

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' MINUTES**

**January 9-11, 2003**

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**January 9-11, 2003**

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**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

January 9-11, 2003

The Trustees were hosted at a dinner on Thursday, January 9, 2003 by Phil and Lisa Dubois at their home honoring Trustees Pete Jorgensen and Jerry Saunders for their many years of service to the University.

The Board of Trustees approved a motion at the beginning of the work sessions on Thursday 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. The Board held the Business Meeting on Saturday, January 11, 2003.

**WORK SESSION: American Heritage Center and Art Museum Tour with Staff**  
(All Board Members)

The Board of Trustees met in the American Heritage Center for lunch on Thursday. Following presentations by Mark Greene and Susan Moldenhauer they toured the Art Museum and the American Heritage Center.

The first work session was convened in the Stockgrowers' Room. Ex-officio Trustee Governor Freudenthal, who was in attendance spoke about his administration. The governor said that he is taking an active interest in the university, and will designate someone to attend the meetings when he cannot. He and his staff are looking at people to serve on the Board, but no decisions have been made. He has met with President Dubois several times, and is quite accessible to his constituents. The governor stated he prefers phone calls or letters to e-mail.

After the tour and visit with the governor, the Board moved into discussion on the Athletics Strategic Plan review.

**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 JANUARY 9 – 11, 2003, 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.

Trustee Spicer read the motion as stated above, and moved for approval; Trustee Haynes seconded. The motion carried.

**WORK SESSION: 1) Athletics Strategic Plan: Gender Equity, Facilities Enhancements**

**2) Student Athlete Code of Conduct Information**

DRAFT

III. Maintaining Gender Equity

In 1972, the Education Amendments to the Civil Rights Act of 1964 provided that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

This historic piece of legislation was the beginning of what has become known as “Title IX,” established to ensure equal access for female athletes and to accommodate their desire to participate in competitive athletics at all educational levels.

When institutions are analyzed for compliance with Title IX, three distinct areas are evaluated: 1) the accommodation of women’s interests and abilities (through the institution’s various sport offerings); 2) the provision of equitable athletic financial assistance (scholarships); and 3) equity in other program areas (including the provision of equipment and supplies, scheduling of games and practice times, travel and per diem allowances, tutoring, coaching, locker rooms, practice and competition facilities, medical/athletic training facilities and services, housing/dining facilities and services, publicity, support services, and recruitment opportunities). Compliance can be determined by comparing the benefits provided to all men’s teams with the benefits provided to all women’s teams. Flexibility is afforded to each institution as long as there is a continuing balance of benefits provided each gender.

Compliance is analyzed by using a three-pronged test: 1) the provision of participation opportunities; 2) history and continuing practice of program expansion for the underrepresented sex; and 3) fully and effectively accommodating the needs of the underrepresented sex. Although current practice and legal interpretations suggest that an institution is required to demonstrate compliance in only one part of the test and not all three, in practice it has proven difficult if not impossible to demonstrate compliance except in the area of participation opportunities to show that the number of women participating in intercollegiate athletics is “substantially proportional” to the presence of women in the undergraduate student body. The U.S. Office of Civil Rights, which investigates claims of discrimination under Title IX, does not have a statistical test or a specific percentage point difference to define “substantial proportionality.” Generally, however, it appears to be the case that the proportionality test has been met if the difference between female participation in intercollegiate athletics and their presence in the undergraduate population is less than 5 percent.

The University of Wyoming's most recent history with Title IX issues dates to 1992. At that time, the Office of Civil Rights began conducting a review of UW's athletic department. All program areas (team travel, media guides, recruiting budgets, scholarship dollars, coach's salaries, etc.) were reviewed. Over time, in response to a consent degree agreed to by the University, changes were made to improve the allocation of resources to UW's women's sports. In addition, in order to satisfy the proportionality requirements, two women's programs were added in 1995 (soccer) and 1996 (tennis), respectively.

Although soccer and tennis were added, no new funds other than a minimal number of tuition waivers were provided by the Board of Trustees. It fell to the Department of Athletics to identify the resources to support these programs; those efforts are detailed below. Moreover, it became clear over time that the addition of the two women's sports in and of themselves would not be sufficient to actually meet the proportionality requirements of the OCR. By 1998-99, the university appeared to have three options: 1) drop a men's sport; 2) add one or more women's sports; or 3) implement a technique called "roster management." Although the Department and the Board of Trustees initially considered adding competitive equestrian as a women's program, it was not financially feasible to do so. Therefore, roster management seemed to be the best course of action.

Roster management involves calculating the squad sizes of each program and matching the total number of male and female student-athletes to the distribution of males to females in the undergraduate population. Principally because of the large size of the football program (85 scholarship athletes), this required us to "cap" our men's squad sizes at a certain level while encouraging more non-scholarship women athletes to participate.

