

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' MINUTES**

**October 31 - November 1, 2002**

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING**

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**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

October 31-November 1, 2002

Trustees were hosted by Phil and Lisa Dubois at a dinner in their home for Governor Geringer and Superintendent Catchpole on Thursday, October 31, 2002. (See resolutions on pages 141 and 143.) Board members also attended a reception for scholarship recipients on Friday, November 1, 2002.

The Board of Trustees of the University of Wyoming approved a motion to suspend the rules in order to participate in a new meeting format. Members of the Board participated in sessions for work, recognition, education, and information on Thursday afternoon and Friday morning. The Board moved into the Business Meeting on Friday afternoon, November 1, 2002.

**WORK SESSION: Investment Committee**

The Investment Committee met on Thursday, October 31, 2002 for a work session. Committee members present were Trustees Tom Spicer, Chair; Jerry Saunders and Greg Scheafer. Trustee Neiman was unable to attend the meeting.

The Committee reviewed and discussed the proposed changes to the Investment Policy that was distributed prior to the meeting. After discussion, Trustee Saunders moved to approve the revision of the Investment Policy and present the policy to the full Board for approval; Trustee Scheafer seconded. The motion carried.

Other matters discussed included a letter from Bear Stearns, and the possible transfer of the endowment portfolio to the Foundation. The date for the winter meeting was set for February 17-18, 2002 in Denver. All interested members of the Board were invited to attend.

**WORK SESSION: Motion to Suspend Rules**  
(All Board Members)

Motion to suspend by-laws to test new meeting procedure

WHEREAS THE TRUSTEES OF THE UNIVERSITY OF WYOMING HAVE DETERMINED THAT IN THE INTERESTS OF MORE EFFICIENT AND EFFECTIVE MANAGEMENT, THE TRUSTEES INTEND TO EXPERIMENT BY TESTING A NEW PROCEDURE AT MEETINGS IN CARRYING OUT THE ORDER OF BUSINESS,

BE IT RESOLVED THAT FOR THE TRUSTEES MEETING OF OCTOBER 31 – NOVEMBER 2, 2002, IN ACCORDANCE WITH ARTICLE VIII OF THE BY-LAWS OF THE TRUSTEES OF THE UNIVERSITY OF WYOMING, I MOVE THAT THE FOLLOWING BY-LAWS BE SUSPENDED:

ARTICLE III, SECTION 3-2, ORDER OF BUSINESS

ARTICLE VII, SECTIONS 7-3 THROUGH 7-7 AND SECTION 7-8 TO THE EXTENT IT APPLIES TO SECTIONS 7-3 THROUGH 7-7, COMMITTEES OF THE TRUSTEES.

Note: The motion requires a 2/3 affirmative vote of all the Trustees, i.e. 8 votes are required.

President McCue asked for a motion to suspend the rules for the Board business during this meeting, noting that a quorum was present. Trustee Patrick moved to suspend the by-laws as noted in the above motion; Trustee Scheafer seconded. The motion carried.

**WORK SESSION: Athletics Strategic Plan**

# UNIVERSITY OF WYOMING

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October 25, 2002

To: The Board of Trustees

Re: First Draft of Athletic Plan Chapter on “Restoring Competitive Excellence”

Dear Colleagues:

Enclosed is a first draft of the initial substantive chapter of a strategic plan for the Department of Intercollegiate Athletics. This chapter, focused on the task of “Restoring Competitive Excellence,” will be the first of nine as outlined in the draft introduction to the plan presented to you at the last meeting of the Board.

This document will serve as the basis for the Board’s work session on the athletic plan scheduled for Thursday, October 31, at noon. Under the Board’s new meeting format, all members should expect to attend and participate in the discussion.

Attached to the draft chapter is a summary sheet from the most recent revenue and expense survey of the Mountain West Conference for the fiscal year that ended on June 30. Because the Conference presidents have agreed that this information will be kept confidential, I ask that you not copy or otherwise distribute this sheet. In addition, as you will note, I have presented these data for the various Conference schools in random order without identifying the specific institutions involved.

As you’ll note in this draft, I have reserved for a subsequent chapter a detailed discussion and specific estimates of the costs associated with needed facility changes. Nevertheless, this

chapter does identify those major needs. We require some guidance from the Board as to which of those facility needs should be pursued for the purpose of developing detailed cost estimates.

Although the chapter on “Restoring Competitive Excellence” sets forth a substantial estimate of funding requirements, it does not address the question of where those funds might come from. My suggestion is that the Board not engage that issue until we have a full picture of all of the funding required, both one-time and continuing. Some of the subsequent chapters to be written (as detailed in the introductory section you reviewed last time) will have financial requirements attached to them, but I suspect that those needs will be relatively modest (other than those relating to facilities).

Since the last Board meeting, we have received no written comments from Board members about the introductory section and only one verbal suggestion. If you have additional comments that you wish for us to consider in that section, please bring them to the October 31 meeting.

See you then.

Sincerely,

Philip L. Dubois  
President

PLD:nsm  
cc: Lee Moon  
Barbara Burke



## **II. Restoring Competitive Excellence**

### **A. Introduction**

During the development of the University of Wyoming Academic Plan, it was determined that UW could not provide unlimited academic opportunities. Rather, at the same time that we attempt to maintain the breadth in our academic program offerings required by our charter as a land grant institution, it is also necessary to “focus for distinction.”

The Department of Intercollegiate Athletics is in the same position. Although we have a moral obligation to help all of the student-athletes who participate in our 17 men’s and women’s intercollegiate sports to be successful academically and athletically, there must also be a recognition that just four or five programs attract a disproportionate amount of attention and interest from members of the campus community, alumni, citizens, political officials, and the media. If those four or five programs are not consistently successful, the University is not able to reap the benefits that typically attach to competition at the Division I-A level: increased revenue from game attendance and related income, including concessions, sponsorships, and broadcast rights; enhanced support among citizens and their elected representatives; increased private fundraising from alumni and other fans; and enhanced visibility and reputation in the state, region, and even nationally.

Typically, at least in the Rocky Mountain West, the four or five sports that attract the greatest amount of media and public attention are football, men’s and women’s basketball, women’s volleyball, and women’s soccer. Since women’s soccer is a relatively young sport for most of the institutions within the Mountain West Conference and is not yet offered by one of the member institutions, the Presidents of the eight MWC institutions have determined that the four remaining sports are those that require consistent and sustained attention to ensure that the Conference achieves its goal of being recognized among the top seven Division I-A conferences in the country and, eventually, be included among those conferences recognized as full partners in the Bowl Championship Series (BCS) in football or in whatever structure for post-season play that emerges in the future, such as a national collegiate football playoff system.

Our goals for restoring competitive excellence are, therefore, as follows:

- In football, men’s basketball, women’s basketball, and women’s volleyball, our programs should consistently contend for Mountain West Conference titles and have continued opportunities for advancement in post season play.
- Over time, we seek to have women’s soccer be increasingly competitive at the conference level, with the ultimate goal of having a realistic chance to win the MWC conference title.
- In our remaining sport programs, expectations for success will focus on personal achievements in men’s and women’s track, men’s and women’s swimming, men’s

and women's golf, women's tennis and wrestling. Individual conference titles and opportunities to compete at the NCAA Championships are possible.

To achieve these goals, all Wyoming programs will continue to be funded in scholarship dollars to the NCAA maximum level. Furthermore, resources for recruiting, team travel, and equipment will be allocated so as to meet the fundamental needs of each program. However, to ensure the success of football, men's and women's basketball, and women's volleyball at the highest competitive level, it will be necessary to devote a disproportionate amount of attention to the staffing, facilities, and other resources available for these programs.

#### B. What Needs to be Done?

In this section, we provide a candid assessment of the strengths and weaknesses of the four sports discussed above, and the challenges to ensuring that each can be competitive on a consistent basis for conference and post-season play.

1. Football: The sport that has the greatest impact on the athletic department, university, and possibly the State of Wyoming is football. There is no question that much attention needs to be given to this program. Football has proven to be successful in the past and there is no reason to doubt that the pride of Wyoming football can be restored.

There are many issues that we are confronted with when evaluating the football program. Our analysis here focuses on three critical issues: a) Ensuring stability in the coaching staff; b) Scheduling for success; and c) Providing facilities to enhance recruitment and support.

a. Ensuring Stability in the Coaching Staff: The critical elements in having a successful college football program should not be a surprise to anyone.

First, an institution must be able to recruit and retain the most talented football players coming out of the nation's high schools and, to a lesser extent, community colleges. Successful recruiting depends upon a host of variables, including the personal goals of the individual student-athlete, the quality of the program and the attractions of joining a team with a "winning tradition," the personal chemistry between the student (and his parents) and the coaching staff, the quality of the academic support, athletic training facilities, and so forth.

Secondly, talented student-athletes require guidance and organization from a staff of experienced and successful coaches. In that regard, the most successful Division I-A football programs in the country are those with long-term stability and consistency in their coaching staffs. Students are recruited to play for an institution by a particular head coach and his coaching staff; instability in the coaching ranks creates uncertainty in the minds of a prospective student-athlete (and his parents), thereby undermining the overall effort to recruit and retain the most talented athletes.

At the University of Wyoming, it appears that the most significant issue confronting our football program has been inconsistency in the coaching staff. Over the entire history of UW

football, this is an institution that has become known more for the coaches who have left and pursued successful careers at other institutions than for the coaches who have stayed. The names are legendary: Bob Devaney (Nebraska), Bowden Wyatt (Tennessee), Dennis Erickson (Miami), Pat Dye (Auburn), Fred Akers (Texas) and, most recently, Joe Tiller (Purdue). In the most recent seven seasons, we have had three changes in head coaches and six offensive coordinators.

The departure of a coach would be disruptive in and of itself. However, when a head coach leaves, there are usually also wholesale changes made in the staff of coaches. Most assistants are hired not simply for their coaching ability, but for their established recruiting contacts. These coaches have areas of the country where they have long running relationships with high school coaches and scouts. One staff may be strong recruiters in the state of Texas, for example, while another staff may focus on California. These continued changes in staff do not afford us the opportunity to develop and maintain long term relationships with any particular area of the country. Therefore, when we lose a head coach and his staff, we disrupt their recruiting contacts. Maintaining a strong staff of assistant coaches is just as critical as having an excellent head coach.

Although there are many factors that determine whether a head coach and his staff will remain with an institution over an extended period of time, compensation is certainly one of the most important. The last two coaches to leave Wyoming, Tiller and Dimel, each accepted packages from their new institutions worth more than three times what they were being paid to coach the Cowboys.

Our current salary structure for football is such that we are at a competitive disadvantage to hire and retain an outstanding coaching staff. The 2001-2002 Mountain West Conference Survey indicated that the UW head football coach's base salary of \$100,200 and total compensation of \$233,603 ranked last in the conference. The average base salary of MWC conference head football coaches for Fiscal Year 2002 was \$183,792, with total compensation packages averaging \$387,894. Both the UW offensive and defensive coordinators' compensation ranked last in the MWC, approximately 20% below the Conference average.

Of course, it is important to note that, as in the case of faculty, the market for football coaches is national; it is not restricted to a particular region or conference. And, on a national scale, our football salaries are also extremely low. The most recent national survey of base salaries confirms that our base salary is just half of the national average; our current coach's total compensation (\$233,603) is just 40% of the national average for Division I-A coaches (\$582,674). Attracting quality coaches and expecting them to remain at Wyoming for any extended period of time is unrealistic given our current compensation picture.

In order for us to recruit and retain the highest quality head coach, we believe that it will be minimally necessary for us to provide a total compensation package between \$500,000 and \$700,000 (base salary, benefits, incentives, and supplements), more than double our current package of \$233,603. So, too, with the rest of the coaching staff. The current base salary and benefit commitments made to nine assistant coaches exceed \$610,000. To attract and retain a quality assistant coaching staff, it will require us have a pool of available resources in the range

of \$980,000. Such a salary pool could also support a new position, a Director of Football Operations. Most successful Division I-A, including 6 of the 8 MWC schools, support a Director of Football Operations who assumes the principal responsibility to coordinate recruiting and to manage day-to-day operations, including game-related logistics and travel. Having a Director of Football Operations frees the coaching staff to spend more time on dealing with team-related matters, including academics, player relations, preparation for practice sessions, and game-day preparation.

b. Scheduling for Success: As discussed in the Introduction to this Plan, our financial posture has required us to schedule football opponents in ways that do not maximize our opportunities to be successful. First, we have come to rely too heavily upon high revenue “away” games that enhance our budget. Although playing such opponents does provide us with valuable national television exposure and funds that are needed for many of our non-revenue Olympic sports, we are simply at a competitive disadvantage on the road (particularly against nationally-ranked teams like Ohio State, Georgia, Tennessee, and Washington).

On the other side of the coin, it has been difficult to bring in high quality opponents at home without the financial resources to pay significant game guarantees to visiting teams. Unfortunately, the altitude, difficulty with air transportation to Laramie, and limited hotel availability makes it far less appealing for teams to schedule competitions at Wyoming. “Home and home” arrangements with teams such as Kansas and Mississippi are the exception rather than the rule. Furthermore, the relatively small size of our facility and the resistance of our fans to pay top dollar ticket prices for high quality opponents inhibit our ability to offer large game guarantees to opponents. In reality, given these circumstances, Wyoming should probably rank first in the MWC in paying guarantees to encourage quality opponents to compete in Laramie; in fact, as noted in the Introduction to this Plan, we rank last.

Over time, for our program to have the chance to be successful, we must minimize high revenue away games in the future. Our goal should be to schedule six to seven of the NCAA authorized limit of 11 to 12 games per year at home. The Mountain West Conference schedule currently provides for Wyoming to host four home conference games in odd-numbered years and three home conference games in even-numbered years. To have funding sufficient to schedule at minimum one quality non-conference opponent at home would require an additional \$500,000 in the football budget (in current dollars). Given this, it is unrealistic to believe we can attract more than one quality opponent per year to Laramie. We will continue to be faced with scheduling Division I-AA opponents and paying guarantees of \$150,000 to \$200,000 for these opponents.

Operating resources are important for growth and continued success of our program. Operating resources are those funds allocated for team travel, guarantees, equipment and recruiting. As shown in Attachments 1a, 1b, and 1c, University of Wyoming expenditures on football place us in the 4<sup>th</sup> quartile nationally in the company of institutions that are members of lesser conferences. As shown in Attachment 2, Wyoming ranked 103 of 117 schools in football expenditures for Fiscal Year 2002. Notably, no other MWC team is in the fourth quartile in total expenditures for football.

Using the 2001-2002 Mountain West Conference survey, Wyoming ranked eight out of eight in total football expenditures with \$2,812,292, compared to the average of \$5,122,041. Particularly significant are the spending disparities for recruitment. Top teams, like Air Force and BYU, spend in a range from \$200K to \$250K for this purpose; Wyoming expenditures are closer to \$160K.

c. Facilities to Enhance Recruitment and Support: Facilities are physical evidence of a university's commitment to a championship program. They play an important role in the recruitment and retention of athletes and staff. They also influence the enjoyment by fans of each game, and their willingness to support the program through the purchase of season and same-day game tickets. In turn, ticket sales and the associated game-day income (including parking and other concessions) positively influence the financial position of the program and the Department.

As we have examined our facilities, we recognize that we have a first-rate football facility in the new Rochelle Athletics Center. It gives us a competitive advantage against the vast majority of Division I-A programs and at least a competitive equity with the most accomplished programs in the country. On the other hand, we lack two major facilities that distinguish first-rate programs from the rest: a quality indoor practice facility and a quality stadium.

Although the University has been fortunate for many years to have the use of the Fieldhouse for football and other sports, this facility can no longer meet the needs of the department. At one point in its history the Fieldhouse was a quality facility that could accommodate all of our sport programs. However, since its construction, we have added numerous sports that require the use of an indoor facility. Our student-athlete population (over 400) has grown at a greater rate than our facilities. Currently, the Fieldhouse is utilized during the school year for practices during inclement weather for football, women's soccer, men's golf, and women's golf. The Fieldhouse is also the competition and practice site for men's and women's track and field. This facility is the only indoor area for all of our teams. It is too small to run a functional football practice, not to mention that the turf used for football and soccer is eighteen (18) years old and needs replacement. Furthermore, on occasion, Laramie High School has requested the use of facility for their sport squads. The University club and recreational programs also request use of this facility for their specific events. In reality the Fieldhouse could be in use from 6:00 am to after 10:00 pm. On many occasions our athletic teams are starting practices after 8:00 pm. During the summer months, the Fieldhouse is used for athletic camps and other events.

In a climate such as ours, an appropriate indoor practice facility is absolutely necessary for a football program to improve. Among the notable programs in this part of the country with indoor practice facilities are Air Force, BYU, Kansas, Kansas State, Nebraska, Oregon State, Utah, Utah State, and Washington. The lack of an indoor facility definitely puts our team at a disadvantage in terms of late fall and early spring practices and recruitment. An indoor facility would afford our coaches the opportunity to conduct year-around full team workouts, individual workouts, and position workouts. Furthermore, an indoor practice facility would play a major

role in the recruitment process of quality student-athletes as well as the continued improvement of the program. With extended practice opportunities, you would naturally expect greater success. A secondary benefit of having an additional indoor facility would be the provision of a suitable practice facility for our women's soccer team.

Bringing War Memorial Stadium up to current Division I-A standards is the other major facilities-related need. Currently, we are well aware of the much needed repairs to War Memorial Stadium. These are safety-related repairs that must be completed. Beyond ensuring the safety of the public, however, a quality stadium has an impact upon the recruitment of student-athletes and coaches, and the public's enjoyment of each game. War Memorial Stadium was built in 1949; other than the addition of the upper stands on the east and the west, there have not been any significant changes or upgrades to the stadium. We have an antiquated press-box area, little space for entertaining donors and alumni, and no options for private boxes. In addition, we provide no incentives to becoming a season ticket holder (e.g., chair backs seating, special entrances, special concessions area, etc.). Due to the fact that we do not have a maintenance facility shed, both the east and west sides of the stadium house all of our equipment and supplies. On game day it is embarrassing that our fans and visitors alike have to walk around machinery, sand piles, and oil spills to get to restrooms and concession areas. While we do our best to clean these areas up, we have little or no options for storage. Without question, we have the worst stadium in the conference. We will reserve a discussion of the needed stadium improvements and their costs for the chapter in this plan on "Addressing Facility Needs."

## 2. Men's Basketball:

When we speak of competitive excellence we can point directly to Men's Basketball. As of late, this program has experienced the greatest success of all of our programs. This success can be attributed to consistency in staff, facilities, recruitment, and retention of student-athletes.

This past year demonstrated that a quality compensation package encouraged our head coach to remain at Wyoming for a minimum of one additional year. While it is understandable that this particular compensation package may not retain him indefinitely, it is in our best interest to stretch out a high quality coach's service as long as possible. Each additional year provides us another opportunity to improve our basketball program, enhance recruitment efforts, and gain national television exposure. Furthermore, our head coaching position is now a job that other high profile candidates would find attractive.

Although our salary competitiveness is better today than it has been in some time, we need to recognize that the costs of retaining our current staff (or of recruiting a new one) will continue to rise. Moreover, the package for Coach McClain rests heavily on various incentives and payment provisions related to season-ticket sales and game attendance. His base salary (on which he collects retirement) continues to rank well below the top teams in the Conference (e.g., Utah, New Mexico). Prior to the last modest boost in his base salary (from \$104,000 to \$134,000) negotiated last year, Coach McClain's base salary was near the bottom in the most recent national survey conducted, ranking 61<sup>st</sup> of 71 reporting Division I-A schools. (At the time, the average Division I-A coach was earning a base salary in excess of \$300,000).

Wyoming's assistant coach salaries were similarly deficient, ranking 60<sup>th</sup> of 71 reporting Division I-A schools.

As in football, scheduling is another critical element to ensure competitive success. Much like football, we have taken our men's basketball team on the road to compete against "name" opponents including, in recent seasons, Indiana and, in 2003, Kansas. Even when we have the opportunity to schedule a "home and home" contest, we have been forced to play the front end game on the road (e.g., Texas Tech, Cal State Northridge, Cal State Fullerton, and Detroit Mercy). This is not necessarily a bad thing to do since, in addition to performance in the MWC Tournament, a team's Rating Percentage Index (RPI) plays a significant role in the selection of NCAA Tournament teams. Moreover, it is an additional opportunity to enhance the head coach's financial package since, by virtue of his renegotiated contract, the coach receives the net revenue of one major game guarantee provided by a team we play on the road.

On the other hand, it is important to balance such road games (which are more likely to result in losses) with home contests against quality opponents where the chances for a victory are greater. Indeed, home wins against schools with low RPIs can actually hurt an institution's chances of receiving an at-large bid to the NCAA tournament. Unfortunately, it has been very difficult to attract high caliber teams to Laramie. Altitude, difficulty of travel, and the success of our team at home combine to discourage teams from competing in Laramie. In turn, being forced to be "on the road" for lack of a quality home opponent also places us at a competitive disadvantage since travel to a single away game consumes from three to three and a half days of travel.

Ideally, it would be highly desirable to schedule 16 to 17 of the NCAA's authorized maximum of 29 regular season games at home. With seven MWC home games each season, that means we should attempt to schedule 9-10 non-conference home games. In the 2001-02 season, UW paid an average of \$38,800 in game guarantees to each of 3 teams. Two of those teams had an average RPI of 317.50 while the third team was an NCAA Division II institution. In 2002-2003, UW will compete at home against two first-year Division I-A programs and one program whose RPI in 2001-2002 was 298. Each of these institutions will receive, on average, game guarantee of over \$40,000. To attract quality teams (e.g., those with RPI's under 150), we need to be prepared to pay from \$75,000 to \$100,000 per game. To place that goal in perspective, the Mountain West Conference average RPI for 2001-2002 was 82.87, making it the 7<sup>th</sup> highest ranked of the nation's 32 conferences.

A related improvement in our scheduling would be to make it easier for the UW team to use air charters for away games that cannot easily be reached by bus. Providing opportunities for team charters would limit missed class and practice time, enhance our capability of playing high quality opponents, and shorten the travel time. Charters directly out of Laramie would afford us the opportunity to travel to the event site the evening prior to the game and return immediately following the game, thereby cutting travel time by a third or more.

Facilities have played an important role in attracting prospects to compete for the University of Wyoming. The Arena Auditorium is a quality facility that affords an air of

excitement at each home event. The restoration of the men's locker room, completion of the team room, and enhancement of the basketball strength training area have made our basketball facilities second to none in the conference. Our facilities rank favorably with leading Division I programs in other conferences.

A stable and quality coaching staff has been essential to improvements in recruitment. The third area that we attribute to the success of the men's basketball program is recruitment and retention of prospects. The men's basketball staff has proven that you can recruit and retain top athletes to compete for Wyoming. Furthermore, this staff has been successful in recruiting minorities and foreign athletes who have had a dramatic impact on the success of the program. Wyoming-born athletes have also been woven into the squad. This combination of athletes has proven to be the key to success. While the staff has made remarkable changes in this program, we must also realize that prospects want to be associated with a "winner". As the program began to be successful, our coaching staff had the opportunity to begin recruiting higher caliber athletes. Although our coaches have demonstrated success, they have done so with minimal resources. Additional recruiting dollars would afford our coaches the opportunity to recruit on a broader scale within the United States, begin focusing on prospects at the earliest possible age, and open up additional opportunities on an international scale. In the MWC, Wyoming ranked fourth out of eight in recruiting expenses in FY 2001-2002. Although we have been spending just about at the Conference average, we are significantly below the top-spending schools by \$40,000 to \$50,000.

In FY 2001-2002 Wyoming ranked seventh out of eight MWC institutions in basketball-related expenditures, spending just 70% of (and \$544,597 below) the Conference average of \$1,775,778. Additional resources would be used to enhance specific program operating expenses (team travel, guarantees, equipment and recruiting).

Women's Basketball: Many of the same issues regarding men's basketball can be cited for our women's basketball program. Coaching salaries, lack of resources to provide home game guarantees, opportunity for charters, and general operating resources continue to be ongoing issues for this program.

Although we have demonstrated progress in our head women's basketball salary, we are still woefully behind. Our head women's base salary during the 2001-2002 period of \$74,004 ranked UW last among the eight MWC institutions, almost \$30,000 below the average. According to the Collegiate Financial Survey for FY 2002, the average base salary for women's head coaches in Division I-A was over \$154,000. Our salary of \$74,004 placed us 64<sup>th</sup> out of 70 schools which reported. Based upon the MWC 2001-2002 survey, our assistant coaches base salaries are equal to the Mountain West Conference averages. On a national scale, our assistant coaches exceeded the national average for fiscal year 2001. To some extent, we have been insulated from salary pressure in this sport because the team has yet to post a winning record during the tenure of the current head coach.

Without question, additional resources are necessary for us to enhance our women's program. Wyoming ranked seventh out of eight in expenses for FY 2002, ranking only ahead of



the Air Force Academy which has yet to win a MWC game. Furthermore, we spend over \$200,000 less than the other MWC institutions. Additional resources are needed for game-related travel (charters), recruiting, and game guarantees. While UW was right at the conference average in recruiting expenditures, our cost associated with travel are much higher than our counterparts. It appears we are not getting the same value for our dollars as our opponents. We have begun to do a better job of retaining our athletes and the recruitment of minority females is on the rise. These are two positive steps in the continued development of our program.

As in the case of men's basketball, it is important to schedule 16-17 home events. As of late we have been successful in teaming up with Colorado State and scheduling common opponents who happen to be in the region. However, without the opportunity to offer guarantees, attracting opponents to Laramie is a very difficult task. In many ways, the lack of success of our women's program in recent years has brought the same kind of problem that success has brought to the men's program. It does not help a team to travel to Laramie and play an opponent with a poor RPI without a significant financial incentive to do so. Thus, without significant game guarantee funding, we have been forced to play lesser opponents at home and travel to play higher caliber teams. Additional game guarantee resources could encourage one or two top level institutions to travel to Laramie if they also had the opportunity to compete at Colorado State.

It has taken longer to build our women's program than expected. However, with the continuity of the staff and retention of our athletes, continued progress is expected. The recent renovation of the women's locker room and completion of the basketball strength training area have definitely enhanced recruitment opportunities. While much progress has been made in women's basketball, continued focus and attention needs to be given to salaries and recruitment efforts.

4. Women's Volleyball: The change that has taken place in women's volleyball is an example of what a commitment to pursuing, compensating and hiring a quality staff can do for a program. While conference data is not available for FY 2002-2003, UW increased the base salary of our head coach by over \$25,000. On a national scale, our base salary of just over \$73,000 puts us above the NCAA Division IA average of \$63,480. Salaries for our two assistant coach positions are also well above the national average. Prior to this year, our women's volleyball salaries were at or below the MWC average. To date this commitment to UW volleyball has brought positive changes to the program. It will be important for us to continue monitoring women's volleyball salary trends on the national and conference level. By so doing we can plan to make yearly budgetary increases and avoid the trap of having to make large adjustments in one year to remain competitive.

Scheduling is another key to success. Ideally, women's volleyball should play 12 to 14 regular season home matches. Seven of these matches, of course, involve MWC opponents. Having the opportunity to schedule one to two non-conference tournaments at home would provide three to six matches. That would leave us 2-4 open dates to "buy" home events. Fortunately, current game guarantees for volleyball are comparatively inexpensive, averaging between \$5,000 and \$7,000.

The facilities situation for volleyball is generally positive, but could be improved. Although the multi-purpose gymnasium is adequate, minor changes can be completed that would not only enhance the playing environment, but would assist in the recruitment efforts. Many times, high school recruits play in a larger facility than the MPG; therefore, it is important for us to upgrade the playing environment to lessen the impression of playing in a high school facility. Consistently, our coaches are recruiting against institutions which play in either large arenas or specially designed volleyball facilities. The intimacy of the MPG is a tremendous asset and without question affords us a "home court" advantage. Three relatively minor changes would be the addition of five to ten rows of chair-back seating, addition of a new volleyball scoreboard, and the purchase of a removable volleyball "sport court" (estimated total costs exceeds \$50,000). Research should be done to investigate the possibility of removing one wall of the MPG and add additional seating. While it may seem feasible to simply move to the Arena Auditorium, it ultimately creates scheduling issues with men's and women's basketball. In addition, when you have an average attendance of 1,500 in a 15,000 seat arena, the home court advantage of the MPG is diminished. With these additions, we would be providing one of the finest volleyball venues in the Mountain West Conference.

