

- Real and Business Personal Property; Business Income; EDP Equipment and Media; Valuable Papers; Books; Plant Specimens; Animals; Vehicles; Boiler & Machinery \$978,500,466 Any one occurrence

Sublimits

- Flood \$50,000,000 Per occurrence/annual aggregate
- Earthquake \$50,000,000 Per occurrence/annual aggregate
- Equipment in Aircraft, Mobile Equipment, Miscellaneous Personal Property Worldwide \$ 1,500,000 Any one occurrence
- Property in Transit and Property on Exhibit Away from Insured's Premises, Including Business Interruption on Property in Transit Worldwide \$ 1,500,000 Any one occurrence
- Enforcement of Ordinance or Law Coverage and Demolition \$10,000,000 Any one occurrence
- EDP Equipment and Media Included in blanket limit
- Automatic Acquisition Clause \$ 5,000,000 Per location – If reported within 90 days; after 90 days limit is \$1,000,000 with \$1,000,000 for Flood and Earthquake.
- Personal Property of Employees \$ 1,000,000 Any one occurrence
- Hazardous Substance as respects "Loss to Objects" \$ 2,000,000
- Accounts Receivable \$ 5,000,000 Any one occurrence
- Cost of Research Valuable Included in blanket limit
- Consequential Loss Included in blanket limit
- Inventory or Appraisal \$ 1,000,000 Any one occurrence
- Business Interruption Off-premises Services \$ 1,000,000 Including overhead transmission distribution lines, BI/EE at Insured

premises due to interruption of services for water, communication, and power supply services.

- Builders' Risk Renovations (onsite and other locations) Blanket limit applies if declared at inception; otherwise under Newly Acquired. If not a covered location, must be reported within 90 days for Blanket Limit to apply.
- Hazardous Substance \$ 100,000
- Deductible \$ 100,000 Any one occurrence, except: Equipment in Aircraft - \$5,000 per occurrence Loss to Objects - \$10,000 per occurrence – Not exceeding an aggregate of \$ 200,000 If any one loss exceeds \$10,000 the entire amount of loss up to \$100,000 will apply toward the aggregate deductible. In the event the \$200,000 annual aggregate is exhausted, the occurrence deductible will be reduced to \$10,000 for the balance of the policy year.

Exclusions

- Per form
 - Absolute Pollution/Contamination
 - Year 2000
 - Flood coverage does not apply to unnamed locations in Zone A
 - Earthquake coverage equal to value declared in locations in Alaska, California, Hawaii, or Puerto Rico

Fine Arts

Limits of Liability

- Permanent Collection Wyoming campuses \$35,000,000 Any one occurrence
- Any Unnamed Location \$ 1,000,000 Any one occurrence
- Loan Collection (Exhibits - Property of Others) \$10,000,000 Any one occurrence
- Property in Transit \$ 1,000,000 Any one occurrence
- Legal Liability 1,000,000 Any one occurrence
- Deductible Interlocking Endorsement with Property Coverage

Exclusions

- Per form
 - Wear and Tear
 - Inherent Vice
 - Insects, Varmints, or Rodents
 - Criminal Acts
 - Nuclear
 - Government Action
 - Pollution

General Liability/Auto Liability

Limits of Liability

- | | | |
|------------------------------------|-------------|------------------------|
| • General Liability/Auto Liability | \$ 950,000 | Per occurrence |
| | \$3,800,000 | Aggregate limit |
| • Deductible | \$ 50,000 | Per occurrence |
| • Aggregate Stop Loss Protection | \$ 250,000 | Annual aggregate |
| | \$ 25,000 | Maintenance deductible |

Exclusions

- Pollution
- Asbestos
- Aircraft
- Medical Clinic
- Fiduciary Liability
- Uninsured motorist
- Nuclear Energy Liability
- ERISA Liability

Excess Liability

Limits of Liability

- | | | |
|---------------------------------|-------------|---------------------------------|
| • Follow form General Liability | \$5,000,000 | Per occurrence/Annual Aggregate |
| • Deductible | \$ 950,000 | Per occurrence |
| -- Annual Aggregate | \$3,800,000 | |
| -- Maintenance Deductible | \$ 25,000 | Drop Down per occurrence |

Exclusions

- Same as General Liability/Auto Liability

Educators' Legal Liability

Limits of Liability

• ELL	\$5,000,000	Each claim/Annual Aggregate
• Deductible	\$ 100,000	Per claim
	\$ 0	Each individual insured

Exclusions

- Claims occurring prior to 02/01/1988 Retro Date
- Employee Dishonesty
- Gaining in fact any personal profit or advantage by individual insured
- Pollution/Asbestos
- Fiduciary capacity/activities
- Insured versus Insured
- Bodily Injury
- Breach of Commercial Contract

Foreign General Liability/Automobile Liability

Limits of Liability

• Combined Single Limit	\$1,000,000	Each occurrence (BI, PD, PI)
	\$1,000,000	Personal Injury/Advertising Injury
	\$1,000,000	General Aggregate
	\$1,000,000	Products/Completed Operations
	\$1,000,000	Property Damage, Legal Liability
	\$ 10,000	Medical Expense/Each Person
	\$ 50,000	Medical Expense Aggregate
	\$1,000,000	Employee Benefits Liability
• Deductible	\$ 0	

Exclusions

- Professional Liability
- Medical Malpractice
- Aircraft Liability
- Pollution
- Year 2000
- Abuse or Molestation
- Athletic or Sports Participants
- Corporal Punishment

Foreign Workers' Compensation

Limits of Liability

- | | |
|----------------------------------|---|
| • Workers' Comp Coverage A | Voluntary – State of Wyoming Limits |
| • Employers Liability Coverage B | \$1,000,000 Bodily Injury by Accident/Disease |
| • Deductible | \$ 0 |

Exclusions

- Pilots

Trustees Medical and AD&D

Limits of Liability

- | | | |
|--------------------|-------------|---------------------|
| • Per Trustee | \$ 500,000 | Per incident |
| | \$5,000,000 | Policy maximum |
| • Medical Coverage | \$ 25,000 | Per trustee |
| • Deductible | \$ 1,000 | Medical/per trustee |

Public Dishonesty/Crime

Limits of Liability

- | | | |
|--------------|-------------|-----------------------------|
| • Form O | \$1,000,000 | Public Dishonesty – Blanket |
| • Form B | \$1,000,000 | Forgery or Alteration |
| • Form C | \$1,000,000 | Theft, Disappearance |
| • Form F | \$1,000,000 | Computer Fraud |
| • Deductible | \$ 10,000 | Each occurrence |

Other States Workers' Compensation

Limits of Liability

- | | |
|-----------------------|---------------------------|
| • Coverage | Wyoming Statutory Limits |
| • Employers Liability | \$1,000,000 Each Accident |
| • Deductible | \$ 0 |

Aircraft Liability

Limits of Liability

- | | | |
|--|--------------|-----------------|
| • Liability | \$10,000,000 | Each occurrence |
| Combined Single Limit for
bodily injury including
passengers and property damage | | |

Sublimits

• Guest Voluntary Settlement	\$ 250,000	Each passenger (including crew)
	\$ 1,000,000	Each occurrence (King Air)
	\$ 1,750,000	Each occurrence (Piper)
• Non-owned Aircraft Liability	\$10,000,000	Each occurrence
• Non-owned Physical Damage	\$ 500,000	Each occurrence
• Physical Damage	\$ 1,000,000	King Air
	\$ 450,000	Piper
• Spare Parts Physical Damage	\$ 250,000	Any one occurrence/location
• War Risks Liability		Medical and Physical Damage
• Replacement Aircraft Rental	1% of agreed value	
• Fire, Rescue, Emergency Expense	\$ 5,000	Each occurrence
• Extra Expense	\$ 25,000	Each loss/Annual Aggregate
• Medical Expense	\$ 5,000	Each person
	\$ 20,000	Each occurrence (King Air)
	\$ 35,000	Each occurrence (Piper)
• Personal Effects/Baggage	\$ 3,000	Each person
	\$ 21,000	Each occurrence
• Search and Rescue	\$ 100,000	Each occurrence
• Deductibles		
-- Liability	\$ 0	
-- Non-owned physical damage	\$ 1,000	
-- Spare parts physical damage	\$ 1,000	

Exclusions

- Environmental Disturbance
- Wear and Tear
- Deterioration
- Conversion, Embezzlement or Secretion
- Nonadherence to pilot requirements or approved uses
- Use of chemicals