The good news is that roster management was the tool that permitted the University to be released in April of 2000 from the terms of the consent order by the Office of Civil Rights. The bad news is that squad limitations for the men's sports limit the opportunities for non-scholarship "walk-ons" (a formerly attractive route for many Wyoming students to participate in a Division I-A football program) and, as discussed in the Introduction to this Plan, have rendered many of our team sports less competitive. In track, for instance, it is not unusual for programs such as BYU to carry 50 to 60 squad members. Our squad size for indoor and outdoor track is 24. Other institutions score points by placing numerous competitors in every possible event. While we may have an athlete finish first in a specific event, other teams have participants who finish in the remaining places in numerous events. This same problem holds true for men's swimming. Thus, because of their depth and our lack of it, most opponents are able to score team points simply by overwhelming us with their numbers.

In addition to the progress we have made in terms of meeting the "substantial proportionality" requirement of Title IX, we have also engaged in significant resource reallocations to provide equitable opportunities for our female student-athletes. Although we have not yet achieved the absolute parity we would hope to achieve, significant progress has been made. A comprehensive gender equity plan was developed for our most recent NCAA Certification. The goals and objectives of this plan are analyzed and reviewed on a yearly basis to ensure continued progress and compliance with the plan. All the aspects discussed above are



included in the plan and currently the department has satisfied many components of the plan. The most dramatic progress can be seen in the commitment to general operating expenses within our women's programs. In 1996-97 only 24% of our budget was dedicated to women's programs while, in 2001-2002, over 42% was allocated to women. These resources have been dedicated to team travel, equipment and supplies, and officials.

Excellent progress has also been made in the funding of athletically-related scholarships. Since 1995, our women's scholarship budgets have increased over \$700,000 (a 14% increase). This money has been generated by increased giving through the Cowboy Joe Club and reallocation of funds within the athletic department.

According to NCAA rules that govern the women's sports that we offer, we are allowed to provide resources for a total of 85 full, out-of-state scholarships for our women's programs. (Basketball=15, soccer=12, tennis=8, volleyball=12, swimming=14, cross country/track and field=18 and golf=6). In our men's program, we can award 134.99 full, out-of state scholarships. (Football=85, basketball =13, cross country/track and field=12.69, golf=4.5, swimming=9.9 and wrestling=9.9). Thus, it is appropriate to say that we have "fully funded" our men's and women's sports in terms of athletically-related aid.

Of course, although we have budgeted to the NCAA maximums for both men's and women's sports and we have achieved substantial proportionality in terms of participation, it would be impossible to actually spend equal amounts on men and women student-athletes in terms of their athletically-related aid. Even if all of our head coaches spent the full dollar amount allocated to their programs for scholarships, the value of 85 out-of-state scholarships for females is just over \$1.2 million, while the 134.99 men's scholarships require over \$1.9 million. Thus, even under the best of circumstances, our scholarship budget for women is less than 40% of the total scholarship budget of \$3,119,6113, more than ten percentage points below the presence of women among student-athletes or in the undergraduate student population. Another aspect that affects the distribution of student aid is that we are only permitted to include "athletically related aid" in the final calculations. Therefore, when student-athletes qualify for scholarship support that is made available to all other qualifying students (such as the Western Undergraduate Exchange (WUE) Scholarship, Trustee or President's Scholarships, etc.), such aid cannot be included within the data reported for gender equity purposes.

We have also demonstrated a dramatic improvement and increase in our women's recruiting travel budgets. While Title IX does not have a specific percentage requirement, reports are generated on an annual basis and continued progress is expected. Basically, our philosophy has been to provide the necessary resources for our coaches to recruit on a national scale. Since 1995 the women's recruiting budgets have increased over \$300,000 (14%). Notably, during this same time period, our men's recruiting budgets have decreased more than \$14,000. Again, this increase in women's recruiting budgets has been due to reallocation of athletic department funds and not new resources. Recruiting budgets are established by evaluating the needs of each sport program and the recruiting plan prepared by each head coach.

Finally, we have made progress in ensuring equitable staffing and compensation levels for men's and women's sports. As in the case of scholarships, the NCAA has established mandatory maximums on the number of staff positions that can be funded for each sport. As of 2002-2003, all of our programs had their full complement of staff, except for men's/women's swimming and men's/women's track and field. Because these are "combined" programs, each may have four (4) full-time coaches and two (2) restricted coaches. Currently, in swimming, we employ three (3) full-time and one (1) restricted coach. In track and field, we fund four (4) full-time positions and one (1) restricted position. Overall, we employ 23 of 26 allowable positions for women's sports. On the men's side we employ 28 of 32 allowable positions. From a staffing perspective, we are equitable.

The salary issues with our women's program have and are being addressed. Our most recent gender-equity plan stated that we would "increase our women's volleyball and women's basketball salaries to become competitive at least at the conference level." In 1996-1997, the average salary for our women's head coaches was \$33,628 (5.5 positions) while the average assistant coach's salary was \$18,396 (9.5 positions). In 2001-2002, we averaged \$49,798 for head coaches (6 FTE's) and \$32,185 for assistant coaches (9 FTE). With specific reference to women's basketball, we allocated \$96,250 for salaries in our women's basketball program in 1996-97; by 2001, that figure had grown to \$195,000. We experienced the same dramatic increase in women's volleyball. In 1996-97 a total of \$84,000 was spent on coaches' salaries, while in 2001-2002 it was over \$121,000. For fiscal year 2002-2003, we have budgeted over \$200,000 for women's basketball coaches' salaries and more than \$145,000 for volleyball.