While not as important as the necessary changes to the MPG, remodeling of the women's volleyball locker room would also enhance the recruitment and retention efforts of the staff. Because of our commitment to the stated four programs, it is important to bring the volleyball locker room facilities to the same level as the men's and women's basketball areas. Estimated one-time costs associated with such remodeling are approximately \$75,000-\$100,000.

C. What Will It Cost? To assure competitive excellence in the four sports identified for significant improvement, there is a common theme—the need for additional resources to support and maintain competitive salaries, ensure favorable scheduling, enable quality recruiting, and provide for improved facilities. Our continued membership in the Mountain West Conference is contingent upon our commitment to the enhancement of resources and the development of football, men's and women's basketball, and volleyball.

We will reserve a more complete and detailed discussion of the one-time costs associated with the facility needs identified here for the chapter in this plan on "Addressing Facility Needs." The concern of this section is with the ongoing budget requirements necessary to address the operational needs identified in this chapter.

The most recent expenditure survey for the Mountain West Conference indicates that the median Conference institution spent \$19,284,506 on their athletic programs for the fiscal year ending June 30, 2002. The University of Wyoming spent \$15,460,926, just 80% of the amount and \$3.8 million less than the median institution. Take Wyoming out of the comparison, and UW spent just 76% of the median institution, just about \$4.8 million less on an annual basis.

Of course, the amount spent is partially dependent upon the number and mix of sports sponsored. Comparing Wyoming only with the four other MWC schools that offer 17 sports or fewer improves the comparison in a relative sense, but a significant gap still exists. Of the five

MWC schools with 17 or fewer sports, Wyoming still ranks last, with 85% of the total expenditures and a gap of \$2.8 million below the median institution. Removing Wyoming from the comparison shows Wyoming spending just 78% of the median institution, with a gap of \$4.3 million. Notably, two of these institutions—Colorado State and San Diego State—will be forced by recent changes in the NCAA requirements for Division I-A to add one or more sports and, accordingly, to increase their overall level of expenditures by 2004.

Fortunately, to address the needs identified earlier to strengthen the four key sports does not require additional continuing resources of this magnitude. Our best guess at the moment is that the most important continuing (non-facility) needs amount to approximately \$2,262,000 an annual basis, assuming no adjustment for inflation. This estimate is composed of the following additional funding requirements:

Sport	Need Category	Amount Needed	Discussed in Plan	
<u>Football:</u>				
	Staffing	Head Coach Assistants' Pool	\$400,000-\$500,000 \$370,000	page 3 page 3
	Scheduling		\$500,000	page 4
	Recruiting		\$100,000	page 4
<u>Men's Basketball:</u>				
	Staffing	Head Coach Assistants' Pool	\$ 20,000 \$ 70,000	page 6 page 6
	Scheduling		\$150,000-\$200,000 (1-2 games)	page 7
	Game Travel (Charters)		\$100,000	page 7
	Travel Recruiting		\$ 50,000	page 8
<u>Women's Basketball:</u>				
	Staffing	Head Coach Assistants' Pool	\$75,000 \$70,000	page 8 page 8
	Game Travel (Charters)		\$75,000	page 8
	Scheduling		\$45,000 (3 games @ 15,000)	page 9
<u>Women's Volleyball:</u>				
	Staffing	Head Coach Assistants' Pool	\$25,000 \$20,000	page 9 page 9
	Scheduling		\$42,000 (6 teams @ \$7,000)	page 9

President Dubois told the Board that Athletics Director Lee Moon had information to provide to the Board on the Athletics Strategic Plan.

The draft chapter of the Athletics Strategic Plan, the chapter on restoring competitive excellence and the introduction had been sent separately to the Board. Each draft chapter will be sent to the advisory committee for approval, and the approved draft sent to the Board for final approval. Once the draft Plan is complete, it will be released to the university and constituents around the state for public comment. Feedback was invited on what has been written thus far.

Members of the Board expressed their concerns that the document review will be taken out of context, and how to keep the discussion focused. President McCue suggested that Board members remind those reviewing the document that it isn't final until it can be approved by the Board. Other comments were addressed regarding the timeline for the Plan's completion, which is tentatively scheduled to occur in six months. No legislative requests for support of the elements of the Plan will occur until 2004.

Trustee Saunders requested that chapters of the Athletic Plan dealing with financial matters be completed before the rest of the chapters. President Dubois commented that he understood that the Board wanted work completed on the facilities chapter before the other chapter. The first two chapters of the Plan will be shared with the Athletics Advisory Committee.

## **WORK SESSION: Review of Financial Statement Changes**

### Review of Financial Statement Changes

#### NEW FINANCIAL REPORTING MODEL FOR PUBLIC COLLEGES AND UNIVERSITIES

The University of Wyoming has implemented new accounting standards that govern financial reporting and change the underlying concepts for reporting. As a result of this implementation, the University of Wyoming's financial statements will be presented in a simpler reporting format similar to corporate financial statements. An overview of some of the more significant changes and issues follow.

- Public higher education institutions will no longer have a unique reporting format. Issues formerly viewed as unique to higher education will now be addressed from a state and local government perspective.
- Financial statements will be presented in a single-column format. The multicolumn fund group format is no longer required.
- A narrative section called Management's Discussion and Analysis will precede the financial statements.
- The term "net assets" replaces "fund balances" and only three classes of net assets exist: unrestricted, restricted (nonexpendable and expendable), and invested in capital assets net of related debt.
- The balance sheet is classified between current assets/liabilities and noncurrent assets/liabilities.
- Capital assets and major expenditures for infrastructure such as utility systems, streets, and sidewalks are now classified as assets and depreciated over their useful life.
- Revenues and expenses are now categorized as either operating or nonoperating. Previously, a measure of operations was not presented.
- Significant recurring sources of the University's revenues, including state appropriations, gifts and investment income (loss) are considered nonoperating revenues. Consequently, an operating loss will always result from this change since state appropriations are mandated as nonoperating.
- Tuition and fee revenues and auxiliary services revenues must be reduced by scholarship and fellowship amounts that already have been recognized as revenues, unless they result in a cash payment to the student.
- Expenditures for capital assets are replaced by the recognition of depreciation expense.
- A statement of cash flows is now required.
- In subsequent fiscal years, comparative prior-year statements will be presented in order to assess the University's financial condition and determine whether the University is better off—or worse off—financially.
- For fiscal year ending June 30, 2004, the University of Wyoming Foundation will be included in the University's financial statements in a separate column.

These reporting changes, as applied to the University of Wyoming financial statements, will be presented for review and discussion at the work session scheduled for October 31.

President McCue took the opportunity to introduce Trustee James Trospen. Trustee Trospen succeeded Trustee Robinson and was welcomed to the Board.

Jim Hearne of McGee, Hearne and Paiz presented the new formats for reporting, and an explanation of GASB 34 and 35. Janet Lowe, University Controller followed with a presentation that compared the old reporting documents to the new reporting documents for UW. Mr. Hearne and Ms. Lowe answered questions from the Board on the new formats.

## **WORK SESSION: Board of Trustee Orientation Program**

### **New Trustees' Orientation Information (Materials and Sessions)**

*Before Orientation (BOT President will provide a mentor Trustee to provide information)*

#### **Materials**

- Welcoming letter from PLD with first orientation date mentioned
- *Meet Our Team*
- *Fact Book*
- *UW Mission Statement*
- UW recruitment package
- PLD last Convocation speech
- *UWyo Magazine*
- Website information (UW Homepage, Trustees' page, President's Outbox, planning documents, regulations)
- Schedule of BOT meetings and retreat
- Biographical info request form
- Campus map with Old Main and parking marked
- Telephone directory
- Trend charts booklet
- "New Thinking" pp. 8-9 in the *Handbook for Faculty and Lecturers*
- Brief history of UW as a landgrant institution
- *Effective Trusteeship* (Richard Ingram, AGB publication)

**Phone call** re first meeting's travel/accommodations arrangements

*Orientation Sessions* (these topics will be discussed in several sessions)

**(Distribute 3-ring binder to hold materials distributed at sessions)**

1. Logistics (Board and President's Office Staff)
  - Meeting/retreat calendar and suggested/required attendance
  - Calendar of major UW events (with approximate dates) – academic calendar, Art Museum Gala, Family Weekend, Homecoming, Commencement, Convocation, Honors Convocation, etc.
  - Board attendance at other University events (academic or athletic events, invitations from units)
  - Stipend/Reimbursement and business expenses
  - Workers' Comp
  - Travel to meetings
  - Meals during meetings



- Attire at meetings
  - Accommodations and reservations
  - Use of UW vehicles and plane
  - Trustee “accounts” for University or community events (e.g., Art Museum Gala; Hall of Fame Banquet)
  - Internet access and computers
  - Check-off sheet
    - Contact cards (names/phone numbers/faxes)
    - UW ID
    - Parking pass
    - Procurement card
    - Phone card
    - Athletic access card
    - Recreation access card
    - Photographer appointment and update of webpage
    - Business cards
    - Trustee stationery
2. Role of a Trustee and Board Practices (Board President and Trustee Committee Chair)
- Relations with the President—rowing vs. steering
  - Relations with President’s Office staff
  - Contact with other administrators, faculty, staff, students
  - External relations—constituents, parents, elected officials
  - Items which require board’s approval
  - Items which are delegated
  - Trustee representation on other boards
  - Process by which items appear on the agenda (mechanics/form)
  - Working with the media
  - Establishment of current Board goals
3. Board of Trustees Organization (President of Board and Trustee Committee Chair)
- Officers, terms, selection, committees, and responsibilities (written description of Board size, composition, contact info from the web, reference to *Meet Our Team*)
  - Role of ex officio trustees (President, Governor, State Superintendent, President ASUW)
  - Meeting agenda format and protocol
  - *Wyoming Constitution* and statutes
  - *Open Public Meetings Act* (description of requirements and exceptions)
  - UW regulatory structure (reference *Trustees By-laws*, *Trustee Regulations*, UniRegs, Information Circulars)
  - *Trustees’ Regs*
  - *Trustees’ Bylaws*
  - Ethics

4. UW Organizational Structure and Responsibilities (UW President)
  - Mission statement, reference to *Fact Book*
  - Administrative organizational chart
  - Summary of main responsibilities of each division, with names of directors not on org chart
  - Academic organizational chart
  - Summary of college structures, with names of deans not listed in the UW organizational chart
  - Major UW boards of visitors, including relations with Foundation and Alumni Association
  - Relations with President's Office staff
  - UW benchmarks and trend data
  - Campus tour (if desired)
  
5. UW Budget Information (President, VP for Budget and Planning; VP for Governmental, Community & Legal Affairs; VP for Administration)
  - Categories
  - Revenue sources
  - Amounts
  - UW process
  - Audits
  - Plus Budget and other budget allocations
  - State budget process and UW funding
  - Current budget priorities and strategies
  - Tom Spicer's summary information
  - Tuition and fees - amounts, purpose, process
  
6. UW Planning Process (UW President, VP for Academic Affairs, VP for Budget and Planning, VP for Institutional Advancement)
  - President's latest Convocation speech
  - Academic planning (process/levels/cycle) (*Academic Plan, Moving Forward, Report Card*)
  - Support service planning (process/divisions/cycle) (web site)
  - Capital facilities planning (process/cycle) (*Capital Facilities Plan*)
  - Athletic planning
  - UW Foundation and DISTINCTION Campaign (with campaign statement and "elevator talk" card)
  
7. UW Program Overview (VPs for Academic Affairs and Dean of Outreach)
  - Undergraduate and graduate programs (*UW General Bulletin*)
  - Interdisciplinary programs

- Core curriculum (University Studies)
- Accreditation
- Outreach School
- Faculty responsibilities

*After Orientation*

Educational sessions scheduled for new trustees (e.g., Research, Student Affairs, Information Technology) and regular educational sessions for the full board)

Prior to the beginning of the work session on Friday, November 1, President McCue asked Vice President Harris to introduce Svetlana Togoeva and Vladimir Mashukov, exchange administrators from Russia. President McCue then asked Vice President Buchanan to begin the Academic Plan II discussion.

**WORK SESSION: Academic Plan II (Moving Forward II)**

President Dubois spoke to the Board, reminding them this document will be revised one more time and presented to the campus community this spring as a template for revision to the Academic Plan. The hope is that this will stimulate deans and department heads to structure their individual plans to dovetail into the larger Academic Plan. Presenting this document will also eliminate surprises to the campus.

Dr. Buchanan presented an overview of the process, stating that this second iteration is a work in progress. He received comments from the campus community that included criticisms, suggestions, and observations—some broader in aspect while others remained localized. This process will continue for the remainder of the year. The ten key issues identified are located on the Academic Affairs webpage, and nine of those issues are included in the most recent document. Trustees commented that they did not see where technology was included in the sciences, technology and other disciplines in the Plan; assisting extension, outreach and recruitment management efforts in working together; and the need for a stronger interdisciplinary approach. They were encouraged to send their comments to Dr. Buchanan.

### **WORK SESSION: Tuition and Fee Restructuring Update**

President Dubois talked briefly about the new process for fees and tuition. A per-credit hour charge will be assessed in the Fall 2003. Dr. Myron Allen spoke about the new charges, and how to set new tuition levels while changing the tuition structure. He shared a schedule of implementation and the strategy to have a smooth transition.

Janet Lowe, University Controller, spoke specifically about the reaction from students taking more than 20 credit hours and the monetary increase. Three teams will be working on the process, dealing with Information Technology and calculation of charges, financial aid assessment, and the automation structure that will be essential in keeping all maintenance up-to-date.

**WORK SESSION: Internal Audit Activity Conducted in Accordance with the Audit Plan  
for the Period July 1, 2002 - September 30, 2002**

The following audits and related activities have been completed:

1. The golf course has been audited. The text of the audit report is on the following pages.
2. The Cowboy Joe Club has been audited for the year ended June 30, 2002. The Annual Financial Report is on the following pages.

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 comprehensive audit of NCAA rules compliance for fiscal year 2001-2002 is in progress. The following areas were included in the audit for fiscal year 2001-2002: Student-Athlete Eligibility, Representatives of Athletics Interests and Extra Benefits (Complimentary Tickets, Team Travel, Student-Athlete Vehicles, Athletic Equipment and Apparel). This is the first audit in a series of three annual audits that will cover all NCAA compliance areas.
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 audit have been implemented:

1. The audit recommendations from the Telecommunications audit report (April 1996) have been implemented.

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

1. 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.
2. 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.

## Jacoby Golf Course

October 3, 2002

To the Board of Trustees  
University of Wyoming

We have completed an audit of Jacoby Golf Course for the calendar year ending December 31, 2001 and a review of the policies and procedures and internal controls of the new management for the 2002 season. This audit was for the calendar year as opposed to the fiscal year to encompass an entire golf season.

There has been a change in managers and the basic structure in the golf course between the end of the 2001 golf season and the timing of the audit work. The change in the internal structure of the golf course is that in addition to the membership, green fee, and locker rental fees the University of Wyoming now receives the revenue for the driving range and golf cart rental and only the proceeds from the pro shop belong to the manager. The manager also implemented a new point of sale and scheduling software program for the 2002 season.

The purpose of the audit was to:

1. Determine whether the golf course and pro shop revenues are properly collected, separated, and deposited through adequate internal controls.
2. That university funds are maintained separate of any pro shop funds.
3. To determine that all cash due the university was properly calculated and actually received.
4. To verify that all expenditures were reasonable and in compliance with university requirements.
5. To determine that there are adequate safeguards over the assets held at the golf course.
6. To determine whether the golf course is properly collecting, remitting, and reporting sales tax owed.
7. To ascertain whether the university is including any applicable golf course receipts in determining its federal obligation for Unrelated Business Income Tax.
8. To determine the overall system of internal controls appear adequate and function as intended.

The following observations, recommendations and Jacoby Golf Course responses resulted from the audit:

### 1. VISA CHARGES PAID BY THE UNIVERSITY

### Background

Traditionally there has been one Visa machine in the pro shop where all credit card sales were recorded regardless of whether the sale belonged to the university or the manager.

### Observation

When deposits were made the entire Visa sales for the day were deposited to the university accounts whether or not the university or the manager received the proceeds from the sale. Consequently the university paid all of the Visa charges rather than allocating a portion to the manager for the pro shop credit card sales.

### Recommendation

A process needs to be developed to reimburse the university for the Visa charges related to the credit card sales of the pro shop.

### Response

The point of sale system cannot give the detail necessary to separate the credit card sales of the pro shop from those of the golf course. We will look at 2 separate 30-day periods and determine the ratio of pro shop credit card sales to total golf course credit card sales. We will then use that ratio and apply it to the end of the year total credit card charges for reimbursement to the university.

## 2. RENTAL OF THE VISA PRINTER

### Observation

Jacoby Golf Course is paying \$15.00 per month to rent the Visa printer. This payment is being made for the entire year whether or not the printer is being used.

### Recommendation

Investigations should be made into feasibility of purchasing a printer as opposed to renting.

### Response

We will purchase one by next season.

## 3. INTERNAL CONTROL OF CASH AND BUILDING SECURITY

### Observation

Review of the cash handling procedures indicated several weaknesses in cash handling and in the physical security of the golf course cash that were not completely mitigated by the strengths of the new point of sale system.

### Recommendation



In an operation with few employees, such as the golf course, it is not possible to have complete segregation of duties among the employees that have access to cash. However, the cash handling policies and physical security of the golf course should undergo an ongoing critical self-review with the goal of creating as strong a cash handling procedure and physical security as possible while working within the financial and physical constraints of the golf course. Circular 1993-1 Cash Handling Policies and Procedures should be referenced during this review.

Response

We have reviewed the cash handling policies and physical security of the golf course and feel that our cash handling procedures and physical security are adequate at this time. We will continually review these areas in the future, making changes as needed.

Jim Byram  
Auditor

Copy: Philip Dubois, President  
University of Wyoming  
Mike Milam, Interim Director Physical Plant  
University of Wyoming  
Joseph Jensen, Golf Course Manager  
University of Wyoming

**Cowboy Joe Club**

**COWBOY JOE CLUB**

ANNUAL FINANCIAL REPORT

June 30, 2002

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**COWBOY JOE CLUB  
 BALANCE SHEETS  
 JUNE 30, 2002 AND 2001**

	2002 Cowboy Joe Club			2002 University of Wyoming	2002 Total	2001 Total
	Unrestricted Operating Fund	Restricted Funds	Endowment Funds	Unrestricted Operating Fund		
<b>ASSETS</b>						
Cash on deposit with the University of Wyoming	\$146,401			\$(18,864)	\$127,537	\$125,582
UW Foundation investment	19,205	\$49,427			68,632	79,042
UW Foundation investment-true endowments			\$396,182		396,182	535,619
UW Foundation investment-quasi endowment			453,822		453,822	518,460
Cash value of life insurance policies	235,374				235,374	225,096
Inventory – steers						28,977
Accounts receivable	51,850	5,659			57,509	19,078
Accrued interest	1,378				1,378	
Prepaid expenses	7,055				7,055	14,204
Equipment and automobiles, at cost, less accumulated depreciation of \$64,385 and \$45,311	36,541				36,541	55,615
Land	29,500				29,500	39,400
Inter-Fund balances	(75,970)	57,106		18,864	0	0
<b>Total assets</b>	<b>\$451,334</b>	<b>\$112,192</b>	<b>\$850,004</b>	<b>\$ -</b>	<b>\$1,413,530</b>	<b>\$1,641,073</b>
<b>LIABILITIES AND FUND BALANCES</b>						
Accounts payable	\$44,935	\$3,617	\$	\$	\$48,552	\$32,640
Deferred revenue	6,675				6,675	17,706
<b>Total liabilities</b>	<b>51,610</b>	<b>3,617</b>	<b>0</b>	<b>0</b>	<b>55,227</b>	<b>50,346</b>
Fund balances	399,724	108,575	850,004	0	1,358,303	1,590,727
<b>Total liabilities and fund balances</b>	<b>\$451,334</b>	<b>\$112,192</b>	<b>\$850,004</b>	<b>\$ -</b>	<b>\$1,413,530</b>	<b>\$1,641,073</b>

The notes to financial statements are an integral part of this statement.

COWBOY JOE CLUB STATEMENTS OF REVENUE AND EXPENSES JUNE 30, 2002 AND 2001	2002 Cowboy Joe Club			2002 University of Wyoming	
	Unrestricted	Restricted	Endowment	Unrestricted	
	Operating Fund	Funds	Funds	Operating Fund	2002 Total
					2001 Total
<b>REVENUE</b>					
Memberships – cash	\$867,205	\$38,317		\$905,522	\$894,505
Memberships - Steer-A-Year	117,856			117,856	104,053
Memberships - gifts-in-kind	383,457			383,457	353,935
Donations	17,899	59,589	\$10,350	87,838	418,764
Fund raising activities (Schedule III)	482,501			482,501	440,375
Investment income	27,880	30,519		58,399	76,440
Realized Gains (Losses) on Investments			(78,199)	(78,199)	(36,697)
Unrealized Gains (Losses) on Investments			(157,714)	(157,714)	(16,248)
Other (Schedule IV)	34,038	8,000		42,038	19,019
<b>Total revenue</b>	<b>1,930,836</b>	<b>136,425</b>	<b>(225,563)</b>	<b>\$0</b>	<b>1,841,698</b>
<b>EXPENSES</b>					
Support of University of Wyoming Programs:					
Athletic Department (Schedule I)	789,907	170,421		2,150	962,478
Athletic Department - gifts-in-kind (Schedule II)	287,621				287,621
Other (Schedule II)	13,931	14,899			28,830
Other - gifts-in-kind (Schedule II)	400				400
Fund raising activities (Schedule III)	291,940			266	292,206
Fund raising - gifts-in-kind (Schedule III)	95,436				95,436
Awards and membership benefits	24,505			18,893	43,398
Postage	1,435			15,962	17,397
Printing	5,450			4,512	9,962
Promotion	50,868			4,553	55,421
Salaries				207,521	207,521
Travel	15,545				15,545
Other (Schedule IV)	28,287	739	5	9,802	38,833
Depreciation	19,074				19,074
<b>Total expenses</b>	<b>1,624,399</b>	<b>186,059</b>	<b>5</b>	<b>263,659</b>	<b>2,074,122</b>
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$306,437</b>	<b>\$(49,634)</b>	<b>\$(225,568)</b>	<b>\$(263,659)</b>	<b>\$(232,424)</b>

The notes to financial statements are an integral part of this statement.

**COWBOY JOE CLUB  
 STATEMENTS OF CHANGES IN FUND BALANCES  
 JUNE 30, 2002 AND 2001**

	2002 Cowboy Joe Club			2002 University of Wyoming Unrestricted	2002 Total	2001 Total
	Unrestricted Operating Fund	Restricted Funds	Endowment Funds	Operating Fund		
<b>REVENUE</b>						
Revenue	\$1,930,836	\$136,425	\$(225,563)		\$1,841,698	\$2,254,146
<b>EXPENSES</b>						
Expenses	(1,624,399)	(186,059)	(5)	\$(263,659)	(2,074,122)	(2,176,752)
<b>Net increase (decrease) before transfers</b>	306,437	(49,634)	(225,568)	(263,659)	(232,424)	77,394
<b>TRANSFERS</b>						
Transfers to Endowment Fund	(21,493)		21,493		0	0
Transfers to University Operating Fund	(263,659)			263,659	0	0
<b>NET INCREASE (DECREASE) FOR THE PERIOD</b>	21,285	(49,634)	(204,075)	0	(232,424)	77,394
<b>FUND BALANCES, BEGINNING (as previously reported)</b>	378,439	158,209	1,107,024	0	1,643,672	1,354,645
Recording Realized Gains on Endowment Fund Investments			(36,697)			182,572
Recording Unrealized Losses on Endowment Fund Investments			(16,248)			(23,884)
<b>FUND BALANCES, BEGINNING (after adjustment)</b>	378,439	158,209	1,054,079	0	1,590,727	1,513,333
<b>FUND BALANCES, ENDING</b>	<u>\$399,724</u>	<u>\$108,575</u>	<u>\$850,004</u>	<u>\$ -</u>	<u>\$1,358,303</u>	<u>\$1,590,727</u>

The notes to financial statements are an integral part of this statement.

**COWBOY JOE CLUB  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2002**

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**COWBOY JOE CLUB UNRESTRICTED OPERATING FUND**

The operating transactions of Cowboy Joe Club are reported in the Cowboy Joe Club Unrestricted Operating Fund. Cash on deposit with the University of Wyoming that is reported in this fund are Cowboy Joe Club accounts that are under the Club's control and have not been donated to the University.

**COWBOY JOE CLUB RESTRICTED FUNDS**

This fund group consists of contributions to Cowboy Joe Club that may only be utilized in accordance with the purposes established by the donors. Restricted donations are recorded as revenue when received. Expenses are recognized when the funds are transferred to the University or are expended for the purpose established by the donor.

**COWBOY JOE CLUB ENDOWMENT FUNDS**

This fund group consists of the Cowboy Joe Club Scholarship and Permanent Endowment Trust Fund and endowments restricted to scholarships. Only the interest from the endowed funds can be utilized for the purposes established for each fund. In no event may the corpus of true endowments created by donors be invaded. The Cowboy Joe Club Board of Directors created the quasi endowment.

**UNIVERSITY OF WYOMING UNRESTRICTED OPERATING FUND**

Accounts that are owned by the University of Wyoming for the benefit of the Club are reported in this fund group for the purpose of providing more complete information about the Club's operations. Transactions of this fund group include the Club's administrative salaries and other operating expenses that are incurred while performing the various functions of the Club. These accounts are funded exclusively from funds generated by the Club.

**MEMBERSHIPS - CASH**

Membership pledges are not recorded as an asset or revenue for financial statement purposes when pledges are received. Membership revenue is recorded when membership donations are deposited.

**MEMBERSHIPS - GIFTS-IN-KIND**

Membership pledges for gifts-in-kind (donations of goods and services) are not recorded as an asset or revenue for financial statement purposes when pledges are received. Gifts-in-kind membership revenue and expenses are recorded in the period the gifts-in-kind are received.

### **EQUIPMENT AND AUTOMOBILES**

These assets are recorded at cost or market value at the date of gift. Depreciation is calculated on the straight-line method based on the estimated useful lives of the assets.

### **INVESTMENTS AT UNIVERSITY OF WYOMING FOUNDATION**

Cowboy Joe Club investments held at the University of Wyoming Foundation are currently recorded at market value for financial statement purposes. Annual Financial Reports from all previous years reported investments at cost. Fiscal Year 2001 investments that had previously been reported at cost have been restated at market value for the Fiscal Year 2002 Annual Financial Report.

Fiscal Year 2001	<u>Cost</u>	<u>Market Value</u>
Investments	\$1,027,378	\$1,042,167

### Note 2. INCOME TAXES

The Club is exempt from paying income taxes under section 501 (C) (3) of the Internal Revenue Code.

### Note 3. COMMITMENTS

#### **CLUB OPERATING EXPENSES**

The Club's administrative salaries and operating expenses are paid through University owned accounts that are funded entirely by the Club. These expenses amounted to \$263,659 for the year ending June 30, 2002.

#### **ATHLETIC DEPARTMENT SUPPORT**

The Club has made a commitment to provide financial support to the Athletic Department in the amount of \$778,000 for the period beginning on July 1, 2002 and ending June 30, 2003.

#### **ROCHELLE ATHLETICS CENTER**

The Club made a commitment to provide \$250,000 for the Rochelle Athletics Center. This was to be paid in annual installments of \$50,000. The first three annual installments have been paid, leaving two installments remaining to be paid in Fiscal Years 2003 and 2004.