Airport Premises and Hangerkeepers

Limits of Liability

• Comprehensive General Liability	\$10,000,000	University owned hanger and those necessary and incidental to the operations of the University
• Products/Completed Operations Aggregate	\$10,000,000	Each occurrence/Annual

Sublimits

- | | | |
|---------------------------|--------------|-------------------------------------|
| • Hangerkeepers Liability | \$ 500,000 | Each aircraft/each occurrence |
| • Personal Injury | \$ 1,000,000 | Each occurrence/Annual
Aggregate |
| • Deductibles | \$ 0 | |

Exclusions

- Nuclear Energy Liability
- Pollution
- War Risk
- Airshow Liability

University of Wyoming
 Premium History of Major Coverages

	1996-1997	%	1997-1998	%	1998-1999	%	1999-2000	%
PROPERTY	\$242,433	40.80%	\$257,364	42.58%	\$271,337	43.70%	\$218,926	40.81%
FINE ARTS	\$6,729	1.13%	\$7,260	1.20%	\$8,367	1.35%	\$5,490	1.02%
BOILER/MACHINERY	\$13,338	2.24%	\$13,649	2.26%	\$13,649	2.20%	\$11,893	2.22%
EDUCATORS LEGAL	\$86,500	14.56%	\$86,500	14.31%	\$86,500	13.93%	\$90,825	16.93%
GENERAL LIABILITY	\$116,500	19.61%	\$116,500	19.27%	\$116,500	18.76%	\$98,500	18.36%
EXCESS LIABILITY	\$69,100	11.63%	\$69,100	11.43%	\$69,100	11.13%	\$53,100	9.90%
FOREIGN W/C	\$5,000	0.84%	\$5,090	0.84%	\$5,090	0.82%	\$5,090	0.95%
FOREIGN GL	\$8,000	1.35%	\$8,466	1.40%	\$8,466	1.36%	\$8,466	1.58%
W/C OTHER	\$1,143	0.19%	\$3,392	0.56%	\$3,193	0.51%	\$3,749	0.70%
AIRCRAFT LIABILITY	\$39,086	6.58%	\$31,666	5.24%	\$28,731	4.63%	\$30,139	5.62%
AIRPORT PREMISES	\$6,350	1.07%	\$5,426	0.90%	\$9,913	1.60%	\$10,288	1.92%
TOTALS	<u>\$594,179</u>	100.00%	<u>\$604,413</u>	100.00%	<u>\$620,846</u>	100.00%	<u>\$536,466</u>	100.00%
PROPERTY VALUES	\$932,471,361		\$953,199,335		\$969,062,235		\$973,313,896	

University of Wyoming
 Defense and Claim Related Expenses

Fiscal Year	Legal Expense	Arbitration Expense	Settlement Costs	Opinion Expense	Investigation Expense	Time/Expense Investigation	TPA Fees	Totals
1994	\$101,690.73	\$2,525.00	\$55,052.00	\$2,468.55	\$6,103.21	\$5,075.50	\$6,991.00	\$179,905.99
1995	\$119,226.25	\$4,658.72	\$114,950.00	\$612.36	\$4,028.44	\$5,539.40	\$3,257.00	\$3,257.00
1996	\$146,196.53	\$600.00		\$252.46	\$5,583.90	\$1,508.80	\$3,797.00	\$3,797.00
1997	\$168,483.17	\$15,435.86	\$98,471.22	\$2,630.35	\$6,013.01	\$1,810.20	\$3,797.00	\$3,797.00
1998	\$142,008.17	\$7,859.91	\$87,500.00	\$107.20	\$2,632.80	\$3,452.90		\$243,560.98
1999	\$92,589.99	\$4,699.07	\$40,671.39	\$125.00	\$2,114.39	\$1,392.50		\$141,592.34
Totals	\$770,194.84	\$35,778.56	\$396,644.61	\$6,195.92	\$26,475.75	\$18,779.30	\$17,842.00	\$575,910.31

(settlements paid in 1996 were paid from other sources and not reported to this office)

UNINSURED/UNDERINSURED EXPOSURES

Intellectual Property/Technology Transfer

The largest areas of uninsured and underinsured exposures for the University are “intellectual property” and “technology transfer.” These two areas are not ones you can put a rope around and declare you have identified the exposure(s) and everything is taken care of. They represent areas of dynamic change and expansion for the University and particularly for the Risk Management program.

As the University expands its assistance and contribution towards moving intellectual property to the research laboratory (and classroom) and the technology from the laboratory to industry, the risk exposures expand at an even faster pace.

I mentioned above – under insured versus uninsured exposures. The University does have coverage in some specific areas (e.g., defense for breach of contract; products and completed operations; and general liability) but are the limit of liability of the coverage and the coverage itself sufficient and are the definitions broad enough to cover the exposures?

The main issues of uninsured include – who is the “owner” of the particular intellectual property; damages for misappropriation; who is the “owner” as the technology exits the laboratory; is “ownership” transferred; “ownership” versus “rights of use”; and the list goes on. Risk Management must secure answers to these and all the other questions in order to identify the exposure risk, the magnitude, and apply an appropriate risk management solution. Continued coordination and cooperation between the Research Office, the Research Products Center, and the Risk Management Office is vital to ensure the University has, to the best of its ability, identified and addressed all the risk exposures present in these two areas.

Other areas of uninsured/underinsured exposures for the University include: the Internet/World Wide Web and environmental hazards particularly pollution hazards.

Internet

Having an Internet presence involves assuming some risks, and those increase as the University moves into and chooses to incorporate interactivity, virtual communities and online sales. The issues that must be addressed include – consumer privacy, online security and customer service to protect against costly mistakes that can severely damage the University’s public image:

- Keep online material up-to-date
- Be careful what you post
- Don’t promise what you can’t deliver
- Consider insuring with e-commerce liability coverage

Environmental Risk

In general, the University is aware of those areas of the University and its activities and operations that present the possibility of pollution exposures. The largest area of “unknown” is donated property. In the “general” transfer of property (trust, will, donation), the University is held accountable for any pollution (past, present, future) caused by previous owners. Environmental cleanup is very expensive and it is becoming imperative for the University to evaluate, to the best of its ability, the presence or possibility of obvious and/or hidden environmental exposures before it accepts donated property.

It is now possible to purchase environmental insurance but even the purchase of such is not nor should it be expected to serve as a substitute for environmental due diligence. The purchase of environmental insurance is an effective risk transfer tool and it does reduce the risk to the University in the realm of hidden exposures which were not identified during the due

diligence review. The insurance itself is not terribly expensive but the required environmental engineering studies and site assessments prior to securing the coverage are.

Catastrophic Loss

The risk management and risk financing (insurance) program of the University is geared to address catastrophic loss in the “best” possible manner, but there is always the concern that something has been overlooked or the magnitude was not measured appropriately.

Catastrophes are now part of everyday life. They impact every region of the United States, are increasing in terms of frequency and severity and result in significant property damage and economic losses. Fifty percent of all property losses over the last forty years have occurred since 1990, and twenty-one of the twenty-four largest insured weather-related disasters have also occurred in the last decade.

In the private sector, 40 percent of businesses that have a catastrophic loss never reopen and 23 percent of those that reopen fail within the first year. In the public sector, reopening is generally not the issue but adverse publicity and inadequate settlements frequently prevent the entity from fully restoring services previously provided.

There is a multitude of “things” that must be considered and taken into account when putting together a risk management and risk financing program that addresses catastrophic losses. In order to effectively manage the risk of a catastrophic loss, the nature of the risk must be fully understood. The following is a short list of some of the things that must be considered.

- Which facilities are likely to be affected
- To what extent
- How long might operations be interrupted
- Will nearby locations be available for interim operations
- Will major suppliers be shut down
- For how long

- Will the insurance program respond to the event as expected
- Are limits adequate
- What is the potential financial impact of deductibles or loss amounts exceeding available limits

An inadequate assessment of current insurance coverage and maintaining an up-to-date Statement of Values (SOV) – real property and improvements; contents and inventories; and financial data and business income records, are generally the reasons for inadequate settlements.

Adverse publicity can take on many forms – the obvious like the content of a press release, demonstrated control after the loss, visible efforts to mitigate further damage after the loss, etc.; and the not so obvious like applying statutory limits to the losses of others.

The University, in conjunction with its insurance broker and property insurance underwriters, maintains and updates its SOV at least twice a year. The property insurance carrier has provided for the appraisal of University buildings. The appraisal program should be completed during calendar year 2000. The building values that have been established through the appraisal program have verified that the SOV maintained by the University clearly reflects the current use replacement value of the many University buildings and facilities. This program has added considerable comfort to the discussion and concern of inadequate settlement in the event of a catastrophic loss.