Of course, in this context it is important to note that our goal is to approach or exceed market levels in compensating the coaches we have in each of our sport programs. It is understandable, then, that there will continue to be inequities among coaches, male and female, who coach different sports. The market for a women's basketball coach is, for instance, higher than the market for a women's volleyball coach. And, for a variety of reasons relating to the national audience and marketing power of NCAA basketball, the market for a men's basketball coach is considerably higher than for a women's basketball coach. We do not expect to be able to eliminate these differences.

As we approach implementation of the financing plan outlined in the previous chapter on "Restoring Competitive Excellence," we need to be constantly mindful of the Title IX implications of every action we might take. We cannot simply ignore Title IX requirements while adding resources to our men's programs, such as football and men's basketball. Appropriate attention must be paid to ensuring that our commitment to equity remains in place.

## DRAFT

### IX. Addressing Facility Needs

This section focuses on changes or additions to University athletic facilities that are necessary to achieve the objectives of this Plan, particularly as they relate to “Restoring Competitive Excellence.”

Facilities are physical evidence of a university’s commitment to developing high quality programs. As the state’s only four-year university and Division I-A institution, the University of Wyoming athletic facilities should be the highest quality, most functional, and most appealing within the state of Wyoming.

The quality of athletic facilities directly affect student recruitment and retention which, in turn, have, have a direct effect upon the ability of UW to remain competitive. Prospective student-athletes make comparisons to other institutions and seek opportunities to train year around. Quality facilities eliminate obstacles for athletes during the training process, provide opportunity to train with the most up-to-date state of the art equipment, and, and minimize practice and game conflicts in scheduling of facilities. Facilities have a similar impact upon our ability to recruit and retain quality coaches.

As a Division I program, our, our facilities should afford us the opportunity to provide for a variety of practices and events to be run simultaneously. Currently, we cannot keep up with the demand nor can we schedule multiple events.

This section will focus on the financial commitment necessary to enhance and improve our current facilities. Our goal to improve competitive excellence is centered around football, men’s and women’s basketball, and women’ volleyball; to that end, athletic department facility projects focus on these four programs. In addition, in the women’s sport of tennis, we have one critical facilities-related need that must be addressed to meet our commitment to gender equity.

The facilities we believe need the most attention will be presented in the document in order of priority:

1. Structural Repairs to War Memorial Stadium
2. Indoor Practice Indoor Practice Facility for Football/Soccer
3. Enhancements to War Memorial Stadium
4. Enhancement to Women’s Volleyball Locker Room
5. Additional Covered Tennis Courts
6. Replacement of War Memorial Stadium Playing Surface
7. Expansion of Multi-Purpose Gymnasium

Structural Repairs to War Memorial Stadium: As noted in recent reports to the Board of Trustees, it has been determined that War Memorial Stadium is in need of significant and extensive structural repairs. Although there are many areas of War Memorial Stadium that need

improvement (see discussion below under “Enhancements”), structural repairs essential for public safety must come first. The rehabilitation of the existing stadium is based upon reports provided by Structural Solutions and their consultant, Weiss, Weiss, Janney and Elstner. The most significant issues relate to the serious deterioration of the concrete and steel supports in the upper portions of the stadium. The rehabilitation plan also includes the repainting of all existing painted surfaces except the interior of the lower sections, the restrooms, and concession stands on the upper concourse. Total maximum estimated project cost is \$5.5 million.

Indoor Practice Facility: Apart from the required stadium repairs, an indoor practice facility is our greatest need. As stated in previous sections of this Plan, we are constantly recruiting against other programs in this region that have year-around facilities. This facility would serve the football program and also provide quality space for the women’s soccer team. In addition, it would release many hours in the existing Fieldhouse for use by other teams, including club sports and intramurals. The Office of Facilities Planning has estimated that such a facility, which would not include offices, locker rooms, or other amenities, would cost approximately \$6.5 million in current dollars.

Enhancements to War Memorial Stadium: War Memorial Stadium was built in 1949; other than the addition of the upper stands on the east and west sides, sides there have not been any significant changes or upgrades to the stadium. During this period, however, there have been many significant changes in intercollegiate football, most notably the media attendance and fundraising events surrounding home events. In addition, with the tremendous expansion of broadcast television of intercollegiate football contests from across the country, home attendance is threatened if the experience of attending a Cowboy football game is not an enjoyable one.

Beyond the structural repairs, the area in most need of renovation is the current enclosed media area located at the top of the west side of the stadium. The current media area is antiquated, too small to house the print and broadcast media, and does not provide appropriate areas for guests, including visiting coaches and administration, and prospective donors hosted by the Athletic Director and the President. The current structure holds no space for corporate or other sponsors of the football program. The restroom and elevator facilities are completely inadequate.