**COWBOY JOE CLUB  
 SUPPORT OF UNIVERSITY OF  
 WYOMING PROGRAMS  
 JUNE 30, 2002 AND 2001**

Schedule I

	2002 Cowboy Joe Club		2002 University of Wyoming	2002 Total	2001 Total
	Unrestricted Operating Fund	Restricted Funds	Unrestricted Operating Fund		
<b>ATHLETIC SUPPORT - SUPPORT BUDGET</b>					
Enhancement	\$5,350			\$5,350	\$5,304
Entertainment - AD Office	7,548			7,548	6,035
Grants and aids	663,000			663,000	558,000
Head Coach Enhancement					90,000
Miscellaneous	7,834			7,834	5,540
Moving expenses					14,636
Non-revenue sports	250			250	1,100
<b>Total</b>	<b>683,982</b>	<b>\$0</b>	<b>\$0</b>	<b>683,982</b>	<b>680,615</b>
<b>ATHLETIC SUPPORT - OTHER</b>					
Automobile insurance	20,221			20,221	20,228
Awards	16,712		2,150	18,862	26,175
Rochelle Athletics Center	50,000			50,000	50,000
Rochelle Athletics Center - Rendle					200,000
Scholarships		94,250		94,250	108,547
Scholarships - W Club	6,100			6,100	
Basketball Men's Team		40		40	596
Basketball Women's Team		733		733	1,980
Football Team		4,015		4,015	2,117
Golf Team		26,398		26,398	44,918
Soccer Team		4,403		4,403	6,232
Swimming Team		21,321		21,321	24,721
Tennis Team		2,492		2,492	1,536
Track Team		5,472		5,472	5,062
Track Athlete Memorial	12,892			12,892	
Volleyball Team		1,907		1,907	2,531
Wrestling		9,390		9,390	5,853
<b>Total</b>	<b>105,925</b>	<b>170,421</b>	<b>2,150</b>	<b>278,496</b>	<b>500,496</b>
<b>TOTAL ATHLETIC DEPARTMENT SUPPORT</b>	<b>\$789,907</b>	<b>\$170,421</b>	<b>\$2,150</b>	<b>\$962,478</b>	<b>\$1,181,111</b>



**COWBOY JOE CLUB  
 SUPPORT OF  
 UNIVERSITY OF WYOMING PROGRAMS  
 JUNE 30, 2002 AND 2001**

Schedule II

	2002 Cowboy Joe Club			
	Unrestricted		2002 Total	2001 Total
	Operating Fund	Restricted Funds		
<b>ATHLETIC DEPARTMENT GIFTS-IN-KIND</b>				
Administration	\$47,249		\$47,249	\$51,980
Basketball Men's Team	39,252		39,252	33,357
Basketball Women's Team	11,644		11,644	6,649
Football Team	85,110		85,110	83,497
Golf Men's Team	2,257		2,257	
Golf Women's Team	5,894		5,894	6,537
Promotions	71,265		71,265	83,295
Soccer Team	204		204	2,258
Swimming Team	80		80	
Tennis Team	9,061		9,061	7,997
Track Team	1,097		1,097	408
Training Table	870		870	1,340
Volleyball Team	4,834		4,834	
Wrestling Team	8,804		8,804	1,318
<b>Total</b>	<b>\$287,621</b>	<b>\$ -</b>	<b>\$287,621</b>	<b>\$278,636</b>
<b>UNIVERSITY SUPPORT - OTHER</b>				
Block and Bridle	\$1,510		\$1,510	\$3,271
Cheerleaders		11,838	11,838	3,646
Hall of Fame	2,421		2,421	500
Rodeo Scholarship		1,300	1,300	1,000
Rodeo Team	10,000	898	10,898	11,289
Wildfire		863	863	1,372
<b>Total</b>	<b>\$13,931</b>	<b>\$14,899</b>	<b>\$28,830</b>	<b>\$21,078</b>
<b>UNIVERSITY SUPPORT - OTHER GIFTS-IN-KIND</b>				
Wildfire	\$	\$	\$	\$601
Rodeo Team	400		400	1,027
<b>Total</b>	<b>\$400</b>	<b>\$-</b>	<b>\$400</b>	<b>\$1,628</b>

**COWBOY JOE CLUB  
 FUND RAISING ACTIVITIES REVENUE  
 AND EXPENSES  
 JUNE 30, 2002 AND 2001**

**FUND RAISING ACTIVITIES - REVENUE**

	2002 Cowboy Joe Club Unrestricted Operating Fund	2002 University of Wyoming Unrestricted Operating Fund	2002 Total	2001 Total
Airline tickets	\$ 4,000	\$	\$4,000	\$3,196
Auction	86,713		86,713	69,162
Bar-B-Q	4,722		4,722	4,004
Golf tournaments	266,568		266,568	251,378
Hospitalities	18,049		18,049	13,033
Merchandise sales	1,905		1,905	
Raffles	7,333		7,333	
Stadium seats	13,835		13,835	16,627
Steer-A-Year - gain on sale of steers	50,171		50,171	37,163
Varsity coats	6,255		6,255	1,150
W Club	22,950		22,950	44,662

**Total**

\$482,501      \$ -      \$482,501      \$440,375

**FUND RAISING ACTIVITIES - EXPENSES**

Airline tickets	\$4,000	\$	\$4,000	\$3,196
Auction	16,199		16,199	11,697
Bar-B-Q	2,126		2,126	2,667
Golf tournaments	185,930		185,930	189,213
Hospitalities	6,431		6,431	11,043
Raffles	2,328		2,328	
Stadium seats - (Exclusive of depreciation 7,477)	1,271		1,271	2,844
Steer-A-Year feedlot expenses	58,702	266	58,968	45,919
Varsity coats	5,705		5,705	1,000
W Club	9,248		9,248	10,409

**Total**

\$291,940      \$266      \$292,206      \$77,988

**GIFTS-IN-KIND – EXPENSES**

Advertising	\$25,131	\$	\$25,131	\$19,347
Food and beverage	32,799		32,799	26,095
Gasoline	10		10	29
Lodging	2,874		2,874	4,912
Steer-A-Year	12,767		12,767	7,698
Supplies	3,026		3,026	3,407
Transportation	5,300		5,300	5,900
Other	13,529		13,529	6,281

**Total**

\$95,436      \$ -      \$95,436      \$73,669

Van Jacobson spoke to the Board about the internal audits. Changes in fees at the Cowboy Joe Club and the Jacoby Golf Course were reviewed. Trustees inquired on the follow-up that occurs when changes are recommended to the units. Mr. Jacobson commented that the Board has the authority to decide if they would like to have stronger action taken on suggestions. Members of the Board affirmed they would like to have matters taken care of when questions arise.

**WORK SESSION: Fiscal Year 2003 Revenue Update**

# UNIVERSITY OF WYOMING

Vice President for Budget and Planning  
P.O. Box 3982 • Room 201, Old Main • Laramie, WY 82071-3982  
(307) 766-5768 • fax (307) 766-4836 • e-mail: PHarris@uwyo.edu

October 21, 2002

TO: Board of Trustees  
University of Wyoming

FROM: Phill Harris  
Budget and Planning

SUBJECT: Revenue Projections for FY 2003

The worksheets enclosed with this memo provide information about the Section I revenues to the institution for FY 2003. The first worksheet provides an overview of all Section I revenues compared to the budget you have approved and the second worksheet shows the detail of the UW Income Fund. The UW Income Fund projection includes not only the current fiscal year but also looks at FY 2004 through FY 2006. These two pages will be used during the upcoming trustee meeting.

Should you have any questions prior to our actual discussion please don't hesitate to give me a call.

Enclosures

University of Wyoming  
 FY 2003 Revenue Projection

	<b>UNOBLIGATED CASH 6/30/2002</b>	<b>FY 2003 INCOME</b>	<b>FY 2003 BUDGET</b>	<b>ESTIMATED CASH 6/30/2003</b>
<b>STATE FUNDS</b>				
AG LAND FUNDS	1,646,136	500,000	500,000	1,646,136
UW LAND FUNDS	2,105,149	785,000	1,100,000	1,790,149
MINERAL ROYALTIES	19,579,075	7,867,423	7,875,762	19,570,736
GENERAL FUND	0	122,388,977	122,388,977	0
<b>TOTAL</b>	<b>23,330,360</b>	<b>131,541,400</b>	<b>131,864,739</b>	<b>23,007,021</b>
<b>LOCAL FUNDS</b>				
UW INCOME FUND	2,210,562	36,338,888	36,240,190	2,309,260
SALES/SERVICE FUND	4,443,086	2,810,000	3,164,352	4,088,734
FAMILY PRACTICE INCOME	0	1,505,500	1,823,545	-318,045
UW FOUNDATION INCOME	0	390,163	390,163	0
<b>TOTAL</b>	<b>6,653,648</b>	<b>41,044,551</b>	<b>41,618,250</b>	<b>6,079,949</b>
<b>FEDERAL FUNDS</b>				
MAC-STENNIS	0	118,585	118,585	0
SMITH LEVER (CO-OP EXTENSION)	0	1,107,809	1,107,809	0
HATCH/REGIONAL RESEARCH	0	1,231,415	1,231,415	0
<b>TOTAL</b>	<b>0</b>	<b>2,457,809</b>	<b>2,457,809</b>	<b>0</b>
<b>TOTAL SECTION I REVENUES</b>	<b>29,984,008</b>	<b>175,043,760</b>	<b>175,940,798</b>	<b>29,086,970</b>

University of Wyoming  
 UW Income Fund Projection  
 FY 2003 through FY 2006

	FY 2001 Actual	FY 2002 Actual	2001-2002 Biennium	FY 2003 PROJECTED	FY 2004 PROJECTED	2003-2004 BIENNIUM	FY 2005 PROJECTED	FY 2006 PROJECTED	2005-2006 BIENNIUM
Tuition - Fall	14,485,283	16,068,462	30,553,745	17,479,086	17,984,561	35,463,647	17,984,561	17,984,561	35,969,122
Tuition - Spring	13,513,097	15,205,733	28,718,830	16,779,523	17,166,899	33,946,422	17,166,899	17,166,899	34,333,798
Contra Revenue - Tuition Waivers	-3,868,155	-4,777,477	-8,645,632	-4,849,294	-4,971,620	-9,820,914	-4,971,620	-4,971,620	-9,943,240
Student Health Fees	1,094,723	1,131,165	2,225,888	1,131,076	1,131,076	2,262,152	1,094,723	1,094,723	2,189,446
Tuition/Fees	25,224,948	27,627,883	52,852,831	30,540,391	31,310,916	61,851,307	31,274,563	31,274,563	62,549,126
Summer Session Tuition	1,761,729	1,841,620	3,603,349	1,841,620	1,841,620	3,683,240	1,841,620	1,841,620	3,683,240
Contra Revenue - Tuition Waivers	-178,526	-186,123	-364,649	-186,123	-186,123	-372,246	-186,123	-186,123	-372,246
Summer Tuition	1,583,203	1,655,497	3,238,700	1,655,497	1,655,497	3,310,994	1,655,497	1,655,497	3,310,994
Med Contract Income	1,188,686	1,233,389	2,422,075	980,000	865,000	1,845,000	857,000	785,000	1,200,000
Course/Computer Fees	990,413	992,740	1,983,153	992,700	992,700	1,985,400	992,700	992,700	1,985,400
Miscellaneous Fees and Other	314,422	337,866	652,288	337,800	337,800	675,600	337,800	337,800	675,600
Athletic Income	1,832,567	1,832,424	3,664,991	1,832,500	1,832,500	3,665,000	1,832,500	1,832,500	3,665,000
Total -UW Income Fund	31,134,239	33,679,799	64,814,038	36,338,888	36,994,413	73,333,301	36,950,060	36,878,060	73,386,120
Base Tuition Before adjustment				34,322,550	35,074,199				
dollar increase				<u>2,016,338</u>	<u>1,920,214</u>				
Less: Drop for non-payment				<u>-104,061</u>					
Net revenue				1,912,277					
Less: Med Contract Income				<u>-980,000</u>					
Net revenue from Tuition Increase				932,277					

Vice President Phill Harris reported on the revenue update for FY2003. President Dubois asked him to redesign the budget and integrate the medical contract accounts into the regular budget. Mr. Harris talked briefly about the revenue projection profile, and the detail of the UW income fund schedule. The addendum includes information on the \$900,000 in tuition revenue that is available for one-time use, which required Board approval. After further discussion on the addendum, the Board approved the item and moved it to the Consent Agenda.

**WORK SESSION: UniReg 38 Revision - Student Publications Board**

UNIVERSITY  
OF WYOMING

September 16, 2002

D. Reed Eckhardt, Chairman  
Jim Wood  
Lori Reed  
Keith Sapp  
Nichole Novotny  
Nicolas Lamp  
Conrad Smith  
Jay Fromkin  
Phil Roberts

Dear Student Publications Board Members:

Since my return to campus recently, I've had an opportunity to review Chairman Eckhardt's letter to the Board of June 26, 2002, and a letter of June 11, 2002, from Mr. Bruce Moats attached thereto. With the beginning of the fall semester upon us, I thought it appropriate to communicate with the Board about the substance of these letters and solicit your views regarding some possible changes to UniReg 38.

First, regarding student editor Wilkins' request last spring for copies of police reports, I recognize that this is an issue of importance to the campus community and support the principle that the meaning of statutes applicable here needs to be interpreted by the courts to provide law enforcement agencies, the media, the University community, and the public with clear guidance. Because of the nature of the alleged crime, this request is governed by W.S. 6-2-310. A typical request for public documents is governed by the Public Records Act, which strongly encourages disclosure of information. The dilemma here is that this statute makes it a crime to release, or negligently allow to be released, the names of the alleged actor or victim or "*any other information reasonably likely to disclose the identity of the victim.*" It is clear to me that persons can differ honestly as to what constitutes "information reasonably likely to disclose the identity of the victim." Nevertheless, if University personnel are wrong in their interpretation of this statute and disclose too much, they've engaged in criminal conduct, not merely an error in statutory interpretation.

The only solution to a dispute regarding this statute is to obtain judicial review through litigation which, of course, can be pursued by anyone with proper standing to do so. Though the Board has not made a request for authority to disburse funds for litigation, I believe it would be useful for the Board to be advised of my position in advance of your first meeting this fall.



I do concur with Mr. Moats that the Board itself has no standing to pursue litigation. I also agree that any individual, including a student editor, who is dissatisfied with the University's interpretation of the statute, can seek judicial review of that decision. However, I disagree with Mr. Moats and don't believe the Board can authorize student publications funds to be expended to defray the costs of litigation pursued by another person, whether a student editor or otherwise. Although the Board can approve funds for procuring technical advice, funding the cost of litigation is well beyond the notion of technical advice contemplated by UniReg 38. Further, despite Mr. Moats' position to the contrary, there is in my view no question as to who has legal control over student publication funds. Like the funds in all budgets approved by the University Board of Trustees, the Board of Trustees retains that control. As such, use of these public funds to support litigation against the University is simply improper.

I note that Mr. Moats suggests in his letter that refusing a request by the Student Publications Board to fund litigation expenses would raise the issue of whether the University is censoring the student newspaper. Again, I disagree. The University administration has no intention of censoring or otherwise infringing upon the freedom of the student press. But the inability to use student publications funds to pursue litigation against the University as the Student Publications Board might desire falls far short of the concept of censorship that I believe is embodied in the UniReg. Accordingly, since it is my responsibility as the initiating authority to interpret this UniReg, I interpret UniReg 38 as not permitting the expenditure of student publication funds for funding litigation.

However, as I indicated at the outset, I support the premise that the issue raised here is one of importance to the University community and as a matter of state public policy. I do believe that the statute at issue here should be interpreted by the courts so that Wyoming citizens are provided guidance as to what the statute means and how it should be applied. While I cannot permit the use of University funds to support that litigation, I would have no objection to an appropriate party pursuing such litigation funded by non-University resources and fully anticipate that to occur.

I also solicit your comments regarding a proposed redraft of UniReg 38, a copy of which is attached. The purpose of this proposal is several-fold:

1. Board membership – I propose reducing the size of the Board from 11 to 9 members. Currently, students comprise 6 of 11 members on the Board. Under my proposal, they would have 5 of 9 members. The President of ASUW would appoint three rather than four members (subject to ASUW Senate approval). There would be one instead of two professional journalists appointed by me (nominated by the Wyoming Press Association). To promote the actual and perceived independence of the Board, the administrator/staff position appointed by me would be deleted. These reductions reduce the size of the Board to eight. To that I would add a staff member appointed by the Staff Senate. This seems consistent with Board's charge to be concerned with welfare of the campus community and appropriately parallels the existing authority of the Faculty Senate to appoint a member.
2. Board terms – Currently, all members of the Board are limited to a maximum of three terms of one year, except the professional journalist appointees whose terms are not

limited. It seems reasonable and fair that the three-term limitation apply to all members of the Board.

3. Board officers – With due respect to current Chairman Eckhardt, since this is a Student Publications Board whose concern is the welfare of the campus community, it seems prudent that the Chairman of the Board be elected from Board members who are also members of the campus community.
4. Notice of meetings – In view of concerns earlier this year about notice of Board meetings, some clarifying language is suggested. The manner is less important than the principle that notice procedures be clear.
5. Role as “publisher” – I am proposing a series of amendments intended to clarify two basic areas regarding the Board’s role as publisher. I view them as a clarification of existing practice, not substantive changes. First, the Board is subject to University regulations, policies and procedures and applicable state law in conducting its fiscal affairs. It cannot authorize expenditures that would violate them. Second, the Board should be involved in making recommendations regarding the hiring and evaluation of University personnel who provide services to student publications. However, these employees must remain subject to all personnel regulations and policies of the University, and all applicable benefits of employment available to other University employees. As such, they must be supervised by other employees of the University. I am committed to ensuring the Board continues to fulfill its role in preserving a student press free from censorship and outside intrusion. I am confident that any substantive issues that arise from this arrangement can be resolved by discussion between the Board and administrators. The mere fact that a student publications staff member is a University employee does not by itself compromise the integrity of this arrangement.
6. Technical amendments – I have also proposed several technical amendments which I believe help clarify the UniReg.

I look forward to your comments as soon as practicable, as I intend to make a decision regarding these amendments later this semester, after reviewing these recommendations with the Trustees at their November meeting.

Sincerely,



Philip L. Dubois  
President

PLD:nsm

cc: Cary Berry Smith  
Leellen Brigman  
Andrew Turner

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

**UNIREG 38, Revision 2 3**  
**May 10, 1995**

**September \_\_, 2002**

**UNIVERSITY REGULATION 38, Revision 2-3**

**Initiating**

**Authority:** President of the University

**Subject:** Student Publications Board

**References:** (a) University Regulation 29, as amended  
(b) University Regulation 230, as amended

- 1. PURPOSE.** To establish the University of Wyoming Student Publications Board, which is to act as publisher for student publications financed through University of Wyoming collected student fees designated by the Trustees for this purpose and earned revenue from the publications themselves. As an independent board established by the President of the University and responsible to him, the Student Publications Board shall oversee the publication and distribution of student newspapers, yearbooks, and such scholarly, literary, or other publications as it may approve, and as authorized in Regulations of the Trustees, establish regulations and procedures for all student publications and in other necessary ways fulfill the normal responsibilities of a publisher.
- 2. GENERAL INFORMATION.** In accordance with University Regulation 29, as amended, the preservation of a student press free from censorship and outside intrusion is of highest concern and importance on the University of Wyoming campus. Incumbent upon a free press, however, are certain accompanying responsibilities that must be assumed by the publisher. The President of the University, through powers delegated from the Trustees, is responsible for the assurance of a free student press as well as administering the responsibilities surrounding a free press. The Student Publications Board has been established by the President of the University to carry out these responsibilities as well as the other duties of a publisher, consistent with University regulations, policies and procedures.

**3. RESPONSIBILITIES AND JURISDICTION OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. In its publisher's role, the Board shall be concerned with the welfare of the students, faculty, staff, and administration making up the general campus community, rather than a segment thereof. It shall encourage responsible journalistic practices, which generally involve meeting standards established by reputable journalistic societies and organizations that exist within the field, such as the Society of Professional Journalists, and that have been adopted by the Board as pertaining to specific student publications.

Specific areas of the Board's responsibilities in this regard shall include:

- (1) Encouraging accurate coverage and reporting of news in order to provide a maximum benefit to the student body and campus community as a whole.
  - (2) Providing a public forum for free inquiry and free expression of ideas necessary to an academic community and encouraging opportunities for rebuttal and expression of alternative views.
  - (3) Encouraging propriety and good taste in expression.
  - (4) Insuring that within the bounds of legality and libel law, and professional standards, editors shall be free to develop their own editorial policies and make their own journalistic judgments.
- b. The Board shall be responsible for the financial management of all student publications, subject to University, regulations, policies and procedures. This fiscal control ~~will~~ is intended to provide the Board with the autonomy needed to function as an active publisher. In fulfilling this role and in conjunction with the ASUW Business Manager, the Board shall prepare an annual budget for Student Publications and submit it to the President of the University, in accordance with University budget procedures, for action. The Board shall assume full responsibility for administering the approved budget, and may, as it sees fit and in accordance with University of Wyoming regulations, policies and procedures, amend these budgets, ~~keeping within the bonds of~~ limited by the availability of funds allocated from University-collected student fees that are designated for student publications and earned revenue from the publications. A budget reserve fund shall be established to insure the financial independence of student publications by protecting them from inflationary and unexpected publishing costs, and to encourage the development of innovative publications.
- c. The Board shall appoint the principal student staff position of each student publication. Procedure for filling these positions shall be as follows: The Board shall establish a calendar for the selection of the editor or manager positions during the spring semester of each academic year and be responsible for the publication of that schedule. At least

six weeks prior to the end of the term of appointment for each editor or manager, the Board shall call for applications for that position. Applications shall be submitted directly to the Board. The Board shall review the applications, interview the applicants, and receive recommendations relative to the appointment. Then the Board shall appoint one candidate to the position and forward notice of the appointment to the President of the University of Wyoming.

- d. In accordance with University Regulation 29, the Board shall have the power to reprimand or remove the editor or manager of any student publication. The removal of an editor or manager shall be accomplished by a two-thirds affirmative vote of the full voting membership of the Board. Before the Board removes an editor or manager from his position, a hearing shall be held. The Board shall give at least one week's notice of such a hearing to the individual against whom action is contemplated. Upon dismissal of an editor or manager, or in other circumstances in which such a position has been vacated unexpectedly, the Board may appoint a temporary replacement for a period specified by the Board, but not to exceed one full academic semester, and then select a replacement following the procedures specified in paragraph c. above.
- e. Pursuant to University Regulation 230, the University Board for Student Appeals shall exist as the formal body of appeal available to an editor or manager who has been removed from his position. The appeal procedure to the University Board for Student Appeals shall be considered the same as an appeal of the decision of a University administrative official.
- f. Consistent with responsible journalistic practice, the Board shall serve as an intermediary between student publications and ~~the President, Trustees, administrators, faculty, staff, students~~ any member of the University community and various real and potential pressures and interests from on and off the campus. The Board shall seek solutions to problems or complaints pertaining to any student publication upon the written request of a particular student publication, the President or a member of the Trustees of the University, or any member of the University of Wyoming community.
- g. The Board shall approve the operating policies of all student publications. It is the responsibility of each publication to prepare and present in writing to the Board, for approval, a set of guidelines and policies pertaining to that particular student publication. These guidelines shall be presented and approved by the Board at the first Board meeting held during the student editor's or manager's term of appointment. The Board shall carry on a continuing review of such guidelines and policies, as well as the publishing practices of the publications over which it has jurisdiction.
- h. The Board shall advise all student publications regarding such matters as techniques, standards, finances, content, staff, as well as assist in providing training for staff members.

- i. Whenever the Board deems necessary, it may seek technical assistance from professional experts in the fields of journalism, finance, law, or other medium of communication that it feels would ~~be an assistance to~~ assist its operation as publisher of student publications.
- j. Within the limitations of its budget and in ~~keeping~~ accordance with University of Wyoming ~~practices and regulations, policies, and procedures,~~ the Board may ~~hire and manage personnel,~~ purchase, lease, and maintain equipment, supplies, services, space, and furnishings in negotiations with ASUW and other vendors, and function in all other ways necessary and appropriate in the Board's fulfilling its responsibilities as publisher of student publications. Classified and professional employees assigned to student publications shall be employees of the University, shall be supervised by University personnel as designated by the appointing authority, and shall be subject to applicable University regulations, policies, and procedures in all personnel matters including hiring, compensation, evaluation, discipline, and termination. The Board may make recommendations to the appointing authority regarding any employees assigned to student publications or candidates for those positions.

**4. DEFINITION OF A STUDENT PUBLICATION.** For the purposes of this regulation, any publication on the University of Wyoming campus is regarded as a student publication if it meets all of the following criteria:

- a. Purports to serve or benefit the students, faculty, staff, and administration making up the general campus community, rather than a segment thereof.
- b. Is periodic or plans to be periodic in nature with a regular issuance.
- c. Seeks or accepts University collected student fee support and/or uses or seeks to use facilities of the University of Wyoming.
- d. Is primarily student managed, regulated, or operated.

**5. COMPOSITION OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. Voting Members.
  - (1) ~~Four~~ Three student members appointed by the President of the Associated Students of the University of Wyoming and approved by the ASUW Senate.
  - (2) Two student members approved by the combined staffs of all University of Wyoming student publications.
  - (3) ~~Two~~ One professional practitioners in the field of journalism nominated by the Wyoming Press Association and appointed by the President of the University.

- (4) One member from the instructional faculty of the Department of Communication ~~and Mass Media~~ & Journalism elected by all faculty of the department.
  - (5) One member from the University Faculty appointed by the Chairperson of the Faculty Senate and approved by the Faculty Senate.
  - (6) One member ~~of~~ from the University ~~administration~~ or staff appointed by the President of the ~~University~~ Staff Senate and approved by the Staff Senate.
- b. Non-voting members shall be the principal editor or manager of each student publication over which the Board has jurisdiction, the ~~ASUW Business Manager as a staff member of the Director of Student Life office serving as fiscal manager and operations supervisor for student publications~~ accounting associate, the student publications office assistant, and the student publications supervisor ~~a professional publications advisor~~. Non-voting members may not serve concurrently as voting members.
  - c. Student members must have and maintain a 2.0 cumulative grade point average while serving on the Board.

**6. TERMS OF OFFICE FOR VOTING AND NON-VOTING MEMBERS OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. The terms of office for all voting members of the Board, ~~both voting~~ and non-voting members who are the principal editor or manager of a student publication, shall be one year. ~~Except for the Wyoming Press Association appointments by the President of the University, whose terms of service are not limited, voting and non-voting members~~ and may serve consecutive terms up to a maximum of three terms. The terms of the other non-voting members of the Board are unlimited.
- b. At the Board's discretion, any member may be expelled by a majority vote ~~from a majority~~ of the Student Publication Board's voting membership for missing three meetings.

**7. OPERATING PROCEDURES OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. The Chairperson of the Board shall be elected by a majority vote of the entire voting membership of the Board, but shall be a member of the University community.
- b. The Chairperson shall have a vote in all issues ~~and the authority to adjudicate a tie vote.~~

- c. Meetings of the Board shall be held at least once a month during the academic year. Additional meetings may be called by the Chairperson or a majority of the voting members of the Board, providing that notice of the meeting is given to each Board member in writing or by email at least three days in advance of the date on which the meeting is to be held. All meetings of the Board shall be open to the public, except the Board may meet in executive session to discuss recommendations to the appointing authority regarding University employees assigned to student publications. Minutes will be kept for all meetings and shall be available to the public upon request, except for minutes related to confidential personnel matters.
  - d. Except as otherwise provided in this regulations, A a quorum may conduct the business of the Board and shall consist of a majority of the voting members.
  - e. It shall be the responsibility of the Board to establish further operating procedures and regulations that it may deem necessary to carry out and fulfill the responsibilities and purposes of the Board. These further operating procedures and regulations shall be submitted annually in writing to the President of the University for his approval.
8. **ADMINISTRATIVE RESPONSIBILITY.** The University of Wyoming Student Publications Board is advisory to the President of the University and is constituted by the President for the purpose of formulating and executing policies necessary to the Board's role as publisher of all student publications. The Board shall initiate recommendations for changes and amendments of this regulation whenever deemed necessary.

