

THE UNIVERSITY OF WYOMING

BOARD OF TRUSTEES' MINUTES

July 18-19, 2002

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**

July 18-20, 2002

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

July 18-19, 2002

Members of the Board of Trustees participated in briefings with the Personnel Committee, the Finance Committee, and the Athletics Committee on Thursday afternoon. A meeting of the Committee on Trusteeship was also held on Thursday afternoon. Acting President Thomas Buchanan and Jacque Buchanan hosted a barbeque at their home Thursday evening for the Board. Trustees were also hosted at breakfast by the College of Education and a luncheon briefing with the Research Office on Friday, July 19.

CALL TO ORDER

President McCue called the Business Meeting to order at 1:39 p.m. on Friday, July 20, 2002.

ROLL CALL

Trustee Patrick provided the roll call. The following were in attendance: Trustees Taylor Haynes, Kathy Hunt, Ron McCue, Jim Neiman, John Patrick, Judy Richards and Greg Schaefer. Acting President Thomas Buchanan represented Ex-officio Trustee Dubois. Ex-officio Trustee Keith Sapp was present. Ex-officio Trustees Jim Geringer and Judy Catchpole were unable to attend the meetings. Trustee Sara Robinson was present during briefings and Committee Meetings on Thursday and Friday. Trustees Jorgensen, Saunders, Spicer and True were unable to attend the meeting.

APPROVAL OF MAY 16-17, 2002 MINUTES

Trustee Greg Schaefer moved to approve the minutes of the May 16-17, 2002 meeting as presented; Trustee Richards seconded. The motion carried.

REPORT AND RECOMMENDATIONS OF THE PRESIDENT OF THE UNIVERSITY

Recommendation of the Consent Agenda

President Buchanan presented the Consent Agenda to the full Board with the recommendation it be approved. Trustee Schaefer moved to approve the Consent Agenda; Trustee Neiman seconded. The motion carried.

**Board of Trustees' Consent Agenda
July 19, 2002**

I. ACADEMIC AND STUDENT AFFAIRS COMMITTEE.....	1
(Trustees Patrick, Chair; Richards, Robinson, Saunders, Schaefer, Sapp)	
II. FINANCE COMMITTEE	5
(Trustees True, Chair; Haynes, Patrick, Robinson, Saunders, Sapp)	
1. Approval of Contracts and Grants	5
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3. Authorization for Stock Transfers	15
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(Trustees Richards, Chair; Neiman, Patrick, Robinson)	
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(Trustees Haynes, Chair; Hunt, Jorgensen, Neiman, True)	
V. INVESTMENT COMMITTEE.....	57
(Trustees Spicer, Chair; Saunders, Neiman, Schaefer)	
VI. ATHLETIC COMMITTEE	61
(Trustees Schaefer, Chair; Jorgensen, Robinson, Saunders, Spicer)	
VII. COMMITTEE OF THE WHOLE	75
1. University of Wyoming Named Gift Criteria	75
2. Naming Opportunity as discussed during Executive Session.....	
3. Negotiate purchase of properties for College of Agriculture contingent on proof of water rights as discussed during Executive Session	

Recommendations of Personnel Actions

President Buchanan recommended the approval of the personnel actions as reviewed by the Personnel Committee. Trustee Schaefer moved to approve the personnel actions; Trustee Neiman seconded. The motion carried.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Friday, July 19, 2002 with the following members present: Trustee John Patrick, Chair; Judy Richards, Sara Robinson, Greg Schaefer, and Keith Sapp. Trustee Saunders was absent. The following items were discussed, with none placed on the Consent Agenda.

Improvement of Scholarship Awarding Process

The Student Information System (SIS) Development Team chaired by Dr. Kenton Walker was charged to identify the needs within the University for a new computerized student information system. Because the purchase of a new SIS will be delayed until FY04, the team has a unique opportunity to analyze University core processes used to provide student services and manage student information. Given that we will make a significant investment in funds and personnel time to implement a new computer system, it is cost effective to first assure that our major enrollment processes are as refined as possible.

The outcome of this phase is to identify steps to improve institutional processes, areas of competitive advantage and the comprehensive system requirements for the new SIS. The core enrollment processes within an SIS include: 1) prospective student inquiry development and communications; 2) admission; 3) federal assistance and financial aid packaging; 4) scholarship awarding; 5) advising; 6) registration, and 7) billing & payment.

Because of visibility, significant dollars and already identified issues, the Scholarship Awarding Core Process will be the pilot in this process improvement phase. This pilot project will involve the staff in financial aid and enrollment management offices, the college scholarship selection committees, the scholarship donor relations activities of the UW Foundation, and the

payment application processes. It will follow the scholarship awarding process from the receipt of scholarship funds by the institution to the release of funds to an enrolled student.

The following goals, procedures and deliverables will be refined based on knowledge gained during the pilot project. Keeping in mind the long-term goals to improve services to UW students and more effectively and efficiently use University resources, our efforts will be directed to:

1. Identify UW's core processes that serve students and identify bottlenecks in the information flow throughout the student's time at UW;
2. Document each of UW's core enrollment processes, allowing for a better overall understanding in the selection of a new SIS;
3. Identify redundant data, systems, processes and personnel so as to streamline the processes and better allocate resources; and
4. Recommend steps to improve institutional processes and reduction of bottlenecks.

While there will be many tangible benefits through improvements to current institutional processes, the most significant may be distinct and proven progress towards tackling issues surrounding scholarship awarding at UW. The analysis of the scholarship awarding process and recommendations for improvement will be completed by October so that as many changes as possible can be implemented for the next awarding cycle for students attending in Fall 2003.

Dr. Leellen Brigman, Vice President for Student Affairs, spoke in detail about the process. She thanked Robert Aylward, Vice President for Information Technology and Dr. Kenton Walker, for their assistance with the software. Dr. Walker talked about the evaluation of the program that his team will be reviewing, with the hope of finishing in the early fall and providing recommendations on the software selection.

Members of the Board asked for an annual report on work completed throughout the year, and mentioned their concerns regarding the underutilization of scholarship dollars. Dr. Brigman will provide updates to the Board.

Law School Membership in Association of American Law Schools (AALS)

In June 2002, the University of Wyoming College of Law received notification of unconditional, continued membership in the Association of American Law Schools (AALS). The AALS reviews member schools every seven years in conjunction with the reaccreditation process conducted by the American Bar Association. The AALS had requested a progress report from the College on efforts to increase faculty diversity, and the College was able to report substantial progress, including the hiring of an African-American woman who will be joining the permanent law faculty as a tenure-track Assistant Professor of Law in August 2002. Based on that report, the AALS concluded that the College met all standards for continued membership. The UW College of Law has been a member of the AALS in continuous good standing since the year of the College's first graduating class in 1923.

Dr. Buchanan advised the Board that the information provided was good news.

Weeks of Welcome Plans for September 2002

The Weeks of Welcome (WOW 2002) will begin on the day the UW residence halls open (August 30) and run through mid-September. WOW 2002 programs and services are designed to help new students make a smooth transition to college and to welcome returning students for another academic year at UW. Through academic skills workshops, concerts, welcoming activities and special events, new and returning students are actively encouraged to become involved in the life of the university and to make new connections.

The Weeks of Welcome are being planned and coordinated by four committees --

- College Life – helps educate students about what they need to know to be successful in their college careers, especially in their first few days and weeks. They will introduce students to academic and support services programs, communicate our expectations for high academic performance, and provide opportunities for students to connect with faculty, staff and departments that can help them achieve their goals.
- Community Building – creates a welcoming environment for new and returning students by working with the City of Laramie, the Residence Halls Association, academic departments, and student organizations to help students become connected with the campus through cultural identity groups, club memberships, athletic and recreational activities and other special-interest opportunities.
- Marketing & Promotions – conceptualizes, creates, produces and distributes publicity via various media promoting WOW 2002 events on and off the campus. A calendar listing all events for students during the Weeks of Welcome will be widely circulated.
- Social Events – plans, arranges and coordinates university-wide events including the President’s and Union barbeques, concerts, late-night programs, movies, game-day activities, and other events to provide healthy opportunities for students to meet other students, faculty and staff; to learn about UW traditions; and to participate in the life of the campus.

WOW 2002 academic skills workshops offered this year for the first time may include ...

- How to study for college level math and science courses
- How to write college level paper
- How to study in groups
- Successful note taking
- A syllabus—What is it and how to use it?
- Time management
- Money management
- Test anxiety
- How to write an essay exam
- Expectations of student employees

Other academically related activities will include a campus job fair, open houses by academic departments and a welcome reception for undeclared students.

The President’s and Union welcome barbeques, the beach party and Outdoor Experience hosted by Campus Recreation, movies on the lawn, the musical concerts, a pep rally before the

Boise State football game, and a late-night game-night party at the Union are representative of the major social events planned for the Weeks of Welcome to help students meet new friends and enjoy safe and healthy entertainment on our campus. In addition, Laramie community members and merchants will help students get to know the community through the “Experience Laramie” activity and the vendor fair in Prexy’s Pasture. An up-to-date calendar of events will be distributed at the Board meeting.

Dr. Brigman noted that the Week of Welcome has been expanded to the Weeks of Welcome to cover the students' first three-weeks at UW. The activities will integrate new students into the campus community, as well as welcome back returning students. The workshops include a component to expand the academic component this year, and focus on retention.

Academic Plan II Update (Moving Forward)

Dr. Buchanan updated the Board on the process, and reminded them that the first academic plan is almost completed. A report card will be presented to the Board at the beginning of the year. The Academic Plan II process began in April and the goal is to stimulate academic discussion. Over 200 pages of comments have been placed on the Academic Affairs webpage and sorted into ten key issues. The focus for the year ahead is to continue the dialogue with the Board, external constituents, faculty, staff and students. A list of the ten issues will be released in September 2002, and a final document provided in spring 2003 as the beginning for the next set of academic plans. Members of the Board commented this will be a good opportunity to include their Board goals.

FINANCE COMMITTEE

The Finance Committee had a briefing on Thursday, July 18, and met on Friday, July 19, 2002 with the following members present: Trustees Sara Robinson, Taylor Haynes, John Patrick, and Keith Sapp. Trustees Hank True and Jerry Saunders were unable to attend. Trustee Patrick chaired the committee in Trustee True's absence, and reported on the following items and related discussion. Three items were placed on the Consent Agenda.

Approval of Contracts and Grants

The \$50,003,257 received in sponsored funding for fiscal year 2002 is an all time record for the University. This is the sixteenth consecutive year the University has achieved a record in sponsored funding.

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 April 26, 2002, through June 30, 2002.

AIR LOGISTICS CORPORATION - 03/16/2000 - 06/30/2002	\$ 250
Scott Coguill/Ronda Coguill; Mechanical Engineering - Tensile creep testing.	
AMERICAN ASSOCIATION OF UNIVERSITY WOMEN LEGAL ADVOCACY FUND - 01/01/2002 - 06/30/2002	\$ 10,000
Margaret Cooney; Elementary and Early Childhood Education - Symposium for the eradication of social inequality.	
AMERICAN SOCIETY OF HEALTH-SYSTEM PHARMACISTS - 06/01/2002 - 05/31/2005	\$ 45,000
Debra Devereaux/Paul Ranelli/H. John Baldwin; Pharmacy - Drug use review support.	
BASF CORPORATION - 01/01/1999 - Open	\$ 2,000
Gary Franc; Plant Sciences - Regional plant diseases.	
BAYER CORPORATION - 01/01/1999 - Open	\$ 2,740
Gary Franc; Plant Sciences - Regional plant diseases.	
BIG HORN COUNTY WEED AND PEST CONTROL - 06/22/1999 - Open	\$ 1,000
Abdel Mesbah; Plant Sciences - Crop-weed research.	

CATHEDRAL HOME FOR CHILDREN - 02/22/1994 - Open Marcia Dale; Nursing - Develop nursing programs.	\$ 270
CC TECHNOLOGY, INCORPORATED - 09/01/2001 - 08/31/2003 Keith Carron; Chemistry - One-step H. pylori test: screening and individual assays.	\$ 65,880
COPLEY, DAVID C. - 03/01/2001 - 02/28/2005 Paul Johnson; Physics and Astronomy - Micro gravity experiment.	\$ 750
CORNELL UNIVERSITY - 01/01/2002 - 12/31/2005 Stephen Ford; Animal Science - Center for fetal programming.	\$ 5,440
DANIELS FUND - 06/01/2002 - 06/30/2002 Sara Axelson; Admissions - College prep summer program.	\$ 10,647
DHS SYSTEMS LLC - 06/01/1999 - Open Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.	\$ 1,050
EXXONMOBIL EXPLORATION - 11/01/2001 - 10/31/2002 Dag Nummedal; Institute for Energy Research - Sedimentary geology of the South Caspian basin province of Azerbaijan.	\$ 12,500
HAMILTON SUNDSTRAND - 05/01/2002 - 12/31/2002 Scott Coguill/Ronda Coguill; Mechanical Engineering - Testing composite tubes.	\$ 40,159
HYPERACUITY SYSTEMS - 08/28/2000 - Open Steven Barrett; Electrical Engineering - Simulate analog processing of fly's eye.	\$ 13,170
INSTITUTE FOR EDUCATIONAL INQUIRY - 04/01/2002 - 06/30/2002 Sherry Palmer; Education Dean's Office - Teacher preparation on working with students in poverty.	\$ 3,500
IVINSON MEMORIAL HOSPITAL - 06/01/2002 - 08/31/2002 Patricia Conway; Social Work - Community interventions for at-risk youth.	\$ 16,500
IVINSON MEMORIAL HOSPITAL - 01/01/2002 - 05/31/2003 Gail Leedy; Social Work - Tobacco prevention task force internship.	\$ 2,166
KLAUS, MARION - 03/01/2001 - 07/31/2003 Gary Beauvais; Wyoming Natural Diversity Database - Water vole species assessment.	\$ 3,648
SUSAN G. KOMEN BREAST CANCER FOUNDATION, INCORPORATED - 04/01/2002 - 03/31/2003 Bethanie Hull; Wyoming Institute for Disabilities - Breast cancer resource directory.	\$ 39,193
LARAMIE PLAINS FAMILY MEDICINE - 02/22/1994 - Open Marcia Dale; Nursing - Develop nursing programs.	\$ 468