A two-level media area would require building the structural support from the ground. This facility would house the necessary space for the sports information department, coaches and media to conduct their duties. In addition, for corporate sponsors, it would provide for 10 enclosed suites of 400 net square feet each, with 12 to 14 fixed seats. Two large suites of 800 square feet would be available on the same level for both the President and the AD. Adequate restroom facilities on both levels and multiple elevators would be installed. The Office of Facilities Planning has estimated cost for construction at \$4.6 million in current dollars.

An additional set of stadium improvements are aimed at improving the environment for season ticket-holders. These enhancements would also make it more attractive to become a season ticket-holder.

The first consideration is the addition of chairbackchair back seating in the four premium seating areas in the lower west stadium and in the three premium sections in the upper west side. These seven sections of seating currently accommodate 5,850 of the stadium's 33,000 seats. Almost 3,800 season ticket holders sit in these sections. In the lower west stadium, the addition of chairbackchair back seating would require a reconfiguration of the steel superstructure which currently supports the bench seating that exists currently. In the upper west deck, chairbackchair back seating could be accommodated when the concrete risers are poured as part of the stadium's required structural repair. Modification of the stadium to accommodate chairbackchair back seating is estimated at \$2.6 million.

The main disadvantage to the installation of chairbackchair back seating is the loss of seats. Depending upon whether the chairbackchair back seats selected are 18" wide or 20" wide, the seats estimated to be lost range from 1,960 to 2,430. This would allow virtually no growth in the season ticket population. Expansion of the areas dedicated to chairbackchair back seating should be explored, recognizing that we cannot reduce our existing stadium seating capacity by more than 3,000 and still remain within the current NCAA requirement that Division I-A institutions maintain stadiums with a minimum capacity of 30,000 fans.

In addition to chairbackchair back seating to benefit season ticket-holders, additional stadium improvements that would make the experience more enjoyable for fans generally wouldgenerally would be needed renovations to the stadium's concession areas and restrooms, including the replacement of stall enclosures and improved handicap accessibility. Total costs for these improvements are estimated at \$1.5 million.

A final stadium-related renovation that is needed is the creation of a storage facility for Athletic Department equipment and supplies. Currently, the lower level of the stadium concourse on both the east and west side house all equipment and supplies for facilities maintenance. It is impossible to keep this area clean due to oil spills, sand piles and the storage of large equipment. (i.e., tractors, snowplows, etc.) The Athletic Department has no other storage area available. This situation can be solved by providing a permanent structure dedicated to this purpose, approximately equal in size to the area under the east and west stadium dedicated to equipment and vehicle storage. Estimated cost for such a structure is \$1.3 million. Although this cost may seem high given the function of the building, it is probable that the site for such a building would be in close proximity to the stadium and highly visible (e.g., south of the Fieldhouse adjacent to Grand Avenue or east of the existing stadium on the current parking lot), thereby requiring greater attention to quality architectural design and exterior finishes. This facility must also accommodate a heated shop area, separated fertilizer storage area, and separated combustible materials storage, etc.

Total stadium improvements, including structural repair (\$5.5 million), expanded media and donor relations area (\$4.6 million), addition of chairbackchair back seating (\$2.6 million) , renovation of concession and restroom facilities (\$1.5 million), and creation of a storage warehouse (\$1.3 million) total \$15.5 million in current dollars. An additional improvement—the installation of artificial turf—is discussed below.

Enhancement of Women's Volleyball Locker Room: It is important for us to upgrade our women's volleyball locker room to the same standard as the men's and women's basketball locker room. The design concept would be similar to the set-up for basketball with a team room adjacent to the existing locker room. Estimated cost for new lockers and team room renovations is over \$92,000. With additional furniture and equipment (\$30,000), the total cost would be \$122,000. It is believed that these improvements can be accommodated from existing University or Athletic Department resources.

Addition of Covered Tennis Courts: Currently, the UW tennis facility has two covered courts that can be used in competition. To host a collegiate tennis event and to complete the matches within a reasonable amount of time, we require a minimum of six indoor courts. As members of the Mountain West Conference, we are expected to host member institutions on an annual basis. Each year, however, we risk having to cancel or move the competition to another site (e.g., Cheyenne, Fort Collins) due to inclement weather during the Conference's spring tennis season in the months of March and April. The solution to this problem is to extend the existing structure to cover some of the adjacent outdoor courts. Estimated cost for this project is \$4.5 million in current dollars. It is believed that additional indoor courts would generate revenue for the University since this is the only indoor tennis facility in the Laramie area.

Replacement of War Memorial Stadium Playing Surface: Although not a critical issue at this time, recent drought-related watering restrictions have raised the question of whether it would be in the University's best long-term interest to replace the current natural grass surface with an artificial one. An artificial turf would eliminate the need for watering and other forms of maintenance, and would provide an additional practice venue. Currently, practices are not permitted in War Memorial to minimize wear and tear upon the natural turf. Use of the stadium for football and soccer practices could help free up additional time for intramural and club sports to use the available grass practice fields. If properly maintained, the life of an artificial turf is somewhere between ten and fifteen years.