**APPROVED:** Philip L. Dubois

President



# UNIVERSITY OF WYOMING

Office of the President  
P.O. Box 3434 • Room 206, Old Main • Laramie, WY 82071-3434  
(307) 766-4121 • fax (307) 766-4126 • www.uwyo.edu

October 31, 2002

D. Reed Eckhardt  
Chairman, University of Wyoming Student Publications Board  
c/o Wyoming Tribune-Eagle  
702 West Lincolnway  
Cheyenne, WY 82001-4359  
Fax: (307)633-3191

Dear Chairman Eckhardt:

I appreciated the opportunity to receive input from the Student Publications Board last Friday. In view of that input, I have prepared another draft of proposed changes to UniReg 38 and will provide it to the University Trustees at their meeting this week. Again, it will be provided for information purposes, and no action by them is contemplated at this meeting. I'm also distributing copies to the members of the Student Publications Board under cover of this letter.

This draft has the following components largely in response to the input the Board provided:

- The size of the Board will remain at 11 members.
- Three of the Board members will be appointed because of their expertise, not because they represent a campus constituency (i.e., faculty, staff, and students) served by Student Publications. They will be appointed by me from among a list of three professional journalists submitted by the Wyoming Press Association and from among University faculty whose professional training and experience are in areas that would be of value. At least one of these three members will be a journalist nominated from a small slate of nominees provided by the Wyoming Press Association.

- Language has been added to clarify that the complying with University regulations, policies, and procedures relates to fiscal and administrative provisions and is in no way intended to circumscribe the First Amendment rights of the student press.
- The chairperson of the Board is limited to two consecutive one-year terms. I continue to believe that the chairperson should be from among the members representing a campus constituency, not a member appointed because of his or her professionally-related expertise.
- Some grammatical corrections and appropriate references to position titles have also been made.

I encourage the Board to review these proposals and provide additional input to me or the University of Trustees as the Board determines.

Sincerely,



Philip L. Dubois  
President

PLD:nsm

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

**UNIREG 38, Revision 2 3**  
**May 10, 1995**

**January , 2002**

**UNIVERSITY REGULATION 38, Revision 2-3**

**Initiating**

**Authority:** President of the University

**Subject:** Student Publications Board

**References:** (a) University Regulation 29, as amended  
(b) University Regulation 230, as amended

- 1. PURPOSE.** To establish the University of Wyoming Student Publications Board, which is to act as publisher for student publications financed through University of Wyoming collected student fees designated by the Trustees for this purpose and earned revenue from the publications themselves. As an independent board established by and responsible to the President of the University ~~and responsible to him~~, the Student Publications Board shall oversee the publication and distribution of student newspapers, yearbooks, and such scholarly, literary, or other publications as it may approve, and as authorized in Regulations of the Trustees, establish regulations and procedures for all student publications and in other necessary ways fulfill the normal responsibilities of a publisher.
- 2. GENERAL INFORMATION.** In accordance with University Regulation 29, as amended, the preservation of a student press free from censorship and outside intrusion is of highest concern and importance on the University of Wyoming campus. Incumbent upon a free press, however, are certain accompanying responsibilities that must be assumed by the publisher. The President of the University, through powers delegated from the Trustees, is responsible for the assurance of a free student press as well as administering the responsibilities surrounding a free press. The Student Publications Board has been established by the President of the University to carry out these responsibilities as well as the other duties of a publisher, consistent with University administrative and fiscal regulations, policies and procedures.

**3. RESPONSIBILITIES AND JURISDICTION OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. In its publisher's role, the Board shall be concerned with the welfare of the students, faculty, staff, and administration making up the general campus community, rather than a segment thereof. It shall encourage responsible journalistic practices, which generally involve meeting standards established by reputable journalistic societies and organizations that exist within the field, such as the Society of Professional Journalists, and that have been adopted by the Board as pertaining to specific student publications.

Specific areas of the Board's responsibilities in this regard shall include:

- (1) Encouraging accurate coverage and reporting of news in order to provide a maximum benefit to the student body and campus community as a whole.
  - (2) Providing a public forum for free inquiry and free expression of ideas necessary to an academic community and encouraging opportunities for rebuttal and expression of alternative views.
  - (3) Encouraging propriety and good taste in expression.
  - (4) Insuring that within the bounds of legality and libel law, and professional standards, editors shall be free to develop their own editorial policies and make their own journalistic judgments.
- b. The Board shall be responsible for the financial management of all student publications, subject to University-fiscal regulations, policies and procedures. This fiscal control ~~will~~ is intended to provide the Board with the autonomy needed to function as an active publisher. In fulfilling this role and in conjunction with the ~~ASUW Business Manager~~ Supervisor of Student Publications, the Board shall prepare an annual budget for Student Publications and submit it to the President of the University, in accordance with University budget procedures, for action. The Board shall assume full responsibility for administering the approved budget, and may, as it sees fit and in accordance with ~~University of Wyoming~~ fiscal regulations, policies and procedures, amend these budgets, ~~keeping within the bonds of~~ limited by the availability of funds allocated from University-collected student fees that are designated for student publications and earned revenue from the publications. A budget reserve fund shall be established to insure the financial independence of student publications by protecting them from inflationary and unexpected publishing costs, and to encourage the development of innovative publications.
- c. The Board shall appoint the principal student staff position of each student publication. Procedure for filling these positions shall be as follows: The Board shall establish a calendar for the selection of the editor or manager positions during the spring semester of each academic year and be responsible for the publication of that schedule. At least

six weeks prior to the end of the term of appointment for each editor or manager, the Board shall call for applications for that position. Applications shall be submitted directly to the Board. The Board shall review the applications, interview the applicants, and receive recommendations relative to the appointment. Then the Board shall appoint one candidate to the position and forward notice of the appointment to the President of the University of Wyoming.

- d. In accordance with University Regulation 29, the Board shall have the power to reprimand or remove the student editor or student manager of any student publication. The removal of an editor or manager shall be accomplished by a two-thirds affirmative vote of the full voting membership of the Board. Before the Board removes an editor or manager from his or her position, a hearing shall be held. The Board shall give at least one week's notice of such a hearing to the individual against whom action is contemplated. Upon dismissal of an editor or manager, or in other circumstances in which such a position has been vacated unexpectedly, the Board may appoint a temporary replacement for a period specified by the Board, but not to exceed one full academic semester, and then select a replacement following the procedures specified in paragraph c. above.
- e. Pursuant to University Regulation 230, the University Board for Student Appeals shall exist as the formal body of appeal available to an editor or manager who has been removed from his or her position. The appeal procedure to the University Board for Student Appeals shall be considered the same as an appeal of the decision of a University administrative official.
- f. Consistent with responsible journalistic practice, the Board shall serve as an intermediary between student publications and ~~the President, Trustees, administrators, faculty, staff, students~~ any member of the University community and various real and potential pressures and interests from on and off the campus. The Board shall seek solutions to problems or complaints pertaining to any student publication upon the written request of a particular student publication, the President or a member of the Trustees of the University, or any member of the University of Wyoming community.
- g. The Board shall approve the operating policies of all student publications. It is the responsibility of each publication to prepare and present in writing to the Board, for approval, a set of guidelines and policies pertaining to that particular student publication. These guidelines shall be presented and approved by the Board at the first Board meeting held during the student editor's or manager's term of appointment. The Board shall carry on a continuing review of such guidelines and policies, as well as the publishing practices of the publications over which it has jurisdiction.
- h. The Board shall advise all student publications regarding such matters as techniques, standards, finances, content, staff, as well as assist in providing training for staff members.

- i. Whenever the Board deems necessary, it may seek technical assistance from professional experts in the fields of journalism, finance, law, or other medium of communication that it feels would ~~be an assistance to~~ assist its operation as publisher of student publications.
- j. Within the limitations of its budget and in ~~keeping~~ accordance with University of Wyoming ~~practices and administrative and fiscal regulations, policies, and procedures,~~ the Board may ~~hire and manage personnel,~~ purchase, lease, and maintain equipment, supplies, services, space, and furnishings in negotiations with ~~ASUW and other~~ vendors, and function in all other ways necessary and appropriate in the Board's fulfilling its responsibilities as publisher of student publications. Classified and professional employees assigned to student publications shall be employees of the University, shall be supervised by University personnel as designated by the appointing authority, and shall be subject to applicable University regulations, policies, and procedures in all personnel matters including hiring, compensation, evaluation, discipline, and termination. The Board may make recommendations to the appointing authority regarding any employees assigned to student publications or candidates for those positions.

**4. DEFINITION OF A STUDENT PUBLICATION.** For the purposes of this regulation, any publication on the University of Wyoming campus is regarded as a student publication if it meets all of the following criteria:

- a. Purports to serve or benefit the students, faculty, staff, and administration making up the general campus community, rather than a segment thereof.
- b. Is periodic or plans to be periodic in nature with a regular issuance.
- c. Seeks or accepts University collected student fee support and/or uses or seeks to use facilities of the University of Wyoming.
- d. Is primarily student managed, regulated, or operated.

**5. COMPOSITION OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. Voting Members.
  - a) ~~Four~~ ~~Three~~ Four student members appointed by the President of the Associated Students of the University of Wyoming and approved by the ASUW Senate.
  - b) Two student members approved by the combined staffs of all University of Wyoming student publications.

e) ~~Two One~~ Three members appointed by the President because of their expertise that is relevant to student publications, either as professional journalists or as University faculty members having background or experience in relevant disciplines, such as communications and journalism, law, and political science. At least one of these members shall be appointed from a list of three professional journalists submitted by the Wyoming Press Association. ~~professional practitioners in the field of journalism nominated by the Wyoming Press Association and appointed by the President of the University.~~

~~One member from the instructional faculty of the Department of Communication and Mass Media & Journalism elected by all faculty of the department.~~

d) One member from the University Faculty appointed by the Chairperson of the Faculty Senate and approved by the Faculty Senate.

e) One member ~~of~~ from the University ~~administration or~~ staff appointed by the President of the ~~University~~ Staff Senate and approved by the Staff Senate.

b. Non-voting members shall be the principal editor or manager of each student publication over which the Board has jurisdiction, the ~~ASUW Business Manager as a staff member of the Director of Student Life office serving as fiscal manager and operations supervisor for student publications~~ accounting associate, the student publications office assistant, and the student publications supervisor ~~Supervisor of Student Publications~~ a professional publications advisor. Non-voting members may not serve concurrently as voting members.

c. Student members must have and maintain a 2.0 cumulative grade point average while serving on the Board.

## 6. TERMS OF OFFICE FOR VOTING AND NON-VOTING MEMBERS OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.

a. The terms of office for all voting members of the Board, ~~both voting and non-voting members who are the principal editor or manager of a student publication,~~ shall be one year ~~— Except for the Wyoming Press Association appointments by the President of the University, whose terms of service are not limited, voting and non-voting members and~~ may serve consecutive terms up to a maximum of three terms. The terms of the other non-voting members of the Board are unlimited.

b. At the Board's discretion, any member may be expelled by a majority vote ~~from a majority~~ of the Student Publication Board's voting membership for missing three meetings.

**7. OPERATING PROCEDURES OF THE UNIVERSITY OF WYOMING STUDENT PUBLICATIONS BOARD.**

- a. The Chairperson of the Board shall be elected by a majority vote of the entire voting membership of the Board, but shall be a member of the University community. No Chairperson shall serve for more than two consecutive on-year terms.
- b. The Chairperson shall have a vote in all issues ~~and the authority to adjudicate a tie vote.~~
- c. Meetings of the Board shall be held at least once a month during the academic year. Additional meetings may be called by the Chairperson or a majority of the voting members of the Board, providing that notice of the meeting is given to each Board member in writing or by email at least three days in advance of the date on which the meeting is to be held. All meetings of the Board shall be open to the public, except the Board may meet in executive session to discuss recommendations to the appointing authority regarding University employees assigned to student publications. Minutes will be kept for all meetings and shall be available to the public upon request, except for minutes related to confidential personnel matters.
- d. Except as otherwise provided in this regulations, A a quorum may conduct the business of the Board and shall consist of a majority of the voting members.
- e. It shall be the responsibility of the Board to establish further operating procedures and regulations that it may deem necessary to carry out and fulfill the responsibilities and purposes of the Board. These further operating procedures and regulations shall be submitted annually in writing to the President of the University for his approval.

- 8. ADMINISTRATIVE RESPONSIBILITY.** The University of Wyoming Student Publications Board is advisory to the President of the University and is constituted by the President for the purpose of formulating and executing policies necessary to the Board's role as publisher of all student publications. The Board shall initiate recommendations for changes and amendments of this regulation whenever deemed necessary.

**APPROVED:** Phil L. Dubois, President

President McCue asked President Dubois to speak about the Publications Board. Dr. Dubois introduced visitors to the meeting: Jim Wood, President, Wyoming Press Association; Jim Angell, Executive Director, Wyoming Press Association, and Reed Eckhardt, Wyoming Tribune-Eagle. His original recommendations for the Publications Board UniReg included



reducing the number of members, adding term limits, recommending that the chairman of the Publications Board be a member of the campus community, and technical adjustments. After meeting with the Publications Board the previous week, Dr. Dubois made additional changes to page 5 of the UniReg (copy included in the Minutes). The revisions recognize that faculty from a variety of disciplines should hold a place on the Board, recommended reducing the number of public press representatives to one, and the determination that the Board chairman be a member of the campus and serve no more than two consecutive terms. President McCue reminded the Board that this is an information item only.

Mr. Angell stated he was concerned with the recommendation of reducing the number of professionals holding positions on the Publications Board by half, which won't help with professionalism. He also expressed concerns on not allowing a Wyoming Press Association person chair the Board. Mr. Eckhardt and Mr. Wood expressed their concerns, although Mr. Wood said that he concurred with the idea of term limits. Professor Phil Roberts was present at the Trustees' meeting and is the faculty senate representative on the Publications Board. He said that he has the same concerns as those already shared. President McCue thanked the four visitors for their time and efforts on the Publications Board. Other discussion focused on internship possibilities for students with the Publications Board, and the Trustees' hope that the Branding Iron will reach a high level of professionalism.

**WORK SESSION: 2003 Enrollment Analysis**

President Dubois briefly noted the recommendations he has on scholarship accounts and policy issues, stating that the item and related discussion will be included on the January 2003 agenda for their endorsement.

**RECOGNITION: UW Foundation**

**University of Wyoming  
Board of Trustees**

**Resolution of Appreciation  
2002**

**Presented to:  
The University of Wyoming Foundation**

The Trustees hereby express their pride in the exemplary work of the University of Wyoming Foundation in the creation of "An Extraordinary Evening" and a successful kick-off to "DISTINCTION: The Campaign for Wyoming's University." We appreciate Ben Blalock's creative leadership, Molly Williams' outstanding efforts as the director of the campaign, and the hard work and tireless energy of Susan Stroud, Alicia Smith, and other members of the Foundation staff.

We hereby present to the UW Foundation this Resolution of Appreciation. In witness whereof, we have hereunto set our hands and caused the great seal of the University of Wyoming to be affixed this thirty-first day of October, 2002.

*(signed)*  
\_\_\_\_\_  
Philip L. Dubois  
President, University of Wyoming

*(signed)*  
\_\_\_\_\_  
Ron McCue  
President, UW Board of Trustees

Trustee President McCue spoke of the people around the University and at Foundation who worked so hard on the kickoff event for the *DISTINCTION* campaign. He then read a resolution of appreciation for Ben Blalock, Molly Williams, Susan Stroud, Alicia Smith, and all the Foundation staff. Vice President Blalock thanked the Board, and said they have many other wonderful events in the planning stages, so their energy is not slowing down. The latest edition of *UWyo* has an excellent article detailing the event.

## **EDUCATION SESSION: Fall 2003 Enrollment Analysis**

### Fall 2002

Student enrollment information at the University of Wyoming for the fall semester of 2002 is provided in the seven tables included in this report; the numbers of students on the 15<sup>th</sup> class day of the fall semester for 2002 are compared to the numbers in the fall semester of 2001.

#### Total UW Enrollment (Tables 1 – 2):

The University of Wyoming enrolled 11,904 students for the fall semester of 2002. This is an increase of 302 students or 2.6 percent more students than for the previous fall semester.

- Undergraduate enrollment at UW grew 3.3 percent to 9,167 students with the largest percentage increases among the freshmen (+124 students) and sophomore (+72 students) classes.
- Ethnic minority student enrollment increased 5.3 percent for the fall of 2002 to 952 students or 8 percent of the UW student population. The largest group of ethnic students is Hispanic/Chicano (n=382), which grew 6.1 percent over the previous fall semester. However, the greatest growth in ethnic students is among African American students at +9.6% and Biracial/Other Ethnicity students at 10.6%.
- International students increased by 6.4 percent this fall to comprise 2.9 percent of the UW student population or 348 students; graduate students comprise 214 of these students or an increase of 8.6 percent over the previous fall semester.
- UW's Outreach School enrollment increased to 1,966 students or 112 students more (+6.0%); graduate student enrollment in the Outreach School grew by 18 percent to 248 students.
- UW students are enrolled for 143,239 credit hours of classes this fall for a 2.7 percent increase over the previous fall semester; undergraduates accounted for a 3.2 percent increase in the credit hours this fall.

**Table 1a. UW Enrollment Comparisons, Fall 2001 and 2002 -Day 15**

	2001 Adjusted		2002		Change	
	Number	Percent	Number	Percent	Number	Percent
<b>Total Students</b>	<b>11,602</b>		<b>11,904</b>		<b>302</b>	<b>2.6%</b>
<b>Classification</b>						
Freshmen	2,143	18.5%	2,267	19.0%	124	5.8%
Sophomores	1,568	13.5%	1,640	13.8%	72	4.6%
Juniors	1,869	16.1%	1,892	15.9%	23	1.2%
Seniors	2,552	22.0%	2,642	22.2%	90	3.5%
Second Bachelors	371	3.2%	364	3.1%	-7	-1.9%
Non-degree undergrads*	370	3.2%	362	3.0%	-8	-2.2%
<b>[Undergraduates Subtotal]</b>	<b>8,873</b>	<b>76.5%</b>	<b>9,167</b>	<b>77.0%</b>	<b>294</b>	<b>3.3%</b>
Graduates	1,512	13.0%	1,540	12.9%	28	1.9%
Non-degree graduates	782	6.7%	764	6.4%	-18	-2.3%
Professional	435	3.7%	433	3.6%	-2	-0.5%
<b>[Graduate Subtotal]</b>	<b>2,729</b>	<b>23.5%</b>	<b>2,737</b>	<b>23.0%</b>	<b>8</b>	<b>0.3%</b>
<b>Gender</b>						
Males	5,278	45.5%	5,504	46.2%	226	4.3%
Females	6,324	54.5%	6,400	53.8%	76	1.2%
<b>Ethnicity</b>						
Caucasian	9,695	83.6%	9,947	83.6%	252	2.6%
Hispanic/Chicano	360	3.1%	382	3.2%	22	6.1%
Asian/Pacific Islander	115	1.0%	109	0.9%	-6	-5.2%
American Indian/Alaska Native	118	1.0%	118	1.0%	0	0.0%
African American	104	0.9%	114	1.0%	10	9.6%
Biracial/Other Ethnicity	207	1.8%	229	1.9%	22	10.6%
<b>[Minority Subtotal]</b>	<b>904</b>	<b>7.8%</b>	<b>952</b>	<b>8.0%</b>	<b>48</b>	<b>5.3%</b>
International	327	2.8%	348	2.9%	21	6.4%
Unknown	676	5.8%	657	5.5%	-19	-2.8%
<b>Instructional Location</b>						
<b>Laramie Campus</b>	<b>9,748</b>	<b>84.0%</b>	<b>9,938</b>	<b>83.5%</b>	<b>190</b>	<b>1.9%</b>
<b>Outreach School Total</b>	<b>1,854</b>	<b>16.0%</b>	<b>1,966</b>	<b>16.5%</b>	<b>112</b>	<b>6.0%</b>
UW/CC	492	4.2%	474	4.0%	-18	-3.7%
All Other Sites	1,362	11.7%	1,492	12.5%	130	9.5%
<b>Attempted Hours</b>						
<b>Undergraduate</b>	<b>118,860</b>	<b>85.2%</b>	<b>122,698</b>	<b>85.7%</b>	<b>3,838</b>	<b>3.2%</b>
<b>Graduate</b>	<b>13,756</b>	<b>11.6%</b>	<b>13,615</b>	<b>11.1%</b>	<b>-142</b>	<b>-1.0%</b>
<b>Professional</b>	<b>6,895</b>	<b>50.1%</b>	<b>6,927</b>	<b>50.9%</b>	<b>32</b>	<b>0.5%</b>

\*Includes high school & college guests, exchange students, & non-degree undergraduates.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

Date: September 26, 2002

**Table 1b. UW Outreach Enrollment Comparisons, Fall 2001 and 2002 Day 15**

	2001 Adjusted		2002		Change	
	Number	Percent	Number	Percent	Number	Percent
<b>Total Students</b>	<b>1,854</b>		<b>1,966</b>		<b>112</b>	<b>6.0%</b>
<b>Classification</b>						
Freshmen	19	1.0%	15	0.8%	-4	-21.1%
Sophomores	58	3.1%	68	3.5%	10	17.2%
Juniors	195	10.5%	242	12.3%	47	24.1%
Seniors	386	20.8%	427	21.7%	41	10.6%
Second Bachelors	57	3.1%	75	3.8%	18	31.6%
Non-degree undergrads*	250	13.5%	230	11.7%	-20	-8.0%
<b>[Undergraduates Subtotal]</b>	<b>965</b>	<b>52.0%</b>	<b>1,057</b>	<b>53.8%</b>	<b>92</b>	<b>9.5%</b>
Graduates	210	11.3%	248	12.6%	38	18.1%
Non-degree graduates	677	36.5%	660	33.6%	-17	-2.5%
Professional	2	0.1%	1	0.1%	-1	-50.0%
<b>[Graduate Subtotal]</b>	<b>889</b>	<b>48.0%</b>	<b>909</b>	<b>46.2%</b>	<b>20</b>	<b>2.2%</b>
<b>Gender</b>						
Males	418	22.5%	469	23.9%	51	12.2%
Females	1,436	77.5%	1,497	76.1%	61	4.2%
<b>Ethnicity</b>						
Caucasian	1,537	82.9%	1,607	81.7%	70	4.6%
Hispanic/Chicano	57	3.1%	59	3.0%	2	3.5%
Asian/Pacific Islander	8	0.4%	13	0.7%	5	62.5%
American Indian/Alaskan Native	31	1.7%	31	1.6%	0	0.0%
African American	13	0.7%	20	1.0%	7	53.8%
Biracial/Other Ethnicity	16	0.9%	22	1.1%	6	37.5%
<b>[Minority Subtotal]</b>	<b>125</b>	<b>6.7%</b>	<b>145</b>	<b>7.4%</b>	<b>20</b>	<b>16.0%</b>
International	1	0.1%	6	0.3%	5	500.0%
Unknown	191	10.3%	208	10.6%	17	8.9%
<b>Instructional Location</b>						
<b>Outreach School Total</b>	<b>1,854</b>		<b>1,966</b>		<b>112</b>	<b>6.0%</b>
UW/CC	492	26.5%	474	24.1%	-18	-3.7%
All Other Sites	1,362	73.5%	1,492	75.9%	130	9.5%
<b>Attempted Hours</b>						
<b>Undergraduate</b>	<b>6,142</b>	<b>70.3%</b>	<b>7,120</b>	<b>70.5%</b>	<b>978</b>	<b>15.9%</b>
Graduate	2,586	42.1%	2,983	41.9%	397	15.4%
Professional	9	0.3%	3	0.1%	-6	-66.7%

\*Includes high school & college guests, exchange students, & non-degree undergraduates.

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

Date: September 25, 2002

Table 2. Ethnic Distribution of Students, Fall 2001 and Fall 2002 --Day 15

	2001 Adjusted		2002		Change	
	Number	Percent	Number	Percent	Number	Percent
<b>Undergraduate</b>	<b>8,873</b>		<b>9,167</b>		<b>294</b>	<b>3.3%</b>
Caucasian	7,515	84.7%	7,837	85.5%	322	4.3%
Hispanic/Chicano	305	3.4%	325	3.5%	20	6.6%
Asian/Pacific Islander	87	1.0%	84	0.9%	-3	-3.4%
American Indian/Alaskan Native	91	1.0%	92	1.0%	1	1.1%
African American	89	1.0%	97	1.1%	8	9.0%
Biracial/Other Ethnicity	164	1.8%	183	2.0%	19	11.6%
<b>[Minority Subtotal]</b>	<b>736</b>	<b>8.3%</b>	<b>781</b>	<b>8.5%</b>	<b>45</b>	<b>6.1%</b>
International	125	1.4%	127	1.4%	2	1.6%
Unknown	497	5.6%	422	4.6%	-75	-15.1%
<b>Graduates</b>	<b>2,294</b>		<b>2,304</b>		<b>10</b>	<b>0.4%</b>
Caucasian	1,828	79.7%	1,744	75.7%	-84	-4.6%
Hispanic/Chicano	44	1.9%	45	2.0%	1	2.3%
Asian/Pacific Islander	11	0.5%	13	0.6%	2	18.2%
American Indian/Alaskan Native	24	1.0%	23	1.0%	-1	-4.2%
African American	13	0.6%	16	0.7%	3	23.1%
Biracial/Other Ethnicity	34	1.5%	36	1.6%	2	5.9%
<b>[Minority Subtotal]</b>	<b>126</b>	<b>5.5%</b>	<b>133</b>	<b>5.8%</b>	<b>7</b>	<b>5.6%</b>
International	197	8.6%	214	9.3%	17	8.6%
Unknown	143	6.2%	213	9.2%	70	49.0%
<b>Professionals</b>	<b>435</b>		<b>433</b>		<b>-2</b>	<b>-0.5%</b>
Caucasian	352	80.9%	366	84.5%	14	4.0%
Hispanic/Chicano	11	2.5%	12	2.8%	1	9.1%
Asian/Pacific Islander	17	3.9%	12	2.8%	-5	-29.4%
American Indian/Alaskan Native	3	0.7%	3	0.7%	0	0.0%
African American	2	0.5%	1	0.2%	-1	-50.0%
Biracial/Other Ethnicity	9	2.1%	10	2.3%	1	11.1%
<b>[Minority Subtotal]</b>	<b>42</b>	<b>9.7%</b>	<b>38</b>	<b>8.8%</b>	<b>-4</b>	<b>-9.5%</b>
International	5	1.1%	7	1.6%	2	40.0%
Unknown	36	8.3%	22	5.1%	-14	-38.9%
<b>Total (Includes Non-degree)</b>	<b>11,602</b>		<b>11,904</b>		<b>302</b>	<b>2.6%</b>
Caucasian	9,695	83.6%	9,947	83.6%	252	2.6%
Hispanic/Chicano	360	3.1%	382	3.2%	22	6.1%
Asian/Pacific Islander	115	1.0%	109	0.9%	-6	-5.2%
American Indian/Alaskan Native	118	1.0%	118	1.0%	0	0.0%
African American	104	0.9%	114	1.0%	10	9.6%
Biracial/Other Ethnicity	207	1.8%	229	1.9%	22	10.6%
<b>[Minority Subtotal]</b>	<b>904</b>	<b>7.8%</b>	<b>952</b>	<b>8.0%</b>	<b>48</b>	<b>5.3%</b>
International	327	2.8%	348	2.9%	21	6.4%
Unknown	676	5.8%	657	5.5%	-19	-2.8%

Source: Office of Institutional Analysis Date: September 26, 2002



New Students (Tables 3 - 5):

For the Fall of 2002, the University of Wyoming received 17,575 inquiries, processed 5,941 completed applications, and enrolled 3,327 new students for a 56 percent yield and a 4.6 percent increase in new students enrolling than during the previous fall semester.