Loss Control

The main focus of the University's loss control program is directed towards training. The University has developed a number of training programs that are designed to help the employee to do his/her job safer and others designed to provide a safer/healthier environment in which to work. A sampling of current training programs includes:

Hazard Communication
Laboratory Safety

Bloodborne Pathogen
Lifting (and back belt use)
Respiratory
Asbestos
Forklift
Confined Space
Sexual Harassment
Hazardous Waste Generator
Radioactive Laboratory Safety
Drivers Training

A number of areas currently provide employee “health and safety” training including: Environmental Health and Safety, Physical Plant, Human Resources, and others. Additional training programs are being developed including Emergency Response and Fire Safety which again are designed to provide a safer/healthier environment in which to work and enjoy offered programs and activities.

Loss control is not only to provide for action rather than reaction, it is also to provide prevention rather than reaction; it also helps everyone realize the bankruptcy of waiting to do something about risk until an accident occurs. This is not just the monetary loss associated with law suits and medical bills, but also the injury/damage to human health and safety. It is additionally recognized that actions taken to prevent losses generally cost less than the ultimate cost of an accident.

Compliance

Compliance is a large issue for the University. A considerable amount of time and resource in many areas of the University is directed toward achieving and maintaining compliance with the overwhelming number of federal, state and local rules and regulations. It would take several pages just to list the rules and regulations to which the University is subject and required to achieve and maintain compliance with.

Even though compliance demands are high on time and resources, the risk exposure of non-compliance is much greater. A single instance of non-compliance with an EPA regulation, for example, can carry a fine of \$25,000 per day for each day of non-compliance. The EPA can decide to cap the fine at “some” level as it did with the University of Hawaii -- \$1.8 million for hazardous waste storage in its Chemistry building. The non-compliance can also carry criminal charges against university officers and other employees. The importance of compliance, even though it is an unmerciful task for a number of departments, cannot be overstated and should never be minimized in its importance nor in its demands on time and resources.

Some of the areas heavily impacted with compliance issues are:

- Environmental Health and Safety
- Facilities Planning
- Physical Plant
- Legal Office
- Human Resources
- Financial Aids
- Accounting (administrative)

As mentioned earlier, some compliance issues (e.g., pollution) are uninsured exposures but the risk management program, through loss control and other means, has attempted to minimize these exposures.

Bruce Hooper was available for questions. Trustee Hunt asked about non-coverage of pollution issues and if there were functions UW has coverage for. Mr. Hooper said there is limited coverage under SUDDEN for clean-up, but none for pollution of nuclear disposal. An environmental engineering study would have to be completed prior to an insurer offering any coverage for pollution. Trustee Hunt noted pollution can occur and have such breadth at any point in time, so UW may not want to be too conservative on spending funds to protect ourselves. Mr. Hooper noted there is a significant amount of training every week on how to

properly manage areas against pollution. President Dubois noted there is an investment in a hazardous waste management facility. Mr. Hooper said all employees and students involved in health programs are covered by the state's program, and UW's coverage picks up where the state's left off.

Legislative Update

President Dubois reminded the Trustees of the budget summary with the Legislature's current status on the University. He also noted there was a 2% across the board cut on the budget with the Legislature passing the budget bill at \$202.6 million.

PERSONNEL COMMITTEE

The Personnel Committee of the Board of Trustees met on Friday, March 3, 2000 with the following members present: Shelly Ritthaler, chair; Debbie Hammons, Taylor Haynes, Kathy Hunt, and Pete Jorgensen.

Trustee Ritthaler moved to approve the personnel items as presented in the Report on pages 79-99. Trustee Hunt seconded. The motion carried. Trustee Schaefer voted nay.

APPOINTMENTS

1. Full-Time Faculty

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Anderson, Edward	H.T. Person Dist. Prof.	\$50,063/period	01/18/2000 to 05/12/2000
<i>Department of Atmospheric Science</i>			
Geerts, Bart	Assistant Professor	\$56,004/FY	01/18/2000 to 06/30/2000

2. Full-Time Administrators

Research Office

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Wyo. Natural Diversity Database (WNDD)</i>			
Beauvais, Gary P.	Director	\$47,508/period	01/04/2000 to 06/30/2000

3. Full-Time Intercollegiate Athletics

Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Athletics</i>			
Burns, Russell	Assistant Football Coach	\$67,500/FY	12/16/1999 to 06/30/2000
Byleveld, Justin	Assistant Football Coach	\$30,000/FY	12/16/1999 to 06/30/2000
Hernandez, Frank	Assistant Football Coach	\$45,000/FY	02/16/2000 to 06/30/2000
Lockwood, David	Assistant Football Coach	\$60,000/FY	12/16/1999 to 06/30/2000
Marshall, James	Assistant Football Coach	\$65,000/FY	12/16/1999 to 06/30/2000

APPOINTMENTS

Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Martin, Timothy J.	Assistant Strength & Conditioning Coach	\$30,000/FY	01/28/2000 to 06/30/2000
Phenicie, Robert	Assistant Football Coach	\$40,000/FY	12/16/1999 to 06/30/2000
Pletcher, James	Assistant Football Coach	\$62,508/FY	01/20/2000 to 06/30/2000
Turchetta, Thomas	Assistant Football Coach	\$52,500/FY	12/16/1999 to 06/30/2000

CHANGES IN APPOINTMENTS

1. Full-Time Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Theatre & Dance</i>			
Selting, Leigh W.	Acting Department Head	\$56,988/AY	01/19/2000 to 04/30/2000

2. Full-Time Administrators

Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Graduate School</i>			
Williams, Stephen E.	Dean	\$88,088/FY	01/03/2000 to 06/30/2000

College of Law

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Saxton, Bradley	Acting Associate Dean	\$96,204/AY	02/01/2000 to 06/30/2000

CHANGES IN APPOINTMENTS

Research Office

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Wyo. Small Business Development Center (WSBDC)</i>			
Popp, Debbie K.	Associate Director	\$45,000/FY	02/07/2000 to 06/30/2000

3. Full-Time Intercollegiate Athletics

Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Athletics</i>			
Koenning, Vic	Head Football Coach	\$100,200/FY	12/13/1999 to 06/30/2000

FIRST-YEAR TENURE-TRACK REAPPOINTMENTS

1. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>
<i>Department of Agricultural and Applied Economics</i>	
Seamon, V. Frederick	Assistant Professor
<i>Department of Molecular Biology</i>	
Gomelsky, Mark	Assistant Professor
<i>Department of Veterinary Sciences</i>	
Cornish, Todd E.	Assistant Professor

FIRST-YEAR TENURE-TRACK REAPPOINTMENTS

College of Arts & Sciences

Name

Rank

Department of Art

Grame, Robert E. Assistant Professor

Department of Communication & Mass Media

Price, Cindy J. Instructor

Department of Mathematics

Denny, Diane L. Assistant Professor

Dufour, Steven Instructor

Department of Music

Zook, Katrina J. Instructor

Department of Statistics

Wulff, Shaun S. Assistant Professor

College of Business

Name

Rank

Department of Economics & Finance

Konstantinov, Vassil A. Instructor

College of Education

Name

Rank

Department of Educational Leadership

Neely, Robert O. Assistant Professor

Department of Secondary Education

Lipsett, Laura R. Assistant Professor

FIRST-YEAR TENURE-TRACK REAPPOINTMENTS

College of Education

Name

Rank

Dept. of Elementary/Early Childhood Education

Rhone, Linda Fae	Instructor
Sheehy, Margaret R.	Assistant Professor

College of Engineering

Name

Rank

Department of Civil & Architectural Engineering

Wilkerson, Gregory V.	Assistant Professor
Yavuzturk, Cenk	Assistant Professor

Department of Electrical Engineering

Barrett, Steven F.	Assistant Professor
Pikal, Jon M.	Assistant Professor

College of Health Sciences

Name

Rank

Department of Social Work

Olson, Jeffrey J.	Instructor
Smith, James E.	Instructor

Dept. of Speech-Language Pathology & Audiology

Chen, Yang	Assistant Professor
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Family Practice Residency Program - Cheyenne

Broomfield, James F.	Assistant Professor
Malm, Ronald L.	Assistant Professor
Triplett, Janice R.	Assistant Professor