LOVE, J. DAVID - 03/01/2002 - Open Stephen Williams; Graduate School - Bighorn sheep survival: Relationship to selenium, rainfall and air pollution.	\$ 15,000
MONTANA, STATE OF - 02/01/1994 - Open Duane Keown; Natural Science Program - Wyoming's conservation connection.	\$ 616
MORROW, NORMAN - 1/12/1993 - Open Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil recovery.	\$ 1,490
MOUNTAIN WEST FARM BUREAU MUTUAL INSURANCE COMPANY - 01/01/2001 - Open Alfred Rodi; Atmospheric Science - Aircraft mechanic fees.	\$ 1,366
NATIONAL RESEARCH COUNCIL - 04/26/2002 - 04/30/2004 Elise Pendall; Botany - Danube Delta sediments as carbon storage.	\$ 9,410
NATIONAL TURFGRASS FEDERATION, INCORPORATION - 09/01/2000 - Open Roger Hybner; Agriculture Dean's Office - National Kentucky bluegrass test.	\$ 2,500
THE NATURE CONSERVANCY - 04/22/2002 - 09/30/2002 Nathan Nibbelink; Wyoming Geographic Information Sciences Center - Wyoming stream health and coldwater fisheries habitat.	\$ 16,200
NORTH DAKOTA, UNIVERSITY OF - 03/01/1998 - 02/28/2003 Patricia McClurg/Alan Buss; Science and Mathematics Teaching Center - Public access resource center.	\$ 63,000
NOVARTIS PHARMACEUTICALS CORPORATION - 02/01/2002 - 09/30/2002 Paul Ranelli; Pharmacy - Pharmacy ethics and future pharmacists.	\$ 2,500
NUFARM AMERICAS INCORPORATED - 01/01/1999 - Open Gary Franc; Plant Sciences - Regional plant diseases.	\$ 1,950
PFIZER, INCORPORATED - 09/21/2001 - Open Paul Ranelli; Pharmacy - Pharmacy ethics and future pharmacists.	\$ 500
PLANNING, RESEARCH, AND EVALUATION SERVICES - 03/25/2002 - 05/03/2002 Burke Grandjean; Survey Research Center - Student follow-up survey and employer survey.	\$ 4,000
POLICE EXECUTIVE RESEARCH FORUM - 04/01/2002 - 03/31/2004 Donald Faggiani; Wyoming Statistical Analysis Center - Dual arrest for intimate partner assault.	\$ 10,000
ROCKY MOUNTAIN ELK FOUNDATION - 12/18/2000 - 12/31/2002 Frederick Lindzey; Zoology - Piney Front elk herd habitat analysis.	\$ 1,429
SANDVIK SPECIAL METALS CORPORATION - 06/01/2002 - 08/31/2002 Mark Garnich; Mechanical Engineering - Circumferential stress-strain in metallic tubes.	\$ 2,500

SHOSHONE AND NORTHERN ARAPAHOE TRIBE - 05/02/2002 - 06/30/2002 Charles Reher; Anthropology - Archaeological monitoring at Little Wind River bridge project.	\$ 4,252
TAORMINA, VICTOR - 12/14/2000 - Open David Walrath; Mechanical Engineering - Design/fabricate a prototype safety rail.	\$ 285
UNITED STATES AIR FORCE - 06/01/2002 - 05/31/2003 David Anderson; Chemistry - Laser system for spectroscopic studies of atom doped hydrogen solid propellants.	\$ 121,872
UNITED STATES AIR FORCE - 05/28/2002 - 09/15/2002 Ronald Marrs; Geology - Surface morphology and habitat at selected launch and alert facilities.	\$ 16,681
UNITED STATES AIR FORCE - 07/01/2001 - 06/30/2002 Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.	\$ 604
UNITED STATES AIR FORCE - 03/29/2001 - 01/31/2003 Walter Fertig; Wyoming Natural Diversity Database - Survey invasive noxious weeds.	\$ 3,997
UNITED STATES AIR FORCE - 05/07/2002 - 01/31/2003 Bonnie Heidel; Wyoming Natural Diversity Database - Monitor butterfly plant and noxious weeds.	\$ 9,870
UNITED STATES BUREAU OF LAND MANAGEMENT - 05/14/2002 - 08/31/2005 William Baker; Geography and Recreation - Pinyon-juniper/sagebrush zone vegetative study.	\$ 170,000
UNITED STATES BUREAU OF LAND MANAGEMENT - 04/10/2002 - 09/30/2002 George Vance; Renewable Resources - Coal bed methane product water soils study.	\$ 143,500
UNITED STATES BUREAU OF LAND MANAGEMENT - 05/16/2002 - 09/30/2003 Steven Buskirk; Zoology - Metals in snowshoe hares of the southern Rockies.	\$ 11,907
UNITED STATES BUREAU OF LAND MANAGEMENT - 05/15/2002 - 10/04/2005 Steven Buskirk; Zoology - Black-tailed prairie dog demographics and metapopulation monitoring.	\$ 20,000
UNITED STATES BUREAU OF RECLAMATION - 08/25/1998 - 06/30/2002 Duane Keown; Natural Science Program - Join supporters to carry out conservation education programs.	\$ 10,865
UNITED STATES CIVILIAN RESEARCH AND DEVELOPMENT FOUNDATION - 06/01/2002 - 05/31/2004 Stephen Herbert; Botany - Antioxidants in photosynthetic cells using cyanobacteria.	\$ 11,500
UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 05/24/2002 - 04/30/2007 Robert Stobart/Gary Moss/William Russell; Animal Science - Scrapie control through prp genetics.	\$ 95,325

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 05/01/2002 - 04/30/2007 James Waggoner; Renewable Resources - Grazing management strategies for sustainable rangelands.	\$ 49,580
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 05/01/2001 - 04/30/2003 Robert Stobart; Animal Science - Measure wool fiber characteristics.	\$ 27,498
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 06/01/2002 - 05/31/2004 Fred Gray; Plant Sciences - Host resistance for sugar beet nematode control.	\$ 70,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/13/2001 - 05/31/2003 Richard Schmidt; Civil Engineering - Utilization of cull and small diameter timber.	\$ 30,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/2001 - 09/30/2002 Rhonda Shipp; Cooperative Extension Service - Park County leadership institute.	\$ 6,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 04/03/2002 - 09/30/2003 Douglas Keinath; Wyoming Natural Diversity Database - Species assessments.	\$ 104,326
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 05/21/2002 - 05/31/2002 Alan Redder; Wyoming Natural Diversity Database - Sensitive species data download.	\$ 2,000
UNITED STATES DEPARTMENT OF EDUCATION - 04/01/2002 - 10/01/2002 Amy Roberts/Steven Locke; Elementary and Early Childhood Education - International education field project in Costa Rica.	\$ 61,000
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2001 - 06/30/2002 Sally Schuman; Student Financial Aid - Pell grant program.	\$ 18,243
UNITED STATES DEPARTMENT OF ENERGY - 06/15/1998 - 06/14/2004 Robert Hurtubise; Chemistry - Solid-matrix luminescence analysis.	\$ 100,000
UNITED STATES GEOLOGICAL SURVEY - 05/13/2002 - 12/31/2004 Ronald Hartman; Botany - Floristics of Sante Fe National Forest and Valles Caldera Preserve.	\$ 18,690
UNITED STATES GEOLOGICAL SURVEY - 04/01/2002 - 09/30/2003 Stanley Anderson; Zoology - Impact of lead shot to eagles and hawks in Thunder Basin.	\$ 29,600
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 05/01/2002 - 04/30/2003 William Murdoch; Animal Science - Progestogen inhibition of ovarian cancer cell metastasis.	\$ 105,750

UNITED STATES NATIONAL INSTITUTES OF HEALTH - 06/01/2002 - 05/31/2003 Robert Heinzen; Molecular Biology - Actin-based motility by rickettsia rickettsii.	\$ 94,291
UNITED STATES NATIONAL PARK SERVICE - 05/01/2002 - 06/08/2004 Audrey Shalinsky; Anthropology - Geophysical survey of Fort Laramie.	\$ 72,100
UNITED STATES NATIONAL PARK SERVICE - 04/01/2002 - 12/31/2003 Gary Beauvais; Wyoming Natural Diversity Database - Northern Great Plains park units herpetological inventories.	\$ 30,075
UNITED STATES NATIONAL PARK SERVICE - 03/01/2002 - 11/15/2002 George Jones; Wyoming Natural Diversity Database - Grand Teton National Park vegetation mapping and classification.	\$ 86,686
UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/17/2000 - 08/31/2003 Terry Deshler; Atmospheric Science - Measurements of polar stratospheric clouds.	\$ 250,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/1999 - 12/31/2003 Alfred Rodi/Robert Kelly; Atmospheric Science - Wyoming King Air airplane as a national facility.	\$ 1,269,678
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/15/2002 - 04/30/2004 D. Scott Bohle; Chemistry - Electron backscatter diffraction facility.	\$ 11,726
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/15/2000 - 06/30/2003 Edward Clennan; Chemistry - Molecular oxidations in homogeneous and heterogeneous media.	\$ 43,885
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2000 - 02/28/2003 Randolph Lewis; EPSCoR Office - Experimental Program to Stimulate Competitive Research (EPSCoR).	\$ 1,000,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/01/2000 - 06/30/2003 Kevin Chamberlain; Geology - 1.4Ga deformation and magmatism.	\$ 49,476
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/15/2002 - 04/30/2004 Michael Cheadle/Barbara John/Carrick Eggleston/Susan Swapp; Geology - Electron backscatter diffraction facility.	\$ 46,906
UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/2000 - 07/31/2003 Nancy Petersen; Molecular Biology - Forked proteins in actin fiber bundles.	\$ 140,039

UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/2001 - 05/31/2003	\$ 57,000
J. Allyn Smith; Physics and Astronomy- Southern standard stars for the u'g'r'i'z' filter system.	
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/01/2001 - 04/30/2003	\$ 379,669
Patricia McClurg/Linda Hutchison/Lynne Ipina/Judy Ellsworth; Science and Mathematics Teaching Center - Teacher quality enhancement.	
UNITED STATES OFFICE OF NAVAL RESEARCH - 05/01/2002 - 03/31/2005	\$ 303,614
Edward Kempema; Geology - Sediment transport in streams by ice.	
VARIOUS SPONSORS - 10/01/2001 - 09/30/2002	\$ 9,088
Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center.	
VARIOUS SPONSORS - 07/01/1995 - Open	\$ 22,080
Keith Miller; Wyoming Institute for Disabilities - Fees for behavioral assessment workshop.	
WESTERN RESEARCH INSTITUTE - 06/01/1999 - Open	\$ 2,700
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.	
WYOMING ANIMAL DAMAGE MANAGEMENT BOARD - 01/25/2002 - 06/30/2002	\$ 4,450
Frederick Lindzey; Zoology - Effects of predation in bighorn sheep.	
WYOMING ARTS COUNCIL - 04/12/2002 - 04/13/2002	\$ 500
General Hambrick; Arts and Sciences Dean's Office - Centennial Singers workshop.	
WYOMING ARTS COUNCIL - 07/01/2001 - 06/30/2002	\$ 5,000
Margaret Arnold; Wyoming Public Radio - Cultural music programming 01-02.	
WYOMING BUSINESS COUNCIL - 06/29/2001 - 12/31/2003	\$ 2,000
Sheila Atwood; Conferences and Institutes - Science fair student awards.	
WYOMING BUSINESS COUNCIL - 04/01/2002 - 06/30/2002	\$ 12,000
Sadrul Ula/Suresh Muknahallipatna; Electrical Engineering - Energy efficiency improvements for Wyoming industries.	
WYOMING COUNTY COMMISSIONERS ASSOCIATION - 05/10/2002 - 06/30/2002	\$ 45,000
Donald Faggiani; Wyoming Statistical Analysis Center - Consolidating data systems currently in use in Wyoming.	
WYOMING DEPARTMENT OF AGRICULTURE - 07/05/2001 - 09/30/2002	\$ 2,000
Peter Ellsworth; Science and Mathematics Teaching Center - Provide on-site support for teachers and administrators.	

WYOMING DEPARTMENT OF EDUCATION - 09/01/2001 - 05/31/2002 Laura Westlake; Elementary and Early Childhood Education - Trends in working with deaf or hard of hearing children.	\$ 105,000
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 05/15/2002 - 12/31/2003 Richard Olson; Renewable Resources - Wildlife utilization and big sagebrush survival.	\$ 24,055
WYOMING DEPARTMENT OF HEALTH - 01/01/2002 - 12/31/2002 Rex Gantenbein; Center for Rural Health Research and Education - Pregnancy risk assessment monitoring system.	\$ 6,000
WYOMING DEPARTMENT OF HEALTH - 04/15/2002 - 06/30/2003 Colleen Hubbell; Medical Education and Public Health - Educate students and communities on smokeless tobacco.	\$ 30,134
WYOMING DEPARTMENT OF HEALTH - 09/01/2001 - 08/31/2005 Kenneth Heinlein; Wyoming Institute for Disabilities - Early hearing detection and intervention.	\$ 387,320
WYOMING DEPARTMENT OF HEALTH - 04/01/2002 - 03/31/2003 Donald Faggiani; Wyoming Statistical Analysis Center - Tobacco prevention research associate.	\$ 110,067
WYOMING DEPARTMENT OF STATE PARKS AND CULTURAL RESOURCES - 03/29/2002 - 12/30/2002 Chris Bastian/Roger Coupal/David Taylor; Agricultural Economics - Economic value of Yellowstone National Park substitute for snowmobiles.	\$ 5,000
WYOMING DEPARTMENT OF STATE PARKS AND CULTURAL RESOURCES - 03/15/2002 - 11/15/2002 William Gribb; Geography and Recreation - Statewide comprehensive outdoor recreation plan.	\$ 20,239
WYOMING GAME AND FISH DEPARTMENT - 07/01/2001 - 06/03/2002 Robert Hall; Zoology - Impacts of urbanized F.E. Warren Air Force Base on Crow Creek.	\$ 25,535
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open Frederick Lindzey; Zoology - Wildlife research.	\$ 2,100
WYOMING LAW ENFORCEMENT ACADEMY - 05/20/2002 - 01/15/2003 Martin Greller/Burke Grandjean; Management and Marketing - Peace officer study.	\$ 28,000
WYOMING STATE BAR - 06/01/2002 - 08/31/2002 Burke Grandjean; Survey Research Center - Statewide judicial performance survey.	\$ 5,000
TOTAL - Contracts and grants approved April 26, 2002, through June 30, 2002.	\$ 6,340,550

Funding for this allocation, excluding the start-up cost, was evenly divided between reallocation of the existing Section I budget and funds to be drawn from the one percent administrative fee assessed on university endowed scholarship accounts.

In setting up the budget for this office, it is apparent that splitting the personnel costs between Section I and Section II will create unnecessary accounting complexities and hence a decision has been made to consolidate all costs within one section of the operating budget. To facilitate this transfer it will be necessary to increase the Section I operating budget by \$39,410 and decrease the Section II budget by a like amount. The revenue from the endowment will be treated as augmenting revenue to the Section I budget for this program rather than being directed to a separate Section II account.

The second budget adjustment affects the allocation of \$224,942 for support of the Accounts Receivable function within Financial Services. The Section I budget will be increased by \$224,942 and the budget authority for Section II will be decreased by a like amount. The Accounts Receivable function has previously been funded exclusively through revenues transferred to the operation by auxiliary services units. Recent work to update the indirect cost allocation model for the auxiliary services units reflected the fact that Accounts Receivable should not be 100% funded with auxiliary revenues since their activities are not exclusively focused on auxiliary receivables. To rectify this situation and appropriately reflect the indirect costs to be collected from the auxiliary units, it is necessary to transfer the Accounts Receivable function to the Section I operating budget. Funding for this activity will now be a combination of university general revenues and the indirect costs assessed and collected from the auxiliary services units through the indirect cost model.

The Finance Committee recommended that the full Board approve the Section I budget authorization for FY 2003 for an increase of \$264,352 and that the Section II budget authorization be decreased by a like amount.