- UW received 2,952 applications from new freshmen or 200 more applications than for the previous fall and 1,754 applications from new transfers or 170 more transfer applications than for the previous fall.
- UW matriculated 2,657 new undergraduates—freshmen and transfers—this fall or 7 percent more new students (+184 students) than in the fall 2001 when the net increase in new undergraduates was 42 students.
- Among the 1,476 new freshmen, the geographic increases were from Albany County (+10.4%); Laramie County (+9.6%); Fremont County (+29.2%) and Park County (+27%).
- Out of state new freshmen increased by 2.4 percent from Nebraska and 23.3 percent from South Dakota. The largest decreases in new freshmen were from Sweetwater and Campbell Counties in Wyoming and in Colorado.
- Females comprised 51 percent of the new freshmen class and 57 percent of the new transfer class.
- New freshmen at UW had an average high school GPA of 3.40, and an average ACT test score of 23 or an average SAT score of 1066.
- Ninety-eight percent of new freshmen enrolled for 12 or more hours or full-time, while only 73 percent of new transfers enrolled for 12 or more hours during their first semester at UW.
- New transfer student enrollment increased 15.6 percent over the previous fall for a total of 1,132 new transfers (+153 students); the largest increases were in new transfers from Colorado (+24%), Laramie County Community College (+30%), Casper College (+12%), Central Wyoming College (+10%) and Eastern Wyoming College (+74%).
- Among the new transfer class, 116 students or 10.2 percent were ethnic minorities, which reflects a 45 percent increase over ethnic minorities in the fall 2001 transfer class.
- New transfer students to UW had an average transfer GPA of 2.82 and, among those who provided test scores, the average ACT was 22 or only one point less than the new freshmen average.

**Table 3. New Student Applications and Yields Report --Day 15**

	Fall 2001	Fall 2002	Number Change	Percent Change
<b>Completed Applications Received</b>	5,529	5,941	412	7.5%
Freshmen	2,752	2,952	200	7.3%
Transfer	1,584	1,754	170	10.7%
Other undergrads	45	73	28	62.2%
Graduate	1,051	1,050	-1	-0.1%
Professional	97	112	15	15.5%
<b>Applicants Admitted</b>	5,178	5,521	343	6.6%
Freshmen	2,657	2,807	150	5.6%
Transfer	1,483	1,680	197	13.3%
Other undergrads	45	72	27	60.0%
Graduate	898	850	-48	-5.3%
Professional	95	112	17	17.9%
<b>Applicants Enrolled</b>	3,182	3,327	145	4.6%
Freshmen	1,460	1,476	16	1.1%
Transfer	979	1,132	153	15.6%
Other undergrads	34	49	15	44.1%
Graduate	630	579	-51	-8.1%
Professional	79	91	12	15.2%
<b>Yield Rates</b>				
<b>Applicants Admitted</b>				
Freshmen	96.5%	95.1%		
Transfer	93.6%	95.8%		
Other undergrads	100.0%	98.6%		
Graduate	85.4%	81.0%		
Professional	97.9%	100.0%		
<b>Applicants Enrolled</b>				
Freshmen	53.1%	50.0%		
Transfer	61.8%	64.5%		
Other undergrads	75.6%	67.1%		
Graduate	59.9%	55.1%		
Professional	81.4%	81.3%		
<b>Former UW Undergraduates Reentering</b>				
Applications Received	540	458	-82	-15.2%
Applicants Eligible	513	435	-78	-15.2%
Applicants Enrolled	366	294	-72	-19.7%

**NOTES:**

Other undergrads include high school guests, undergraduate specials, and non-degree students.  
 Graduate & professional applications are first received by the UW departments.  
 Many departments do not forward rejected applications.

Source: Office of Institutional Analysis Date: October 7, 2002

**Table 4. Demographic Statistics for New Freshmen**

	2001		2002		Change	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>1,460</b>		<b>1,476</b>		<b>16</b>	<b>1.1%</b>
Female	743	50.9%	750	50.8%	7	0.9%
Male	717	49.1%	726	49.2%	9	1.3%
<b>Ethnicity</b>						
Caucasian	1,302	89.2%	1,310	88.8%	8	0.6%
Hispanic/Chicano	47	3.2%	46	3.1%	-1	-2.1%
Asian/Pacific Islander	21	1.4%	13	0.9%	-8	-38.1%
American Indian/Alaska Native	9	0.6%	14	0.9%	5	55.6%
African American	13	0.9%	15	1.0%	2	15.4%
Biracial/Other Ethnicity	29	2.0%	32	2.2%	3	10.3%
<b>[Minority Subtotal]</b>	<b>119</b>	<b>8.2%</b>	<b>120</b>	<b>8.1%</b>	<b>1</b>	<b>0.8%</b>
International	7	0.5%	10	0.7%	3	42.9%
Unknown	32	2.2%	36	2.4%	4	12.5%
<b>Status</b>						
Full-time	1,432	98.1%	1,453	98.4%	21	1.5%
Part-time	28	1.9%	42	2.8%	14	50.0%
<b>Residency</b>						
Resident	979	67.1%	1,000	67.8%	21	2.1%
Non-Resident	142	9.7%	136	9.2%	-6	-4.2%
Alumni	44	3.0%	38	2.6%	-6	-13.6%
WUE/Good Neighbor	295	20.2%	302	20.5%	7	2.4%
<b>Geographic Home</b>						
Laramie County/Cheyenne	136	9.3%	149	10.1%	13	9.6%
Albany County/Laramie	135	9.2%	149	10.1%	14	10.4%
Natrona County/Casper	79	5.4%	77	5.2%	-2	-2.5%
Sweetwater County/Rock Springs	70	4.8%	46	3.1%	-24	-34.3%
Campbell County/Gillette	72	4.9%	62	4.2%	-10	-13.9%
Fremont County/Lander & Riverton	48	3.3%	62	4.2%	14	29.2%
Carbon County/Rawlins	39	2.7%	43	2.9%	4	10.3%
Sheridan	46	3.2%	45	3.0%	-1	-2.2%
Park	37	2.5%	47	3.2%	10	27.0%
Other Wyoming	302	20.7%	270	18.3%	-32	-10.6%
<b>[Wyoming Subtotal]</b>	<b>964</b>	<b>66.0%</b>	<b>977</b>	<b>66.2%</b>	<b>13</b>	<b>1.3%</b>
Colorado	181	12.4%	162	11.0%	-19	-10.5%
Nebraska	85	5.8%	87	5.9%	2	2.4%
South Dakota	43	2.9%	53	3.6%	10	23.3%
Other WUE States	76	5.2%	84	5.7%	8	10.5%
Other U.S. States	104	7.1%	103	7.0%	-1	-1.0%
Internationals	7	0.5%	10	0.7%	3	42.9%

**High School Rank**

Top 10%	263	18.0%	259	17.5%	-4	-1.5%
1st Quartile	604	41.4%	602	40.8%	-2	-0.3%
2nd Quartile	425	29.1%	407	27.6%	-18	-4.2%
3rd Quartile	232	15.9%	249	16.9%	17	7.3%
4th Quartile	56	3.8%	75	5.1%	19	33.9%
Unranked	143	9.8%	143	9.7%	0	0.0%

**High School GPA**

Number	Means	Number	Means	Mean Change
1,450	3.40	1,458	3.38	-0.02

**Admissions Test Scores**

	Number	Means	Number	Means	Mean Change
ACT	1,347	22.9	1,342	23.0	0.1
English	1,347	22.0	1,342	22.1	0.1
Mathematics	1,347	22.4	1,342	22.5	0.1
SAT	347	1091	316	1066	-25
Verbal	347	542	316	524	-18
Mathematics	347	548	316	542	-6

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

Date: October 7, 2002

**Table 5. Demographic Statistics for New Transfers**

	2001		2002		Change	
	Number	Percent	Number	Percent	Number	Percent
<b>Total</b>	<b>979</b>		<b>1,132</b>		<b>153</b>	<b>15.6%</b>
Female	517	52.8%	647	57.2%	130	25.1%
Male	462	47.2%	485	42.8%	23	5.0%
<b>Ethnicity</b>						
Caucasian	814	83.1%	929	82.1%	115	14.1%
Hispanic/Chicano	31	3.2%	46	4.1%	15	48.4%
Asian/Pacific Islander	4	0.4%	6	0.5%	2	50.0%
American Indian/Alaska Native	12	1.2%	15	1.3%	3	25.0%
African American	10	1.0%	17	1.5%	7	70.0%
Biracial/Other Ethnicity	23	2.3%	32	2.8%	9	39.1%
<b>[Minority Subtotal]</b>	<b>80</b>	<b>8.2%</b>	<b>116</b>	<b>10.2%</b>	<b>36</b>	<b>45.0%</b>
International	43	4.4%	47	4.2%	4	9.3%
Unknown	42	4.3%	40	3.5%	-2	-4.8%
<b>Status</b>						
Full-time	762	77.8%	828	73.1%	66	8.7%
Part-time	217	22.2%	304	26.9%	87	40.1%
<b>Residency</b>						
Resident	719	73.4%	820	72.4%	101	14.0%
Non-Resident	162	16.5%	203	17.9%	41	25.3%
Alumni	13	1.3%	12	1.1%	-1	-7.7%
WUE/Good Neighbor	85	8.7%	97	8.6%	12	14.1%
<b>Wyoming Transfer Colleges</b>						
Laramie County Community College	115	11.7%	150	13.3%	35	30.4%
Casper College	125	12.8%	140	12.4%	15	12.0%
Northern Wyoming Community College	87	8.9%	83	7.3%	-4	-4.6%
Western Wyoming Community College	99	10.1%	78	6.9%	-21	-21.2%
Northwest College	75	7.7%	75	6.6%	0	0.0%
Central Wyoming College	48	4.9%	53	4.7%	5	10.4%
Eastern Wyoming College	23	2.3%	40	3.5%	17	73.9%
<b>Geographic Home</b>						
Laramie County/Cheyenne	107	10.9%	122	10.8%	15	14.0%
Natrona County/Casper	108	11.0%	101	8.9%	-7	-6.5%
Albany County/Laramie	65	6.6%	100	8.8%	35	53.8%
Fremont County/Lander & Riverton	62	6.3%	73	6.4%	11	17.7%
Sweetwater County/Rock Springs	69	7.0%	71	6.3%	2	2.9%
Park County/Cody & Powell	44	4.5%	50	4.4%	6	13.6%
Sheridan County/Sheridan	47	4.8%	44	3.9%	-3	-6.4%
Other Wyoming	210	21.5%	251	22.2%	41	19.5%
<b>[Wyoming Subtotal]</b>	<b>712</b>	<b>72.7%</b>	<b>812</b>	<b>71.7%</b>	<b>100</b>	<b>14.0%</b>

Colorado	41	4.2%	51	4.5%	10	24.4%
Nebraska	22	2.2%	17	1.5%	-5	-22.7%
Other WUE States	79	8.1%	109	9.6%	30	38.0%
Other U.S. States	77	7.9%	94	8.3%	17	22.1%
Internationals	43	4.4%	47	4.2%	4	9.3%
Unknowns	5	0.5%	2	0.2%	-3	--
<b>Transfer GPA</b>	<b>Number</b>	<b>Means</b>	<b>Number</b>	<b>Means</b>	<b>Mean</b>	<b>Change</b>
	979	2.86	1,132	2.82		-0.04
<b>Admissions Test Scores</b>	<b>Number</b>	<b>Means</b>	<b>Number</b>	<b>Means</b>	<b>Mean</b>	<b>Change</b>
ACT	428	22.3	464	22.1		-0.2
English	428	21.4	464	21.3		-0.1
Mathematics	428	21.5	464	21.4		-0.1

Based on the 15th day of the semester.

Source: Office of Institutional Analysis

Date: October 6, 2002

Student Success (Table 6):

Of the new full-time freshmen in the fall of 2001, 78 percent returned to UW for their second year in comparison to 75 percent of the new freshmen returning for the previous fall semester.

- Eighty-two percent of the new freshmen in the fall of 2001 completed their first semester in good academic standing compared to eighty-one percent in the previous class.
- For the freshmen class in 2001, the average first semester GPA was 2.83 and 91 percent returned to UW for the spring semester.
- Four years after matriculation as new freshmen at UW, one out of every four students had received a degree from UW and after 6 years, more than 1 out of every 2 new freshmen (54%) had received a degree from UW.

Table 6. Summary of First-time Full-time Freshmen Outcomes

Cohort	Fall 1994	Fall 1995	Fall 1996	Fall 1997	Fall 1998	Fall 1999	Fall 2000	Fall 2001	Fall 2002	5 Yr. Avg. <sup>1</sup>
First Semester Enrollment	1,302	1,286	1,212	1,132	1,245	1,204	1,341	1,432	1,451	1,271
End of First Semester										
Number Enrolled	1,246	1,240	1,175	1,074	1,197	1,169	1,298	1,380		1,224
Cum. GPA	2.77	2.78	2.82	2.84	2.85	2.88	2.77	2.83		2.83
Probation % <sup>2</sup>	18%	15%	15%	16%	17%	14%	19%	18%		17%
Second Semester										
Number Enrolled	1,185	1,156	1,111	1,016	1,145	1,116	1,209	1,306		1,158
Percent Retained	91%	90%	92%	90%	92%	93%	90%	91%		91%
Retention %										
1st Year	73%	73%	75%	75%	76%	77%	75%	78%		76%
2nd Year	62%	66%	64%	66%	66%	68%	67%			
3rd Year	60%	63%	60%	64%	63%	66%				
Continuing + Graduated										
4th Year	58%	60%	59%	61%	62%					
5th Year	57%	59%	59%	62%						
6th Year	57%	59%	60%							
Graduation % <sup>3</sup>										
4th Year	20%	22%	25%	24%	25%					
5th Year	44%	46%	48%	49%						
6th Year	51%	53%	54%							

<sup>1</sup>Average of Fall 1997 through Fall 2001.

<sup>2</sup>GPA's less than 2.0.

<sup>3</sup>Does not include exclusions for students who are deceased or were on missions.

Source: Office of Institutional Analysis

Date: September 29, 2002

UW Graduates (Table 7):

During the spring and summer of 2002, the University of Wyoming awarded 1,805 degrees or 161 more students received degrees from UW than during the previous period.

- Ethnic minorities received 7.7 percent of the baccalaureate degrees, 5.2 percent of graduate degrees, 6.9 percent of the law degrees and 17.4 percent of the pharmacy degrees.

For additional information or questions on the enrollment at the University of Wyoming or information regarding applications or admits, please contact Sara Axelson via telephone at (307) 766-4272 or via e-mail at saxelson@uwyo.edu.

**Table 7. UW Graduates for Spring and Summer, 2001-2002**

	2001	2002*	Change
<b>Certificates</b>			
Number	11	12	1
Percent Minority	0.0%	0.0%	0.0%
Average GPA	3.07	3.71	0.64
<b>Undergraduates</b>			
Number	1,187	1,266	79
Percent Minority	9.0%	7.7%	-1.3%
Average GPA	3.23	3.23	0.00
<b>Graduate</b>			
Number	343	421	78
Percent Minority	5.8%	5.2%	-0.6%
Average GPA	3.76	3.78	0.02
<b>Law</b>			
Number	70	72	2
Percent Minority	7.1%	6.9%	-0.2%
Average GPA	2.94	2.96	0.02
<b>Pharm.D.</b>			
Number	44	46	2
Percent Minority	13.6%	17.4%	3.8%
Average GPA	3.51	3.44	-0.07

\* Four degrees for summer have not been posted.

Source: Office of Institutional Analysis

Date: September 29, 2002



Dr. Leellen Brigman talked briefly about the 2003 Enrollment Analysis, and the increase in enrollment UW had since last year. Retention and enrollment of new students has increased by 2.6%, and ethnic minority enrollment has increased as well. Associate Vice President Sara Axelson talked about the new student enrollment and the positive course it has taken.

## **EDUCATION SESSION: Ag Visioning**

With support from the Office of Academic Affairs, the Dean of Agriculture conducted a statewide series of meetings focusing on the future of renewable natural resources, agriculture, and rural communities in Wyoming. The goal of the process was to gain insight about how Wyoming citizens would like to see those sectors develop in the next ten years. This information will help the College of Agriculture – as well as others in the University who are interested in natural resources, agriculture, and rural communities – align academic planning with the state’s interests.

The process involved input from focus groups in eight cities: Powell, Jackson, Kemmerer, Riverton, Gillette, Casper, Cheyenne, and Laramie. Invitations were sent to leaders in the communities, local university leaders, and other stakeholders. In addition, the meetings were advertised locally and open to anyone interested in attending. Information was collected both in written and visual forms. The visual drawings were consolidated into a painting entitled, "A Vision of Wyoming – 2012," by Mr. Gary Keimig. Written information, collated and summarized, is now part of the documentation for a forthcoming report, which will form a basis for the College of Agriculture's contributions to Academic Plan 2004.

The following bullets summarize key elements of the vision document, entitled, “A Vision of Citizen’s Aspirations for Wyoming’s Rural Landscape in 2012: Agriculture, Natural Resources, and Rural Communities.”

- In 2012, Wyoming’s rural communities are vibrant, sustainable, and attractive places to live and raise a family. They enjoy viable family-owned businesses, modern communications, medical infrastructure, and social networks.

- There is a new sense of shared leadership. People from diverse backgrounds discuss and resolve issues through collaboration. Agricultural and environmental groups find common ground.
- The state's farms and ranches are sustainable economically and environmentally. Citizens and government agencies recognize their role in maintaining open spaces, their land stewardship, and their contributions to the state's cultural and renewable-resource heritage.
- The state has a diverse, balanced economy. Job growth results from an influx of small, value-added industries. Improved profitability and new economic opportunities allow family-owned ranches and farms to be more robust.
- The land and water are healthier. Rural development reflects planning in preference to sprawl. The use of unbiased science and inter-agency cooperation with Wyoming's agricultural, wildlife, and energy communities guide the state's policies on water resources, threatened and endangered species, and mineral and energy resources.
- Education continues to be critically important to the state. The state's university, community colleges, technical schools, and K-12 education system offer a seamless array of opportunities to citizens from all walks of life. The University not only serves the traditional college population but also provides statewide access to lifelong learning. Businesses, agriculture, and governments rely on the university for multidisciplinary expertise.

Dr. Dubois introduced the Ag Academic Plan, and said that he had charged Dean Galey with completing the plan. Dean Galey spoke about the work that has been occurring to create

this plan. Since last spring, he and his staff have visited eight cities, trustees and other constituent groups, and asked them what they would like Wyoming to look like in ten year. With the information gathered, they will combine their data for the next Academic Plan, and also develop a plan for the college. He plans to continue meeting with people around the state, talking about their values and Wyoming culture. Dean Galey shared the ideas that he has gathered thus far about the skills that graduates should have: lifelong learning skills, leadership skills and some degree of business skills.



## **EDUCATION SESSION: Learning Communities Update**

In September 2001, *Time* magazine featured universities that “know how to help newcomers survive and thrive” through learning communities for first-year students. In the learning communities at UW, students typically take two or more classes together and live in the same residential unit where academic and co-curricular activities enhance their learning. While the subject of recent attention, the fundamental concept of learning communities is not new. Learning communities, formal and informal, have existed at UW for many years. Four established programs had the characteristics of a learning community without being defined as such:

- The Honors Program - offers academically able and ambitious undergraduates a series of core courses, extracurricular activities, and the option of a residential component. This program has existed for more than two decades.
- Power Groups - a program involving clustered courses for College of Engineering first-year students with the option of a residential component. This program was initiated in 1995.
- Freshman Interest Groups (FIGs) - a University-wide initiative involving clustered courses and a residential component. FIGs were first offered in 1998.
- Project Synergy - a pilot program in its second year for high-risk entering freshmen, involves three linked courses, a synthesizing seminar, social events and peer mentoring.

These programs exemplify how learning communities can be structured to meet the needs of selected student groups. They also provide a strong basis for developing further initiatives.

The learning community initiative encourages review and restructuring of curricula in order to link coursework so students find greater coherence in what they learn. They also aim to increase interaction with faculty and fellow students. Teaching is often enhanced as well. Learning

communities usually include collaborative and active approaches to teaching and learning, such as team teaching, interdisciplinary links, and a residential component.

Learning communities offer a sense of belonging to our students—many of whom grew up in small communities and expect their university to offer similar experiences. Research indicates that learning communities are effective: academic and social activities increase satisfaction and retention, foster study groups, encourage students to see multiple viewpoints on the same subject, and increase student engagement and satisfaction as they make connections among disciplines and within their own experiences.

Because UW already values the undergraduate teaching mission, learning communities fit well within our institutional culture. For faculty, new disciplinary and interdisciplinary links enhance the dialogue characteristic of a vibrant institution. Curricular experiments and a variety of pedagogies are encouraged, assessment becomes a natural part of the teaching-learning process, and communities of scholars are created.

During the spring of 2002, over 50 UW faculty and staff participated in the first Learning Communities Summit with the leaders of programs at Iowa State University and Portland State University. As an outcome of the summit, UW faculty are creating four new learning communities: *Power of Rhetoric-Writing and Speaking in College and Communities*; *Leadership, Learning and Service*; *A Learning Community in Human Anatomy*; and *FCS Connections*.

A presentation to the Board will document gains in retention and academic success from existing programs and briefly describe the new communities launched as a result of the initiative.

Associate Vice President Rollin Abernethy distributed an outline and gave a brief presentation on learning communities. The program is beneficial in many ways for students, faculty, and staff.

**INFORMATION ITEM: Electronic Reporting of Grades**

Beginning Fall 2002, reports of midterm and final grades will no longer be mailed to University of Wyoming students. They can access their grades electronically through UW's Hole-In-The-Wall website or through STAR, the voice-response telephone registration system. Now grades will be available on these two systems very soon after they are officially posted to the student information system. Benefits of this change are: 1) quicker and broader access for UW students to their grades; 2) a more secure method of informing students of their grades; 3) access to grades from telephones or computers in local residences, hometowns or worksites; and 4) a substantial reduction in postage costs paid by the Registrar's Office. Students on academic probation or suspension will still receive a grade report through the mail once final grades are posted for the term; academic advisers will also continue to receive grade information in a hard copy format. Also, effective November 1, UW students can request a free official academic transcript at any time by completing a request in person, or via fax, mail or through Hole in the Wall.

Dr. Dubois reported that this item is information only, with a discussion to follow at a later date.



**INFORMATION ITEM: Quarterly Report on Investments**

(Investment Committee: Trustee Thomas Spicer, chair; Jim Neiman, Jerry Saunders, Greg Schaefer)

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 presented below.

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS  
 SUMMARY FOR THE PERIOD  
 7/1/02 – 9/30/02

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 6\30\02	<u>501,536.09</u>	<u>82,905,255.66</u>
Ending Balance 9\30\02	<u>506,909.69</u>	<u>81,005,631.54</u>
Average Return	<u>1.89%</u>	<u>2.09%</u>

UNIVERSITY OF WYOMING  
 UNIVERSITY MANAGED ENDOWMENT FUNDS  
 SUMMARY FOR THE PERIOD  
 7/1/02 - 9/30/02

Investments, Beginning of Period		501,536.09
Add		
Received, Current Period	5,573.60	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	<u>(200.00)</u>	5,373.60
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
Investments, End of Period		<u>506,909.69</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.

Trustee Spicer commented that the information does not require any action, and answered questions from the Board.

**INFORMATION ITEM: Search Committees**

College of Business Dean  
Graduate School Dean  
Vice President for Administration and Finance

The Office of Academic Affairs and the Office of Research will conduct national searches for two administrative positions during the 2002-2003 academic year. Vice President for Academic Affairs Tom Buchanan has appointed search committees for the College of Business Dean and the Graduate School Dean. The anticipated appointment date for both positions is Fall 2003.

Maggi Murdock, Associate Vice President for Academic Affairs and Dean, Outreach School, will chair the search committee for College of Business. Committee members include: Ed Barbier, Professor Economics and Finance; Tucker Fagan, CEO, Wyo. Business Council & Repr. COB Business Advisory Council; Linda Ferrell, Assistant Professor, Management & Marketing; Gary Fleischman, Associate Professor Accounting; Robert Kelley, Professor and Dean, College of Health Sciences; Gus Plumb, Professor and Dean, College of Engineering; Sherrill Shaffer, Professor Economics and Finance; and Larry Weatherford, Professor Management & Marketing.

William Gern, Vice President for Research, will chair the search for Graduate School Dean. Committee members include: Myron Allen, Associate Vice President for Academic Affairs; Stephen Ford, Professor Animal Science; Janice Harris, Professor English; Snehalata Huzurbazar, Associate Professor Statistics; Demitris Kouris, Professor Mechanical Engineering; John Pierre, Professor Electrical & Computer Engineering; Jay Shogren, Professor Economics and Finance; Oliver Walter, Professor and Dean, College of Arts and Sciences.

The search for a new Vice President for Administration has begun. Vice President for Information Technology Robert Aylward will chair the search committee. Other members are as follows: Tim Banks, Campus Police; Ken Griffin, College of Business; Mary Ann Garman, Foundation; Rick Johnson, Auxiliary Enterprises; Beth McCuskey, Residence Life and Dining; Lori Reed, ASUW; Al Rodi, Atmospheric Science; and Roger Wilmot, Research. We will advertise the position in the *Chronicle of Higher Education* and list the position on the National Association of College and University Business Officers, the Western Association of Colleges, and University Business Officers, and the UW Human Resources webpages. The anticipated starting date is June 1, 2003.

The updates on the searches were provided as information only.

**INFORMATION ITEM: Fall Sports Update**

Director Moon distributed the fall sports and tennis statistics, noting that Athletics has never sent anyone to the championship round of women's tennis before. He also pointed out that volleyball has been very successful, and is a leader in fan attendance. Mr. Moon noted that the percentage of student athletes that have graduated is 85%.

**INFORMATION ITEM: Change Orders and Progress Reports**

The following gives an accounting of the progress and activity of construction since the September 2002 Trustees meeting. Also reported are approved change orders to the Wyoming Union Additions and Renovations, Rochelle Athletics Center, Old Main Elevator, and Washakie Center Additions & Renovations.

***PROJECTS COMPLETED SINCE LAST MEETING***

**1. 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

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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>	<b>Misc</b>
Budget	12,528,408	338,148	9,943,118	1,237,092	909,800	100,250
Expended	12,492,130	338,148	9,943,118	1,237,092	873,522	100,250
Obligated	-	-	-	-	-	-
Un-obligated	36,278	-	-	-	36,278	-

**Remarks:** The Certificate of Substantial Completion was issued 25 July 2002 with some minor punch list items required prior to final payment and release of retainage. Currently, Punch-list items are being completed.

**2. Old Main Elevator**

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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>
Budget	535,535	21,045	420,900	51,500	42,090
Expended	532,221	17,731	420,900	51,500	42,090
Obligated	-	-	-	-	-
Un-obligated	3,314	3,314	-	-	-

Remarks: The elevator completion on 3 October 2002. Substantial completion was granted on 30 September 2002. Punch-list items are being accomplished and the Terrazzo will be reground as per University requirements.

**3. 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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>	<b>Misc</b>
Budget	8,427,592	297,042	7,050,000	608,936	378,041	93,573
Expended	8,408,486	297,042	7,050,000	585,649	382,222	93,573
Obligated	-	-	-	-	-	-
Un-obligated	19,106	-	-	23,287	(4,181)	-

Remarks: A few minor Punch-List items are waiting to be completed. A partial release of retainage was initiated on 27 September 2002, but the University will maintain \$5,000.00 through punch-list completion.

**PROJECTS IN CONSTRUCTION**

**1. 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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Equipment</b>	<b>Contingency</b>	<b>Misc</b>
Budget	13,291,517	368,650	8,865,466	1,361,480	1,807,436	746,965	141,520
Expended	2,976,211	244,257	1,835,547	896,407	-	-	-
Obligated	8,817,118	-	7,029,919	250,333	1,347,936	188,930	-
Un-obligated	1,498,188	124,393	-	214,740	459,500	558,035	141,520

Remarks: Demolition work is completed. 90% of steel framing for the pavilion and pent-house have been completed. 80% of the metal framing for interior wall partitions is completed. Mechanical and electrical rough-ins is continuing and 60% completed. Concrete flooring for additional dining completed.

***PROJECTS IN DESIGN PHASE***

**1. Health Science – Biochemistry Addition & Remodel and Pharmacy Building Remodel**

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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Technology</b>	<b>Design</b>	<b>Contingency</b>	<b>FF &amp; E</b>	<b>Misc</b>
Budget	16,984,000	675,000	10,300,000	1,866,000	1,543,000	1,535,000	915,000	150,000
Expended	152,196	-	-	-	152,196	-	-	-
Obligated	-	-	-	-	-	-	-	-
Un-obligated	16,831,804	675,000	10,300,000	1,866,000	1,390,804	1,535,000	915,000	150,000

Remarks: Re-design continues from the Architectural firm.