FIRST-YEAR TENURE-TRACK REAPPOINTMENTS

College of Health Sciences

<u>Name</u>	<u>Rank</u>
<i>School of Health & Human Services</i>	
Gade, Wayne A.	Assistant Professor
<i>School of Pharmacy</i>	
Dolence, Eric Kurt	Assistant Professor
Panning, Chad A.	Assistant Professor
Weffald, Linda A.	Assistant Professor
<i>School of Physical & Health Education</i>	
Jenkins, Jayne M.	Assistant Professor
Todorovich, John R.	Instructor

College of Law

<u>Name</u>	<u>Rank</u>
Courselle, Diane E.	Assistant Professor

FIRST-YEAR EXTENDED-TERM-TRACK REAPPOINTMENTS

1. Faculty

Academic Affairs

<u>Name</u>	<u>Rank</u>
<i>American Heritage Center</i>	
Kilander, Ginny L.	Assistant Archivist

FIRST-YEAR EXTENDED-TERM-TRACK REAPPOINTMENTS

University Libraries

<u>Name</u>	<u>Rank</u>
<i>Cataloging Department</i>	
Collier, Carol Ann	Assistant Librarian
<i>Coe Reference Department</i>	
Mayer, Jennifer	Assistant Librarian
Powell, Katherine M.	Assistant Librarian

2. Academic Professionals

College of Agriculture

<u>Name</u>	<u>Rank</u>
<i>Cooperative Extension Service</i>	
Malcolm, Alexander M.	Assistant Extension Educator
Sanchez, Dawn	Assistant Extension Educator

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>
<i>Department of Chemistry</i>	
Goodson, Patricia A.	Assistant Lecturer
Robinson, Jill K.	Assistant Lecturer
<i>Department of Communication & Mass Media</i>	
Stannard, Matthew J.	Assistant Lecturer

FIRST-YEAR EXTENDED-TERM-TRACK REAPPOINTMENTS

College of Engineering

Name

Rank

Department of Atmospheric Science

Burkhart, Matthew D.

Associate Research Scientist

Department of Mechanical Engineering

Morton, Scott A.

Research Scientist

College of Health Sciences

Name

Rank

Department of Social Work

Hart, Mary B.

Assistant Lecturer

Dept. of Speech-Language Pathology & Audiology

Coyle, Lynda D.

Associate Lecturer

School of Health & Human Services

Hughes, Virginia C.

Assistant Lecturer

School of Physical & Health Education

Liguori, Gary

Assistant Lecturer

LEAVES OF ABSENCE WITHOUT PAY

1. Full-Time Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Computer Science</i>		
Branting, L. Karl	Associate Professor	08/24/2000 to 05/12/2001
<i>Department of Mathematics</i>		
Fu, Siqi	Assistant Professor	01/01/2001 to 12/31/2001
Polyakov, Peter	Professor	08/24/2000 to 05/12/2001
<i>Department of Theatre & Dance</i>		
Hilliker, Rebecca J.	Department Head	03/20/2000 to 04/30/2000

College of Law

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
Squillace, Mark S.	Professor	08/24/2000 to 12/15/2000

2. Full-Time Academic Professionals

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Computer Science</i>		
Arnold, Mark G.	Lecturer	08/24/2000 to 05/12/2001

RETIREMENTS

1. Faculty

University of Wyoming Casper College Center

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Management & Marketing</i>			
Jacobs, Lester W.	Associate Professor	12/13/1942	10/01/1971 to 05/12/2000

2. Staff

Administration & Finance

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Physical Plant</i>			
Bandemer, Gary	Assistant Manager	05/30/1945	04/15/1970 to 05/01/2000
Davis, Larry	Mgr., Preventive Maint.	09/25/1940	09/25/1972 to 03/29/2000

RESIGNATIONS

1. Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
<i>Department of Physics & Astronomy</i>		
DeVries, Ralph M.	Professor	12/06/1985 to 01/24/2000

College of Business

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
<i>Department of Accounting</i>		
Walker, Kenton B.	Associate Professor	01/11/1999 to 08/31/2000

RESIGNATIONS

College of Business

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
<i>Department of Economics & Finance</i>		
Hoover, Scott A.	Assistant Professor	08/19/1997 to 05/13/2000

College of Law

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
<i>Law Library</i>		
Binder, Joan E.	Associate Professor	09/27/1982 to 02/29/2000

2. Administrators

Administration & Finance

<u>Name</u>	<u>Rank</u>	<u>Employment Period</u>
<i>Budget Office</i>		
Ellis, Gordon L.	University Budget Officer	10/01/1986 to 02/04/2000

GLOSSARY OF PERSONNEL TERMS

Academic Professional

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: 1. Extension Educators, 2. Lecturers, 3. Research Scientists, 4. Post-Doctoral Research Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain conditions.

Academic-year (AY)

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

Adjunct or Clinical Faculty

Indicates a non-financial appointment of an individual to an academic unit. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments are made at all three faculty ranks (Assistant Professor, Associate Professor, Professor) based upon academic qualifications. Clinical appointments are always at the Professor level. Adjunct appointments are normally for three years, while clinical appointments are for one year.

Archive Faculty

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: 1. Assistant Archivist, 2. Associate Archivist, 3. Archivist. Promotion and appointment as Associate Archivist or Archivist carries with it the automatic award of a five-year extended-term appointment.

Assistant Professor

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

Associate Professor

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

Development Leave

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally

similar to sabbatical leaves for faculty.

Emeriti Faculty

Emeritus status can be awarded to tenured faculty who retire after long and distinguished service. The designation is honorary. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=male, emerita=female, emeriti=plural.)

Extended-Term

Applies to academic professionals who have completed a probationary term (usually six years) and have received a six-year contract. The term also applies to certain librarians and archivists who hold faculty status. Extended terms for these employees are five years in length. Academic Professionals who are in the probationary period are on the extended-term-track.

Extension Educator

The primary function of this academic professional is to provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant University Extension Educator, Associate University Extension Educator, Senior University Extension

Faculty

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Certain librarians and archivists also hold faculty status, but they are eligible for extended terms instead of tenure.

Fiscal-year (FY) Appointments.

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

Full-Time Equivalent (FTE)

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

Instructor

Faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts.

Leave of Absence Without Pay

May be granted to academic and administrative personnel for a period normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

Lecturer

A category of academic professional involved largely in classroom instruction. Lecturers may be

appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

Library Faculty

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian. Persons holding the rank of Assistant Librarian are appointed on an annual basis. Persons holding the ranks of Associate Librarian and Librarian are eligible for five-year extended-term appointments.

Part-Time Employee

Any employee holding less than a full-time equivalent position (FTE less than 1.0).

Post Doctoral Research

Post Docs are persons who desire greater professional development and research investigation, after having received a doctoral degree but before obtaining permanent employment. Post-Doctoral appointments are temporary.

Probationary

Refers to academic professionals and to library faculty and archive faculty who have not yet received an extended-term contract. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments but who do not hold tenure are also said to hold probationary appointments.

Professor

In addition to the qualification of an Associate Professor, "full" Professors have demonstrated superior research contributions, have attained wide recognition in their professional fields for scholarship or other creative activity, and have gained recognition as teachers and contributors in their fields.

Research Professor

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

Research Scientist

An academic professional whose primary responsibility is to conduct research. There are four ranks for Research Scientists: 1. Assistant Research Scientist, 2. Associate Research Scientist, 3. Research Scientist, 4. Senior Research Scientist.

Review Year

Year in which a reappointment review occurs. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary.

Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical.

Temporary Appointment

A short-term appointment without rights to tenure or extended-term. Most temporary appointments are for one semester or one academic year.

Tenure-Track Appointment

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of previous experience and accomplishments.

Terminal Degree

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), and J.D. (law).

Visiting Appointment

Indicates a non-permanent, non-tenure-track faculty appointment. Most visiting appointments are for one

Honorary Degree Candidates

Trustee Ritthaler moved for approval authorization for President Dubois to contact the Honorary Degree candidates. Trustee Hunt seconded the motion. The motion carried.

Suggested Personnel Motion

Background. Historically, the Personnel Committee has reviewed information on all academic and administrative personnel actions. This information had included the qualifications, terms, and compensation arrangements for each appointment; identification of each individual being proposed for tenure, promotion, or sabbatical leave; and designation of each individual identified for academic or administrative assignment or for gratis, adjunct, or temporary appointment.

The motion suggested below gives the President of the University final authority over several types of routine personnel actions previously acted upon by the Trustees and Personnel Committee.