Vice President Phill Harris explained the requests further for the Board. The adjustments outlined are to eliminate the split funding that has occurred in the past, and simply moves the money from one area to another. With the change in the location of the funds, UW recognizes a net efficiency gain. The Finance Committee approved the budget adjustments and moved the item to the Consent Agenda.

Authorization for Stock Transfers

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

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

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

FURTHER RESOLVED that the President of The University of Wyoming and the Treasurer of the Board of Trustees, representing the Trustees of The University of Wyoming, a body corporate, are hereby authorized to act as agents for and to sign agreements, resolutions and any other documentation required to establish, maintain, and terminate security cash accounts with security dealers and brokers for the purpose of taking ownership and possession of cash, bonds, stocks and other securities held by such dealers and brokers which have been directed to the University by gift, bequest or any other act of transfer; and further that said agents are fully authorized to sell, assign and transfer stocks, bonds, evidences of interest, evidences of indebtedness and/or other obligation, and all other securities, corporate or otherwise, now or hereafter held by this corporation in its own right or in any fiduciary capacity pursuant to this

authorization, and to execute any and all instruments necessary, proper or desirable for the purpose; and

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

The Finance Committee recommended approval of the resolution on authorization for stock transfers as written. Vice President Phill Harris noted this is a routine item that is required every six months from the Board. The Finance Committee approved the item and placed it on the Consent Agenda.

Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period March 31, 2002 - June 30, 2002

The following audits and related activities have been completed:

1. The comprehensive audit of NCAA rules compliance for fiscal year 2000-2001 has been completed. The following areas were included in the audit for fiscal year 2000-2001: Camps and Clinics, Coaching Staff Limits and Contracts, Rules Education Program, Certification of Compliance, and Graduation-Rates Disclosure. This is the fifth audit in a series of five annual audits that covered all NCAA compliance areas. The audit report appears in the material for the Athletic Committee.

The following audits and related activities are in process:

1. Stores and Reimbursable Labor have been audited and the audit report is being drafted; these are the major self-sustaining operations within Physical Plant.
2. The golf course has been audited and the audit report is being drafted.
3. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System, Asset Management System and the Human Resources Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

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

1. The Telecommunications audit report was issued in April 1996. The audit recommendations will be fully implemented by July of 2002.
2. The Child Care Center audit report was issued in June of 2000. The audit recommendations will be fully implemented in July of 2003 when the deficit of \$70,629 has been completely

eliminated. This will be accomplished in three annual installments beginning in July of 2001. A July 2001 cash transfer of \$23,543 reduced the deficit to \$47,086.

3. The endowment and scholarship reporting process audit report was issued in January of 2001. Audit recommendations from that report will be implemented at the beginning of fiscal year 2002-03.

Van Jacobsen reported on the audit activity, and noted that the NCAA audit will go through the Athletic Committee.

Vice President Harris noted that the Finance Committee had a briefing on Thursday, and the Board will be asked to approve the supplemental budget request at their September meeting. The two pieces that will go forward will be the capital construction request and the deferred/critical maintenance project request. Vice President Miller will work with the state capital committee on the requests. UW will also monitor the developments on the health insurance program, and determine how UW may be included.

PERSONNEL COMMITTEE

The Personnel Committee met for a briefing on Thursday, July 18, and with the full Board on Friday, July 19, 2002. The following members were present: Trustees Judy Richards, Chair; John Patrick, and Jim Neiman. The Committee approved the personnel items as noted in the Report, and placed them on the Consent Agenda. Trustee Sara Robinson was present for Committee meetings but was absent during the Business Meeting.

APPOINTMENTS

**1. Academic Professionals
College of Engineering**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Civil & Architectural Engineering</i> Kerr, Greg	Associate Lecturer	\$28,452/AY	01/22/2002 to 06/30/2003

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.

Emeritus 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=masculine, emerita=feminine, emeriti=plural.)

Extended-Term Appointment

Academic professionals who have successfully completed probationary terms (usually six years) may receive six-year appointments called extended-term appointments. The term also applies to certain librarians and archivists who hold faculty status. These employees are eligible for extended-term appointments after five-year probationary periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and

archivists 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

Tenure-track 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. UW does not grant tenure to faculty members who hold Instructor status at the time of the decision.

Leave of Absence Without Pay

Academic and administrative personnel may request leaves without pay for periods 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 Employee

Refers to tenure-track faculty members who have not received tenure and to academic professionals, 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 typically undergo the review for tenure in the sixth year of employment.

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 for probationary employees. 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. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

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.

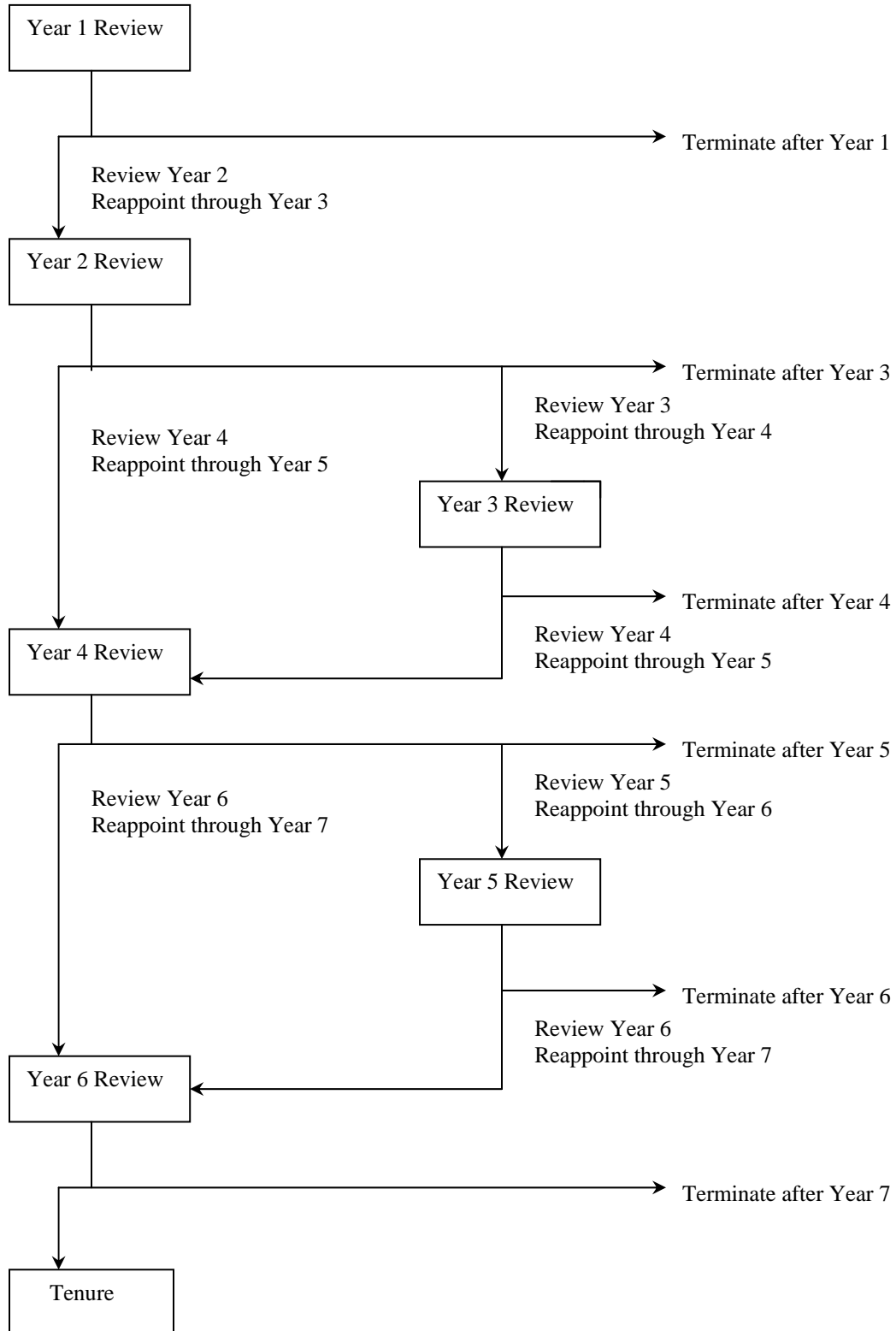
Terminal Degree

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 year.

FLOW CHART FOR FACULTY REAPPOINTMENTS



Summary of Resignations

RESIGNATIONS

1. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Agricultural and Applied Economics</i>		
Seamon, V. Frederick	Assistant Professor	08/24/1999 to 02/28/2002
<i>Department of Renewable Resources</i>		
Kazmer, David J.	Assistant Professor	08/20/1996 to 03/08/2002

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Botany</i>		
Vogelmann, Thomas C.	Professor	08/30/1984 to 12/31/2001
<i>Department of Chemistry</i>		
Bohle, David Scott	Professor	08/26/1991 to 08/03/2002
<i>Department of History</i>		
Devine, Michael J.	Archivist	05/31/1991 to 08/31/2001
Hosmer, Brian C.	Associate Professor	08/22/1996 to 08/31/2002
Rios-Bustamante,	Professor	08/25/1998 to 06/30/2002
<i>Department of Music</i>		
Keeling, Kasandra	Assistant Professor	08/27/1999 to 05/31/2001
<i>Department of Theatre & Dance</i>		
Mann, Fred C.L. III	Associate Professor	08/24/1999 to 08/28/2002
<i>Department of Zoology & Physiology</i>		
Gloss, Steven P.	Associate Professor	12/19/1987 to 09/23/2001

College of Education

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Counselor Education</i>		
Dahlen, Penny L.	Assistant Professor	01/12/1998 to 08/31/2001
<i>Department of Educational Leadership</i>		
Lowe, Jerry M.	Associate Professor	08/22/2000 to 05/17/2003
<i>Dept. of Elementary and Early Childhood Education</i>		
Herbel-Eisenmann, Beth	Assistant Professor	08/28/2001 to 05/18/2002

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Chemical & Petroleum Engineering</i>		
Gilcrease, Patrick C.	Assistant Professor	08/19/1997 to 12/31/2001

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Division of Communication Disorders</i>		
Thompson, Christy L.	Assistant Professor	08/23/1995 to 08/31/2002

Division of Kinesiology and Health

Eisenmann, Joey C.	Assistant Professor	08/22/2000 to 05/18/2002
Reiser, Raoul F.	Assistant Professor	05/01/2000 to 05/18/2002
Todorovich, John R.	Assistant Professor	08/24/1999 to 08/24/2001

Division of Medical Education and Public Health

Schoeber, Joseph K.	Associate Professor	12/01/1988 to 07/19/2002
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Division of Social Work

Majewski, Virginia S.	Associate Professor	08/24/2000 to 12/26/2001
Valentine, Deborah P.	Professor	08/25/1998 to 07/01/2002

Family Practice Residency Program - Casper

Allerheiligen, David A.	Associate Professor	10/18/1991 to 05/23/2002
Cassel, Jane H.	Associate Lecturer	08/15/1990 to 08/31/2001

School of Human Medicine - Cheyenne

Clement, Kathi D.	Associate Professor	09/30/1996 to 04/12/2002
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School of Pharmacy

Herner, Sheryl J.	Assistant Professor	08/01/1998 to 10/08/2001
Steiner, Joseph F.	Professor	06/01/1975 to 08/31/2001

College of Law

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
Ryan, Maureen Y.	Associate Professor	08/20/1996 to 05/18/2002
Saxton, Bradley	Professor	09/01/1992 to 06/10/2002
Squillace, Mark S.	Professor	08/28/1986 to 08/28/2002
Stevens, Ann B.	Professor	08/30/1984 to 08/28/2002

Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Athletics</i> Fry, H. Keener Jr.	Lecturer	11/01/1997 to 07/31/2001

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Coe Reference Department</i> Powell, Katherine M.	Assistant Librarian	08/24/1999 to 09/21/2001
<i>Science Reference</i> Rohan, Dawn L.	Assistant Librarian	02/28/2000 to 08/23/2001
<i>Systems</i> Edwards, Doralyn H.	Assistant Librarian	09/06/2000 to 08/02/2001

2. Academic Professionals
Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Ellbogen Center for Teaching and Learning</i> Fetter, Gary	Assistant Lecturer	07/01/1999 to 08/06/2001

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Cooperative Extension Service</i> Brown, Joseph Guernsey	Associate Extension Educator	05/29/1998 to 05/31/2002
Keckler (Vines), Jeri	Assistant Extension Educator	05/18/1998 to 03/19/2002

Department of Plant Sciences

Briere, Stephan Associate Research Scientist 03/01/2000 to 04/30/2002

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Chemistry</i>		
Robinson, Jill K.	Assistant Lecturer	08/24/1999 to 08/31/2002

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>School of Nursing</i>		
Maese, Peter M.	Assistant Lecturer	08/28/2001 to 05/18/2002

Outreach School

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Outreach Credit Programs</i>		
Fassler, James	Assistant Lecturer	09/25/1995 to 05/11/2001

DECEASED

1. Academic Professionals

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>
<i>Department of Music</i>	
Griffith, Janet E.	Assistant Lecturer

Summary of Sabbatical Leaves and Leaves Without Pay

SABBATICALS AND PROFESSIONAL LEAVES

1. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Agricultural and Applied Economics</i>			
Menkhaus, Dale J.	Professor	Fall	2002
<i>Department of Family & Consumer Sciences</i>			
Williams, Karen C.	Associate Professor	Academic Year	2002-2003

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Anthropology</i>			
Kornfeld, Marcel	Assistant Professor	Academic Year	2002-2003
Larson, Mary L.	Associate Professor	Academic Year	2002-2003
<i>Department of Art</i>			
Ritchie, Mark E.	Associate Professor	Calendar Year	2003
<i>Department of Chemistry</i>			
Buttry, Daniel Alan	Professor	Calendar Year	2003

Department of English

Anderson, Carolyn B. Associate Professor Fall 2002

Department of Geology & Geophysics

Lillegraven, Jason A. Professor Academic Year 2002-2003

Steidtmann, James R. Professor Fall 2002

Department of Modern & Classical Languages

Larsen, Kevin S. Professor Academic Year 2002-2003

Tolo, Khama-Bassili Associate Professor Academic Year 2002-2003

Department of Psychology

Estes, David E. Associate Professor Academic Year 2002-2003

Department of Zoology & Physiology

Buskirk, Steven W. Professor Fall 2002

Department of Zoology & Physiology

Harlow, Henry J. Professor Academic Year 2002-2003

Meyer, Joseph S. Associate Professor Fall 2002-2003

College of Education

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Dept. of Elementary and Early Childhood Education</i>			
Cooney, Margaret H.	Associate Professor	Academic Year	2002-2003

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Civil & Architectural Engineering</i>			
Dolan, Charles W.	Professor	Fall	2002

2. Academic Professionals

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Geography & Recreation</i>			
Hamerlinck, Jeffrey D.	Research Scientist	Fiscal Year	2002-2003
<i>Department of Geology & Geophysics</i>			
Martinsen, Randi S.	Senior Lecturer	Fall	2002
<i>Department of Mathematics</i>			
Spitler, John	Assistant Lecturer	Academic Year	2002-2003
<i>Department of Music</i>			
McKeage, Kathleen M.	Senior Lecturer	Spring	2003