**2. Powell Seed Analysis Laboratory**

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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>
Budget	276,945	11,357	233,251	20,980	11,357
Expended	7,887	4,740	-	3,147	-
Obligated	-	-	-	-	-
Un-obligated	269,058	6,617	233,251	17,833	11,357

Remarks: Design Phase for the Architect continues. The bid opening for Contractors is scheduled for 18 October 2002.



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

**1. Wyoming Union Additions and Renovations**

**Change Order No. 30**

Item 1	Additional floor infill/patching at lower level, Phase II	Add:	5,381.00
Item 2	Reduced scope for Item No. 2 at lower level	Add:	(1,279.00)
Item 3	Stainless steel components for lawn sprinkler system	Add:	1,394.00
Item 4	ASUW office outlets	Add:	1,043.00
Item 5	Revised location for Second Floor Sound Racks	Add:	2,552.00
Item 6	Kick plates for West Entry Doors	Add:	701.00
Item 7	Repairs for hollow metal door frame	Add:	602.00
Item 8	Salvaged Food Service Equipment Repair/Replacement	Add:	5,232.00
Item 9	Revised breaker for Walk-in Freezer Compressor	Add:	1,200.00
Item 10	Bookstore Radio Antennae Cable Raceway	Add:	840.00
Item 11	Wood Floor specialized cleaning	Add:	403.00
Item 12	FRP Wall protection at mop sink	Add:	299.00
Item 13	New electrical breakers for FS #214	Add:	452.00
Item 14	Steam Cleaning of Carpet Stain at Bookstore	Add:	453.00
Item 15	Emergency Generator exhaust duct	Add:	948.00
		<b><u>Total Change Order No. 30</u></b>	<b><u>ADD:</u></b>
			<b>\$20,221.00</b>

**Statement of Contract Amount**

Original contract Amount	\$9,318,600.00
Total Change Orders 1-30	<u>+1,088,534.00</u>
<b>Adjusted Contract Price</b>	<b>\$10,407,134.00</b>

**2. Old Main Elevator**

**Change Order No. 03**

Item 1	One Hour Fire Shaft	<b><u>Total Change Order No. 03</u></b>	<b><u>ADD:</u></b>	<b>\$6,966.00</b>
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**Change Order No. 04**

Item 1	Relocate Transfer Grill	<b><u>Total Change Order No. 04</u></b>	<b><u>ADD:</u></b>	<b>\$405.00</b>
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**Change Order No. 05**

Item 1	Additional Power and Data Outlets (4 <sup>th</sup> Floor)	Add:	808.00
Item 2	Access Panel in 401 Ceiling	Add:	245.82
		<b><u>Total Change Order No. 05</u></b>	<b><u>ADD:</u></b>
			<b>\$1,053.82</b>

**Change Order No. 06**

Item 1	Paint Elevator Doors	Add:	765.88
Item 2	Additional Ceiling Fan	Add:	303.12
<b><u>Total Change Order No. 06</u></b>		<b>ADD:</b>	<b>\$1,069.00</b>

**Statement of Contract Amount**

Original contract Amount	\$ 420,900.00
Total Change Orders 1-6	+ <u>22,592.00</u>
<b>Adjusted Contract Price</b>	<b>\$ 443,492.00</b>

**3. Rochelle Athletic's Center**

**Change Order No. 32**

Item 1	Low wall lighting – replace reflectors	Add:	610.00
Item 2	Add irrigation to small NW island	Add:	375.00
Item 3	Move shrubs on north behind drip edge	Add:	789.00
Item 4	12" pop-ups in lieu of 4" on CD's	Add:	151.00
Item 5	Enlarge mulch area at SW at transformer	Add:	559.00
Item 6	Re-grade for new plantings	Add:	296.00
Item 7	Add sleeves to re-route around scoreboard	Add:	371.00
Item 8	Credit for unused valves	Add:	(120.00)
<b><u>Total Change Order No. 32</u></b>		<b>ADD:</b>	<b>\$3,031.00</b>

**Change Order No. 33**

Item 1	Credit for unused Amp	Add:	(4,765.00)
Item 2	Add site stair and rails	Add:	2,759.00
Item 3	Hoist Support at O.H. door	Add:	713.00
Item 4	Extra fee for MKK Punch	Add:	(2,332.00)
Item 5	Credit for west curtain wall framing in lieu of replacement	Add:	(2,000.00)
Item 6	Credit for damaged balcony doors in lieu of replacement	Add:	(1,650.00)
Item 7	Credit for painting work performed by the University	Add:	(3,216.00)
<b><u>Total Change Order No. 33</u></b>		<b>ADD:</b>	<b>\$(10,491.00)</b>

**Statement of Contract Amount**

Original contract Amount	\$6,618,200.00
Total Change Orders 1-33	+ <u>576,137.00</u>
<b>Adjusted Contract Price</b>	<b>\$7,194,337.00</b>

**4. Washakie Center Additions & Renovations**

**Change Order No. 07**

Item 1 Eliminate the utility tunnel	Add:	(29,191.00)
Item 2 Eliminate circular windows & replace w/rectangular windows	Add:	(5,181.00)
	<b><u>Total Change Order No. 07</u></b>	<b><u>ADD: \$(34,372.00)</u></b>

**Change Order No. 08**

Item 1 Plaster Patch	Add:	92,791.00
	<b><u>Total Change Order No. 08</u></b>	<b><u>ADD: \$92,791.00</u></b>

**Change Order No. 09**

Item 1 Proposal Request #8	Add:	18,218.00
Item 2 Dens-Deck recovery board	Add:	9,283.00
Item 3 Nickel finished heat lamps	Add:	962.00
	<b><u>Total Change Order No. 09</u></b>	<b><u>ADD: \$28,463.00</u></b>

**Change Order No. 10**

Item 1 Encase existing power lines in concrete	Add:	2,453.00
Item 2 Demolition	Add:	6,287.00
Item 3 Additional Gyp-crete floor leveling	Add:	20,399.00
	<b><u>Total Change Order No. 10</u></b>	<b><u>ADD: \$29,139.00</u></b>

**Statement of Contract Amount**

Original contract Amount	\$8,865,466.00
Total Change Orders 1-10	+ <u>304,951.00</u>
<b>Adjusted Contract Price</b>	<b>\$ 9,170,417.00</b>

**INFORMATION ITEM: Ad Hoc Task Force on the Evaluation of Fraternity/Sorority Row**

Vice President Baccari reported on the work to date of the ad hoc Task Force on Evaluation of Fraternity/Sorority Row. Mr. Baccari reviewed the membership and the charge given to the committee.

Work began with a review of the deeds and covenants of three fraternities: Kappa Sigma, Delta Chi, and Acacia. The committee concluded that the houses could be used as other than residential properties. The next area of discussion focused on costs to renovate and/or remodel the properties. Conclusions from that segment of discussion were that Fraternity/Sorority Park is a unique area, and the first and highest use for the area is for Greek living. Other types of occupancy are possible, but would not be consistent with the creation of the area. The first priority for use will be to review fraternities that already exist; and second, new fraternities. The committee has also looked in-depth at Greek needs, realizing that empty houses deteriorate more rapidly than those that are occupied.

Members of the Board shared their thoughts on the new organization and future support for the Greeks. Mr. Baccari noted that he plans to prepare a report for the president on the findings of the committee.

**INFORMATION ITEM: Development Report**

**FY 2003 Monthly Cash (and Cash Value) Report through September 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 2003 GOALS	Current Month		FY 2003 to date				FY 2002 to same date		FY 2003 GOALS	Current Month		FY 2003 to date		FY 2002 to same date	
		DNRS	FACE VALUE	DNRS	OUTRIGHT	LIFE INCOME		DNRS	FACE VALUE		DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL
						FACE	NPV									
AGRIC		99	\$11,752	248	\$63,441			198	\$80,288	\$ 81,100	89	\$5,427	163	\$11,239	173	\$14,583
AHC		30	\$2,110	52	\$4,185			78	\$19,581	\$ 27,900	30	\$2,110	52	\$4,185	74	\$6,398
ALUMNI								76	\$9,500	\$ -					2	\$200
A & S		355	\$110,077	601	\$201,181	\$11,030	\$4,294	622	\$98,928	\$ 348,800	333	\$40,276	566	\$68,776	503	\$52,123
ATHLETICS		449	\$74,922	1122	\$210,652	\$18,384	\$7,156	1080	\$370,842	\$1,043,200	355	\$41,470	927	\$134,685	838	\$115,287
BUSINESS		121	\$47,043	231	\$54,423	\$16,545	\$6,440	247	\$503,337	\$ 122,800	105	\$9,132	209	\$21,226	200	\$33,033
EDUCATION		106	\$19,358	210	\$25,953			212	\$25,267	\$ 56,800	94	\$4,148	195	\$10,093	199	\$12,897
ENGINEERING		162	\$22,890	337	\$147,425			432	\$110,329	\$ 241,600	138	\$17,195	298	\$34,043	400	\$39,252
IENR		14	\$76,480	28	\$98,313			39	\$160,957	\$ 107,000	13	\$1,480	24	\$3,263	33	\$22,457
HEALTH SCI		98	\$64,000	192	\$83,225			184	\$88,263	\$ 62,100	94	\$9,000	184	\$16,345	178	\$21,730
KUWR		1156	\$53,334	1596	\$88,193			1717	\$77,364	\$ 455,700	1155	\$53,184	1592	\$77,868	1713	\$76,979
LAW		24	\$6,183	68	\$65,289			69	\$25,460	\$ 61,100	20	\$1,045	59	\$8,902	59	\$8,420
LIBRARY		54	\$5,655	127	\$10,873			120	\$19,073	\$ 35,900	52	\$5,217	125	\$10,435	120	\$19,073
STUD AFFRS		53	\$2,960	271	\$12,664			60	\$1,665	\$ 78,500	48	\$2,460	76	\$3,595	60	\$1,665
UW ART MUS		24	\$6,050	63	\$46,902			31	\$10,040	\$ 53,000	17	\$2,225	42	\$4,977	24	\$5,080
UNIV. FUND		266	\$24,507	533	\$69,245			467	\$30,191	\$ 150,000	266	\$24,507	532	\$44,245	467	\$30,191
OTHER		63	\$54,771	367	\$721,386	\$199,999	\$72,973	203	\$345,880	\$ 28,800	15	\$3,583	43	\$12,210	67	\$13,456
GIFTS NOT YET BOOKED					\$72,500											
<b>TOTAL</b>	<b>\$ -</b>	<b>2,920</b>	<b>\$582,089</b>	<b>5,640</b>	<b>OUTRIGHT &amp; FACE:</b>	<b>\$2,221,807</b>		<b>5,413</b>	<b>\$1,976,964</b>	<b>\$2,954,300</b>	<b>2,690</b>	<b>\$222,459</b>	<b>4,788</b>	<b>\$466,085</b>	<b>4,795</b>	<b>\$472,822</b>

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

**NEW COMMITMENTS - FISCAL YEAR 2003 THROUGH September 30, 2002**

<b>Total cash rec'd:</b>	<b>\$2,221,806.56</b>	<b>Pledge pmts:</b>	<b>(\$632,896.77)</b>	<b>#14,632,367.50</b>	<b>Total new commitments:</b>	<b>\$16,221,277.29</b>
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## **BUSINESS MEETING**

### **CALL TO ORDER**

President McCue called the Business Meeting to order at 2:15 p.m. on Friday, November 1, 2002.

### **ROLL CALL**

Trustee Patrick took roll. The following were present: Trustees Taylor Haynes, Kathy Hunt, Peter Jorgensen, Ron McCue, John Patrick, Keith Sapp, Greg Scheafer, Thomas Spicer, and Hank True. Ex-officio Trustees Judy Catchpole, Philip Dubois and Keith Sapp were present. Trustees Jim Neiman, Judy Richards, and Jerry Saunders were unable to attend. Ex-officio Trustee Governor Jim Geringer was also unable to attend.

### **APPROVAL OF SEPTEMBER 13-14, 2002 MINUTES OF THE TRUSTEES; APPROVAL OF MINUTES OF OCTOBER 3, 2002 EXECUTIVE COMMITTEE CONFERENCE CALL**

Trustee Taylor Haynes moved to approve the minutes of the Trustees for September 13-14, 2002, and the minutes of the October 3, 2002 Executive Committee Conference Call; Trustee Jorgensen seconded. The motion carried.



Board of Trustees Executive Committee Conference Call  
October 3, 2002 - 11:00 a.m.

Present via conference phone: Trustees Ron McCue, Judy Richards and Tom Spicer  
Board members not available: Trustees Taylor Haynes and Kathy Hunt  
Present on-site: President Philip Dubois, Vice President Phillip Harris, Vice President Rick Miller, Deputy Secretary Nicky Moore

Topics of Discussion:

1. The Doris and William McMurry family of Casper have been named the Wyoming Family of the Year and will be acknowledged during Family Weekend, October 5-6.
2. UW staff are putting together the agenda for the October 31-November 2 Board Meeting using the format recommended by the Board during the September meeting. A copy will be forwarded to Trustee McCue for approval upon completion.
3. President Dubois reported a committee chaired by Roger Baalman is reviewing options for the remodeling of Prexy's Pasture. The committee would like to engage an architect and also speak to an individual who specializes in "outdoor space" for additional input. The committee would be able to move ahead with authorization from the Board. It is proposed that up to \$200,000 would be spent from the Medical Contract Reserve account for this service and the cost incurred would be repaid from the Toppan Gift account when those funds come in.

Trustee Spicer moved for approval; Trustee Richards seconded. The motion carried unanimously.

4. President Dubois requested guidance on recognition for Governor Geringer and Superintendent Catchpole.
5. President Dubois reported that a resolution has been passed by the student government to revisit and reconsider the colors of UW. The president outlined the process of the committee's color change consideration, the committee's makeup, and clearly stated he has no intention of re-opening the color issue.
6. Vice President Miller reported on a piece of litigation involving a university employee; the last case to be reviewed under UniReg 4.

He also reported he would be sending out materials to the Board for their review in order to discuss a personnel issue and make a decision on it during the October/November meeting.

Mr. Miller provided information on a suit being brought against UW by the Student Publications Board for a ruling on appropriate release of information. President Dubois has identified up to \$2500 to cover costs associated with the suit.

7. Vice President Harris reported he is obtaining contractor cost estimates on the Health Sciences Project from an individual that would not be involved in the bid process. He expects the estimates will cost up to \$50,000.

8. Mr. Harris asked for a recommendation on whether to pursue Seed Lab construction with a contractor expressing interest or issue an RFP which would delay construction by 45 days. The Board members recommended moving forward with identified contractor.

9. President McCue reported Vice President Thomas Buchanan would be recognized during the October 31 dinner for his service to UW as Acting President. Lisa Dubois is receiving flowers from the Board for her creative guidance and work on the *Distinction* Extravaganza.

The Conference Call adjourned at 11:45 am.

Respectfully submitted,

Nicky Moore  
Deputy Secretary, Board of Trustees

## **ANNOUNCEMENTS**

### ASUW

Ex-officio Trustee Keith Sapp reported on ASUW activities. They have continued to work on developing a concerts/convocations fee, and remove those expenses from their budget.

Ex-officio Trustee Judy Catchpole thanked ASUW for entertaining attendees during Homecoming events.

### Staff Senate

Vicky Henry reported on Staff Senate. They recently completed their fall highway cleanup, participated the gubernatorial debate, and are will be gathering donations for needy families at UW for Thanksgiving and Christmas.

Staff Senate is also working on UniReg 38. Trustee Hunt asked if Staff Senate could share information with the Board so they could participate in donating for the holidays. Ms. Henry will send an e-mail to the Board with more information.

### Faculty Senate

Terri Rittenburg reported on work of the Faculty Senate. They are working on UniReg 802, a revision to UniReg 43, implementation of the new university studies program format, and discussions on library acquisitions with Dean Maggie Farrell.

**COMMITTEE OF THE WHOLE (Consent Agenda)**

**Board of Trustees' Consent Agenda  
November 2, 2002**

1. Approval of Contracts and Grants (see following pages)
2. Personnel (see following pages)
3. FY2003 Budget Adjustment (see following pages)

Trustee Spicer moved to approve the Consent Agenda as presented; Trustee Hunt seconded. The motion carried.

## **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 August 16, 2002, through October 10, 2002.

<b>AGRILIANCE LLC – 01/01/1999 – Open</b>	\$3,700
Stephen Miller; Plant Sciences – Various weed biology and control.	
<b>AIR LOGISTICS CORPORATION – 03/16/2000 – 06/30/2002</b>	\$500
Scott Cogull/Ronda Cogull; Mechanical Engineering – Tensile creep testing.	
<b>AMERICAN CHEMICAL SOCIETY – 01/11/1993 – Open</b>	\$500
Dean Roddick; Chemistry – Advanced scientific education and fundamental research in the petroleum field.	
<b>ANADARKO PETROLEUM CORPORATION – 06/27/2001 – 06/30/2004</b>	\$9,300
Dag Nummedal; Institute for Energy Research – Sequence stratigraphy for deep basin coal prediction.	
<b>ASSOCIATION OF STATE AND TERRITORIAL DENTAL DIRECTORS - 08/01/2002 – 12/31/2002</b>	\$5,000
Terri Longhurst; Wyoming Institute for Disabilities – Wyoming Head Start oral health forum.	
<b>BASF CORPORATION – 06/22/1999 – Open</b>	\$4,000
Abdel Mesbah; Plant Sciences – Crop-weed research.	
<b>BASF CORPORATION – 01/01/1999 – Open</b>	\$6,500
Stephen Miller; Plant Sciences – Various weed biology and control.	
<b>CALIFORNIA, UNIVERSITY OF – 08/01/2001 – 12/02/2002</b>	\$14,500
Linwood Pendleton; Economics and Finance – Tri-County beach valuation study.	
<b>CHILD DEVELOPMENT SERVICES OF WYOMING – 08/01/2002 – Open</b>	\$2,695
Laurie Westlake; Wyoming Institute for Disabilities – Kindergarten readiness.	
<b>CHILDREN'S RESOURCE CENTER – 07/29/2002 – Open</b>	\$13,934
Kenneth Heinlein; Wyoming Institute for Disabilities – Early childhood conference.	
<b>COLORADO DIVISION OF WILDLIFE – 09/05/2001 – 06/30/2004</b>	\$48,000
Steven Buskirk; Zoology – Snowshoe hare ecology study.	
<b>COLORADO POTATO ADMINISTRATIVE COMMITTEE – 01/01/1999 – Open</b>	\$5,000
Gary Franc; Plant Sciences – Regional plant diseases.	
<b>COLORADO STATE UNIVERSITY – 08/01/2002 – 07/31/2005</b>	\$10,200
Gary Franc; Plant Sciences – Integrated management of xanthomonas leaf blight of onions.	
<b>CORNELL UNIVERSITY – 01/01/2002 – 12/31/2005</b>	\$35,360
Stephen Ford; Animal Science – Center for fetal programming.	

<b>CROPSCIENCE – 01/01/1999 – Open</b> Stephen Miller; Plant Sciences – Weed biology and control.	\$11,000
<b>DETECTION LIMIT, INCORPORATED – 09/01/2000 – 11/30/2002</b> Roberta Sulk/Keith Carron; Chemistry – Rapid screen human growth hormone.	\$11,570
<b>THE DOW CHEMICAL COMPANY – 05/01/2002 – 04/30/2003</b> William Lindberg; Mechanical Engineering – High-speed high-magnification spray study.	\$40,000
<b>FEDERAL DATA CORPORATION – 10/10/2000 – 08/31/2003</b> Patricia Conway; Social Work – Requirements for outreach partners.	\$5,000
<b>FREMONT COUNTY SCHOOL DISTRICT NUMBER 38 - 08/20/2002 – 05/31/2003</b> Walter Scott; Psychology – Dropout prevention.	\$21,000
<b>GENERAL ELECTRIC COMPANY – 04/16/2001 – Open</b> John Ackerman; Chemical Engineering – Turbine fouling coatings.	\$10,890
<b>GORDON PLASTICS, INCORPORATED – 04/14/1997 – Open</b> Scott Cogull; Mechanical Engineering – Characterize composite materials.	\$1,100
<b>HYPERACUITY SYSTEMS – 08/28/2000 – Open</b> Steven Barrett; Electrical Engineering – Simulate analog processing of fly's eye.	\$27,528
<b>INTERNATIONAL CENTER FOR HUMAN RIGHTS – 03/20/2001 – 10/20/2002</b> Susan McKay; Nursing – Girls in militaries.	\$5,317
<b>MCDATA COPORATION – 09/04/2001 – 08/31/2003</b> Suresh Muknahallipatna; Electrical Engineering – Performance analysis of storage area network.	\$74,475
<b>MIDWEST RESEARCH INSTITUTE – 08/06/2002 – 08/05/2005</b> Robert Kelly/Thomas Parish; Atmospheric Science – Low-dimension wind turbine inflow turbulence model.	\$20,000
<b>MIDWEST RESEARCH INSTITUTE – 08/06/2002 – 08/05/2005</b> William Lindberg/Jonathan Naughton; Mechanical Engineering – Low-dimension wind turbine inflow turbulence model.	\$20,000
<b>MINOT STATE UNIVERSITY – 07/01/2002 – 06/30/2003</b> Lisa Steffian; Wyoming Institute for Disabilities – Peer-coaching rural in-service model.	\$12,960
<b>MOUNTAIN WEST FARM BUREAU MUTUAL INSURANCE COMPANY - 01/01/2001 – Open</b> Alfred Rodi; Atmospheric Science – Aircraft mechanic fees.	\$3,714
<b>NEBRASKA DEPARTMENT OF AGRICULTURE – 07/01/2002 – 06/30/2003</b> Gary Franc; Plant Sciences – Potato diseases research.	\$15,400

<b>OREGON STATE UNIVERSITY – 06/01/2002 – 09/30/2003</b> Robert Kelly; Atmospheric Science – Project fluxes over snow surfaces.	\$16,121
<b>PRINCE WILLIAM SOUND OIL SPILL RECOVERY INSTITUTE - 11/01/2002 – 10/31/2003</b> Merav Ben-David; Zoology – Monitor protocol for oil spill effects on otters.	\$24,235
<b>SIPCAM AGRO USA, INCORPORATED – 01/01/1999 – Open</b> Gary Franc; Plant Sciences – Regional plant diseases.	\$3,000
<b>SPACE TELESCOPE SCIENCE INSTITUTE – 09/01/2002 – 06/30/2003</b> Michael Brotherton; Physics and Astronomy – Natural occulting disk and host galaxy of red bal quasar.	\$25,130
<b>TEXAS A&amp;M RESEARCH FOUNDATION – 09/05/2002 – 12/06/2002</b> Demian Saffer; Geology – Scientific cruise of the joides resolution offshore Costa Rica.	\$26,563
<b>U S WEST FOUNDATION – 06/01/2002 – 06/30/2004</b> Roger Coupal; Agricultural Economics – Wyoming community network.	\$74,517
<b>UNITED AGRICULTURAL CONSULTANTS INCORPORATED - 01/01/1999 – Open</b> Gary Franc; Plant Sciences – Regional plant diseases.	\$1,350
<b>UNITED STATES AIR FORCE – 05/01/2001 – 09/30/2003</b> Thomas Whitson/Philip Rosenlund; Plant Sciences – Native seed integrated pest management.	\$15,000
<b>UNITED STATES AIR FORCE – 07/06/2000 – 07/31/2003</b> Angela Hild; Renewable Resources – Remove vegetation to enhance Colorado butterfly plant.	\$1,000
<b>UNITED STATES ARMY – 08/01/2002 – 01/31/2003</b> Randolph Lewis; EPSCoR Office – Workshop on proposal writing.	\$5,167
<b>UNITED STATES BUREAU OF LAND MANAGEMENT – 07/01/2002 – 02/28/2003</b> Harold Bergman/Diana Hulme; Institute of Environmental and Natural Resources – Interagency coal bed methane clearinghouse.	\$20,000
<b>UNITED STATES BUREAU OF LAND MANAGEMENT – 09/18/2001 – 03/28/2003</b> Paul Caffrey/Wendy Berelson/Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center – Creating a hydrographic data set.	\$5,300
<b>UNITED STATES BUREAU OF LAND MANAGEMENT – 07/01/2002 – 02/28/2003</b> William Reiners/Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center - Interagency coal bed methane clearinghouse.	\$20,000
<b>UNITED STATES BUREAU OF LAND MANAGEMENT – 08/01/2002 – 11/30/2003</b> George Jones/Gary Beauvais; Wyoming Natural Diversity Database – Overstory structure and snow distribution in sagebrush habitats.	\$50,000

<b>UNITED STATES BUREAU OF LAND MANAGEMENT – 04/19/2002 – 03/31/2003</b> George Jones/Gary Beauvais; Wyoming Natural Diversity Database – Sand vegetation community surveys.	\$12,000
<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 06/10/2002 - 12/31/2003</b> Douglas Keinath/Gary Beauvais; Wyoming Natural Diversity Database - Black-tailed prairie dog town status inventory.	\$141,335
<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 09/26/2001 - 12/19/2003</b> Stanley Anderson; Zoology - Survey Mountain Plovers on lands managed by the Bureau of Land Management.	\$20,000
<b>UNITED STATES BUREAU OF LAND MANAGEMENT - 09/26/2001 - 05/31/2005</b> Stanley Anderson/Matthew Holloran; Zoology - Oil and gas impact on sage grouse, phase II.	\$49,900
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 07/15/2002 - 07/30/2003</b> Donal Skinner; Zoology - Levonorgestrel in coyote contraception.	\$25,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/27/2001 - 12/31/2004</b> Michael Harkin/Linette Poyer; Anthropology - Ethnohistorical survey of national forests in Wyoming.	\$45,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/09/2002 - 09/30/2003</b> Bonnie Heidel; Wyoming Natural Diversity Database - Vascular and nonvascular flora and vegetation composition of peatlands.	\$2,800
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/24/2002 - 09/30/2002</b> Bonnie Heidel; Wyoming Natural Diversity Database - Scientific peer review of two plant species.	\$1,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/12/2002 - 09/11/2003</b> Stanley Anderson; Zoology - Rocky Mountain region species assessment.	\$10,800
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 09/10/1999 - 03/31/2003</b> Steven Buskirk; Zoology - Conservation genetics of the Fisher.	\$5,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 05/01/2002 – Open</b> Gregory Hayward/Melissa Scott; Zoology - Boreal owl study in Grand Mesa National Forest.	\$2,031
<b>UNITED STATES DEPARTMENT OF EDUCATION - 09/01/2002 - 08/31/2003</b> Mark Bittner; Family and Consumer Sciences - Child care access means parents in school.	\$27,057
<b>UNITED STATES DEPARTMENT OF EDUCATION - 07/21/2002 - 07/20/2003</b>	\$112,538



Robbie Bennett; Student Educational Opportunity - Career resource network 2002-2003.

**UNITED STATES DEPARTMENT OF EDUCATION - 09/01/2002 - 08/31/2003** \$351,397  
Carol Eckhardt; Student Educational Opportunity - Educational talent search.

**UNITED STATES DEPARTMENT OF EDUCATION - 06/01/2002 - 05/31/2003** \$3,803  
Pilar Flores; Student Educational Opportunity - Upward Bound program.

**UNITED STATES DEPARTMENT OF EDUCATION - 11/01/2002 - 10/31/2003** \$282,728  
Pilar Flores; Student Educational Opportunity - Math and science initiative project.

**UNITED STATES DEPARTMENT OF EDUCATION - 09/01/2002 - 08/31/2003** \$344,037  
Curtis Sandberg; Student Educational Opportunity - Student support services.

**UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2002 - 09/30/2003** \$65,989  
Michael Massie/Patricia Casey; Wyoming Institute for Disabilities - Supported outdoor assisted recreation community parks and recreation program.

**UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2002 - 09/30/2003** \$299,537  
Keith Miller/Kathleen Laurin; Wyoming Institute for Disabilities - New options in technology.