Expansion of the Multi-Purpose Gymnasium: With the success of our women's volleyball team, we have seen near-capacity crowds on several occasions. Currently, the MPG officially holds approximately 1,200 fans. By adding additional bleachers, seating capacity can be expanded to over 1,500. The largest crowd in 2002 was over 2,200 against Colorado State; this specific event was moved to the Arena Auditorium. This past fall, the women's volleyball team averaged 1,203 per match (23rd in NCAA) in home attendance.

Although the provision of additional seating is not an required immediately need, this is a long-term need that should be considered. Although it may appear the easiest solution is to move the volleyball team to the Arena Auditorium, the downside is that we lose the intimacy that the MPG affords for competition. The competitive advantage of having a crowd of 2,000 to 3,000 located close to the playing court is lost in the a 15,000-seat arena.

With a few upgrades, it may be prudent to recommend that the women's basketball team make the MPG their home.

If the women's basketball team were to move to the MPG, then we would have a site that is the practice facility for volleyball and women's basketball and a competition site for volleyball, women's basketball, and wrestling. The MPG is a functional facility that has many positive aspects; to lose this as a competition facility is unnecessary.

To determine the costs of a possible expansion and appropriate upgrades for women's basketball, a complete feasibility study should be undertaken.

SUMMARY OF FACILITIES ENHANCEMENTS: \$27.62 million +

|  |                  |
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| <u>War Memorial Stadium Structural Repair:</u>   | \$5.5 million    |
| <u>Indoor Practice Facility</u>  | \$6.5 million    |
| <u>War Memorial Stadium Enhancements</u><br>(Expanded Media/Sponsor area = \$4.6M;<br>Chairback/Chair back seating = \$2.6M<br>Concessions/Restroom Improvements = \$1.5M<br>Vehicle/Equipment Storage = \$1.3M) | \$10.0 million   |
| <u>Women's Volleyball Locker Room</u>  | \$0.12 million   |
| <u>Additional Covered Tennis Courts</u>  | \$4.5 million    |
| <u>War Memorial Stadium Playing Surface</u>  | \$1.0 million    |
| <u>Expansion of Multi-Purpose Gymnasium</u>  | To be determined |

In the opinion of the President and the Athletic Director, the highest priority needs total \$22 million (i.e., Stadium structural repair, Indoor Practice Facility, and Stadium enhancements).

## STUDENT-ATHLETE CONDUCT CODE

As a member of the University of Wyoming Division of Intercollegiate Athletics program, a student-athlete becomes a representative not only of ~~their~~ his/her team, but also of the University. As UW student-athlete, you are expected to behave both on-and off-campus in a manner which brings credit to the University and your team.

The UW Division of Intercollegiate Athletics requires coaches, trainers and staff to conduct themselves in a manner which creates a positive image of the people, values and traditions associated with the University, the Mountain West Conference and the NCAA. As a student-athlete, you are expected to uphold the same standards of conduct that have been adopted by the University, as well as standards set forth by the Division of Intercollegiate Athletics and your head coach.

Participating in sports at the University of Wyoming is not a right, but a privilege. Violations of the student-athlete conduct code include, but are not limited to the following:

1. Alcohol/drug related ~~problems~~ conduct which violates the Substance Abuse Policy including positive drug/alcohol tests as well as Driving Under the Influence, Minor Under the Influence and Minor in Possession;
2. Shoplifting or theft;
3. Assault in any form.

If a Student-Athlete Conduct Code violation is found to have been committed, a student-athlete may receive a written reprimand, temporary loss of practice or participation status, indefinite team suspension, reduction of athletics aid or termination of scholarship assistance and dismissal. Any reduction or cancellation of scholarship aid may be appealed through established University procedures.

### PLEASE NOTE:

An athlete charged with a felony will automatically be suspended from ~~their~~ his/her team. A conviction for a felony will result in dismissal. An athlete will also be automatically suspended if charged with a misdemeanor or a status offense in violation of the Substance Abuse Policy. A conviction may result in discipline as stated in the Substance Abuse Policy up to and including dismissal. Players charged ~~or convicted of~~ with non-substance abuse related misdemeanors ~~can~~ will also be suspended from play ~~or~~ and, if convicted, may be dismissed. In an effort to maintain consistency throughout the department, the Director of Athletics will set discipline for violations. Coaches do not make the decision to suspend or dismiss. The responsibility rests exclusively with the Director of Athletics who reviews the facts and circumstances of each case in conjunction with athletic policies including the policies related to substance abuse and ethical conduct.



UNIVERSITY OF WYOMING SUBSTANCE ABUSE POLICY  
2002-03

I. Purpose of Drug and Alcohol Education and Screening

The University of Wyoming is concerned with the physical, mental, and emotional well being of its students, including those who participate in intercollegiate athletics. While the misuse of drugs and alcohol is not condoned by the University nor the Department of Athletics, it is recognized as a potential problem for all students, especially the student-athlete. The student-athlete experiences unique pressures and risks due to his/her involvement in intercollegiate athletics and is highly susceptible to experimentation with drugs and alcohol.