LEAVES OF ABSENCE WITHOUT PAY

1. Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Art</i>		
Klages, Ricki L.	Assistant Professor	08/29/2002 to 05/19/2004
<i>Department of Botany</i>		
Nishio, John N.	Associate Professor	01/21/2002 to 08/29/2002
<i>Department of English</i>		
Reid, Joy M.	Professor	08/30/2001 to 05/17/2003

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Coe Reference Department</i> Harlow, Mary A.	Associate Librarian	08/28/2002 to 08/27/2003

2. Academic Professionals College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Sociology</i> Ashley, Yarong J.	Assistant Lecturer	08/29/2002 to 05/17/2003

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Computer Science</i> Hanly, Jeri B.	Lecturer	08/29/2002 to 05/17/2003

Summary of Retirements

RETIREMENTS

1. Administrators

Administration & Finance

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Auxiliary Enterprises</i> Wolf, William L.	Director	08/31/1944	09/16/1975 to 04/25/2002
<i>Physical Plant</i> Krell, George F.	Director	09/17/1938	05/16/1979 to 07/01/2002

2. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Animal Science</i> Nel, Johannes E.	Emeritus Professor	06/12/1931	04/15/1983 to 10/03/2001

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Art</i> Reif, F. David	Emeritus Professor	12/14/1941	09/01/1970 to 08/31/2001
<i>Department of English</i> Brito, Silvester	Emeritus Associate Professor	09/26/1937	08/27/1981 to 08/28/2002
<i>Department of Mathematics</i> Shader, Leslie E.	Emeritus Professor	07/18/1935	09/01/1961 to 05/17/2002
<i>Department of Music</i> Hanly, Brian V.	Emeritus Professor	09/03/1940	08/24/1973 to 02/28/2002
<i>Department of Statistics</i> Cochran, Robert S.	Emeritus Professor	11/28/1935	09/01/1963 to 09/01/2002

College of Education

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Dept. of Elementary and Early Childhood Education</i>			
Bayne, Mina	Emerita Professor	08/26/0941	09/01/1971 to 08/31/2001

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Chemical & Petroleum Engineering</i>			
Deans, Harry A.	Emeritus Professor	06/17/1932	08/24/1989 to 02/28/2002
<i>Department of Electrical and Computer Engineering</i>			
Constantinides, C. T.	Emeritus Professor	03/22/1931	09/01/1967 to 08/28/2002
Cupal, Jerry J.	Emeritus Associate Professor	04/18/1939	09/24/1979 to 12/31/2001
<i>Department of Mechanical Engineering</i>			
Dewey, Bruce R.	Emeritus Professor	08/08/1937	08/26/1982 to 09/01/2002

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Division of Communication Disorders</i>			
Baumgardner, Barbara	Lecturer	10/29/1931	10/01/1976 to 08/31/2002
<i>School of Nursing</i>			
Dale, Marcia L.	Emerita Professor	03/04/1938	09/01/1961 to 06/30/2003
Taheri-Kennedy,	Emerita Associate Professor	08/31/1936	08/22/1979 to 02/28/2002
Whitney, Fay W.	Emerita Professor	12/22/1938	08/23/1993 to 08/28/2002

3. Academic Professionals

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Cooperative Extension Service</i>			
Jones, Theodora L.	Associate Extension Educator	11/08/1942	05/09/1974 to 08/21/2001

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>School of Nursing</i>			
Jansa, Nancy J.	Emerita Senior Lecturer	06/18/1940	11/01/1986 to 08/28/2002
Wiest, Elizabeth H.	Emerita Senior Lecturer	07/03/1936	08/26/1974 to 02/28/2002

4. Staff

Administration & Finance

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Physical Plant</i>			
Franzen, Floyd	Operator II	11/29/1936	12/12/1983 to 02/01/2002
Labrie, Bernard E. Jr.	Facilities/Grounds Attendant	11/16/1940	09/11/1972 to 04/15/2002
Miller, Norman S.	Electrician	01/17/1940	08/13/1975 to 03/03/2002

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Division of Research Support</i>			
Hall, Kenneth P.	Computer Information Specialist	06/08/1947	02/01/1972 to 09/14/2001

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee met on Friday, July 19, 2002. The following members were present: Trustees Taylor Haynes, Chair; Kathy Hunt, and Jim Neiman. Trustees Jorgensen and True were unable to attend. The following items were discussed, and none were placed on the Consent Agenda.

City of Laramie Water Easement

The City of Laramie is requesting an easement of 3.456 acres for a 16" water line in the northeast corner of the University campus, the location of which is shown on Exhibit A on the following page. The specific location lies east of Jacoby Golf Course in section 35 on the eastern-most boundary of University property.

Beginning at the top of Exhibit A, the easement follows the east property boundary for approximately nine hundred feet (900'), then turns southwesterly for approximately 188 feet. The southwesterly turn in the easement is necessary due to the confluence of a man-made drainage (the drainage parallels the easement) and Spring Creek. At the point of the confluence, the bed of Spring Creek is approximately fifteen feet (15') below ground level. Due to the depth of Spring Creek and the confluence, erosion has occurred in years past. The depth of the creek bed and erosion would require the City of Laramie to bury the pipeline to a substantial depth at an increased cost to the City. Consequently, the easement has been routed around the confluence and a rock ridge further to the south.

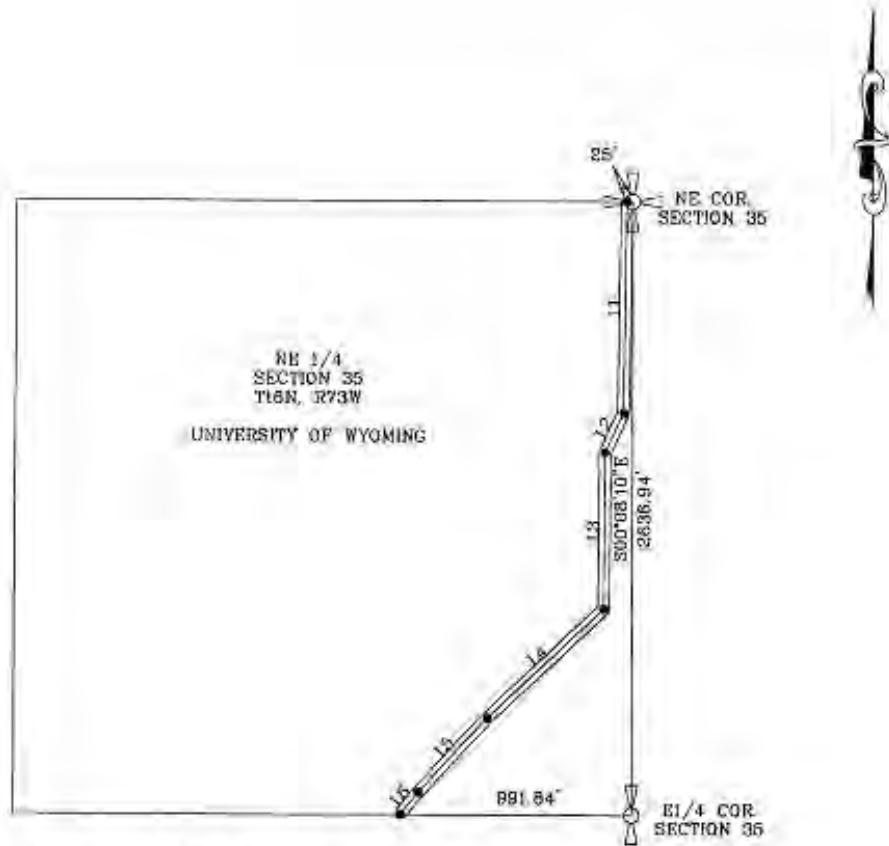
The City of Laramie and the University have reviewed Exhibit A and concur on the location of the easement, for which the University is assessing the City the state-approved fee on a one-time basis of \$4,562 (\$1,320 per acre).

The Physical Plant and Equipment Committee recommended to the full Board of Trustees approval of the 3.456 acre water easement to the City of Laramie for the one-time fee of \$4,562.

EXHIBIT A



CITY OF LARAMIE EASEMENT REQUEST FOR PUBLIC UTILITIES.



TYPICAL RIGHT OF WAY		
R/W	25.0'	R/W
C/L	25.0'	C/L
R/W	28.0'	R/W

NUMBER	DIRECTION	DISTANCE
L1	S00°40'46"W	807.46'
L2	S24°52'46"W	198.00'
L3	S00°07'33"W	672.34'
L4	S46°38'53"W	685.48'
L5	S42°22'27"W	435.58'
L6	S39°15'58"W	122.02'

SURVEYORS STATEMENT

I, Martin A. Pedersen, of Rawlins, Wyo., hereby state that this map was made from notes taken on a survey made by me or under my supervision, and that it correctly represents the results of that survey.



DRAWN BY: DMS DATE: 08/25/02 DWG. NO.: 80008 APPROVED BY: MAP	 ROBERT JACK SMITH & ASSOC. INC. P.O. BOX 1104, 3015 HARRISMAN ST. RAWLINS, WY 82301 307-324-5262	PROJECT: WATERLINE EASEMENT ACROSS UNIVERSITY OF WYOMING IN THE NE 1/4 SECTION 35, TOWNSHIP 16 NORTH, RANGE 73 WEST, CITY OF LARAMIE, ALBANY COUNTY, WYOMING	SHY. NO.: 1
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Trustee Haynes asked Janet Lowe, University Controller, to report on this item in Vice President Baccari's absence. Ms. Lowe provided additional information on the request for easement and answered questions from the Board. Questions regarding negotiation of a permanent tap and water rights to the line were raised. Members of the Board asked the staff to include a restriction on the easement to protect UW interests. Trustee Richards moved to approve the annexation request as presented; Trustee Neiman seconded. The motion carried.

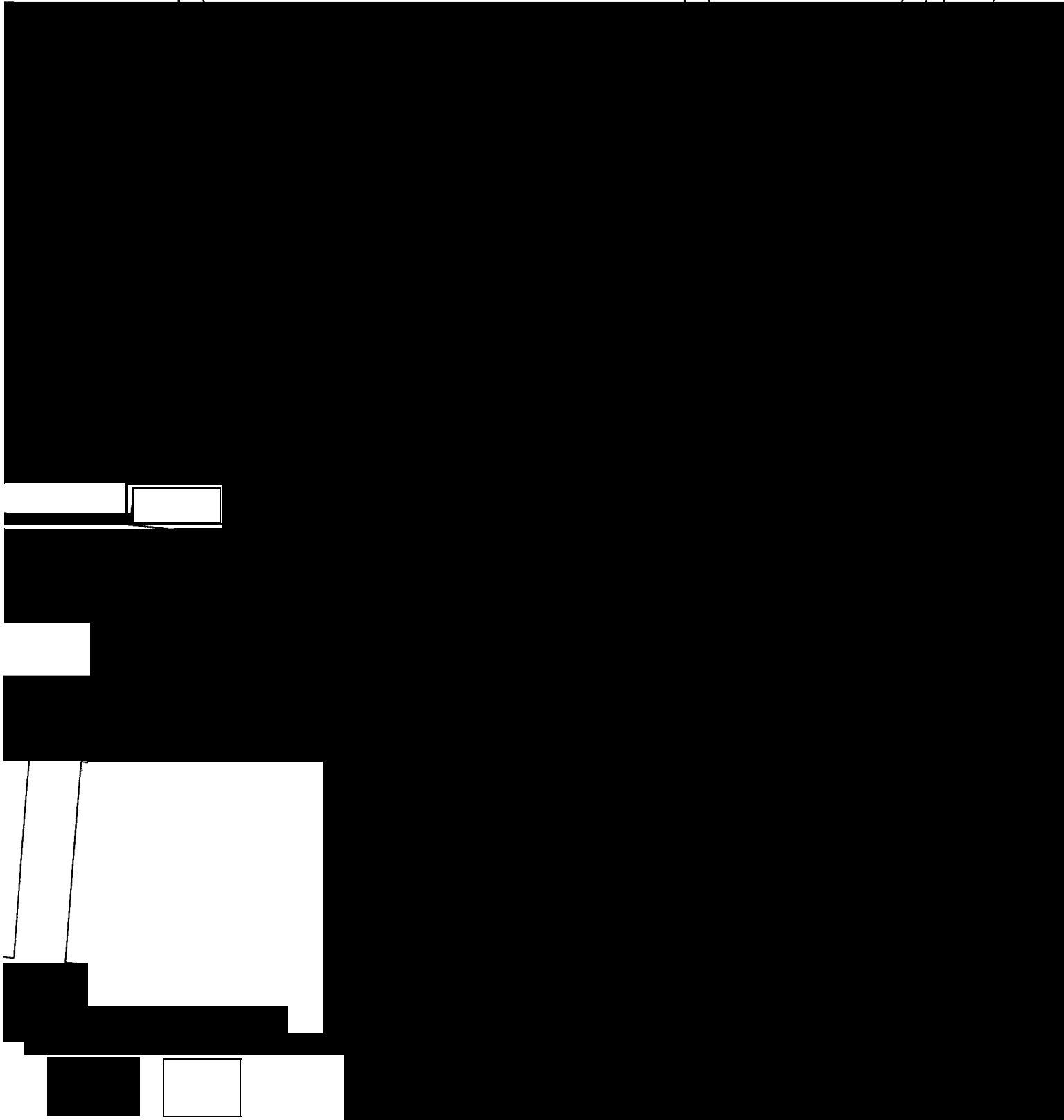
Quitclaim Deed for the City of Laramie

Presented for Trustee consideration and approval is a proposal to execute a quitclaim deed to the City of Laramie for 183 square feet of property on the north side of Willett Drive. A map of the property to be conveyed is shown on the following page.

The City will use the tract for purposes of access to Greenhill Cemetery and has agreed to close this access to public travel during athletic and other university events when parking is forbidden along the north side of Willett Drive.

The Physical Plant Committee recommended to the Board of Trustees of the University of Wyoming approval to execute the quitclaim deed to the City of Laramie for and in consideration of ten dollars (\$10).

GREENHILL CEMETERY



Ms. Lowe spoke briefly about the request for a quitclaim deed, noting that the City of Laramie has agreed to not use this entrance to the cemetery during sporting or other university events. Trustee Haynes commented that this is evidence of UW and the City of Laramie working cooperatively together. Trustee Richards moved to approve the quitclaim item; Trustee Neiman seconded. The motion carried.