**UNITED STATES DEPARTMENT OF ENERGY - 09/15/2000 - 09/14/2003** \$98,000  
Anne Sylvester; Botany - Genes regulating cell division during leaf development.

**UNITED STATES DEPARTMENT OF ENERGY - 08/15/2000 - 08/14/2003** \$45,537  
Jeffery Yarger; Chemistry - Amorphous solids and phase transitions.

**UNITED STATES DEPARTMENT OF ENERGY - 09/01/1995 - 09/29/2002** \$ 552  
John Steadman/William Gern; Engineering Dean's Office - EPSCoR program management and coordination.

**UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 09/30/2002 - 02/28/2004** \$ 100,000  
Keith Miller; Wyoming Institute for Disabilities - Wyoming family support network.

**UNITED STATES GEOLOGICAL SURVEY - 09/01/2002 - 08/31/2003** \$5,640  
Alan Buss; Elementary and Early Childhood Education - Remotely sensed data in Wyoming through education, outreach and data access.

**UNITED STATES GEOLOGICAL SURVEY - 09/01/2002 - 08/31/2003** \$110,688  
Kenneth Driese; Wyoming Geographic Information Sciences Center - Remotely sensed data in Wyoming through education, outreach and data access.

**UNITED STATES GEOLOGICAL SURVEY - 09/01/2002 - 08/31/2003** \$19,968  
Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center - Natural resource data clearinghouse web mapping service.

**UNITED STATES GEOLOGICAL SURVEY - 09/04/2002 - 03/30/2003** \$31,559  
Gary Beauvais; Wyoming Natural Diversity Database - Vertebrate species distribution, land cover, and

ecological systems.

<b>UNITED STATES GEOLOGICAL SURVEY - 07/17/1998 - 09/30/2002</b> James Lovvorn; Zoology - Foraging and contaminants in birds.	\$29,368
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 08/01/2002 - 11/30/2003</b> Terry Deshler; Atmospheric Science - In situ aerosol profile measurements and comparisons.	\$179,513
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 07/15/2002 - 10/14/2003</b> John Cowles/Ruben Gamboa/Jeffrey Van Baalen; Computer Science – Mechanical verification of synthesized code.	\$26,387
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/15/2000 - 12/31/2002</b> Robert Heinzen/D. Scott Bohle; Molecular Biology - Biology of spatiotemporal nitric oxide gradients.	\$39,599
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/01/2002 - 08/31/2003</b> Francis Flynn; Zoology - Alteration, equipment and renovation supplement.	\$499,995
<b>UNITED STATES NATIONAL PARK SERVICE - 09/01/2002 - 05/30/2004</b> Audrey Shalinsky; Anthropology - Fort Laramie powerline archeological survey.	\$8,100
<b>UNITED STATES NATIONAL PARK SERVICE - 08/19/2002 - 01/31/2003</b> Audrey Shalinsky; Anthropology - Mechanical fuels archeological site evaluation.	\$10,451
<b>UNITED STATES NATIONAL PARK SERVICE - 09/01/2002 - 05/30/2004</b> Audrey Shalinsky; Anthropology - Historic road features virginia cascade.	\$13,340
<b>UNITED STATES NATIONAL PARK SERVICE - 09/01/2002 - 10/15/2003</b> Audrey Shalinsky; Anthropology - Digitize and organize Yellowstone cultural sites.	\$8,625
<b>UNITED STATES NATIONAL PARK SERVICE - 08/26/2002 - 12/31/2003</b> Ronald Hartman; Botany - Bandelier National Monument plant specimen verification.	\$2,500
<b>UNITED STATES NATIONAL PARK SERVICE - 08/15/2002 - 09/30/2003</b> William Baker; Geography and Recreation - Subalpine forest fire history.	\$4,000
<b>UNITED STATES NATIONAL PARK SERVICE - 07/01/2002 - 05/31/2003</b> Henry Harlow; National Park Service - Tiger salamander status and landscape approach to aspen restoration in Yellowstone National Park.	\$5,750
<b>UNITED STATES NATIONAL PARK SERVICE - 01/13/2002 - 07/13/2003</b> Henry Heasler; Research Office – Yellowstone supervisory geologist.	\$61,398
<b>UNITED STATES NATIONAL PARK SERVICE - 07/15/2002 - 07/15/2005</b> Kenneth Gerow/Burke Grandjean; Statistics - Biostatistics support for biological projects.	\$60,000

<b>UNITED STATES NATIONAL PARK SERVICE - 09/01/2002 - 12/31/2004</b>	\$26,969
Douglas Keinath; Wyoming Natural Diversity Database - Greater Yellowstone bat and terrestrial mammal inventories.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/01/2002 - 09/30/2003</b>	\$248,875
Terry Deshler/Perry Wechsler; Atmospheric Science - Balloon-borne aerosol instrument suite.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/2002 - 08/31/2005</b>	\$135,000
B. Patrick Sullivan; Chemistry - Novel oligomeric MLCT excited states.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/2002 - 07/31/2003</b>	\$51,080
David Mukai; Civil Engineering - Fracture properties of heat-straightened steel.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/15/2002 - 07/31/2003</b>	\$54,334
Charles Mason; Economics and Finance - Economics of eco-labeling.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/2002 - 08/31/2006</b>	\$379,510
Sally Steadman/Bryan Shader/Jeffrey Van Baalen/John Nutter/John Steadman; Engineering Dean's Office - Computer science, engineering, and mathematics scholarships.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/2002 - 08/31/2003</b>	\$49,865
Kenneth Dueker/Scott Smithson/Elena Morozova/Kevin Chamberlain; Geology - Lithospheric structure and evolution of the Rocky Mountains.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/2002 - 12/31/2004</b>	\$49,880
Joel Harper/Neil Humphrey; Geology - Subglacial hydrology and sliding dynamics.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 10/01/2002 - 12/31/2005</b>	\$618,473
W. Steven Holbrook; Geology - Methane release in submarine landslides.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/16/2002 - 07/31/2004</b>	\$139,005
Igor Morozov/Scott Smithson; Geology - Imaging the San Andreas fault zone.	
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 09/01/2002 - 08/31/2005</b>	\$ 157,812
Karen Bartsch; Psychology - Young children's use of mental state information in persuasion.	
<b>VARIOUS SPONSORS - 06/17/2002 - Open</b>	\$250
Bret Hess; Animal Science - Funding from various sponsors to coordinate a regional symposium	

focusing on sustainability of livestock production within western rangeland ecosystems.

**VARIOUS SPONSORS - 10/01/2001 - 09/30/2002** \$3,435

Diane Wolverton; Small Business Development Center - Income fees from various workshops and classes sponsored by the Gro-Biz office.

**VARIOUS SPONSORS - 10/01/2001 - 09/30/2002** \$656

Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center.

**VARIOUS SPONSORS - 07/01/1998 - Open** \$394

Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center - Fees received for services provided by the Geographic Information Sciences Center.

**VARIOUS SPONSORS - 07/01/1995 - Open** \$315

Keith Miller; Wyoming Institute for Disabilities - Fees for behavioral assessment workshop.

**WESTERN RESEARCH INSTITUTE – 12/01/2000 - 04/09/2003** \$45,000

Katta J. Reddy; Renewable Resources - Oxidation and reduction kinetics of pyrite in water to minimize acid mine drainage.

**WYOMING AGRICULTURE IN THE CLASSROOM - 07/13/2001 - Open** \$400

Peter Ellsworth; Science and Mathematics Teaching Center - Rangeland perspectives workshop.

**WYOMING ANIMAL DAMAGE MANAGEMENT BOARD -  
08/26/2002 - 06/30/2003** \$11,400

Steven Horn; Animal Science – Antiprogestin for field bait delivery system.

**WYOMING ANIMAL DAMAGE MANAGEMENT BOARD -  
08/26/2002 - 06/30/2003** \$31,369

Steven Horn; Animal Science - Coyote specific delivery mechanism for oral baits.

**WYOMING ARTS COUNCIL - 07/17/2002 - 07/28/2002** \$3,081

Patricia Tate; Theatre and Dance - Snowy Range summer dance festival.

**WYOMING BUSINESS COUNCIL - 10/01/2002 - 09/30/2003** \$570,000

Diane Wolverton; Small Business Development Center - Strengthen and support small businesses in Wyoming.

**WYOMING COMMUNITY FOUNDATION - 06/28/2002 - 12/31/2002** \$10,000

Jeffrey Hamerlinck/Diana Hulme/Scott Lieske; Wyoming Geographic Information Sciences Center - Community software planning services.

**WYOMING COUNCIL FOR THE HUMANITIES - 05/23/2002 - 09/30/2002** \$2,000

Eric Sandeen/Sheila Bricher-Wade; American Studies - Remembering the World Trade Center.

**WYOMING COUNCIL FOR THE HUMANITIES - 08/20/2002 - 11/30/2002** \$2,000

Scott Boberg; Art Museum - Framing the wild public program series.

**WYOMING DEPARTMENT OF AGRICULTURE - 05/29/1997 - Open** \$30,000

Jeffrey Lockwood; Plant Sciences - Reduced area-agent grasshopper management. <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 09/30/2003</b>	\$18,685
Carl Reynolds; Secondary Education - Internet supported supervision of pre-service teachers	
<b>WYOMING DEPARTMENT OF EDUCATION - 09/05/2002 - 06/30/2003</b>	\$4,500
Robbie Bennett/Sean Moore; Student Educational Opportunity - Career information system in institutions.	
<b>WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - 06/30/2003</b>	\$793,872
Rex Gantenbein; Center for Rural Health Research and Education - Develop a plan for reducing the number of uninsured people in Wyoming.	
<b>WYOMING DEPARTMENT OF HEALTH - 10/01/2001 - 09/30/2002</b>	\$10,000
Patricia Armstrong; Wyoming Institute for Disabilities - Human services database for family caregiver support, 2001-2002.	
<b>WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 09/30/2003</b>	\$10,000
Patricia Armstrong; Wyoming Institute for Disabilities - Human services database for family caregiver support, 2002-2003.	
<b>WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - 06/30/2003</b>	\$25,021
Donald Faggiani; Wyoming Statistical Analysis Center - HIV/AIDS website.	
<b>WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - 12/31/2002</b>	\$15,000
Donald Faggiani; Wyoming Statistical Analysis Center - Distribution formula for Older Americans Act funds.	
<b>WYOMING DEPARTMENT OF TRANSPORTATION - 09/17/2002 - 08/31/2003</b>	\$140,549
Owen Phillips/Lawrence Weatherford; Business Dean's Office - Airline service ticket pull study.	
<b>WYOMING GAME AND FISH COMMISSION - 07/01/2002 - 06/30/2003</b>	\$16,500
Jonathan Despain; Cooperative Extension Service - Wyoming 4-H and Game and Fish partnership program.	
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open</b>	\$162,935
Stanley Anderson; Zoology - Wildlife research.	
<b>WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - Open</b>	\$18,000
Stanley Anderson; Zoology - Habitat studies in Wyoming.	
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/2002 - 06/30/2003</b>	\$24,825
Robert Hall; Zoology - Crow Creek study on FE Warren urbanization impact.	
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open</b>	\$122,240
Wayne Hubert; Zoology - Fisheries research.	
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open</b>	\$70,159
Frederick Lindzey; Zoology - Wildlife research.	
<b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1992 - Open</b>	\$35,100

Nancy Stanton; Zoology - Zoology faculty member awards.

**WYOMING GOVERNOR'S PLANNING COUNCIL ON DEVELOPMENTAL  
DISABILITIES - 07/01/2002 - 06/30/2003** \$20,000

Patricia Armstrong; Wyoming Institute for Disabilities - Comprehensive electronic human services database.

**WYOMING STATE GEOLOGICAL SURVEY - 09/03/2002 - 08/31/2003** \$13,416

John Allen; Geography and Recreation - Geographic information system database and cartographic map.

**WYOMING STATE PARKS AND CULTURAL RESOURCES -  
09/01/2002 - 05/31/2003** \$4,800

Audrey Shalinsky; Anthropology - South Pass City intern opportunity.

**YORK, UNIVERSITY OF - 08/21/2002 – Open** \$2,870

Edward Barbier; Economics and Finance - Shrimp farming and mangrove loss in Thailand.

TOTAL - Contracts and grants approved August 16, 2002, through October 10, 2002. \$8,019,023

TOTAL - Contracts and grants previously approved: 07/01/02 - 08/15/02 14,906,290 \$14,906,290

**TOTAL - Contracts and grants approved July 1, 2002 through October 10, 2002. \$22,925,313**

PERSONNEL

**APPOINTMENTS**

**1. Administrators  
 Student Affairs**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Student Financial Aid</i>			
<b>Gruen, David L.</b>	Director	\$78,000/FY	09/30/2002 to 06/30/2003

**2. Faculty  
 College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Agricultural and Applied Economics</i>			
<b>Mooney, Sian</b>	Assistant Professor	\$58,200/AY	08/27/2002 to 06/30/2003
<i>Department of Renewable Resources</i>			
<b>Collier, Timothy</b>	Assistant Professor	\$50,004/AY	08/27/2002 to 06/30/2003
<b>Miller, Scott</b>	Assistant Professor	\$51,912/AY	08/27/2002 to 06/30/2003
<b>Williams, David</b>	Associate Professor	\$75,000/FY	08/27/2002 to 06/30/2003
<i>Department of Music</i>			
<b>Gjevre, Naomi</b>	Assistant Professor	\$21,000/AY	08/27/2002 to 06/30/2003
<b>Pinell, Javier</b>	Assistant Professor	\$21,000/AY	08/27/2002 to 06/30/2003
<i>Department of Physics &amp; Astronomy</i>			
<b>Kobulnicky, Henry</b>	Assistant Professor	\$55,008/AY	08/27/2002 to 06/30/2003
<i>Department of Psychology</i>			
<b>Gray, Matthew J.</b>	Assistant Professor	\$50,004/AY	08/27/2002 to 06/30/2003
<b>Pepper, Carolyn M.</b>	Assistant Professor	\$42,756/AY	08/27/2002 to 06/30/2003
<i>Department of Theatre &amp; Dance</i>			
<b>Claridge, Melvin R.</b>	Assistant Professor	\$46,008/AY	08/27/2002 to 06/30/2003

**College of Business**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Management &amp; Marketing</i>			
<b>Baker, Stacey K.</b>	Assistant Professor	\$80,004/AY	01/15/2003 to 06/30/2003

**College of Education**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Dept. of Elementary &amp; Early Childhood Education</i>			
<b>Muir, Katherine</b>	Instructor	\$39,000/AY	08/27/2002 to 06/30/2003

**College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Division of Kinesiology and Health</i>			
<b>Bertelsen, Susan L.</b>	Assistant Professor	\$42,576/AY	08/27/2002 to 06/30/2003
<i>Division of Medical Education and Public Health</i>			
<b>Page, James B.</b>	Clinical Professor	\$70,008/FY	08/27/2002 to 06/30/2003
<i>School of Pharmacy</i>			
<b>Ren, Jun</b>	Assistant Professor	\$68,004/AY	08/27/2002 to 06/30/2003
<b>Sreejayan</b>	Assistant Professor	\$61,500/AY	08/27/2002 to 06/30/2003

**APPOINTMENTS**  
**3. Academic Professionals**  
**College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i> <b>Williams, Duane</b>	Associate Director	\$80,004/FY	08/27/2002 to 06/30/2003

**College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Physics &amp; Astronomy</i> <b>Thayer, David R.</b>	Assistant Lecturer	\$55,008/AY	08/27/2002 to 06/30/2003

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<b>Sullivan, Sheryl L.</b>	Assistant Dean	\$42,000/AY	08/27/2002 to 06/30/2003

**CHANGES IN APPOINTMENTS**

**1. Administrators**  
**College of Education**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Dean's Office</i> <b>Day, Michael J.</b>	Associate Dean	\$87,480/FY	09/01/2002 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.

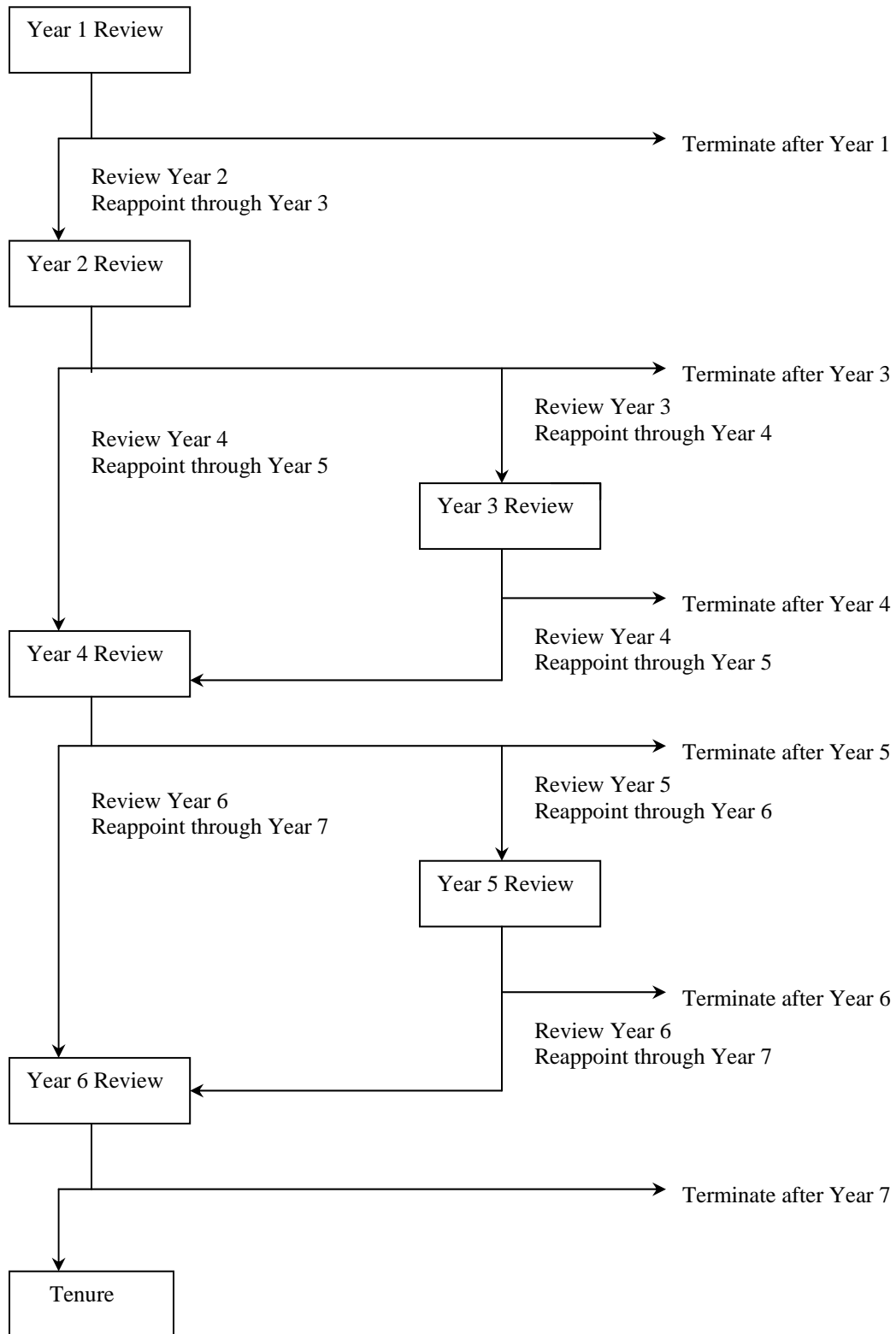
**Terminal Degree**

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



## **Addendum**

### **FY 2003 BUDGET ADJUSTMENTS**

It is recommended that the Trustees of the University of Wyoming increase the Section I operating budget for the 2003-2004 biennium in the amount of \$2,401,959. The increase is to: (A) accommodate the carryover of earmarked revenue collected for course fees, computer fees and summer school activities; and (B) budget additional UW Income Fund revenue being generated as a result of enrollment increases and tuition adjustments.

The additional budget authorization for the carryover adjustment results from a reconciliation of revenue and expenditures at the close of each biennium for computer fees, course fees and summer school activities. Unexpended funds are then added to the budget authorization for the ensuing biennium. The additional UW Income for FY 2003 is based upon the revenue projections for the fiscal year utilizing the fall enrollment numbers. Enrollments on campus were up for this academic year and coupled with the tuition increase that was adopted, it is anticipated that an additional \$900,000 in revenue will be collected. This increase will not be allocated as a permanent adjustment and revenue projections will be reviewed again prior to the next fiscal year to determine whether a similar adjustment can be made for the next fiscal year.

The following table is a summary of the 2003-2004 biennial budget adjustment:

<b><u>Revenue Source</u></b>	<b><u>Biennium Budget Adjustment</u></b>
Course Fees	\$ 94,364.00
Computer Fees	\$ 468,966.00
Summer School	\$ 938,629.00
UW Income Fund (tuition revenue)	\$ 900,000.00
<b>Total 2003-2004 Biennium</b>	<b><u>\$2,401,959.00</u></b>

**COMMITTEE OF THE WHOLE (Regular Business)**

AUTHORIZATION TO RAZE 464 NORTH 10<sup>TH</sup>

The Trustees approved the purchase of the residence at 464 North 10<sup>th</sup> on January 20, 2001 and it was acquired. At the time of the acquisition, the residence was rented by students who have since completed their course of studies, and vacated the house. It has remained vacant since July 2002.

The house, which is approximately 57 years old, is a sub-standard property. No improvements have been made except for kitchen cabinets and fixtures that are approximately 25 years old. The basement apartment has a ceiling height of only 6'2". The property has been shown since becoming vacant, but no one has expressed an interest in spite of the fact it is a half a block from campus.

Vice President Dan Baccari, Michael Milam, acting director of Physical Plant, and Shawn McGinnis, contract administrator, inspected the residence in September 2002. After review of the property and subsequent cost estimates completed by Physical Plant, it was established that the expenses for renovation and maintenance of this property exceeded the income UW would realize from renting the residence. Photos and drawings of the property are included on the following pages.

The Board of Trustees voted to approve the request to raze the vacant residence located at 464 North 10<sup>th</sup> as presented. The estimated cost is \$11,000, including landscaping.

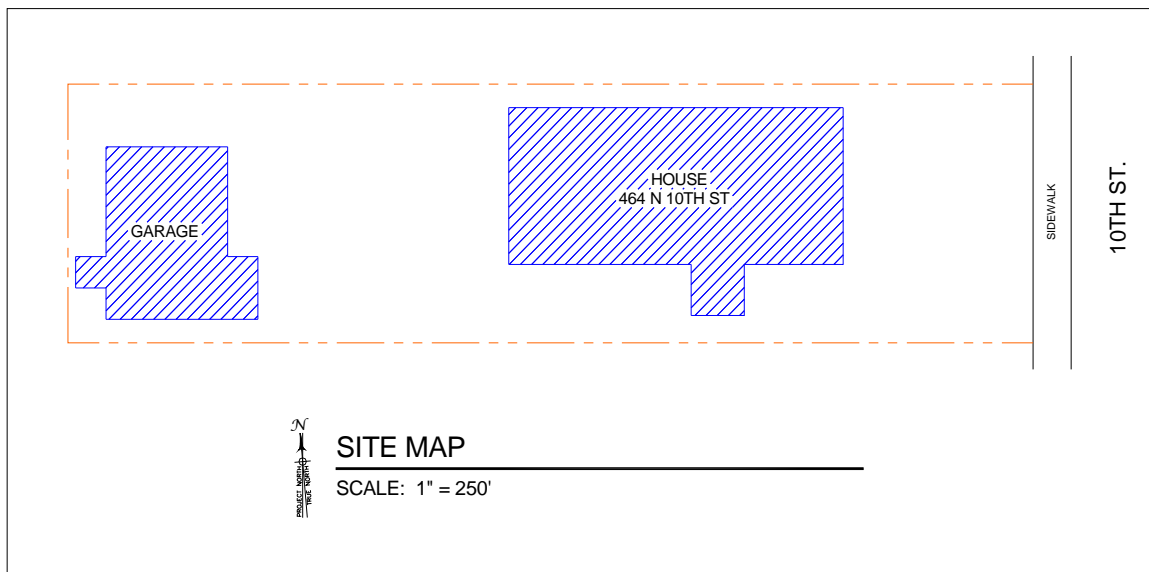


EXHIBIT B-1

NOTE: the garage or storage building (since no garage doors exist) has limited access from two doors (doors are 32" w x 80" h)-one located on the south end and the second located on the NE corner of the east facing wall. An alley lies directly west of the property line.

Vice President Baccari spoke in more detail about the request to remove the building. The house is located on a half-lot, and is an old building with no recent updates. It would require an unreasonable investment to make the house livable again. Trustee Spicer moved to approve the request to raze 464 North 10<sup>th</sup>; Trustee Hunt seconded. The motion carried.

## PUBLIC ART PROGRAM

### **Conceptual Framework for Development of a Public Art Program at the University of Wyoming**

Philip Dubois (Revised 10/15/02)

Purposes: Multiple, including: 1) to enrich cultural, intellectual, and scholarly life on campus and in community; 2) to add warmth, visual interest, and variety in the campus landscape; 3) to demonstrate the campus commitment to the value of creative expression; and 4) to serve as a source of campus, community, state, and regional pride.

Media: Outdoor sculpture or other appropriate media (including, but not limited to murals, mosaics, ceramics, mobiles, installations, etc.).

Focus: Signature works by living artists that explore the breadth of artistic expression in order to create a collection of public art that is integrated into the UW campus and balances stylistic approaches and modes of expression.

Placement: Entire campus would be considered a potential site (i.e., not a designated “sculpture garden,” although small concentrated “pocket” gardens might be developed along with landscaping to provide places for rest and reflection – with particular attention to using public art to enhance “inter-building pathways”).

Criteria for Selection and Siting of Works: Multiple, including: 1) artistic excellence; 2) potential for work to inspire, stimulate, and challenge campus and community; 3) durability of design and materials; 4) minimum required maintenance and safety concerns; 5) maximum resistance to vandalism; 6) appropriateness to site and University setting; 7) compatibility with University short-term and long-term plans relating to facilities and grounds. Final decisions concerning acquisitions, siting, and deaccessioning previously acquired works would be made by the President, acting upon recommendations received from the President’s Public Art Council (see below). Siting decisions must be consistent with the University Long-Term Facilities Plan and based on a map of recommended sites developed by the Director of Facilities Planning and approved by the President.



Means of Acquisition: Multiple, including: open competition; limited competition (where development fee is paid); invitation (based on reputation and experience of artist); commission; direct purchase; long-term loans; and gifts—as recommended to the President by the President’s Public Art Council (see below).

Funding: Multiple, including: 1) annual proceeds from a privately-funded public art program endowment (\$1 million minimum for a \$50,000 annual budget based upon a 5% annual payout); 2) grants (government, corporate, and foundation); and 3) other contributions. Funds from these sources may be used to cover acquisitions, development and site preparation, installation, lighting as required, maintenance, conservation, transportation and insurance, program publications and tour maps, etc.

Administration: Collection to be under the management of the University of Wyoming Art Museum; responsibilities to include budget management, record-keeping, negotiations with artists, oversight of maintenance and conservation, and making recommendations to the Public Art Council and the President concerning deaccessions.

Governance: Responsibility for making recommendations to the President on acquisition, siting, installation, and deaccessioning will be made by the President’s Public Art Council. All final decisions on such matters are reserved to the President who may, at his or her discretion, consult with the Board of Trustees. Decisions made by the President are reviewable at the discretion of the Board.

The Council will consist of nine voting members serving staggered three-year terms, except for the Director of the UW Art Museum, who will serve as a permanent member of the Council. The remaining eight representatives will include:

- 3 members of the Department of Art faculty, selected by the President from no fewer than five nominees forwarded by the Department Head;
- 1 member of the UW faculty, selected by the President from no fewer than five nominees forwarded by the Chair of the Faculty Senate;
- 1 member of the UW staff, selected by the President from no fewer than five nominees forwarded by the President of the Staff Senate;
- 1 knowledgeable representative of the regional art community, such as a curator, artist, or collector to be appointed by the President after considering suggestions from the Director of the Art Museum and Head of the Art Department;
- 1 student (1 year term, renewable), selected by the President from no fewer than three nominees forwarded by the Head of the Department of Art; and
- 1 member of the community at large, appointed by the President.