The principle underlying the motion is that the Trustees would retain final authority over all personnel actions except routine temporary or non-financial commitments. Among the most significant of the actions over which the Trustees would retain final authority are tenure-track and extended-term-track appointments, the award of tenure or extended-term contracts for faculty and academic professionals, sabbatical and professional-development leaves, and administrative appointments at the level of department head or higher.

The suggested motion.

- a. The President of the University has final authority over gratis, adjunct, temporary, clinical, and visiting academic appointments, whether full- or part-time. The President shall report all such personnel actions to the Trustees annually.

- b. The President of the University shall continue to recommend for Trustee approval all other actions involving academic personnel.

Trustee Ritthaler moved for approval on the reporting of personnel items. Trustee Hunt seconded. The motion carried.

Phased Retirement for UW Personnel

A. Phased Retirement

The purpose of the phased retirement program is to facilitate transitions for those personnel who desire to enter a gradual retirement from University employment and are willing to continue as part-time employees for two years at a proportional share of current salary. It will also allow the University to retain the services of those personnel, achieve salary savings for reallocation and provide institutional flexibility in addressing personnel changes proposed as part of the Academic Plan. The phased retirement program is a modification of an existing University policy.

The phased retirement program provides for University personnel to be recalled on a half-time or less basis, following their retirement from the University, for a period of up to two years, based upon satisfactory performance. Individuals may negotiate an extension of the period after satisfactory service during the previous period.

The phased retirement program applies to faculty, academic professionals, staff, and administrators (both academic and non-academic).

Personnel participating in this program would be required to:

1. Terminate employment rights (e.g., tenure for faculty, status for staff, etc.)
2. Formally retire from the University

3. Agree to accept a phased retirement appointment that does not include contributions to retirement systems (e.g., TIAA-CREF or WRS) or accumulation of sick leave, vacation leave, etc.
4. Close out accumulated annual leave using existing policy options (e.g., terminal leave or payout).
5. Convert up to 960 hours of accumulates sick leave into health insurance benefits, subject to limits provided by University policies. If the participant engages in a half-time phased retirement program, she or he must delay conversion of those sick leave hours until the end of the phased retirement period. If the participant engages in a less-than-half-time phased retirement, she or he may, at her or his option, delay conversion of those sick leave hours until the end of the phased retirement period.

While every qualified individual may request employment under the phased retirement program, the supervisors and cognizant signature authority (i.e., deans, directors, and vice presidents) may impose limitations or conditions on the employment (e.g., when the duties will be performed, change of assignments, etc.) based upon institutional needs. These limitations or conditions are specified in the program below.

B. Proposed Benefits Package During Phased Retirement:

1. Fully-paid health care contributions will be made for those with half-time assignments and a proportional share of the cost (paid in salary) will be made for those with less than half-time assignments (e.g., 50% assignment = 100% health insurance contribution; 37.5% assignment = 75 % health insurance contribution, paid in salary).
2. Current policy on life insurance benefits will continue unchanged.
3. No retirement contributions will be made for retirees participating in the phased retirement program.
4. Emeritus or retired status will be awarded as appropriate.
5. The University will convert accumulated sick leave in accordance with section A(5), above.

C. Proposed Steps from Employment to Phased Retirement:

1. Eligibility to participate in the phased retirement program will be based upon the employee's declaration of retirement from the University of Wyoming, appropriate approval of that declaration, and his or her qualification for an annuitized retirement benefit – either through the Wyoming Retirement System or TIAA-CREF. However, those participating in the phased retirement program will not be required to annuitize their retirement benefits in order to participate.
2. All University personnel will be eligible.
3. An individual employee, in consultation with his or her department head or supervisor, may develop a phased retirement proposal. This proposal should specify:
 - (a) assigned duties (including specific courses to be taught or other duties to be performed);
 - (b) work period when duties will be performed;
 - (c) length of appointment (two years maximum);
 - (d) salary considerations;
 - (e) performance expectations; and
 - (f) conditions under which termination may occur during the phased retirement period.
4. The department head or supervisor will consult with the college dean or division director regarding the phased retirement proposal. If the joint employee-supervisor proposal is judged to be feasible and compatible with University needs and the college/division plan, it will be forwarded to the cognizant vice president for evaluation and final approval. (Since a plan must be compatible with University needs, an employee proposing a phased retirement plan can not be assured that a plan will be approved. If an employee's decision to retire is contingent upon approval of a phased retirement plan, he or she should first submit a plan for approval by the University.)
5. The phased retirement appointment duties will be limited to two years at no more than a 50% assignment spread over a 12-month period. Options include:
 - (a) Faculty:
 - (i) Half-time assignment—teach 12 credit hours per year (or perform other duties pursuant to section C(5)(a)(iii), below) for either or both semesters at 50% of prior salary base (AY or FY), including the University contribution to health care insurance. A one-semester appointment would involve full-time employment. A two-semester appointment would involve 50% employment for each of two semesters. In either case of half time assignment, salary would be distributed over the full calendar year.

- (ii) Less than half-time assignment—teach less than 12 credit hours (or perform other duties pursuant to section C(5)(a)(iii), below) over one or two semesters. Salary per three credit hour course, or equivalent, will be 12.5% of prior year salary base (AY or FY) and a proportional share of the cost of health care insurance (paid as salary).
 - (iii) By agreement, a faculty member may substitute research, service, advising, administration, or off-campus teaching for equivalent course load during the academic year.
- (b) Academic Professionals (Lecturers and Research Scientists) and Extension Educators
- (i) Half-time assignment—assume half-time duties (in accordance with the position's description) at 50% of prior year salary base (either AY or FY), including UW contribution to health care insurance.
 - (ii) Less than half-time assignment—assume less than half-time duties (in accordance with the position's description) at a proportional share of prior year salary base (AY or FY) and a proportional share of the cost of health care insurance (paid as salary).
- (c) Staff and Non-academic Administrators
- (i) Half-time assignment—assume half-time duties at 50% of prior year salary base (either AY or FY), including UW contribution to health care insurance.
 - (ii) Less than half-time assignment—assume less than half-time duties at a proportional share of prior year salary base (either AY or FY) and a proportional share of the cost of health care insurance (paid as salary).
 - (iii) Non-academic administrators may submit a phased retirement proposal. The proposal may be in his or her current position or in a non-administrative position to which he or she has accepted an approved transfer.
 - (iv) An employee—in cooperation with his or her supervisor or director, and the Human Resources Department—may seek to identify existing or new job duties that can be completed on a part-time basis by the retiree seeking a phased retirement assignment.
 - (v) The duties of the phased retirement appointment may be completed either through job sharing or job reduction (either for several months each year, for a specified number of hours per week on an annual basis or part-time for nine rather than twelve months).

6. Employees participating in the phased retirement program will be terminated at the end of the specified period (not longer than two years) or earlier based upon performance. As noted above, each participant will be eligible to negotiate an extension of his or her initial or subsequent phased retirement position. He or she will also be eligible to apply for full- or part-time employment opportunities after participating in the phased retirement program.

D. Continuance of Program:

The continuance of this phased retirement program will be evaluated by the Trustees on a biennial basis.

Trustee Ritthaler moved for approval of the phased retirement proposal as presented. Trustee Patrick seconded the motion. Trustee Hammons asked that the final drafting of the policy clarify item C. 3.) to ensure non-academic instructors will not be moved into the classroom. The motion carried.

Trustee Ritthaler noted the recent loss of Professor Gene Murdock from the College of Business and expressed condolences to the family on behalf of the Board.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee met on Friday, March 3, 2000 with the following members present: Dave Bonner, chair; Kathy Hunt, Pete Jorgensen, Ron McCue, Shelly Ritthaler, and Greg Schaefer. Trustee Bonner presented the following to the full Board:

Trustee Bonner noted that the RAC proposal is in the approved phase and underway. The project is out for bid, with the opening date of March 23rd. UW will need thirty days to review responses and then will convene an Executive Committee conference call to award the bid, which will occur before the May Board meeting. Construction could start thirty days after the bid opening, with 14 months to completion.

Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the January 2000, Trustees meeting. Also reported are approved change orders to the Centennial Complex Elevator Lobby Addition and the Student Union Elevator.