In order to facilitate a more positive decision-making process for the student-athlete, the following drug education and screening goals have been developed.

1. To educate the students on the physiological and psychological dangers inherent in the misuse of drugs and alcohol.
2. To protect the students, and others with whom they compete, from potential injury as a result of the misuse of drugs and alcohol.
3. To provide a screening program to identify student-athletes, student-trainers, student-managers, dance team members and cheerleaders who are improperly using drugs or alcohol. Furthermore to assist them, through education and counseling, before they injure themselves or others or become physiologically or psychologically dependent.
4. To be in compliance with the NCAA rules and regulations regarding drug testing procedures.
5. To prevent the use and distribution of performance enhancing substances.

II. Drug Education

It is one thing not to be able to compete due to injury, poor grades, personal problems or simply not being good enough. But it is another issue when an athletic career is shortened or extinguished because of chemical misuse and/or addiction. Therefore, the purpose of the required drug and alcohol educational seminars is to provide realistic and up-to-date information about chemical use and abuse so that responsible decisions can be made about drug and alcohol usage.

Effective August 1, 1998 the University Of Wyoming Department Of Athletics began conducting substance abuse seminars as appropriate. These included specific information on a single topic (i.e., drunk driving, marijuana, steroids, etc.) or new information about alcohol or

drug misuse and/or abuse. These seminars are mandatory for student-athletes, student-trainers, student-managers, cheerleaders and Wildfire (hereafter referred to as “student-athlete”).

### III. Testing Procedures

An athlete must take a urine and/or blood test for illegal drugs, non-prescribed prescription drugs, alcohol, narcotics or steroids at such times and places as directed by the Director of Athletics or his designee.

The drugs to be tested for include, but are not limited to the following: alcohol, amphetamines, barbituates, benzodiazepines, cocaine, marijuana, methaqualone, opiates and related narcotics, phencyclidine and anabolic steroids. The Substance Abuse Committee composed of a physician, counselor, the director of athletics and chairperson, administers the drug-testing program.

Testing is conducted for all “student-athletes” throughout the entire school year. Every “student-athlete” is tested during the following time periods:

1. Each team participant is tested at the beginning of each school year as part of their physical exam.
2. Random, unannounced testing at any time during the first semester and second semester on a weekly basis (5-10 athlete’s per week from men’s and women’s basketball and all Olympic sports including cheerleaders and wildfire, and 5-10 athlete’s from the football team). Specifically, athletes MAY be notified prior to practice on the day of the drug test by the appropriate administrator or team athletic trainer.
3. Random, unannounced testing at any time during Summer School, and pre-session for those athletes enrolled on campus.
4. Immediately prior to any post-season competition.
5. A “student-athlete” who tests positive is placed on an active list to be tested weekly for as long as he/she is a member of an UW Athletics team.
6. The collection process follows NCAA guidelines regarding specimen collection validation, as well as specimen chain of custody concerning the laboratory analysis, specimen identification and confidentiality.

Unannounced testing may occur at any time of any day. The selection may be based on position, time played, year in school, suspicion of misuse/abuse, or other just cause or random selection.

The testing program consists of directly observed (visually witnessed) urine collection; follow by urinalysis by an accredited laboratory. All specimens are sent to the laboratory in

numerically identified sealed containers. No names or social security numbers appear on these containers. The Substance Abuse Committee chairperson identifies the code number once the results have been returned from the laboratory.

Blood collection is a potential option for the testing procedure, but is only used on the rare or occasional circumstance.

The refusal to cooperate in such tests results in a two (2) week and two (2) contest suspension of the athlete from a team and is declared a positive test result including all of the sanctions of the positive level. In addition, the athlete may be recommended for non-renewal of the athletic scholarship.

This includes not only those athletes actively participating but also red-shirt, medical disability, partial qualifiers, non-qualifiers and fifth-year athletes.

The results of the urine and blood testing program are considered to be medical records and as such, remain in the confidential possession of the Substance Abuse Committee and may be released only to the following:

1. Parents
2. Director of athletics
3. Substance Abuse Committee of the Department of Athletics
4. Head coach of that individual's sport
5. Selected University of Wyoming officials on a need-to-know basis
6. Referral agencies providing counseling to the student-athletes
7. Court subpoena (only if required by court of law, although the University will assert the privileged nature of this information.)

The determination (by a urine or blood test) that a "student-athlete" has used any illegal drug, any non-prescribed prescription drug, any narcotic, alcohol, or steroids may result in any or all of the following as decided by the director of athletics after consultation with the Substance Abuse Committee (see Section IV). At minimum a student-athlete will be tested on four (4) occasions.