Petition for Annexation for Laramie Airport Board

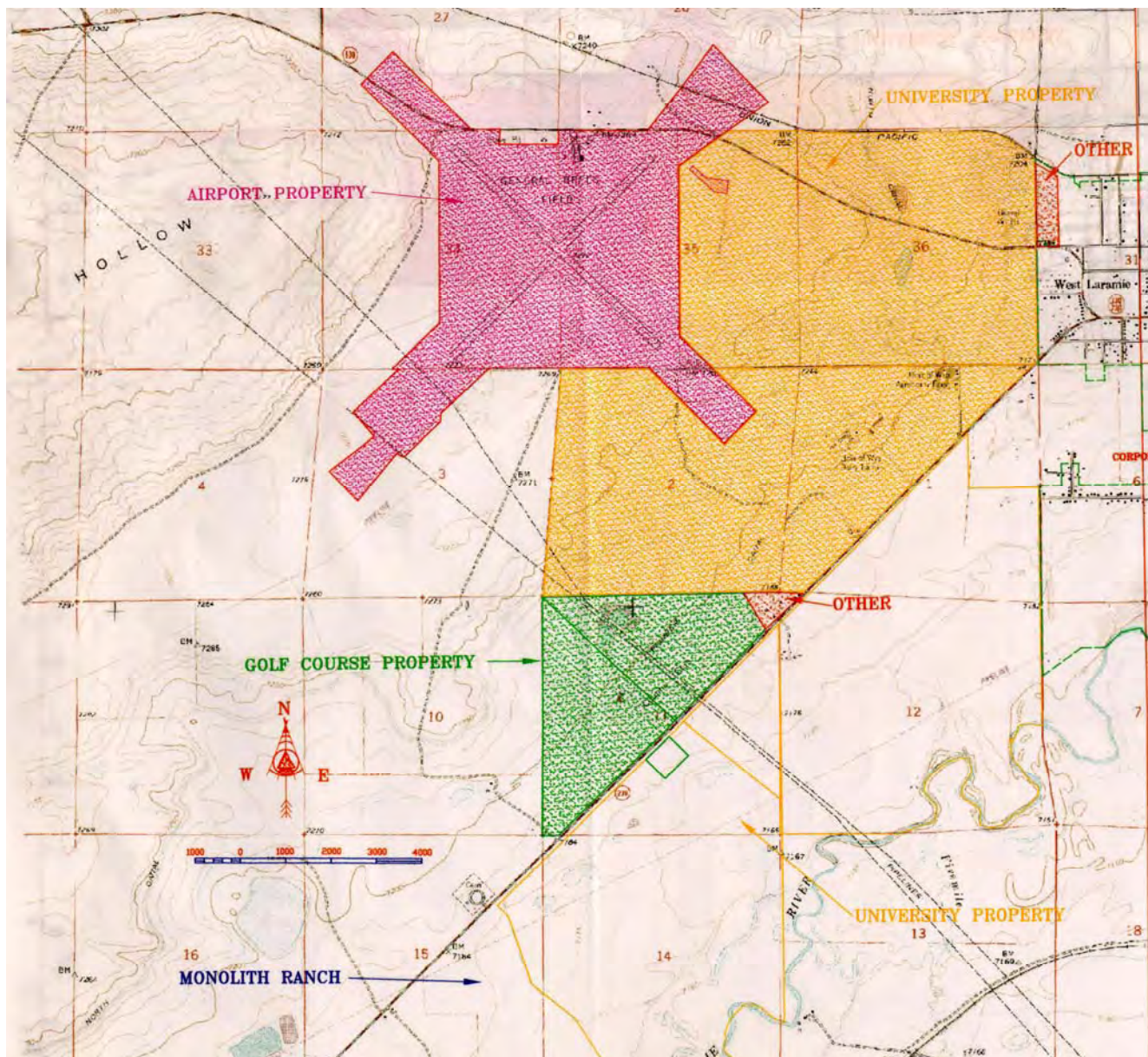
Presented for Trustee consideration and approval is a proposal to join the Laramie Regional Airport (LRA) and the Laramie Country Club Golf Course (LCCGC) in a Petition for Annexation to the City of Laramie. Annexation of university property will facilitate LRA annexation by meeting the requirement that properties to be annexed must be contiguous to the City's current corporate boundaries. University of Wyoming property currently separates the City from LRA. Potential benefits to the University include city, police and fire protection extended to the property and water and sewer service as they become available to the property. Incorporation into the City will aid future development of the University's property. Efforts are underway to coordinate the activities of the parties to the petition. A map of the proposed 1,819.6 acre annexation area is included on the following page.

Zoning of annexed property is required concurrent with the annexation and a petition for zoning must be filed simultaneously with the petition for annexation. The zoning petition will propose designation as an agricultural district within the City. Property owners within a 140 foot radius of the property to be annexed must be notified of the zoning petition and a public hearing held.

Actions required to complete the annexation petition include preparation of a map certified by a Professional Engineer or Land surveyor showing the entire area to be annexed, which may require a boundary survey.

The estimated cost to identify adjacent landowners, commission a survey and map for the total area to be annexed, and to have an annexation study prepared is \$20,000. This cost will be apportioned to the parties for annexation.

The Physical Plant and Equipment Committee recommended to the Board of Trustees approval to proceed with annexation of the 1819.6 acre property identified by the map.



Trustee Haynes asked Ms. Lowe to report on this item. Ms. Lowe explained that this is a request from the City of Laramie to have UW join in the annexation for the Laramie Airport Board. Taking this action will assist in future development plans. Zoning has been addressed and will not be a problem. Trustee McCue stated that he had asked Vice President Baccari to look into the highest and best use for the land. The property will remain tax-free and the facility currently located on the land will not be impacted. Trustee Richards moved to approve the petition for annexation of UW land; Trustee Neiman seconded. The motion carried.

Authorization to Purchase Warehouse

The University of Wyoming currently leases the Bill Nye Building from Mr. Don Bird for an annual rate of \$16,800.00. The building is essentially a garage/storage facility with a small office, and is used for storage by the following departments:

- | | |
|---------------------------|--------------------------|
| 1. Art Museum – | 1,528 square feet |
| 2. Geology & Geophysics – | <u>5,552 square feet</u> |
| TOTAL SQUARE FEET | 7,080 |

The University has occupied the building since 1988. Mr. Bird has plans to sell the building and has offered it to the University at its appraised value, which still has to be obtained. The University has expressed its interest in purchasing the property, and would be responsible for arranging for its appraisal. The building's condition has not been examined, but the best estimate of its value is \$35,000 for the building and an additional \$100,000 to \$110,000 for the site, which consists of 1.3 acres. The building is located two blocks west of south 15th Street and can be seen on the map on the following page.

There are several positive aspects with regards to this property. Mr. Bird owns the property directly west of the proposed purchase (consisting of 2.6 acres) and one other storage building. These

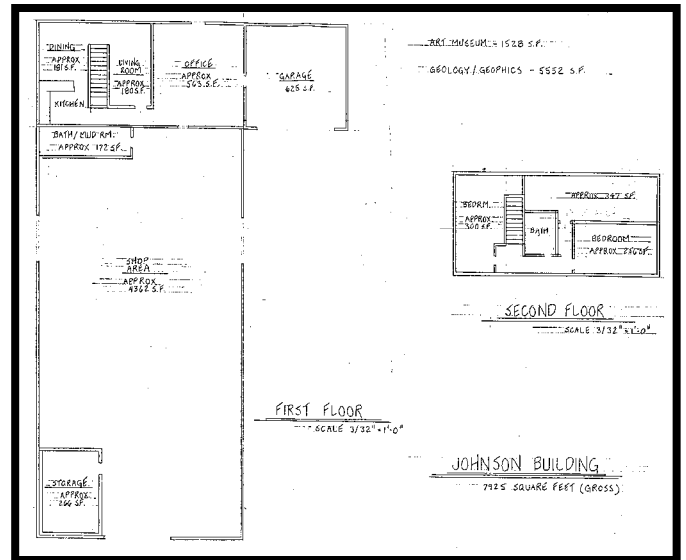
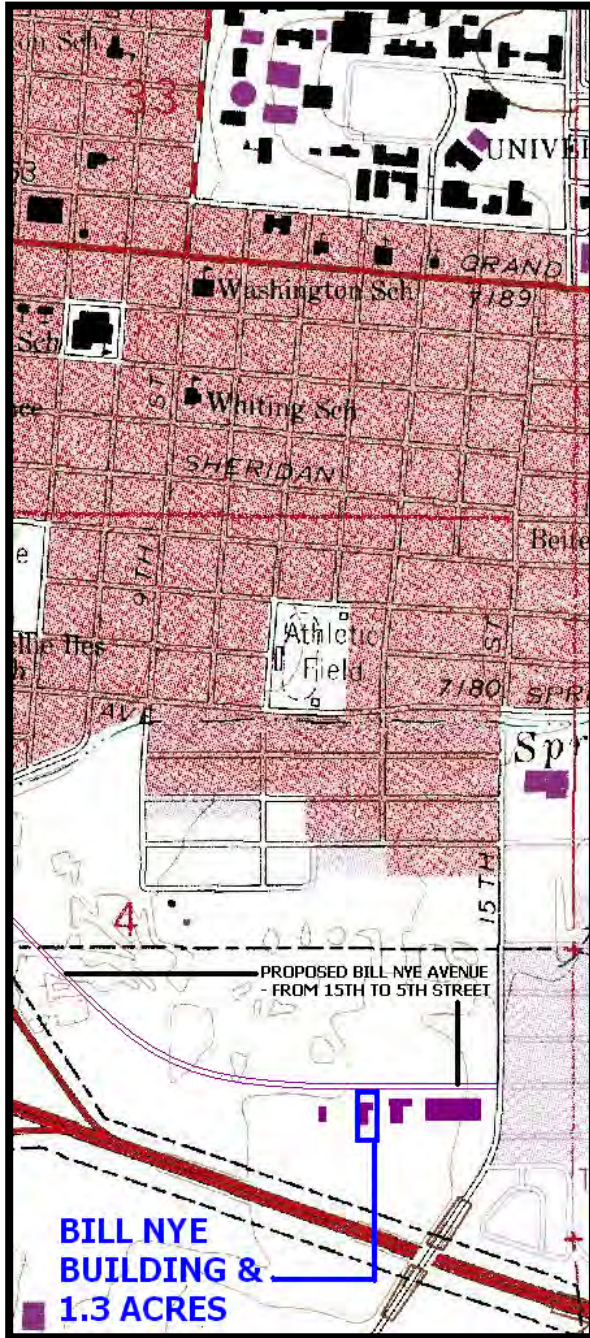
will be offered to the University for purchase in the future. The building is in good condition and could serve as additional storage and/or research space, as well as providing a contiguous site for storage and/or expansion of storage facilities.

To facilitate the purchase of the Bill Nye building, the Vice President for Administration and Finance is requesting authorization to proceed with acquisition of the property for its appraised value, subject to inspection of the facility and site.

The Physical Plant and Equipment Committee recommended to the Board of Trustees approval of the purchase of the building and property at appraisal value, provided the appraisal does not exceed the estimated value by more than five percent.

Ms. Janet Lowe and Mr. Shawn McGinnis reported on the request to purchase the building and answered questions from members of the Board. Mr. McGinnis noted that the steel building is in good condition. Dr. Buchanan stated that Academic Affairs has been leasing the facility for seismographic and other instruments of that nature. Trustee Schaefer inquired as to how many similar leases UW currently has and requested a report on the leases at the next meeting.

Trustee Richards moved to approve the recommendation as stated; Trustee Neiman seconded. The motion carried.



Change Orders and Progress Reports

The following gives an accounting of the progress and activity of construction since the October, 2001 Trustees meeting. Also reported are approved change orders to the Wyoming Union Additions and Renovations, and the Rochelle Athletics Center.

PROJECTS COMPLETED SINCE LAST MEETING

Remarks: No projects have been completed since the 24 April 2002 Progress Report.

PROJECTS IN CONSTRUCTION

1. Old Main Elevator

Contractor: Marshall Contracting
 Bid Price: \$420,900.00
 Original Completion Date: 30 August 2002
 Contract Substantial Completion Date: 30 August 2002

	Total	Administration	Construction	Design	Contingency	Misc
Budget	542,920.00	21,045.00	420,900.00	51,500.00	42,090.00	7,385.00
Expended	268,412.76	12,678.76	198,050.00	51,500.00	6,184.00	-
Obligated	222,850.00	-	222,850.00	-	-	-
Un-obligated	51,657.24	8,366.24	-	-	35,906.00	7,385.00

Remarks: Demolition work is continuing and should be finalized by the end of June. The building shaft enclosure is proceeding on schedule. All major runs of electrical conduit are complete. New framing of offices and hallways is ongoing and the flooring and electrical wiring to offices should be completed in July. The elevator is tentatively scheduled for the last week in July.

2. Rochelle Athletic Center

Contractor: Spiegelberg Lumber and Building Company, Inc.
 Bid Price: \$6,618,200.00
 Original Completion Date: 15 June 2001
 Contract Substantial Completion Date: 14 July 2001
 Actual Completion Date: 6 September 2001

	Total	Administration	Construction	Design	Contingency	Misc
Budget	8,659,827.06	189,142.00	7,201,797.00	584,795.00	592,679.17	91,413.89
Expended	8,646,926.88	189,108.28	7,194,452.00	579,273.54	592,679.17	91,413.89
Obligated	-	-	-	-	-	-
Un-obligated	12,900.18	33.72	7,345.00	5,521.46	-	-

Remarks: The final review of Punch-List items will be completed.

3. Washakie Center Additions & Renovations

Construction Manager-at-Risk: Kloefkorn-Ballard Const./Div. Co., Inc.
 Bid Price: \$8,865,466.00
 Original Completion Date: 20 June 2003
 Contract Substantial Completion Date: 20 June 2003

	Total	Administration	Construction	Design	Equipment	Contingency	Misc
Budget	13,076,777.00	368,650.00	8,865,466.00	1,146,740.00	1,807,436.00	746,965.00	141,520.00
Expended	2,433,200.69	176,895.95	1,280,541.74	975,763.00	-	-	-
Obligated	9,578,797.26	-	7,584,924.26	170,977.00	1,807,436.00	15,460.00	-
Un-obligated	1,064,779.05	191,754.05	-	-	-	731,505.00	141,520.00

Remarks: Demolition work is completed. Sewer lines below the concrete slab on the lower level have been installed. Mechanical items are on site. Duct work is proceeding and the large conduit for the distribution gear is being installed. The foundation walls located on the south addition are in place and portions of the steel truss system have been delivered. The project is currently on schedule and no expected delays are reported.

4. Wyoming Student Union Renovation and Additions

Phase "0" Contractor: Spiegelberg Lumber and Building Company, Inc.
 Phase "0" Bid Price: \$541,900.00
 Phase "0" Original Completion Dates: Temporary Bookstore area - 24 July 2000
 Breezeway portion/East Addition - 18 August 2000
 Balance of East Addition - 15 September 2000

Phase "0" Present Completion Dates: Temporary Bookstore area - 24 July 2000
 Breezeway portion/East Addition - 4 September 2000
 Balance of East Addition - 30 September 2000

Phase "1" Original Completion Dates: Basement (original section) - 7 May 2001
 1st and 2nd Floor portion (original section) - 30 May 2001
 Balance of 2nd Floor and Ballroom (original section) - 30 June 2001

Phase "1" Present Completion Dates: Basement (original section) - 30 May 2001
 1st and 2nd Floor portion (original section) - 11 June 2001
 Balance of 2nd Floor and Ballroom (original section) - 30 July 2001

Phases 1 through 3 Contractor: Spiegelberg Lumber and Building Company, Inc.
 Phases 1 through 3 Bid Price: \$9,318,600.00
 Phases 1 through 3 Original Completion Dates: Phase 1 - 14 May 2001
 Phase 2 - 14 December 2001
 Phase 3 - 22 May 2002

Phases 1 through 3 Contract Substantial Completion Dates: Phase 1 – 30 May 2001
 Phase 2 – 2 February 2002
 Phase 3 – 28 June 2002

	Total	Administration	Construction	Design	Contingency	Misc
Budget	12,136,312.31	338,148.00	9,318,600.00	1,219,876.31	1,149,438.00	110,250.00
Expended	11,963,415.45	337,486.40	9,318,600.00	1,192,912.23	1,041,527.42	72,889.40
Obligated	26,513.12	-	-	26,513.12	-	-
Un-obligated	146,383.74	661.60	-	450.96	107,910.58	37,360.60

Remarks: Substantial Completion is expected for the end of June or first week in July and landscaping is complete. Occupancy is expected to begin in July regarding Phase 3. Some minor punch list items will be required but not expected to interrupt any occupancy.