PROJECTS IN CONSTRUCTION

1. Renovation and Asbestos Abatement – Geology Department Library

Architect: Gorder/South Group, Casper, Wyoming
Contractor: Renovation – Spiegelberg Lumber & Building Company, Laramie, Wyoming
Asbestos Abatement – DLM Incorporated, Denver Colorado
Bid Price: Renovation - \$54,900.00
Asbestos Abatement – \$34,480.00
Original Completion Date: Renovation – 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.
Budget	\$983,170.00	\$61,020.00	\$579,380.00	\$58,000.00	\$28,970.00	\$250,000.00	\$5,800.00
Expended	\$928,606.20	\$61,020.00	\$579,380.00	\$31,076.25	\$19,909.61	\$231,420.34	\$5,800.00
Obligated	\$9239.65	-0-	-0-	\$27.80	\$1,449.45	\$7,762.40	-0-
Un-obligated	\$45,324.15	-0-	-0-	\$26,895.95	\$7,610.94	\$10,817.26	-0-

Remarks: Final payment has been made to the general contractor. There remains several punch list items on the compact shelving contract.

2. Third Floor Ivinson Remodel

Contractor: Marshall Contracting, Inc.
 Bid Price: \$96,374.00
 Original Completion: 17 December, 1999
 Present Completion Date: 17 December, 1999
 Contract Substantial Completion Date: 17 December, 1999

	Total	Design	Construction	Contingency	Administrative	Signage
Budget	\$135,654.00	\$4,500.00	\$96,374.00	\$29,000.00*	\$4,820.00	\$960.00
Expended	\$80,557.16	-0-	79,755.95	-0-	\$801.21	-0-
Obligated	\$39,568.24	-0-	\$16,618.05	\$22,949.43	.76	-0-
Un-obligated	\$15,528.60	\$4,500.00	-0-	\$6,050.57	\$4,018.03	\$960.00

Remarks: Contractor had completed construction and the Substantial Completion inspection has been conducted. The University is waiting for a Certificate of Occupancy from the City of Laramie. The Contractor is making a punch list items.

*Contingency Budget increased by \$19,400.00 for replacement of exterior windows on third floor.

3. Studio Addition for Fine Arts Building

Contractor: Spiegelberg Lumber and Building Company, Inc.
 Bid Price: \$972,300.00
 Original Completion Date: 27 June, 2000
 Present Completion Date: 27 June, 2000
 Contract Substantial Completion Date: 27 June, 2000

	Total	Design	Construction	Contingency	Adminis.	Equip	Other
Budget	\$1,685,831.41	\$87,900.00	\$979,800.00	\$121,886.41	\$32,415.00	\$452,000.00	\$11,830.00
Expended	\$312,014.07	\$69,000.00	\$177,100.00	\$1,658.50	\$4,510.97	\$59,744.60	-0-
Obligated	\$930,800.79	\$18,900.00	\$795,200.00	-0-	\$3,475.45	\$113,225.34	-0-
Un-obligated	\$443,016.55	-0-	\$7,500.00	\$120,227.91	\$24,428.58	\$279,030.06	\$11,830.00

Remarks: Cassions, gradebeams and exterior foundation walls are complete. Approximately 50% of the floor slab is in place. The balance of the floor slab is pending processing an Owner requested Change Order for changing dance floor systems. Structural steel is being erected with the framing for the control rooms on the second level completed. Project is approximately a week behind in construction scheduled prepared by the Contractor.

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

<u>Centennial Complex elevator Lobby Addition</u>				
<u>Change Order No. 9</u>				
Item 1	Delete elevator service tool and training.	Deduct		\$1,000.00
				0
	Total Change Orders No. 9	Deduct		\$1,000.00
<u>Statement of Contract Amount</u>				
	Original Contract Amount		\$363,900.00	
	Total Change Orders # 1-9		+ \$3,649.00	
	Adjusted Contract Price		\$367,549.00	

<u>Student Union Elevator, University of Wyoming</u>				
<u>Change Order No. 5</u>				
Item 1	Delete elevator service tool and training.	Deduct		\$1,000.00
				0
	Total Change Orders No. 5	Deduct		\$1,000.00
<u>Statement of Contract Amount</u>				
	Original Contract Amount		\$274,000.00	
	Total Change Orders # 1-5		+ \$15,537.83	
	Adjusted Contract Price		\$289,537.83	

Changes noted as presented in the Report.

Update on Fine Arts Project, Studio Addition

Construction bids for the Studio Addition to the Fine Arts Building were accepted on September 2, 1999. The contract was awarded to Spiegelberg Lumber and Building Company on September 15, 1999, and construction began shortly thereafter.

To date the site has been excavated and the exterior demolition completed. The common

walls to the existing building will not be demolished until absolutely necessary to permit use of the existing spaces for as long as possible. The construction schedule and the continued use of the adjacent spaces is being coordinated by the Facilities Planning Office (FPO), as well as coordinating temporary relocation of the affected programs and people.

Caissons, grade beams, and exterior foundation walls are complete. Approximately 50% of the floor slabs have been placed. The rest of the floor slabs are pending a response to an Owner requested dance floor system change. Structural steel is being erected with the framing for the control rooms on the second level.

The purchase of equipment anticipated within the capital project funding has begun. One of the large projection units was purchased and utilized for last year's film festival. The purchasing of equipment and installation related to the construction is also being coordinated by the FPO. A completion date of June 27, 2000 is anticipated at this time.

The update is self-explanatory and good progress is being made. Trustee Ritthaler asked about the changes in the dance floor system. Mr. Baccari reported the department wanted an alternative flooring and the materials being considered are within budget.

INVESTMENT COMMITTEE

The Investment Committee of the Board met on Friday, March 3, 2000. The following members were present: Tom Spicer, chair; Dave Bonner, and Ron McCue. The following items were presented to the full Board by Trustee Spicer.

Report on Investment Committee Meeting on February 28-29, 2000

Trustee Spicer noted the meeting in Denver with investment advisors and managers. UW investments earned between 20-21% last year. UW's endowment is very close to the top in performance.

The managers noted the difficulties in the measuring tools (Dow, S&P, etc) and predict low interest rates next year and indicated technology stocks will level out.

The next Investment Committee meeting will be held in Cody on August 10-11. Topics of discussion will be asset allocation and whether UW should have an asset allocation to small fixed stocks.

Comparative Report on Investment Returns and Fees for University and Foundation

Trustee Spicer noted this report was not available from the Foundation.

Quarterly Report on Endowments

Trustee Spicer noted the Quarterly Report and stated the Investment Committee had moved to action a motion to reaffirm the Board's investment policy and date it February 2000, which directs/authorizes the spending return rates to make proceeds of the endowments available. Trustee Haynes seconded the motion. The motion carried.

**UNIVERSITY OF WYOMING
 INVESTMENT COMMITTEE
 As of December 31, 1999**

<u>Funds:</u>	Current Plan	
	<u>In Millions (\$000) & Percentage (%)</u>	
	<u>(\$000)</u>	<u>(%)</u>
Fixed Income Pool – Fox	\$ 10.930	21.57%
Value Equity Pool		26.85%
Jurika & Voyles	7.070	
Rorer	6.538	
Growth Equity Pool		32.39%
Montag & Caldwell	8.300	
Wilshire	8.114	
Int'l Equity Pool – Brandes	<u>9.727</u>	19.19%
	\$ 50.679	100.00

Investment Goal as of February 11, 1999

<u>Funds:</u>	<u>(%)</u>
Fixed Pool	25.00%
Value Pool	30.00%
Growth Pool	30.00%
Int'l Pool	<u>15.00%</u>
	<u>100.00%</u>

COMMUNITY COLLEGE AND OUTREACH COMMITTEE

The Community College and Outreach Committee met on Friday, March 3, 2000 with the following members in attendance: Greg Schaefer, chair; Dave Bonner, Taylor Haynes, John Patrick, and Shelly Ritthaler in attendance. The following items were presented to the full Board by Trustee Schaefer.

Development of the RN/BSN and Masters' Degrees in Nursing for Outreach Delivery via Online UW

As the outcome of a grant received from eCollege.com, the UW School of Nursing and the UW Outreach School are developing the courses needed for completion of the RN/BSN degree and most of the courses for the Masters' degree in Nursing for online delivery. We have been delivering these nursing programs via a variety of methods, but all of our delivery methods have required driving to a teaching site for audio or compressed video classes. The online courses will be available to nurses in any location at any time of day. This will allow many more nurses to take advantage of the opportunity to complete either their bachelor's or master's degrees. Courses requiring clinical supervision will continue to be offered on-site. A total of 18 courses will be developed for online delivery between Spring 2000 and Spring 2001. The first five courses are available via online delivery Spring 2000.

Vice President Powell reported that this program previously was delivered via compressed video which has been very expensive. They have received a grant and funding this year for online delivery. This is one of the most difficult courses to deliver, however, the students can take them at any time at any location and the enrollments have already increased.