**ALL POSITIVE SUBSTANCE ABUSE TESTS AND, ALCOHOL RELATED VIOLATIONS ACCUMULATE DURING A STUDENT-ATHLETES CAREER.**

In addition to sanctions for a positive drug test, the Department of Athletics also issues a positive drug test with its particular sanctions to a "student-athlete" upon **credible evidence of or a** conviction in the following instances:

1. Driving under the influence (DUI, DWI)
2. Minor in possession or minor under the influence (MIP, MUI)
3. Public intoxication
4. Drunk and disorderly

5. Other related convictions

Furthermore, a “student-athlete” is terminated from team membership upon conviction of trafficking/dealing in any illegal substance. This also includes the recommendation to the director of Student Financial Aid for the non-renewal of any athletic scholarship.

IV. UWYO DRUG TESTING (Results of Positive Tests)

A. First Positive Test Result

1. Head coach is notified
2. Referral for private counseling
3. Suspended for one (1) week from team, which includes one (1) athletic contest
4. Additional testing of no less than 10 times up to a maximum of one (1) test per week over the next twelve (12) months with a two (2) hour notice.
5. Substance Abuse Committee notified
6. Team physician notified
7. Director of Athletics notified
8. Other sanctions as recommended

B. Second Positive Test Result

1. Head coach is notified
2. Referral for private counseling
3. Notification of parents
4. Suspended for four (4) weeks from team, which includes four (4) athletic contests
5. Additional testing of no less than eighteen (18) times up to a maximum of two (2) test per week with a two (2) hours notice. This is in effect for the remainder of the “student-athlete’s” eligibility.
6. Substance Abuse Committee notified
7. Team physician notified
8. Director of athletics notified

C. Third Positive Test Result

1. Termination of team membership
2. Recommend action to the director of Student Financial Aid for either the immediate cancellation of or the non-renewal for the next semester of the athletic scholarship.

V. NCAA Drug Testing

The NCAA conducts post-season championship and bowl game drug test. In addition, they conduct year-round announced drug test on football players and men’s and women’s track athletes. Should a University of Wyoming athlete test positive in any NCAA drug testing, they are declared a positive under the University of Wyoming program. The “student-athlete” is required to fulfill all of the requirements under the appropriate penalty. **In addition, the**

**“student-athlete” loses an entire year of eligibility and a year of athletic financial aid. Furthermore, as per NCAA regulations, the “student-athlete” will be required to arrange and pay for a NCAA repeat drug test and appeal hearing in order to re-establish his or her eligibility.**

#### VI. Appeal Rights

“Student-athletes” may appeal the decisions or actions of the Athletic Department (excluding the actual drug testing procedures and laboratory results) which substantially or unjustly injures the rights or privileges of the appellant in accordance with University Regulation 230 after following all review procedures provided by the Athletic Department.

**The 2002-03 University of Wyoming Department of Athletics  
Substance Abuse Policy Signature Page**

Becoming a member of an intercollegiate athletics team, either by acceptance of an athletics scholarship or declaring to be a non-scholarship participant, constitutes an agreement to comply with all of the regulations of the University of Wyoming and the Department of Athletics and a consent to undergo and cooperate in the Drug Testing Program described on the University of Wyoming Substance Abuse Policy attached.

In addition, I understand that I may be temporarily or permanently suspended from a team or there may be a recommendation made for non-renewal of my scholarship for violations of any training, team, medical or other department rules, for the possession or sale of non-prescribed prescription drugs, for conduct not becoming a University of Wyoming Athlete, or for failure to be eligible to compete.

I fully understand the penalties for a positive drug test and the TERMINATION of team membership and recommended non-renewal of any athletic scholarship that I may have at that time will occur on the third positive test.

I certify that I have SLOWLY read the above University of Wyoming Substance Abuse Policy regarding testing frequency, collection methods and penalties and that I have been given an opportunity to have them explained to me.

**I DO UNDERSTAND AND AGREE WITH THE DRUG TESTING POLICY.**

**BY MY SIGNATURE BELOW, I DO AGREE TO COMPLY WITH THE DRUG TESTING POLICY AND THE REALEASE OF INFORMATION AS PROVIDED FOR IN THE POLICTY TO MY PARENTS OR LEGAL GUARDIANS.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Sport: \_\_\_\_\_

(IF UNDER 18 YEARS OF AGE)

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

1. Return copy (white)
2. Student copy (yellow)

President Dubois began the discussion, talking about the recent situation on administering discipline. He introduced Lee Moon, Director of Athletics. Mr. Moon introduced Tom Turchetta, Associate Athletic Director for Olympic Sports, and Joe Glenn, Head Football coach.

President Dubois informed the Board that Susan Weidel, Office of General Counsel, was available to answer questions on athletics policies. The Board discussed the discipline process, and the consequences of inappropriate action on the part of any athlete. Trustee Haynes asked for information to be included on sale of prescription drugs to others.

The next topic was the draft of two chapters of the Athletics Strategic Plan. President Dubois stated that chapter 3 addresses maintaining gender equity, and chapter 5 addresses facilities needs. The board discussed the gender equity issue, and roster management occurring within the constraints of the scholarships that are provided. There was additional discussion on facilities needs, and President Dubois stated that the governor will be briefed on the long-term facilities plan at the end of the month. Facilities funding questions have not been resolved. The development of four sports is proposed in the plan. Proposed projects will be addressed in the following order: stadium structural repair, indoor practice facility, a series of enhancements to War Memorial Stadium, and creation of a storage facility. More discussion occurred on the work at the stadium and members of the Board agreed that their primary concern is where the funding will come from to pay for the repairs. A revised document will be provided to the Board at the March meeting.