PROJECTS IN DESIGN PHASE

1. Powell Seed Analysis Laboratory

Contractor: N/A
 Bid Price: N/A
 Original Completion Date: N/A
 Contract Substantial Completion Date: N/A

	Total	Administration	Construction	Design	Contingency
Budget	276,945.00	11,357.00	233,251.00	20,980.00	11,357.00
Expended	3,071.42	3,071.42	-	-	-
Obligated	20,980.00	-	-	20,980.00	-
Un-obligated	252,893.58	8,285.58	233,251.00	-	11,357.00

Remarks: Design Phase for the Architect continues. An Anticipated start date will occur sometime this fall.

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

1. Old Main Elevator

Change Order No. 01

Item 1	Replace junction boxes and access panel	Add:	2,401.60
Item 2	Place plywood on lawn for protection	Add:	<u>3,782.40</u>
<u>Total Change Order No. 01</u>		ADD:	\$6,184.00

Statement of Contract Amount

Original contract Amount	\$ 420,900.00
Total Change Order 01	<u>+ 6,184.00</u>
Adjusted Contract Price	\$ 427,084.00

2. Washakie Center Additions & Renovations

Change Order No. 01

Item 1	Complete additional asbestos removal	Add:	6,415.00
Item 2	Provide additional structural steel	Add:	710.00
Item 3	Changes to Garbage room and Loading dock walls	Add:	<u>8,335.00</u>
<u>Total Change Order No. 01</u>		ADD:	\$15,460.00

Change Order No. 02

Item 1	New 1 1/2" fiberboard insulation	Add:	<u>37,036.00</u>
<u>Total Change Order No. 02</u>		ADD:	\$37,036.00

Change Order No. 03

Item 1	New caisson and concrete beams	Add:	7,806.00
Item 2	Additional fire/smoke damper and sprinkler heads	Add:	1,135.00
Item 3	Install Pokeskeller sink in the Bakery	Add:	569.00
Item 4	Additional waste lines in Bakery	Add:	7,718.00
Item 5	Additional asbestos abatement	Add:	<u>26,472.00</u>
<u>Total Change Order No. 03</u>		ADD:	\$43,700.00

Statement of Contract Amount

Original contract Amount	\$8,865,466.00
Total Change Orders 1-3	<u>+ 96,196.00</u>
Adjusted Contract Price	\$ 8,961,662.00

3. Wyoming Union Additions and Renovations

Change Order No. 26

Item 1	Additional electrical work for Temp Bookstore	Add:	3,119.00
Item 2	Coffee/Deli Bar soda dispensing station repairs	Add:	2,851.00
Item 3	Door Revision – LL corridor and door	Add:	7,213.00
Item 4	Fire extinguisher cabinets	Add:	181.00
Item 5	Additional Phase 2 exterior coating/painting	Add:	1,382.00
Item 6	Part A – Mech and Elec work for dampers and closures	Add:	8,664.00
Item 7	Rolling Counter Doors for Bookstore Buy Back Windows	Add:	10,925.00
Item 8	Additional work at Kitchen Hood ductwork	Add:	1,591.00
Item 9	Rework of tele/data cabling	Add:	943.00
Item 10	Bookstore electrical work	Add:	601.00
Item 11	Bookstore Manager’s electrical revisions	Add:	3,000.00
Item 12	Bookstore Exit Light near Door 118-2	Add:	415.00
Item 13	Rough in work for Bookstore sound system	Add:	5,680.00
Item 14	Transparent finish of existing maple wainscot	Add:	71.00
Total Change Order No. 26		ADD:	\$46,636.00

Change Order No. 27

Item 1	HVAC control wiring replacement	Add:	952.00
Item 2	Misc drywall wok Hall C204	Add:	1,666.00
Item 3	Additional Electrical Work – Emergency Generator	Add:	1,855.00
Item 4	1 hour rated ceiling for elevator Mech	Add:	1,446.00
Item 5	Electrical work at Computer Lab	Add:	660.00
Item 6	Electrical revision AH-C 1 Breaker	Add:	2,287.00
Item 7	Phase 3 external duct insulation	Add:	3,613.00
Item 8	Drywall repairs & finish taping ASUW offices	Add:	3,930.00
Item 9	Elevator pit clean up	Add:	490.00
Item 10	First level bookstore – minor partition change	Add:	403.00
Item 11	Bookstore Rubber Risers	Add:	641.00
Item 12	Fire damper at existing exhaust duct	Add:	1,931.00
Item 13	Insulation at East Vestibule Canopy	Add:	169.00
Item 14	Damproofing at South foundation wall	Add:	430.00
Item 15	Light Fixture Type Y extension boxes	Add:	877.00
Item 16	Door lever lock handing issue	Add:	142.00
Total Change Order No. 27		ADD:	\$18,367.00

Change Order No. 28

Item 1	Electrical Modifications	Add:	3,432.00
Item 2	Central Stair S9L2 Ceiling Access Panel	Add:	1,155.00
Item 3	Miscellaneous work	Add:	745.00
Item 4	Electrical work at Mech Unit AH3	Add:	1,410.00
Item 5	Interior Partition	Add:	685.00
Item 6	Catering Kitchen trim panel	Add:	300.00
Item 7	ASUW – Tile finish work	Add:	952.00

Item 8 Wall Vents at East Vestibule	Add:	399.00
Item 9 Metal ramp at Catering Kitchen Cooler	Add:	447.00
Item 10 Lamp socket replacement	Add:	1,200.00
Item 11 Misc maple trim	Add:	263.00
Item 12 Revised Sound Board Counter	Add:	465.00
Item 13 Electrical work for revised exterior location for irrigation system	Add:	258.00
Item 14 Additional Fire Alarm devices	Add:	858.00
Item 15 Ballroom Ductwork demo	Add:	444.00
Item 16 North Landscaping area repairs	Add:	<u>2,088.00</u>
<u>Total Change Order No. 28</u>	ADD:	\$14,807.00

Statement of Contract Amount

Original contract Amount	\$9,318,600.00
Total Change Orders 1-25	+ <u>971,371.00</u>
Adjusted Contract Price	\$10,289,971.00

INVESTMENT COMMITTEE

The Investment Committee met on Friday, July 19, 2002 with the full Board. Trustees Jim Neiman and Greg Schaefer were in attendance. Trustees Spicer and Saunders were unable to attend.

The Committee reviewed the items as presented in the Report, approving one item.

Approval for Change in Manager

The Investment Committee recommended to the Board of Trustees that Montag & Caldwell and the Wilshire Large Growth Index Fund be removed for lack of performance, and that they accept and approve the opening of accounts with growth managers Sands Capital Management Inc. and McKinley Capital Management Inc.

Trustee Neiman reported on the change in managers. The change was made as a result of the growth managers moving away from the area they had been hired for in managing university funds. Other factors included a lack of performance and not meeting certain guidelines. The goal for UW's managers is to have consistency in the performance of their jobs.

Trustee Patrick moved to approve the change in managers; Trustee Haynes seconded. The motion carried..

Report on June 11, 2002 Investment Committee Meeting in Denver, CO

Trustee Neiman asked Janet Lowe, University Controller, to report on the meeting. Ms. Lowe reported that the purpose of the meeting was to conduct interviews with three different managers. The result was to remove Montag and Caldwell, replacing them with Sands Capital Management and McKinley Capital Management, Inc.

Quarterly Report on Investments

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

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 4/1/02 - 6/30/02

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 3\31\02	<u>429,133.73</u>	<u>114,852,058.69</u>
Ending Balance 6\30\02	<u>501,536.09</u>	<u>82,905,255.66</u>
Average Return	<u>1.92%</u>	<u>2.44%</u>

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 4/1/02 - 6/30/02

Investments, Beginning of Period		429,133.73
Add		
Received, Current Period	72,402.36	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	<u>0.00</u>	72,402.36
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
Investments, End of Period		<u>501,536.09</u>

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

ATHLETIC COMMITTEE

The Athletic Committee met on Thursday, July 18 for a briefing, and with the full Board on Friday, July 19, 2002. Trustees Greg Schaefer, Chair; and Sara Robinson were in attendance during Committee Meetings and briefings. Trustees Jorgensen, Saunders, and Spicer were unable to attend.

The Committee reviewed the Information items presented in the Report.

Budget Summary for 2002-2003

2002-2003 BUDGET BUDGET COMPARISON

INTERCOLLEGIATE ATHLETIC BUDGET (2002-03)	16,282,809
INTERCOLLEGIATE ATHLETIC BUDGET (2001-02)	<u>14,979,852</u>
DIFFERENCE IN FISCAL BUDGETS	1,302,957

2002-2003 Budget Analysis

<u>KEY REVENUE AREAS</u>	<u>CHANGES</u>
STATE FUNDS (University merit pay increases and scholarship tuition / fee changes)	373,444
STUDENT FEES	525,000
ENDOWMENT INTEREST INCOME	20,000
CONFERENCE REVENUES	58,254
GUARANTEES	325,000
COWBOY JOE REVENUE	62,000
BASKETBALL REVENUE	323,538
CONCESSIONS REVENUE	33,000
PARKING REVENUE	12,000
MARKETING AND PROMOTIONS	50,000
BROADCAST SERVICES	10,000
COACHES CIRCLE	25,000
SPEAKING FEE (FOUNDATION)	25,000
COWBOY SHOOTOUT REVENUE	35,044
MISC. REVENUE (Includes MWC BB 265k, Gem City RAC payments 100k, Coaches Circle 25k,etc)	433,819
<u>KEY EXPENSE AREAS:</u>	
REDUCTION IN FOOTBALL REVENUE	315,105
SECTION I SALARY INCREASES (University merit increases)	202,177
SECTION II SALARY INCREASES (Inclusive of added coaching, trainer and ACCO positions)	565,750
REDUCTION IN SALARY HANDLING REVENUE	27,862
REDUCTION IN SPORT SPONSORSHIP FUNDS (Rifle Team change)	7,800
NACDA INSURANCE PREMIUM INCREASE*	104,656
MEDICAL EXPENSE INCREASE*	31,000
COPIER EXPENSE INCREASE (IKON)	47,300
INCREASE IN RECRUITING BUDGETS	16,800
TEAM TRAVEL EXPENSE INCREASE (FB \$85k, VB \$25K, MBB \$31k, TR \$7.5k, SW \$11k, SOC \$4k)	174,000
ADDITIONAL ATHLETIC EQUIPMENT AND SUPPLIES (TR \$8,500 and SWM \$7,500)	15,000
ADDITIONAL MBB GAME GUARANTEES FOR BUY GAMES	42,200
INCREASE IN SUMMER SCHOOL SCHOLARSHIP EXPENDITURES	72,000
SECTION II SCHOLARSHIP COSTS (Graduate Assistants)	237,400
INCREASE IN COST OF SALES (CONCESSIONS)	8,000
INCREASE IN MOVING EXPENSES	5,000
ADDITIONAL PART TIME EXPENSE FOR CONCESSIONS (Additional cashiers, etc.)	15,000
INCREASE IN MISCELLANEOUS EXPENSE (Offset by Misc. Revenue)	308,705

*Assumes a \$2,500 deductible will be implemented. Otherwise insurance premium will be \$358,000

EXPENSE DETAILS
MISC. INCOME AND EXPENSES
 (2002-2003)

<u>MISC. INCOME</u>		<u>MISC. EXPENSES</u>	<u>SPECIAL EVENTS</u>	<u>REVENUE</u>	<u>EXPENSES</u>
	<u>Reimbursements</u>				
ACAD. COUNSELING	0	0			
ATHLETIC DIRECTOR	2,000	0	COWBOY OPEN WRESTLING	0	0
BUSINESS OFFICE	0	0	USA WRESTLING	0	0
EQUIPMENT ROOM	10,000	0	FIRE IN THE SKY	22,000	22,000
GAME MANAGEMENT	0	0	SPORTS FESTIVALS	27,000	23,000
SPORTS INFO.	2,000	0	HALL OF FAME	25,000	25,000
TICKET OFFICE	2,000	0	OLYMPIC DEVELOPMENT CAMP	0	0
TRAINING ROOM	4,300	0	CONCERT	0	0
WEIGHT ROOM	0	0	OTHER SPECIAL EVENTS	38,000	18,000
FACILITIES	10,000	0	SENIOR RING BANQUET	0	6,000
PEPSTERS	0	0	SPECIAL ATHLETIC EVENTS	0	0
MEN'S GOLF	0	0			
MEN'S SWIMMING	0	0			
MEN'S TRACK	0	0	TOTALS	<u>112,000</u>	<u>94,000</u>
WRESTLING	0	0			
WOMEN'S BASKET.	0	0			
WOMEN'S BASKET. GOLF	0	0			
SOCCER	0	0			
WOMEN'S SWIMMING	0	0			
WOMEN'S TENNIS	0	0			
WOMEN'S TRACK	0	0			
VOLLEYBALL	0	0			
TENNIS COMPLEX	10,000	5,000			
MISCELLANEOUS	60,835	700			
CONCESSIONS	0	0			
WILDFIRE	<u>6,000</u>	<u>0</u>			

The University of Wyoming
 Minutes of the Trustees
 July 18-19, 2002
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SUBTOTAL	107,135	5,700
TICKET HANDLING FEES	45,000	0
SPOUSE DEPENDENT CARDS	9,500	0
SALARY HANDLING	0(Inc. in State funds)	22,005
SALES TAX	0	0
BUS POOL	0	0
RAC (Gem City Payments)	100,000	100,000
SPORTS CP OVERHEAD FEES	0	0
HOUS. ALLOW FB (INTEREST)	10,000	0
MWC TOURNAMENT	265,000	265,000
NOVELTIES	25,000	0
COACHES CIRCLE	25,000	0(Paid out in MBB salaries)
FOUNDATION SPEAKING INC.	<u>25,000</u>	<u>0(Paid out in MBB salaries)</u>
SUBTOTAL	504,500	387,005
TOTALS	<u><u>611,635</u></u>	<u><u>392,705</u></u>

USE OF INCREASE STUDENT FEE DOLLARS:

Assistant women's tennis coach position	\$30,528
Assistant women's track coach position	\$36,704
Graduate assistant women's golf position	\$14,500
Graduate assistant women's swimming position	\$14,500
Graduate assistant audio visual	\$14,500
Increase recruiting budgets	\$16,800
Men's Basketball	\$2400
Men's Track	\$2000
Wrestling	\$1500
Women's Basketball	\$2400
Women's Golf	\$1500
Women's Soccer	\$2000
Women's Tennis	\$1500
Women's Volleyball	\$3500
Increase team travel budgets	\$90,700
Men's Basketball	\$5000
Men's Track	\$2500
Women's Basketball	\$5000
Women's Golf	\$3000
Women's Soccer	\$4000
Women's Swimming	\$11,000
Women's Tennis	\$1500
Women's Track	\$5000
Women's Volleyball	\$25,000
Special Event team (ex. Alaska, Women's NIT, etc.)	\$28,700
Increase salaries in Academic Counseling Unit	\$27,683
Assoc. AD/Academic	\$21,553
Assistant Counselor	\$6,130
Increase in athletic equipment and supplies	\$15,100
Women's Swimming	\$4000
Men's Swimming	\$2600
Men's Track	\$4500
Women's Track	\$4000
Increase summer school budget	\$72,000
Elevated GA trainer (female) to full time	\$32,351
Added full-time cheerleading coach	\$17,130
Increase women's volleyball salaries (new staff)	\$57,611
Head Coach	\$25,404
Assistant	\$7,500
Assistant	\$24,707
Student tutoring program	\$ 3,000
Increase in funds for "buy" games (MBB / WBB)	\$42,200
Student athlete medical expenses	\$33,600
TOTAL	\$519,000

**University of Wyoming Department of Athletics
 Analysis of Budget Deficit As of June 30, 2002
 Prepared as of June 29, 2002**

Deficit June 30, 1999		\$ (300,169)
Revenues for 1999-2000	\$13,526,309	
Expenditures for 1999-2000	<u>13,566,751</u>	
Revenues over (under) expenses		<u>(40,442)</u>
Deficit June 30, 2000 (Before 2000-01 Operations)		(340,611)
<u>2000-01 Operations</u>		
Revenues for 2000-2001	\$14,614,916	
Expenditures for 2000-2001	<u>14,570,522</u>	
Revenues over (under) expenses		<u>44,394</u>
Projected (Deficit) June 30, 2001		\$ (296,217)
<u>2001-02 Operations</u>		
Revenues for 2001-2002	\$15,478,410	
Expenditures for 2001-2002	<u>15,557,650</u>	
Revenues over (under) expenses		<u>(81,240)</u>
Other Athletic Department Obligations to the University (Loan for Stadium Lights, Hall of Fame Deficit and SportsWest Payout)		(158,000)
Total Financial Obligations to the University		\$ (535,457)
Funding from Wyoming vs Tennessee (Played in Nashville)		<u>\$2,000,000</u>
Projected Surplus September 30, 2002		<u>\$1,464,543</u>

Trustee Schaefer reported on the budget comparison and the increase in the Athletics budget. He noted that a substantial amount of the funding ties into the salary increases. Another item of interest was the insurance premium increase. The increase in student fees is detailed as to the uses. He also pointed out that Director Moon has been working to overcome a deficit since arriving at UW, and is looking at a possible budget surplus this year.

Staff Appointments

APPOINTMENTS

Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<u>Department of Athletics</u>			
Alford, Aaron K.	Assistant Football Coach	\$50,004/FY	6/17/02 to 6/30/03
Aaron Alford received a B.S. (1997) in Exercise and Sport Science - Physical Education and Science from Colorado State University. Mr. Alford was an assistant football coach at Western Illinois University prior to joining UW.			
Patterson, Blaine A.	Assistant Women's Basketball Coach	\$40,008/FY	6/30/02 to 6/30/03

Blaine Patterson received a B.S (2002) in Physical Education from the University of Wyoming and is currently pursuing a M.S. in Physical Education with emphasis in Athletic Administration.

Internal Audit on NCAA Rules Compliance

U N I V E R S I T Y
O F W Y O M I N G

Internal Audit

**P.O. Box 3314
Laramie, Wyoming 82071-3314
(307) 766-2385**

June 3, 2002

To the Board of Trustees of the
University of Wyoming

We have completed an audit of NCAA compliance in the areas of Camps and Clinics, Coaching Staff Limits and Contracts, Rules Education Program, Graduation Rates Disclosure, and Certification of Compliance for the 2000-01 academic year. This is the fifth audit in a series of five annual audits that covered all NCAA compliance areas. The following are the observations, recommendations, and Athletic Department responses that resulted from the audit of Camps and Clinics, Coaching Staff Limits and Contracts, Rules Education Program, Graduation Rates Disclosure, and Certification of Compliance.

1. GRADUATION RATES DISCLOSURE

Background

NCAA bylaw 13.3.1.1 Report Publication. The Association's national office annually shall publish the admissions and graduation-rate data specified in Bylaw 30.1 and shall identify the information on an institution-specific basis. NCAA bylaw 13.3.1.2 Report Distribution. Member institutions shall provide to prospects and to prospects' parents the information contained within the report. The NCAA shall provide a compilation of graduation data to the prospects' guidance offices and high-school and two-year college coaches. The information shall be provided at the earliest opportunity after the institution's first arranged in-person encounter with the prospect or upon request; however, in no event shall an institution provide the information later than the day prior to a prospect's signed acceptance of the National Letter of Intent or signed acceptance of the institution's written offer of admission and/or financial aid.

Observation

Currently the information from the Education Data System Graduation - Rate Survey is available on the web site and is made available upon request to anyone. No documentation was provided to indicate that there are policies to ensure that prospects receive the graduation rate disclosure in accordance with NCAA bylaw 13.3.1.2.

Recommendation

To ensure compliance with NCAA 13.3.1.2 policies and procedures should be developed, training provided, and a means of documenting that the prospect or the prospects' parents received the graduation rate information according to the bylaw.

Response

The compliance coordinator will ensure that all coaches include in their five visit letter a statement acknowledging UW graduation rates. In addition, a copy of the graduation rate report will be made available for each prospect upon their visit.

2. PRIOR APPROVAL FOR EMPLOYMENT OF STUDENT-ATHLETES IN CAMPS

Background

NCAA bylaw 13.13.2.1.2 (b) requires that student-athletes obtain prior approval in order to work at a sport camp. The coach/owner of each camp is required to complete several documents and obtain approval of the Director of Athletics prior to the date of the camp. One of these documents is the Sport Camp Instructor Status form which lists the individuals employed, estimated wages, and affiliation such as university employee or student-athlete.

Observation

It is apparent from the Sport Camp Instructor forms from the women's soccer camps held June 25-28 and July 22-26 that there were 4 student-athlete employees employed by the camp that were not listed on the form when it was approved by the Director of Athletics.

Women's basketball Camp Sports Camp - Instructor Status for Position Camp indicated it was to be held August 5th through 7th 2001 the approval by the Director of Athletics was dated August 11th 2001.

Recommendation

These apparent rules violations should be reviewed in accordance with the University of Wyoming Compliance Policies and Philosophies by the group consisting of the Compliance Coordinator, Director of Athletics, Faculty Athletics Representative, and General Counsel, to determine if a violation has occurred. The results of the determination should be forwarded to the Internal Audit office.

Response

Soccer Camp: The Head Women's Soccer Coach had not completely hired the full staff when the form was presented to the Athletic Director for his approval on June 7, 2002. Realizing the size of the camp the coach contacted other individuals about working. Upon receiving confirmation that these additional student-athletes could work she verbally requested permission from AD and showed him the form that had already been signed previously in the day. In addition, no athletes worked any camps prior to receiving approval. Based on this information the group consisting of the Compliance Coordinator, Director of Athletics, Faculty Athletics Representative, and General Counsel does not believe that a violation of NCAA Bylaw 13.13.2.1.2 occurred.

Women's Basketball Camp: In this case all of the student-athletes in question had received prior approval to work summer camps. We did not believe it was necessary to receive approval again for the same athletes. In addition, this camp was added late due to the overwhelming success of the women's basketball camp. Because these student-athletes had received prior approval to work summer camps the group consisting of the Compliance Coordinator, Director of Athletics, Faculty Athletics Representative, and General Counsel does not believe that a violation of NCAA rules and regulations occurred.

To ensure that this situation does not occur in the future the Department of Intercollegiate Athletics (DIA) is recommending to all coaches that they prepare a list of ALL POTENTIAL staffers in advance and submit this list for approval for all camp sessions. If a student-athlete does not work the camp they can simply be eliminated from the list during the final audit with the compliance officer.

3. CAMP ROSTERS AND APPLICATIONS DID NOT CONTAIN ATHLETIC AWARD WINNER STATUS

Background

NCAA bylaw 13.13.1.5.1 An institution, members of its staff or representatives of its athletics interests shall not employ or give free or reduced admission privileges to a high-school, preparatory school or two-year college athletics award winner. For purposes of this rule, a high school includes the ninth-grade level, regardless of whether the ninth grade is part of a junior high-school system.

Observation

Neither the camp applications nor the camp rosters had any indication as to whether the individual was an athletic award winner. It would not be possible to know whether or not an athletic award would preclude the individual for reduced admission.

Recommendation

The application should inform the applicant of the restriction of reduced admissions for athletic award winners and procedures should be established to ensure that reduced admissions are only given to qualified participants.

Response

The Department of Intercollegiate Athletics concurs with the recommendation and will establish procedures to identify award winners prior to the 2002-2003 camp season.

4. CENTRALIZATION OF CAMP INFORMATION

Background

Each camp is owned and operated by the individual coaches not the university. As a result the records of the camps are maintained and retained by the coaches. The policies offer a summary of the applicable NCAA bylaws and university requirements yet only require that:

- brochures must be approved by the Director of Compliance
- student-athletes must receive prior approval to work at the camp from the Athletic Director
- at the conclusion of the camp a detailed analysis of revenue and expenses be submitted
- proof of payment of all liabilities must be submitted to the Senior Associate Athletics Director prior to any distributions to coaches.

Observation

Not all coaches provided the detailed analysis of revenue and expenses or proof of payment of all liabilities prior to distribution to coaches. Currently the coaches maintain and retain all documentation to the camps while the university may have the opportunity to review the documentation for NCAA compliance the university does not retain the documentation in the event the coach leaves. At present it doesn't appear that there is any requirement for the coaches to prepare the camp documentation in a timely manner or to submit the documentation to the university for review to ensure compliance with NCAA bylaws.

Recommendation

There is some concern that since the camps are owned by the coaches they are not required to provide the detail information to the university. While this may be true, the university retains the responsibility of ensuring compliance with the NCAA bylaws. The coaches should be required to provide the documentation necessary for the university to document compliance with NCAA bylaws without violating any laws of privacy for the coaches individual business. The information from each coach should be submitted timely and the university should maintain a file for each of the camps that would contain the necessary information to document compliance with NCAA rules.

Documentation to be retained by the university should include but not be limited to:

- Copies of the approved draft and final production brochures. There should be some means of showing approval of the draft i.e. signature of compliance officer.
- Summer Camp Summary, Summer Camp Instructor Status, Camp Revenue and Expense. The final copy of each of these forms should be signed by the coach attesting to the accuracy of the documents.
- Copies of vacation requests or the necessary forms for consulting work for all university employees working at the camps.

- Documentation to support NCAA compliance of the wages paid to employees of the camp.
- Completed master rosters for each camp. These rosters should contain all information regarding participants to verify compliance with NCAA bylaws.

Response

The Department of Intercollegiate Athletics (DIA) concurs with the recommendation. The DIA will assign the Associate Athletic Director for Compliance the responsibility to monitor and oversee all camp procedures. Each camp coordinator will work with the office of compliance to coordinate all camp procedures to ensure compliance with NCAA rules and regulations.

All necessary camp documentation will be compiled and retained by the athletic department. The Associate Athletic Director for Compliance will compile a notebook with specific instructions indicating required documentation. This information should be reviewed prior to the start of camp.

Upon completion of all camps an internal athletic department audit will be conducted by the Assistant Athletic Director/compliance and camp coordinator.

This process will be in place no later than the spring of 2003.

5. UW ATHLETIC DEPARTMENT POLICY - SPORT CAMPS/CLINICS ARTICLE 13.13 JULY 1999

Background

The objectives of the sports camp/clinic guide are to:

- 1) Identify to relevant individuals, the policies and procedures to be followed when running a sports camp or clinic.
- 2) Establish educational and procedural efforts to significantly decrease the risk of potential NCAA violations involved in the conduct and administration of sports camps and clinics.

Observation

This document appears to have been written for camps that were run by the university and not for camps owned and run by coaches. Since the adoption of this document in 1999 it doesn't appear that it has been updated or reviewed. As a result of the way it was written and the length of time since it has been reviewed and updated the policies fail to accomplish the objectives of the document.

Recommendation

The policies and procedures manual for University of Wyoming Sport Camps/Clinics Article 13.13 should be reviewed and revised to agree with the most current NCAA rules and the current business practices of camp operation. This review and revision should take place on an annual basis to reduce the possibility of noncompliance with NCAA rules. In addition procedures should be in place to ensure that the coaches have complied with all applicable requirements in the document.

Response

The DIA concurs with the recommendation. The UW DIA will revise the Sports Camps/Clinics article. This will be completed and adopted prior to the Fall of 2002. Revisions to be completed by the Associate Athletic Director for Compliance.

6. UW ATHLETIC DEPARTMENT POLICY - SPORT CAMPS/CLINICS - PAYMENT OF UNIVERSITY OBLIGATIONS

Background

The University of Wyoming policies and procedures for Sport Camps/Clinics Article 13.13 July 1999 Accounting and Finance Procedures requires, among other items, that all university obligations incurred must be paid within 30 days of the conclusion of the camp.

Observation

Information obtained from Residence Life and Dining Services indicated that not all obligations were paid within 30 days of the conclusion of the camp.

Recommendation

The obligations to the university will be paid within the 30-day limit established by the policies.

Response

The DIA concurs with the recommendation. The Associate Athletic Director for Compliance, when conducting camp audits will ensure payment for services has been received.

7. UW ATHLETIC DEPARTMENT POLICY – SPORT CAMPS/CLINICS - ANNUAL LEAVE REQUIREMENT

Background

The University of Wyoming policies and procedures for Sport Camps/Clinics Article 13.13 July 1999 requires that University of Wyoming employees participating in the camp report annual leave (vacation leave).

Observation

The majority of the individuals that worked at the various camps reported vacation for the time they worked at the camp. Several coaches however, did not report annual leave during the time period of the camp in which they worked. One coach did not take annual leave for the period of the camp because they had no leave available. In an attempt to mitigate that action they did take annual leave at a later time to make up for the time that was not taken during the camp.

Recommendation

Human Resources has indicated that in order to correct the errors that occurred in the past, personnel that worked at a camp and did not take vacation leave should have their vacation

records corrected by Human Resources to reflect the vacation that should have been taken. University policy requires employees to take leave without pay if they have no annual leave available; it is not permissible to take annual leave in a subsequent month to make up for leave that had actually been taken in a prior month. In the future procedures should be implemented to ensure university policies are followed.

Response

Per the suggestion of Susan Weidel, University Legal Counsel, the Athletic Department is currently undergoing a review of those employees identified who had not requested vacation leave while working at the sports camps included in your review. Senior Athletic Director Barbara Burke will meet with the employees and rectify this situation prior to September 1, 2002. Any and all discrepancies will be reported to the office of human resources.

In addition it should be noted that those employees who fall under the faculty status are no longer required to deduct vacation for camps as long as they complete the necessary forms for consulting work and report this information in their final summer camp audit. Staff members will still be required to report vacation time for work during summer camp that falls within their normal work hours.