Summary of Online UW Courses from Spring 1999-Spring 2000

The first Online UW courses were offered in Spring 1999. For the first year of offering courses online, 50 courses have been offered, with a total enrollment of 829 students. Course and enrollment growth was from 10 courses and 155 students Spring 1999 to 21 courses and 434 students Spring 2000.

We are now developing programmatic emphases in the following areas:

- ◆ Bachelor's degree in business Administration
- ◆ Bachelor of Science in Nursing (BSN)
- ◆ Master of Science in Nursing
- ◆ Master of Science in Adult Education and Technology
- ◆ Child Care Administrators' Certificate
- ◆ Real Estate Appraisal Certificate

On-Line Courses						
Spring 1999 - Spring 2000						
		Courses		Off-Campus	On-Campus	Total Enrollment
	Grand Total	50		524	305	829
Semester	Course		Cr. Hrs.	Enroll-ments Off-Campus	On-Campus	Total
Spring 00	ADED 5510 - Adult Education Movement U.S.A.	Day	3	11	2	13
	AGEC 4890 - Topics: Western Intergrated Resource Education - WIRE	Hewlett & Weigel	3	5	8	13
	ANSC/ZOO 4120 - Principles of Mammalian Reproduction	Murdoch	3	9	12	21
	ASTR 1050 - Survey of Astronomy	Canterna	4	7	6	13
	BUSN 5500 - Professional Managerial Skills: Real Estate Appraisal	Sunderman	1	5	1	6
	DSCI 3210 - Production & Operation Management	Lewis	3	10	12	22
	ECON 2100 - Intro. To Money and Banking	Kunce	3	12	9	21
	EDFD 5530 - Introduction to Research	Young	3	26	0	26
	FCSC 2121 - Child Development	Williams	4	21	6	27
	FCSC 4112 - Family Decision Making	Vincenti	3	14	8	22

	FIN 3250 - Managerial Finance	Sunderman	3	11	8	19	
	ITEC 5020 - Technology & Distance Education	Cochenour	3	16	9	25	
	MGT 4400 - Industrial Relations	Allen	3	6	5	11	
	MGT 4410 - Human Resources Mgmt.	Lucero	3	20	17	37	
	NURS 3020 - The Family as Client	Hager	2	23	9	32	
	NURS 3630 - Nursing Therapeutics: Health Promotion	Williams	4	8	1	9	
	NURS 4250 - Professional Roles: Leader	Taylor	3	8	2	10	
	NURS 4450 - Nursing Role III: Leader & Manger	Taylor	2	10	1	11	
	PHCY 4450 - Pathophysiology	Ohman	4	26	6	32	
	PHYS 1050/PHYS 1090 - Fundamentals of the Physical Universe	Canterna	4	17	4	21	
	PSYC 2210 - Drugs & Behavior	Ksir	3	17	26	43	
	TOTAL		21	64	282	152	434

Semester	Course	Instructor	Cr. Hrs.	Enrollments			
				Off-Campus	On-Campus	Total	
Fall 99	ADED 5050 - The Adult Learner	Whitson	3	12	2	14	
	ANSC/ZOO 4120 - Principles of Mammalian Reproduction	Murdoch	3	4	2	6	
	ASTR 1070 - The Earth: Its Physical Envir.	Canterna	4	14	9	23	
	BUSN 5500 - Professional Managerial Skills: Real Estate Appraisal	Sunderman	1	7	0	7	
	ECON 2100 - Intro. To Money and Banking	Kunce	3	2	1	3	
	FCSC 1141 - Principles of Nutrition	Broughton	3	3	0	3	
	FCSC 4112 - Family Decision Making	Vincenti	3	3	0	3	
	FCSC 4127 - Directing Preschool & Daycare Programs	Williams	3	6	15	21	
	ITEC 5510 - Instructional Telecommunications	Rezabek	3	5	3	8	
	MGT 4400 - Industrial Relations	Allen	3	4	1	5	
	MGT 4410 - Human Resources Mgmt.	Lucero	3	4	0	4	
	MOLB 3610 - Principles of Biochemistry	Johnson	4	3	3	6	
	PSYC 2210 - Drugs and Behavior	Ksir	3	15	31	46	
	STAT 2000 - Statistics and the World	Bieber	3	35	1	36	
	TOTAL		14	42	117	68	185

Semester	Course	Instructor	Cr. Hrs.	Enrollments		
				Off-Campus	On-Campus	Total
Sum 99	ADED 5880 - Race, Class, & Gender: Legal & Ethical Issues in Adult Learning & Tech.	Amstutz	3	9	2	11
	ASTR 1070 - The Earth: Its Physical Environ.	Canterna	4	12	3	15
	BUSN 5500 - Professional Managerial Skills: Real Estate Appraisal	Sunderman	1	3	1	4

	ECON 2100 - Introduction To Money and Banking	Kunce	3	4	8	12
	ITEC 5480 - Short Course in Dist. Ed. Mgmt.	Westhoff	3	11	2	13
	TOTAL		5	14	39	55
				Enrollments		
Semester	Course	Instructor	Cr. Hrs.	Off-Campus	On-Campus	Total
Spring 99	BUSN 5500 - Professional Managerial Skills: Real Estate Appraisal	Sunderman	1	10	3	13
	ECON 2100 - Introduction To Money and Banking	Kunce	3	5	8	13
	EDFD 5530 - Introduction to Research	Young	3	14	1	15
	FCSC 2121 - Child Development	Williams	4	7	5	12
	FCSC 4112 - Family Decision Making	Vincenti	3	1	1	2
	ITEC 5160 - Intro. To Instructional Design	Cochenour	3	14	1	15
	MGT 4400 - Industrial Relations Adm.	Allen	3	2	2	4
	MGT 4410 - Human Resources Mgmt.	Lucero	3	4	7	11
	PSYC 2210 - Drugs and Behavior	Ksir	3	25	12	37
	RELI 1000 - Introduction to Religion	Flesher	3	4	29	33
	TOTAL		10	29	86	155

Vice President Powell reported the pilot project for on-line teaching has completed its first year. She has reallocated some positions, has some resources from e-college.com and currently has a full-time instruction designer to work with faculty to build the courses. She noted the increase in on-campus student enrollments.

Trustee Ritthaler asked about the production cost involved with developed course. Vice President Powell noted the cost is on the front-end from the faculty for their time. Trustee Hunt asked about the up-front costs and noted that the faculty are putting a lot of additional effort into producing a high quality product.

Trustee Nathan Hammons asked what the retention rate was for these courses. Vice President Powell reported retention is approximately the same as on-campus students, but higher for off-campus students.

Trustee Saunders asked if the nursing program will be sequenced like the MBA program has been and about the clinical portion of the program. Vice President Powell indicated the clinical is taught locally and the course is taught as previously presented; only the delivery mechanism is different.

ATHLETIC COMMITTEE

The Athletic Committee of the Trustees met on Friday, March 3, 2000. The following 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 by Trustee Saunders:

2000 Football Ticket Prices

2000 Cowboy Football Ticket Prices

Season Packages

Season Public	\$ 78.00
Season Faculty/Staff	\$ 63.00
Family Plan (4 @ \$50)	\$ 200.00

Single Game Tickets

Central Michigan	\$ 15.00
Nevada-Reno	\$ 20.00
San Diego State	\$ 20.00
Utah	\$ 25.00
Air Force	\$ 25.00

Cowboy Combo

Cowboy Combo (3 games) \$ 45.00

The Cowboy Combo is a three game pack. One game will be selected from each of the three groups.

- ▶ Central Michigan
- ▶ Nevada-Reno **OR** San Diego State
- ▶ Utah **OR** Air Force

Family Value Pack *

4 tickets per game based on availability

Central Michigan	\$ 30.00
Nevada-Reno	\$ 45.00
San Diego State	\$ 45.00
Utah	\$ 60.00
Air Force	\$ 60.00

*The Family Value Pack was designed to accommodate families. This package is intended for families with a minimum of two children.

Knothole

Children under the ages of 18 can purchase one (1) general admission ticket located in the endzone for \$5.00.

2000 Football Schedule

2000 Football Schedule

September 2 (possibly Thursday)	@ Auburn
September 9	@ Texas A&M
September 16	CENTRAL MICHIGAN
September 23	NEVADA-RENO
September 30	@ New Mexico
October 7	SAN DIEGO STATE
October 14	AIR FORCE
October 21	@ UNLV
October 26 (Thursday night)	@ BYU (ESPN)
November 4	Open
November 11	UTAH
November 16 (Thursday night)	@ CSU (ESPN)

Dates and times are subject to change !!!