Ex officio nonvoting members will include:

- 1 member of the staff of the UW Foundation appointed by the Vice President for Institutional Advancement;
- the Director of Facilities Planning; and
- 1 member of the staff of Physical Plant appointed by the Vice President for Administration and Finance.

President Dubois provided a more detailed report on the outline that had been provided in the Board Report. The question of the president's role in making the final decision on the piece of art has been clarified. He also included a section under governance that would allow the Board to vote against the pieces selected if they desired. Trustee Schaefer moved to approve the outline as presented in the Report; Trustee Haynes seconded. Motion carried.

#### AUTHORIZATION FOR EARLY BOND RETIREMENT

Trustee True moved to authorize the refinancing of the 1993 bonds early to refund them, and to provide authorization to the president and vice president for Administration and Finance to retain Barbara Bonds and Dain Rauscher to assist in the activity; Trustee McCue seconded. The motion carried.

#### **UNFINISHED BUSINESS**

President Dubois inquired as to whether members of the Board had received the convocation speech, and noted that it honored promotions and new faculty. He is considering a different venue for future convocations. Trustee McCue thanked him for sending the speech out to the various constituents in the state.

Trustee Spicer spoke about the Investment Committee. The revised Investment Policy has been distributed to the full Board, and the Committee plans to bring it forward for approval in January (included on the following pages). Board members were encouraged to forward their comments or questions to Trustee Spicer. He also spoke about the previous discussion at the Trustees' retreat regarding consensus of the Board to transfer the assets managed by UW to Foundation. That matter is more complicated than originally thought, and the Committee will discuss it further at the January meeting.

The next Investment Committee meeting will be February 17-18, 2003 in Denver, and members of the Board were invited to attend.

## UNIVERSITY OF WYOMING INVESTMENT POLICY

~~Investment Policy of the University of Wyoming~~

Revised: January 9, 1999

Reviewed by Investment Committee: February 19, 2002

REVIEWED BY INVESTMENT COMMITTEE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

### POLICY CONTENTS

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#### I. INTRODUCTION

##### A. Purpose

The Investment Policy of the University of Wyoming establishes the general guidelines and procedures for the investment of University funds.

This policy is established by the University Board of Trustees (Board) to guide the Board, its Investment Committee (Committee), and the University administration in the process of fund investment. The Board retains the right to make decisions contrary to this policy, when such decisions are deemed to be in the best interests of the University. The Board also retains the right to accept and administer donated funds or property with donor restrictions contrary to this policy.

It is not the purpose of this document to specify the details of every situation, nor to set forth specific short-term goals. The policy ~~relates primarily to~~ **GOVERNS THE INVESTMENT MANAGEMENT OF UNIVERSITY** endowment **AND OPERATING** funds and long-term investment practices, and is supplemented annually with discussion of market predictions and short-term goals, including return targets.

~~A summary of responsibilities and authority is contained in section VI below.~~

##### B. Social Responsibility

When the Trustees adjudge that corporate policies or practices cause substantial social injury, the Trustees, as responsible and ethical investors, shall give independent weight to this factor in the investment of the portfolios.

##### C. Use of Managers and Advisors

It is the policy of the Board to invest funds through a combination of the University's Manager of Taxes and Investments (~~University Investment Manager~~) and externally contracted, professional investment managers selected by the Board. Portfolios managed by the **UNIVERSITY MANAGER OF TAXES AND INVESTMENTS** (internal) include fixed income, low risk, federally-guaranteed or insured instruments only.

Portfolios managed by contracted managers (external) include instruments appropriate to the style of each manager. It is also the policy of the Board to contract with an independent investment advisor or performance evaluation service. The Board determines, and periodically reviews, the level of services desired.

## II. INVESTED FUNDS

### A. Endowment Funds

Endowment funds are defined as funds received from a donor with the restriction that the original principal is not expendable. These funds commonly carry a restriction regarding the use of the earnings, which might apply to specific programs or student scholarships. These funds are fully invested by the University, regardless of the balance. Accounts with continuing balances of less than five thousand dollars (\$5,000), ~~however,~~ are considered by the Board for consolidation with other endowments of a similar nature, if donor restrictions allow.

### B. Term Endowment Funds

Term endowment funds are defined as funds for which the donor stipulates that the principal may be expended after a stated period or upon the occurrence of a certain event. Such funds are treated in the same manner as endowment funds until expiration of the stipulated term, when the Board determines future treatment in accordance with the donor's wishes and University priorities.

### C. Funds Functioning as Endowment (Quasi-Endowment Funds)

Quasi-endowment funds are defined **BY THE BOARD** as funds established ~~by the governing board~~ to function as an endowment fund ~~S. but expendable at the discretion of the board~~. These funds are invested in a like manner to endowment funds. ~~if a minimum balance of five thousand dollars (\$5,000) is kept on deposit for at least one year.~~ **A MINIMUM BALANCE OF \$20,000, WHICH MUST BE KEPT ON DEPOSIT FOR A MINIMUM OF ONE YEAR, IS REQUIRED TO ESTABLISH AND MAINTAIN A QUASI-ENDOWMENT FUND.** Quasi-endowment funds can be established by college or equivalent units, as well as by the Board, and invested at the request of the unit administrator, with the same balance and time restrictions.

D. ~~Other Invested~~ OPERATING AND AGENCY Funds

~~In the following instances, funds other than endowment are invested by the University's Investment Manager~~ THE MANAGER OF TAXES AND INVESTMENTS INVESTS THE FOLLOWING TYPES OF FUNDS. THESE FUNDS CAN BE INVESTED in a combination of fixed-income, minimal risk instruments and money market funds.

- Departmental gift and endowment income funds are invested at departmental request and earnings are directed to the accounts invested, provided a minimum balance of five thousand dollars (\$5,000) is ~~guaranteed~~ MAINTAINED for at least one year.
- Bond proceeds and construction funds are fully invested in accordance with resolutions, contracts and payment schedules. Earnings are deposited to the relevant bond or construction accounts, with consideration given to applicable federal arbitrage regulations.
- FEDERAL FUNDS ARE INVESTED AT DEPARTMENTAL REQUEST AND EARNINGS ARE DIRECTED TO THE ACCOUNTS INVESTED.
- ~~Other e~~Operating funds are invested in accordance with overall operating and liquidity needs, and earnings are accounted for as general University income. Amounts to be invested are determined daily by the University's Investment Manager.
- AGENCY FUNDS ARE INVESTED AT AGENCY REQUEST AND EARNINGS ARE DIRECTED TO THE ACCOUNTS INVESTED.

E. APHEC

The University administration invests funds held for the Advanced Payment of Higher Education Costs program (APHEC) in accordance with Wyoming law and the regulations of the APHEC governing board.

~~F. Administrative Fee~~

~~A one percent (1%) fee is assessed annually, in July, on the endowment base amount defined in section V.A. below. The fee is not assessed on accounts established during the previous fiscal year. The proceeds from this fee are deposited to general University income and earmarked for administrative expenses and support of development efforts.~~

III. LONG-TERM OBJECTIVES

~~A. Summary~~

The long-term investment goals for the University endowments **ARE DESIGNED TO ACHIEVE** include the following ~~primary goals~~ **OBJECTIVES**:

1. ~~Achieve the objectives of the donors~~ **DONOR OBJECTIVES**;
2. Protect the assets from excessive risk;
3. ~~Achieve a~~ **Total return**, which provides program income (yield) and allows for growth of the endowment; and
4. Preserve the purchasing power of both the principal and the income.

These goals dictate a policy, ~~which~~ **THAT** includes a range of investment instruments and philosophies, balancing yield, growth, and manageable risk.

#### ~~B~~ **A . Donor Objectives**

The University desires to make every effort to administer endowment funds in such a way as to achieve the long-term goals of the donors and the University. Potential conflicts are resolved by the Board before the acceptance of a gift, and conflicts that arise over time are resolved through best faith efforts by the Board, after consideration of all factors. **IN GENERAL, ALL DONORS ARE ENCOURAGED TO LIMIT RESTRICTION OF THEIR GIFTS AS MUCH AS POSSIBLE TO ALLOW FLEXIBILITY.**

#### ~~C~~ **B. Protect the Assets**

The investment goal of the University is to earn an acceptable rate of return without subjecting endowment funds to significant risk of loss in the long term. It is expected that equity investments are selected so that any short term losses are more than offset by gains, and that no investment practices place a greater emphasis on return than on the protection of principal against erosion from excessive investment risks.

#### ~~D~~ **C. Total Return**

Return on investment is measured in terms of total return, the combination of income (yield) and **CHANGES IN** principal ~~appreciation (growth)~~ **VALUE (GROWTH OR LOSS IN MARKET VALUE)**. Yield is necessary to provide ~~spendable~~ **EXPENDABLE** return for program operations, and growth is necessary to provide **EXPENDABLE RETURN FOR PROGRAM OPERATIONS AND ADMINISTRATIVE FEES, AND TO PROVIDE** ~~continually increasing amounts of spendable return over the~~ long-term **INFLATION PROTECTION OF ENDOWMENT PRINCIPAL**. The ~~spendable~~ **EXPENDABLE** return ~~provisions discussed in section V below and the administrative fee provisions of section II require that an average five and one half percent (5.5%) return be available annually.~~ **FOR PROGRAM SUPPORT AND ADMINISTRATIVE FEES IS DISCUSSED UNDER THE INVESTMENT PROCEDURES SECTION OF THIS POLICY.**

#### ~~E~~ **D. Preserve Purchasing Power**

**ENDOWMENTS.** To preserve purchasing power of both principal and income, it is necessary that endowments grow at a rate equal to or greater than inflation, in order that income levels increase accordingly. ~~It is expected that over the long term, investment practices will result in an average annual total return rate at least equal to the inflation rate plus the spendable return rate, 5.5%.~~ **IT IS EXPECTED THAT OVER THE LONG TERM, INVESTMENT PRACTICES WILL RESULT IN AN AVERAGE ANNUAL TOTAL RETURN RATE AT LEAST EQUAL TO THE EXPENDABLE RETURN RATE, CURRENTLY 5.5%, PLUS THE INFLATION RATE.**

**OPERATING AND AGENCY FUNDS.** The long-term investment goals for OPERATING & AGENCY Funds are designed to achieve the following primary objectives:

1. **ACHIEVE A RETURN TO PROVIDE PROGRAM INCOME (YIELD) FOR THE VARIOUS OBJECTIVES.**
2. **PROTECT THE ASSETS FROM RISK, AND**
3. **MAINTAIN LIQUIDITY TO MEET SPENDING REQUIREMENTS.**

**THESE GOALS DICTATE A POLICY THAT UTILIZES LOW-RISK INVESTMENT INSTRUMENTS WITH AN ACCEPTABLE RATE OF RETURN.**

#### IV. ASSET ALLOCATIONS

##### A. ~~Diversification~~ **ENDOWMENTS**

In order to minimize the risk of damaging fluctuations in any area of the market, investments are diversified among cash, fixed income, variable income and equity instruments. An annual Board discussion is held concerning market trends to determine continuing appropriateness of diversification policy.

No more than twenty percent (20%) of the total investment in equities can be concentrated in any one market segment or industry. The amount invested in any one company cannot exceed three percent (3%) of the total amount of company stock issued, **NOR MORE THAN 3% OF THE TOTAL VALUE OF THE UW PORTFOLIO.**

##### B. **OPERATING AND AGENCY FUNDS**

**INVESTMENTS ARE LIMITED TO COLLATERALIZED BANK CERTIFICATES OF DEPOSIT, MONEY MARKET FUNDS OR FEDERALLY GUARANTEED OR INSURED SECURITIES THAT MATURE IN LESS THAN ONE YEAR.**

##### ~~B~~ C. Portfolio Philosophy

Total endowments are combined into one portfolio, which is subdivided into ~~no less than three~~ separate components or investment portfolios **FOR THE PURPOSE OF INVESTMENT MANAGEMENT:** One portfolio is managed internally, by the ~~University~~



~~Investment Manager~~ **MANAGER OF TAXES AND INVESTMENTS**, and the others by external ~~Investment M~~ managers. The relative size of the portfolios is adjusted in the long term according to ~~the relative strength of different markets and investment styles~~ **ASSET ALLOCATION APPROVED BY THE BOARD**. With the exception of the fixed income portion, no single investment manager shall be responsible for more than twenty-five percent (25%) of the total endowment fund.

**TOTAL OPERATING AND AGENCY FUNDS ARE COMBINED INTO ONE PORTFOLIO, WHICH IS SUBDIVIDED INTO AN INVESTMENT POOL FOR EACH TYPE OF FUND INVESTED. THE MANAGER OF TAXES AND INVESTMENTS MANAGES THIS PORTFOLIO.**

## V. INVESTMENT PROCEDURES

### €A. Account Valuation

ENDOWMENTS. All endowment funds are pooled for investment purposes, unless otherwise restricted by the donor. Accounting systems are maintained to allocate returns to the separate accounts.

Allocations are made by means of unit valuation. At the end of each month, the total pool is evaluated and a unit value calculated, based on the number of shares assigned to each endowment account. Earnings **AND ADMINISTRATIVE FEES** distributed from the various portfolios are allocated to each ~~account according to the number of shares allocated~~ **ENDOWMENT BASED ON THE MONTHLY UNIT VALUATION PROCESS**. All endowments accordingly share in the earnings, gains and losses of all portfolios. New accounts are added to the pool only ~~on~~ **AT** the ~~first~~ **END** of a month, and allocated a number of shares based on the designated unit value at that time.

OPERATING AND AGENCY FUNDS. **OPERATING AND AGENCY FUNDS ARE IN VARIOUS POOLS DEPENDENT ON TYPE OF FUNDS AND ARE INVESTED INTERNALLY. THE PRINCIPAL MAY CHANGE DAILY AND THE EARNINGS ARE DISTRIBUTED ON A PRO RATA BASIS AT THE END OF EACH MONTH.**

~~Other invested funds are pooled separately, invested internally and accounted for in a like manner.~~

### V. ~~Spensible~~ **B. EXPENDABLE RETURN ALLOCATIONS**

A ENDOWMENT Allocations. ~~The spendable return allocated each year for program support amounts to four and one half percent (4.5%) of the endowment base amount. The base amount is calculated in April of each year and is the average (mean) of the March 31 market values for the current year and the two years immediately preceding. By allocating spendable amounts in this way, total return is recognized for spending purposes. It is anticipated that allowing four and one half percent (4.5%) to be expended also allows for adequate growth in the principal amounts. Any portion of yield not allocated for spending is re-invested with principal amounts.~~

THE AMOUNT OF EXPENDABLE RETURN ALLOCATED EACH YEAR FOR PROGRAM SUPPORT AND ADMINISTRATIVE FEES IS ESTABLISHED BY THE BOARD AS A PERCENTAGE OF THE ENDOWMENT BASE AMOUNT. THE INVESTMENT COMMITTEE REVIEWS THE PERCENTAGE DISTRIBUTION ANNUALLY. THE ENDOWMENT BASE AMOUNT IS CALCULATED ANNUALLY AND IS THE AVERAGE (MEAN) OF THE DECEMBER 31<sup>ST</sup> MARKET VALUES OF EACH ENDOWMENT FOR THE CURRENT YEAR AND IMMEDIATELY PRECEDING TWO YEARS. BY ALLOCATING EXPENDABLE AMOUNTS IN THIS WAY, TOTAL RETURN IS RECOGNIZED FOR SPENDING PURPOSES.

- THE CURRENT PERCENTAGE OF ENDOWMENT BASE AMOUNT THAT WILL BE EXPENDED FOR PROGRAM SUPPORT IS FOUR AND ONE-HALF PERCENT (4.5%).
- THE CURRENT PERCENTAGE OF ENDOWMENT BASE AMOUNT THAT WILL BE EXPENDED FOR ADMINISTRATIVE FEES IS NOT TO EXCEED ONE PERCENT (1.0%).

IT IS ANTICIPATED THAT ALLOWING A PRESET PERCENTAGE OF THE ENDOWMENT BASE AMOUNT TO BE EXPENDED FOR PROGRAM SUPPORT AND ADMINISTRATIVE FEES ALSO ALLOWS FOR ADEQUATE GROWTH IN THE PRINCIPAL AMOUNTS. ANY PORTION OF TOTAL RETURN NOT DISTRIBUTED FOR PROGRAM SUPPORT AND FEES IS RE-INVESTED.

~~B~~ ENDOWMENT ADMINISTRATIVE PROCESSES. ~~Spensible~~ EXPENDABLE return allocations are determined ~~in April of each year~~ ANNUALLY for the subsequent fiscal year. For those accounts requiring Board-approved budgets, the recommendations are taken to the Investment Committee and Board ~~in~~ AT the May meeting.

One twelfth (1/12) of the allocated amount is distributed to ~~the~~ EXPENDABLE accounts each month. No distribution or allocation is made for new endowments established, or for amounts added to an existing ~~account~~ ENDOWMENT, during the fiscal year.

(DISCUSSION: A MATTER OF POLICY)

OPERATING AND AGENCY FUNDS. THE EXPENDABLE RETURN IS ACCRUED AT THE END OF EACH MONTH AND DISTRIBUTED TO THE VARIOUS SOURCES OF FUNDS WITHIN THE POOLS BASED ON THEIR RELATIVE PERCENTAGE OF THE AVERAGE DAILY INVESTMENT FOR THE MONTH.

## VI. PERFORMANCE EVALUATION AND REPORTING

### a. ENDOWMENTS:

#### Portfolio Evaluation

Portfolio performance is measured in various ways. One measure of performance is comparison to appropriate market indexes of the relevant type of investment instruments. Primary indexes used are the Dow Jones Industrial Average, Standard and Poor's 500 Stocks, and the Lehman Brothers Government Bond Index. Other indexes, **INCLUDING CUSTOM INDICES, MAY BE** ~~are~~ used as appropriate.

Another assessment of performance is the annual NACUBO Endowment Study (National Association of College and University Business Officers), which compares relevant investment data for hundreds of colleges and universities.

Contracted evaluation services are used, at the Board's discretion, through the ~~use~~ **APPOINTMENT** of an investment advisor or an independent evaluation service.

Performance data is kept for quarterly, annual, five-year and ten-year periods, when applicable. It is expected that long-term performance of all portfolios should compare favorably with the relevant performance ~~methods~~ **MEASURES**.

#### B. External Manager/Advisor Evaluation and Selection

The services of external investment managers and advisors are obtained through contracts. Among other provisions, the contracts include arrangements for quarterly and annual reports of performance and pertinent market analysis. In addition to the portfolio performance evaluations discussed above, the performance of external managers is compared with the performance of other managers with similar styles.

~~Managers are selected by the~~ **THE** Board **SELECTS MANAGERS WITH THE** ~~upon~~ recommendation of the Investment Committee. The Investment Committee hears presentations of a prospective manager or selected group of prospective managers and makes recommendations based on a set of pre-determined criteria, including investment style, demonstrated performance, offered services, and fees. The Board retains the right to review the performance of or replace any external manager at any time, given notice appropriate to the contractual arrangements.

#### C. Reporting

Performance reports are supplied to the Board at the first meeting following the end of each quarter, if time allows. If a meeting falls too close to the end of a quarter to prepare the pertinent reports, they are supplied at the following meeting. Annual discussions are held with managers and/or advisors.

Reports contain portfolio descriptions, account balances, and performance measures, where available and applicable. Annual reports discuss long-term performance, market trends, and predictions.

b. OPERATING AND AGENCY FUNDS:

REPORTING

OPERATING AND AGENCY FUNDS PERFORMANCE REPORTS ARE SUPPLIED TO THE BOARD AT THE FIRST MEETING FOLLOWING THE END OF EACH QUARTER.

~~D. Investment Files~~

~~Endowment investment files are maintained in the office of Associate Vice President for Administration and Finance (Controller), and include the following detail, if available:~~

- ~~1. Basic donor biographical information;~~
- ~~2. Donation date;~~
- ~~3. Amounts of original donation and any additions;~~
- ~~4. Name, number and type of account established;~~
- ~~5. Restrictions placed on the use of earnings and the source of the restrictions, whether donor, Board, or other;~~
- ~~6. Any limitations on investment instruments;~~
- ~~7. Any Board action taken relative to the account; and~~
- ~~8. Relevant notes.~~

~~Information from these files is available to the Board on request.~~

VII. AUTHORITY AND RESPONSIBILITIES

A. Board of Trustees

The Board of Trustees is responsible for approval of policy and the selection of external managers and advisors in accordance with investment objectives.

B. Investment Committee

The Investment Committee of the Board provides oversight of investment performance and makes recommendations to the Board regarding policy, managers and advisors. The Committee has the authority to approve short-term deviations from the stated policy, when urgent situations threaten the safety of invested funds.

C. Vice President, Administration ~~& Finance~~ (Deputy Treasurer)

The Vice President of Administration ~~and Finance~~ (Deputy Treasurer) is responsible for administration of Board policy and recommendations to the Investment Committee. The Vice President has authority to deviate from the policy in an urgent situation, after consultation with members of the Committee.

~~D. Associate Vice President, Administration & Finance~~ UNIVERSITY CONTROLLER

The ~~Associate Vice President~~ UNIVERSITY CONTROLLER is responsible for maintenance of all endowment files, preparation and compilation of reports, and coordination with managers and advisors. The ~~Associate Vice President has the responsibility to monitor and report manager activity and performance~~ UNIVERSITY CONTROLLER IS RESPONSIBLE FOR MONITORING AND REPORTING ON THE ACTIVITY AND PERFORMANCE OF THE MANAGERS.

Endowment investment files are maintained in the office of ~~Associate Vice President for Administration and Finance (Controller)~~ THE UNIVERSITY CONTROLLER, and include the following detail, if available:

1. Basic donor biographical information;
2. Donation date;
3. Amounts of original donation and any additions;
4. Name, number and type of account established;
5. Restrictions placed on the use of earnings and the source of the restrictions, whether donor, Board, or other;
6. Any limitations on investment instruments;
7. Any Board action taken relative to the account; and
8. Relevant notes.

Information from these files is available to the Board on request.

E. Manager, Taxes and Investments

The University Manager of Taxes and Investments (~~Investment Manager~~) is responsible for daily decisions regarding internal investments and periodic reports on the internally invested portfolio. The Manager has authority to make short-term investment decisions in accordance with Board-approved policy and established process.

F. External Managers

Contracted managers are responsible for management of external portfolios and quarterly and annual reports. Managers have the authority to select investment instruments and make trade decisions, in accordance with the objectives of the Board and the management style represented to the Board.

G. Investment Advisor or Evaluator

An Investment Advisor or Evaluator, if retained by the Board, has the responsibility to monitor and report the performance of the external managers. Other contracted services may be arranged as the Board chooses.

#### H. Custodial Services

Custodial services are utilized to safeguard the assets and provide monthly accounting reports.

## **NEW BUSINESS**

President McCue asked for general comments on the new meeting format. Board members felt that the new format has great potential and allows for greater participation from everyone. The suggestion was made to continue one full cycle to accurately assess it.

President Dubois briefed the Board on recommendations he has on scholarship accounts and related policy issues that will be deferred until January.

Trustees were polled on dates for the summer retreat. The first date approved was August 8-10, 2003, and July 10-12, 2003 was the second. President McCue appointed Trustees Judy Richards and Kathy Hunt to work on the planning for the next retreat.

Ex-officio Trustee Judy Catchpole thanked Phil and Lisa Dubois for their hospitality the previous evening. She said she had truly enjoyed her time spent as an ex-officio Board member, and wanted to give a heads-up on the imminent need the state will have for certified state educators for preschool/early childhood certifications programs.

## **DATE OF NEXT MEETING**

The next Board meeting will be January 9-11, 2003.


## **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 2:57 p.m. on November 1, 2003.

Respectfully submitted,



Nicky S. Moore  
Deputy Secretary, Board of Trustees



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

## UNIVERSITY OF WYOMING TRUSTEES' AWARD OF MERIT

### The Honorable Jim Geringer

WHEREAS, in 1886, the University of Wyoming was established by the Wyoming Legislature, with the goal “to provide an efficient means of imparting to young men and young women, without regard to color, on equal terms, a liberal education together with a thorough knowledge of the various branches connected with scientific, industrial, and professional pursuits”;

WHEREAS, Wyoming native Jim Geringer received a Bachelor of Science degree in Mechanical Engineering from Kansas State University and has used his ample abilities to help both the people and government of his home state;

WHEREAS, Governor Geringer was an active member of the U.S. Air Force—working extensively with NASA and serving in the Air Force Reserves from 1979 to 1991;

WHEREAS, the Honorable Jim Geringer served 12 years in the State Legislature where he chaired the Appropriations, Management Audit, and Judiciary Committees;

WHEREAS, Governor Geringer was the first Republican governor in 20 years when he was elected in 1994 and aggressively pursued his highest priorities of economic development and education during his two terms in office;

WHEREAS, as a result of the high regard in which he was held by fellow governors and educators across the country, Governor Geringer was named to serve as the chairman of the Western Governors' Association and the Education Commission of the States, and as a member of U.S. Senator John Glenn's National Commission on Mathematics and Science Teaching for the 21<sup>st</sup> Century and the National Commission on Service-Learning;

WHEREAS, Governor Geringer has been a strong advocate of the University during his time as Governor, supporting a total increase of \$79 million—42 percent!—in the Section I budget as well as the appropriation of \$30 million in one-time funds for a matching program for UW endowment gifts of \$50,000 or more;

WHEREAS, Governor Geringer has contributed to the economic health of the University by supporting the tuition and fee payments for all five of his children to attend UW;

WHEREAS, Governor Geringer had the foresight to appoint or reappoint the current Trustees to the Board;

WHEREAS, Governor Geringer has been an *ex-officio* member of the prestigious University of Wyoming Board of Trustees during his terms as Governor and has exercised the wisdom of his predecessors by visiting only on occasion—since a governor in the Board room is like the proverbial 900 pound gorilla;





## UNIVERSITY OF WYOMING TRUSTEES' AWARD OF MERIT

### The Honorable Judy Catchpole

WHEREAS, in 1886, the University of Wyoming was established by the Wyoming Legislature, with the goal "to provide an efficient means of imparting to young men and young women, without regard to color, on equal terms, a liberal education together with a thorough knowledge of the various branches connected with scientific, industrial, and professional pursuits";

WHEREAS, after graduating from Cody High School and earning a Bachelor of Sciences degree in Elementary Education from the University of Wyoming, Judy Catchpole has used her love of education as a dedicated elementary, preschool, and music teacher in Wyoming;

WHEREAS, Ms. Catchpole has served as the executive director of the Wyoming Republican Party, the vice-chair of the Wyoming School Boards Association, president of the Wyoming Early Childhood Association, chair of the Natrona County Board of Trustees, and President of the Natrona County Board of Cooperative Educational Services;

WHEREAS, Ms. Catchpole took her passion for education into the political arena to serve her state as Superintendent of Public Instruction for two elected terms from 1995 to 2003;

WHEREAS, Superintendent Catchpole is currently serving on the National Board of Directors for the Chief State School Officers, the Board of Directors for the Mid-continent Research for Education and Learning, the Wyoming Early Childhood Council, the Education Commission of the States, as well as President of the Star Base Academy and an *ex-officio* member of the Community College Commission;

WHEREAS, she has also offered her leadership as Vice Chairman of the Wyoming School Boards Association, President of the Wyoming Early Childhood Association, Chair of the Natrona County Board of Trustees, President of the Star Base Academy, and President of the Natrona County Board of Cooperative Educational Services;

WHEREAS, Superintendent Catchpole has been for eight years an *ex-officio* member of the prestigious University of Wyoming Board of Trustees, where her colleagues have greatly benefited from her enthusiasm for the University and her sense of urgency to create a truly seamless K-16 educational system in Wyoming;

WHEREAS, Superintendent Catchpole has been an active member on the College of Education's development board and has conscientiously supported the UW "Honor a Teacher Scholarship" with her natural gift for fundraising;

WHEREAS, Superintendent Catchpole has been a great fan of the Wyoming Cowboys and Cowgirls, leading the crowd with cheers;