Jim Byram
Auditor

Copy: Philip Dubois, President
University of Wyoming

Janet Constantinides, Faculty Athletics Representative
University of Wyoming

Wm. Lee Moon Sr., Director Athletics
University of Wyoming

Barbara Burke, Senior Associate Athletic Director/Internal Athletics
University of Wyoming

Athletic Planning Committee of the
University of Wyoming

Trustee Schaefer noted that Athletics' response was prepared by Barbara Burke.

COMMITTEE OF THE WHOLE

University of Wyoming Named Gift Criteria

MEMORANDUM

TO: UW Board of Trustees

FROM: Molly Williams, Associate Vice President for Institutional Advancement
and Distinction Campaign Director

RE: Named Gift Criteria

DATE: June 25, 2002

In 1993 the UW Board of Trustees established criteria - minimum gift level requirements - for naming endowments facilities and various other gift opportunities. In anticipation of a major fund-raising campaign you reviewed and updated these criteria in July 2000. In the first two years of the *Distinction* Campaign staff have discovered a few functional problems with the current criteria and we seek your review and approval of several recommended changes to the document.

The attached document provides the detail of the changes we are recommending. But to simplify your review I offer the following summary (only sections with recommended changes are reviewed):

I. Endowments

B. Dean's (Director's) Excellence Fund - small word changes to provide more specific definition - no change to purpose or minimum

C. Department/Program Excellence Fund

A new endowment opportunity set with a minimum level of \$25,000. We have found a number of donors with interest in focusing their funds on a department or program. With the President's or University fund set at \$100,000, the Dean's or College at \$50,000 it seems appropriate to set the departmental level at \$25,000. This also stays in keeping with the President's feeling that the minimum for any endowment should be \$25,000.

D. Faculty Excellence

1. Chair

Small language change to help differentiate between a chair and a distinguished professor.

5. Faculty/Staff Enrichment Fund

A new endowment opportunity set with a minimum level of \$50,000. Already we have two endowments created in the campaign for faculty research, which falls in this category. \$50,000 will generate approximately \$2,500 which deans and department heads have said is enough to make a difference for a faculty member in many cases.

G. Students

2. Graduate Fellowships

Reset the minimum naming level from \$300,000 to \$50,000. The \$300,000 reflects the full amount of a graduate fellowship. We do not require named scholarships to be full ride, so it seems we should not place this requirement on graduate aid. Fellowships are to graduate students as scholarships are to undergraduates. Some level of support, even if not a full ride, is helpful. We are finding donors want to support graduate work but want their gift to be added to departmental support to make a package stronger. Thus we recommend the change in the minimum funding for a named graduate fellowship.

3. Student Enrichment Fund

Combines two former categories, Study Abroad and Field Study Awards and Undergraduate Research Funds and sets the minimum at \$25,000. When we began to implement the July 2000 criteria we could not remember the difference between a Field Study Award and an Undergraduate Research Fund, nor why there was a difference in the minimum funding. Our experience at this point tells us that we can combine these types of student enrichment opportunities into one category. We chose the minimum endowment level of \$25,000 to meet the standard minimum and because at this time the \$1,250 generated from the endowment is sufficient to make a difference for a student seeking an enrichment opportunity.

UNIVERSITY OF WYOMING

Named Gift Criteria

As Approved by the University Trustees

July 2002

The following criteria for privately funded naming opportunities were adopted by the University of Wyoming Trustees (~~July 19, 2002-date~~). These criteria will change with economic conditions and University priorities. Their purpose is to set reasonable minimum limits for named-gift opportunities.

Only commonly accepted types of endowments are listed here. Administrators, colleges or departments may recommend special projects to donors and suggest appropriate amounts of funding, provided that such projects are consistent with University priorities, gift guidelines, and approved by the UW Foundation before donors are solicited.

I. Endowments

Endowment minimums reflect costs of higher education and investment income. At this writing the available income from endowments is 5% of principal.

A. University Excellence -- \$100,000

Endowments may be established for the University as a whole and not designated for a college or program area. The President of the University will allocate the income.

B. Dean's (Director's) Excellence -- \$50,000

Endowments may be established for colleges or units. The dean or unit director will allocate the income.

C. Department/Program Excellence -- \$25,000

Endowments may be established for departments or programs. The head of the department or program will allocate the income.

D. Faculty Excellence

Named chairs and professorships must be consistent with the mission of the University, in accord with established University procedures and meet the criteria established by the academic unit housing the position. The amount needed to fund an academic chair or professorship will vary by discipline. A chair or professorship is

generally filled by a permanent appointment but may be filled with a distinguished visiting scholar. The Trustees must authorize named chairs and professorships.

1. Chairs -- \$1,500,000 or More

A chair is the most prestigious named faculty position. It is used to attract and retain a truly outstanding scholar and teacher - one with a national reputation. Contributions to establish an endowed chair will create a new faculty position. Income from the endowment is intended to sustain the position and may cover costs of salary, travel and support.

2. Distinguished Professorships -- \$1,000,000 or More

A distinguished professorship is used to support a very productive faculty member who has a proven track record of scholarship. The endowment will create a new faculty position.

3. Professorship -- \$500,000 or More

A professorship is used to support a gifted faculty member who shows outstanding potential. The endowment is generally used to supplement an existing position.

4. Early Career Fellowship -- \$250,000 or More

An early career fellowship is used to attract a new faculty member who shows great promise to an existing faculty position. Funds may be used to supplement salary or as start-up funding for the faculty member's research and teaching program.

5. Faculty/Staff Enrichment Fund -- \$50,000 or More

Endowment supports awards or stipends to faculty/staff to assist in financing such endeavors as research start-up, course development, conference attendance, or equipment/materials purchase. Awardees are selected by dean, director or department head.

E. Program/Institute and Research Center -- \$1 million or More

An endowment to name a program, institute or research center may be established. A minimum gift of \$1 million is required for any such naming, but the gift amount for each program, institute and center will vary depending on its size, and priority.

F. Academic College

No minimum has been set. The gift size for naming an academic college will be discussed if a donor has serious interest in such an opportunity.

G. Student Enrichment

1. Scholarship Funds -- \$25,000 or more

Endowments support student scholarship awards for tuition, fees, room and board, etc. Scholarships may be awarded to undergraduate, professional, and/or graduate students unless otherwise stipulated by the donor.

2. Graduate Fellowships and Awards -- \$50,000

Endowments support graduate and post-graduate students through awards for tuition, fees, room and board, etc.

3. Student Enrichment Funds – \$25,000

Endowments support awards or stipends to students to assist in financing such enriching experiences as study abroad, a field study opportunity, or a research opportunity. Awards can be for tuition, fees, living expenses, etc.

II. Buildings and Places

The Trustees give final approval for the names of buildings and other facilities. When names are based on gifts, the Vice President for Institutional Advancement is responsible for making recommendations for Trustee approval. This applies to new or existing physical plant facilities, rooms, wings, improvements, landscaping or recreational areas based on the criteria set forth below. New names or changes are brought to the Vice President for Institutional Advancement before being submitted to the Trustees. The Vice President for Institutional Advancement is responsible for reviewing the documentation supporting the amount needed, the funds received or other pertinent information.

A. Campus Landmarks and Landscaping - Total Direct Costs plus Ongoing Maintenance

1. A campus beautification program has been established to encourage honorary and memorial gifts to enable new trees to be planted and new benches and picnic tables to be added to the campus. The UW Foundation maintains specific information on this program.

2. Other naming opportunities for landmarks and landscaping will be considered on a case-by-case basis.

B. Current Facilities – 50% of the Renovation Cost with a Minimum of \$50,000

Previously constructed facilities, which are unnamed, can be named by a donor or a donor's representative through a substantial contribution of 50% or more of the renovation cost of the facility.

C. New Facilities - 50% of Construction Cost

Fifty percent or more of the estimated construction cost of the building and, where possible, additional endowment support to defray operational cost, is required to name capital projects funded by private funds at the University. Certain exceptions can be made by the Trustees depending on the funding plans for a specific capital campaign project. In general, naming criteria for funding rooms, wings and improvements also require contributions of 50% or more of the estimated construction cost.

III. Opportunities for Non-Endowed Named Gifts

- A. Non-endowed scholarships may be named if there is a commitment by the donor to fund the scholarship at a rate of \$1,000 per year for at least five years.
- B. Non-endowed awards (other than scholarships) may be named if there is a commitment by the donor to fund the award at a rate of \$1,000 per year for at least five years.
- C. Major gifts-in-kind (equipment, art works, collections, etc.), valued at a minimum of \$25,000, may be named.

Ms. Molly Williams, Associate Vice President for Institutional Advancement reported on the Named Gift Criteria. She noted that UW had a policy approved two years ago by the Board, and changes have occurred since that time, requiring revision. Trustee McCue advised that he would like Foundation to move forward with this policy. Trustee Schaefer recommended the item be moved to action and approved; Trustee Haynes seconded. The motion carried.

FY 2002 Monthly Cash (and Cash Value) Report through June 30, 2002

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

ALL GIFTS										ANNUAL FUND GIFTS						
FUND	FY 2002 GOALS	Current Month		FY 2002 to date				FY 2001 to same date		FY 2002 GOALS	Current Month		FY 2002 to date		FY 2001 to same date	
		DNRS	FACE VALUE	DNRS	OUTRIGHT	LIFE INCOME		DNRS	FACE VALUE		DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL
						FACE	NPV									
AGRIC	\$ 700,000	50	\$55,504	1058	\$443,303			1129	\$581,582	\$ 141,600	36	\$4,074	957	\$77,192	998	\$128,752
AHC	\$ 250,000	18	\$1,340	296	\$202,984			264	\$329,401	\$ 47,000	18	\$1,340	278	\$26,610	241	\$20,397
ALUMNI	\$ 45,000	16	\$1,550	313	\$37,795			279	\$46,052	\$ -			19	\$795	21	\$1,695
A & S	\$ 2,500,000	278	\$36,876	2933	\$1,091,232	\$170,456	\$53,826	2962	\$2,454,665	\$ 451,000	249	\$ 27,653	2574	\$332,159	2616	\$408,331
ATHLETICS	\$ 2,800,000	589	\$109,308	6203	\$2,115,209	\$113,355	\$45,806	6282	\$2,812,087	\$ 1,100,000	490	\$52,110	5653	\$993,529	5467	\$393,651
BUSINESS	\$ 5,000,000	43	\$8,300	1193	\$5,382,324	\$50,678	\$22,525	1242	\$1,503,693	\$ 120,000	35	\$3,610	1104	\$116,930	1098	\$114,471
EDUCATION	\$ 275,000	64	\$8,628	1123	\$169,711			1075	\$459,355	\$ 51,000	61	\$8,128	1044	\$54,063	1045	\$46,505
ENGINEERING	\$ 1,000,000	97	\$38,135	1938	\$652,448	\$296,000	\$134,991	1915	\$798,127	\$ 300,000	82	\$10,810	1775	\$230,107	1729	\$262,717
IENR	\$ 525,000	10	\$5,575	143	\$432,184			135	\$334,758	\$ 100,300	9	\$575	126	\$101,908	121	\$91,201
HEALTH SCI	\$ 500,000	39	\$8,190	863	\$261,060			770	\$346,084	\$ 75,500	30	\$1,785	776	\$59,189	720	\$68,617
KUWR	\$ 500,000	443	\$16,532	7148	\$447,421			6830	\$417,369	\$ 440,000	441	\$16,337	7131	\$434,029	6830	\$417,069
LAW	\$ 1,000,000	28	\$3,318	397	\$974,186			360	\$222,558	\$ 62,000	28	\$3,318	331	\$58,199	323	\$54,495
LIBRARY	\$ 100,000	29	\$4,811	298	\$486,473			441	\$92,193	\$ 38,000	21	\$4,145	284	\$34,190	419	\$31,132
STUD AFFRS	\$ 60,000	24	\$76,175	953	\$158,357			1362	\$53,442	\$ 37,500	18	\$500	935	\$74,787	1344	\$34,466
UW ART MUS	\$ 275,000	31	\$3,235	527	\$238,395			545	\$281,191	\$ 55,000	31	\$3,235	339	\$50,443	269	\$46,550
UNIV. FUND	\$ 170,000	98	\$8,740	1430	\$150,375			1271	\$169,327	\$ 181,000	98	\$8,740	1427	\$142,875	1267	\$164,066
OTHER		224	\$656,822	1476	\$3,192,617	\$196,155	\$114,018	740	\$1,401,160	\$ 68,000	9	\$1,779	235	\$27,377	181	\$38,238
GIFTS NOT YET BOOKED																
TOTAL	\$ 15,700,000	2,007	\$1,043,038	23,900	OUTRIGHT & FACE:	\$17,262,716		23,226	\$12,303,044	\$3,267,900	1,610	\$148,138	21,927	\$2,814,383	21,504	\$2,322,353

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

NEW COMMITMENTS - FISCAL YEAR 2002 THROUGH June 30, 2002

Total cash rec'd: \$17,262,715.62	Pledge pmts: (\$3,667,414.95)	New pledges: \$6,770,925.00	Total new commitments: \$20,366,225.67
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Associate Vice President Molly Williams noted that the report is the close of the fiscal year, and ended at \$24.3 million. The number of donors for the year is a new record for UW.

Emergency Response Plan

Mr. Bruce Hooper, director of Environmental Health and Safety and Risk Management, was available to report on the plan and answer questions. The Plan has been presented to many groups in Laramie and on campus. The information will be readily available on the UW homepage, including Level I response plans for each facility.

ANNOUNCEMENTS

ASUW Report

ASUW President and ex-officio Trustee Keith Sapp reported on summer activities. He and Lori Reed have completed their internships. ASUW will look at refining student loan policies, and development of concert and convocation fees. ASUW is also restructuring ASTEC policies to make it a self-sustaining entity, and will focus on the election process, childcare, Half Acre issues, and restructuring the student publications board.

Staff Senate Report

Staff Senate President Vicki Henry reported on Staff Senate. They have met once this summer and will look at addressing items in a more efficient fashion. Her hope is for better communication between the administration and Staff Senate, and completing projects in a timely fashion. She noted that she sat in on a compensation committee meeting, and they are currently discussing the formation of an employee benevolence fund for those in the campus community having medical problems that require assistance.

Faculty Senate Report

Terri Rittenburg reported that Faculty Senate has not met since the last Trustees' meeting.

NEW BUSINESS

Trustee Patrick asked about the University's work on telephone access for members of the Board. Trustees have a large volume of calls they must make on behalf of the University, and it is hoped that a more cost-effective method can be developed.

Members of the Board thanked Dr. Buchanan for stepping forward as the acting president of UW.

Trustee McCue advised that after conversations with Board members, he has asked Trustee Jim Neiman to serve on the IENR Board, and Trustee Spicer has agreed to serve on the International Studies Advisory Board.

Trustee Neiman complimented the new presidents of the respective Senates, and noted that they have readily assumed their roles in representing their constituents.

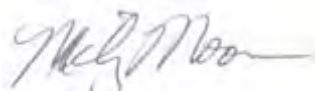
DATE OF NEXT BOARD MEETING

The next meeting of the Board will be September 12-14, 2002.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 1:50 p.m.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



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