Cowboy Joe Golf Series 2000 Schedule

COWBOY JOE GOLF SERIES
2000

Phoenix, AZ	Wigwam Resorts	March 25	1:00 p.m.
Denver, CO	The Ridge at Castle Pines	April 29	8:00 a.m.
Douglas, WY	Douglas Country Club	May 5	1:00 p.m.
Torrington, WY	Cottonwood Country Club	May 6	1:00 p.m.
Riverton, WY	Riverton Country Club	May 13	1:00 p.m.
Buffalo, WY	Buffalo Golf Club	May 20	1:00 p.m.
Jackson, WY	Jackson Hole Golf and Tennis	June 3	1:00 p.m.
Cheyenne, WY	Cheyenne Country Club	June 9	1:00 p.m.
Powell, WY	Powell Country Club	June 16	1:00 p.m.
Sheridan, WY	Powder Horn Golf Club	June 17	8:00 a.m.
Evanston, WY	Purple Sage Golf Club	June 24	9:00 a.m.
Rock Springs, WY	White Mountain Golf Club	July 8	7:30 a.m.
Casper, WY	Casper Country Club	August 4	1:00 p.m.
Laramie, WY	Jacoby Golf Course	August 5	1:00 p.m.
CHAMPIONSHIP	CHEYENNE COUNTRY CLUB	Sept. 15	1:00 P.M.

Summer Sports Festival 2000 Schedule

SUMMER SPORTS FESTIVALS
2000

Saratoga, WY	Saratoga Elem. School	April 28	9:00
Thermopolis, WY	Thermopolis Middle School	May 11	1:00
Wheatland, WY	Libbey Elem. School	May 19	9:00
	West Elem. School	May 19	1:00
Newcastle, WY	Newcastle Elem. School	May 26	9:00
Casper, WY	Casper Recreation Center	May 27	9:00
Rock Springs, WY	Civic Center, Century Park	June 2	9:00
Green River, WY	Recreation Center	June 2	1:00
Cheyenne, WY	Cheyenne YMCA	June 8	9:00

Trustee Saunders noted there has been recent improvement of minor sports in conference meets. The swimming coach, T. J. Johnson, was named the outstanding coach of the year.

COMMITTEE OF THE WHOLE

Trustee Meeting Schedule

Proposed Schedule for Trustees' Meetings 2000-2001

All meetings are scheduled for Friday and Saturday with the exception of the May Meeting.

July 7-8, 2000 – No planned activities

August 19-20, 2000 – Retreat in Jackson

September 15-16, 2000 – Central Michigan Football Game, Hall of Fame Banquet

November 10-11, 2000 – Utah Football Game, Youth and Band Day

January 19-20, 2001 – No planned activities

March 9-10, 2001 – No planned activities

May 10-11, 2001 – Commencement

Trustee True noted the proposed Board meeting schedule as presented in the Report and moved for approval. Trustee Patrick seconded. The motion carried.

Update on the Support Services Plan

President Dubois reported that the Vice Presidents had submitted confidential reports to him and he has returned those plans with his comments.

Vice President Allen said the draft unit plans were out on the UW web for review and comments have been given to responsible Vice Presidents or to CCRSSP. The 18 member review committee is comprised of faculty, a few administrators and staff and covers all areas of the university. They have been charged with reviewing the plan and taking public comments from all areas. The committee intends to have the original draft plans back to the Vice Presidents by March 10 with redrafts to follow.

President Dubois said one final plan will result and it will be prioritized at the Executive Council June retreat. The next plan will be a complete review of physical plant, looking at construction and reallocation of funds on campus.

Development Report

Vice President Blalock reported that the Foundation was having another good year and gifts of \$9.7 million received are ahead of last year and the numbers look good. The annual fund figure is at \$1.4 million, which is up from last year. Trustee Hammons stated that she appreciated Molly Williams' earlier report and that it was put together nicely. Trustee Saunders questioned if naming opportunities for the Union had come up. President Dubois stated there was nothing to report at this time.

FY 2000 Monthly Gift Report through January 31, 2000

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

FUND	ALL GIFTS							ANNUAL FUND GIFTS						
	FY 2000	Month		FY 2000 to date		FY99 to same date		FY99	Month		FY 2000 to date		FY99 to same date	
GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	
A & S	\$ 1,320,000	18	\$12,648	1348	\$717,682	2216	\$767,965	\$ 311,000	19	\$4,648	1095	\$238,167	1848	\$190,054
AGRIC	\$ 750,000	8	\$20,373	670	\$569,631	838	\$276,301	\$ 118,500	6	\$5,110	403	\$88,648	761	\$77,931
BUSINESS	\$ 500,000	7	\$4,450	515	\$174,439	1018	\$152,767	\$ 85,000	4	\$1,100	472	\$57,902	963	\$57,318
EDUCATION	\$ 310,000	3	\$60	406	\$237,624	888	\$95,598	\$ 42,500	3	\$60	392	\$16,786	827	\$28,849
ENGR	\$ 2,300,000	27	\$19,243	760	\$1,982,322	1576	\$817,280	\$ 232,000	24	\$7,893	747	\$126,686	1440	\$135,748
HEALTH SCI	\$ 800,000	12	\$54,150	343	\$227,692	726	\$131,744	\$ 52,250	13	\$4,150	321	\$33,378	624	\$38,460
LAW	\$ 250,000	5	\$1,600	150	\$79,795	306	\$220,916	\$ 35,000	4	\$600	138	\$32,547	278	\$21,232
STUDENT AFFRS	\$ 80,000	3	\$1,050	750	\$60,333	1376	\$25,145	\$ 37,500	2	\$50	750	\$15,092	1374	\$24,590
AHC	\$ 700,000	2	\$500	82	\$97,973	158	\$88,527	\$ 30,000	2	\$500	78	\$18,626	132	\$9,334
ALUMNI	\$ 55,000			73	\$20,367	154	\$37,870	\$ 5,000			13	\$6,342	22	\$6,365
ART MUS	\$ 150,000	7	\$23,150	316	\$116,060	327	\$100,113	\$ 31,750	5	\$1,100	51	\$16,095	37	\$10,013
ATHLETICS	\$ 2,750,000	31	\$18,100	959	\$1,830,171	2639	\$651,046	\$ 19,750			626	\$160,192	966	\$8,460
IENR	\$ 200,000	4	\$6,000	41	\$172,913	58	\$168,078	\$ 50,250	4	\$6,000	34	\$50,413	40	\$38,355
LIBRARY	\$ 90,500	4	\$170	139	\$32,124	233	\$77,078	\$ 36,000	4	\$170	135	\$19,554	212	\$26,553
UNIV. FUND	\$ 150,000	5	\$5,550	525	\$80,158	792	\$67,717	\$ 150,000	9	\$5,550	539	\$80,158	792	\$67,717
KUWR		2	\$1,025	2635	\$106,532	3632	\$157,559		1	\$25	2589	\$101,200	10	\$398
OTHER	\$ 1,594,500	24	\$8,386	483	\$1,372,871	316	\$2,748,279	\$ 36,500	6	\$7,531	273	\$74,094	159	\$34,026
GIFTS NOT YET BOOKED					\$970,808									
TOTAL	\$ 12,000,000	162	\$176,454	10,195	\$8,849,495	17,253	\$6,583,984	\$ 1,273,000	106	\$44,486	8,656	\$1,135,879	10,485	\$775,401

Total Dnrs do not reflect Column totals. Donors may give to more than one dept/division.

UNFINISHED BUSINESS

There was no unfinished business to bring before the Board.

NEW BUSINESS—PUBLIC COMMENTS

President True appointed a nominating committee for the upcoming year of Trustee Bonner, chair, Trustee Jorgensen, Trustee Hammons, and Trustee Saunders.

Trustee Saunders commented favorably on *UWyo* Magazine and stated that both issues have been outstanding. President Dubois reported that Jay Fromkin and his staff have worked hard on the magazine and the next issue is due out in late April or early May.

ANNOUNCEMENT OF NEXT MEETING DATE/ADJOURNMENT

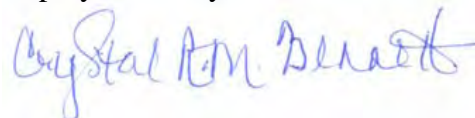
The next meeting will be held on May 11-12, 2000.

There being no further business to come before the Board, it was moved by President True and seconded by Trustee Haynes for adjournment. The motion carried. The meeting was adjourned at 10:35 am.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



Crystal R. M. Bennett
Assistant to the Vice President
for Administration and Finance