**WORK SESSION: A-Team Accomplishments and Recommendations**

Underage and excessive alcohol use is a nation-wide college and university concern as well as a concern at the University of Wyoming. Every year, an estimated 1,400 college students lose their lives in a drinking-related incident; 70,000 women are sexually assaulted; 500,000 individuals are unintentionally injured as a result of drinking; more than 600,000 people experience physical assaults as a result of others' drinking; and, roughly 25 percent of college students describe academic problems as a result of drinking.

Realizing the problems associated with excessive and underage use of alcohol, UW is committed to providing an environment that fosters the safe, legal, and responsible use of alcohol. The AWARE (Alcohol Wellness Alternatives, Research & Education) Program has been the focal point of mandates set forth by the Safe & Drug Free Schools Act and the President's report on Alcohol-Related Policies/Practices at UW (September 1998). AWARE staff have implemented through education science-based best practices for prevention of underage and excessive alcohol use.

The University is a significant and integral player in the Laramie community. Our students live, recreate, and interact in the community, affecting it and being affected by it. The President's alcohol policies/practices report recognized that the University must join with the Laramie community to effect change in the culture and practices concerning alcohol use.

The A-Team was created and charged by the Vice President for Student Affairs in spring 2002. It is co-chaired by Eric Alexander, coordinator of the UW AWARE Program, and Brandon Kosine, area coordinator in Residence Life & Dining Services. With the executive sponsorship of Dr. David Cozzens, Director of the University Counseling Center, and Beth McCuskey, Director of Residence Life & Dining Services, the A-Team is a cross-functional



coalition of campus and community members who work cooperatively to reduce underage and excessive alcohol use by focusing on assessment, policies, prevention/intervention, and enforcement.

An initial overview of AWARE and other programs at UW that address alcohol education and prevention will set the framework for a report on the progress and recommendations from the A-Team during its first year. The presenters described the current membership of the A-Team, its progress, and the team's recommendations to foster the academic mission of the University and make our campus and community a safer and healthier place to learn, work and live.

Vice President Leellen Brigman talked about the program of alcohol management that incorporates prevention and intervention. Dr. Brigman acknowledged the work of others on this project, specifically Keith Sapp, Beth McCuskey, and Pete Arnold. Mr. Arnold was present at the meeting and informed the Board he is pleased to be a part of the effort.

**WORK SESSION: Scholarship Process Improvement Report**  
(All Board Members)

Dr. Kenton Walker presented the report to members of the Board. He distributed a funds packet for information and noted that at any one time, there is approximately \$5 million dollars available for UW scholarships. He reported that income and gift and scholarship expenses all have relationships. Concern was expressed by the committee that some scholarships have not been distributed due to lack of knowledge of them. Members of the Board talked about how assignment of scholarship funds needs to be enforced and the restrictions associated with some revised. Dr. Walker then reviewed the six recommendations prepared to address scholarship needs. Dr. Brigman talked about the one-year balance on scholarship funds. After further discussion, the Board encouraged President Dubois to adopt the six recommendations and establish a one-year target for more efficient disbursement.

**WORK SESSION: Revised Investment Committee Policy**

The University of Wyoming Investment Policy has historically reflected investment policies as they relate to University-held endowments. A revised policy was distributed at the October/November Board meeting for Trustee review. The document has been reorganized and expanded to include internally invested funds such as operating cash and agency funds. The Advanced Payment of Higher Education Costs (APHEC) program is one example of internally invested agency funds.

The Investment Committee approved these revisions at their October 31<sup>st</sup> meeting and moved to present the revised University of Wyoming Investment Policy to the Board for approval.

Dan Baccari, Vice President for Administration and Finance, addressed the Board regarding some editorial changes that were not reflected in the draft policy the Board received. An updated copy was provided.

Information on the three major changes was provided to the Board. They were: the investment of endowment funds has been included in the policy; the quasi-endowment has been increased from \$5,000 to \$20,000; and they reset the date on income distribution to December 31. The changes parallel the UW Foundation distribution, and will help with student funds and scholarships. Janet Lowe, University Controller is responsible for the administration of the policy.

## UNIVERSITY OF WYOMING INVESTMENT POLICY

Reviewed By Investment Committee: 31-Oct-02  
Effective Date: 11-Jan-03

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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 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.

#### 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 and externally contracted, professional investment managers selected by the Board. Portfolios managed by the 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) 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 to function as endowment funds. These funds are invested in a like manner to endowment funds. 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. Operating and Agency Funds

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 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.
- 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 Manager of Taxes and Investments.
- Agency funds are invested at agency request and earnings are directed to the accounts invested.

#### E. Advanced Payment of Higher Education Costs Program (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.

### III. LONG-TERM OBJECTIVES

The long-term investment goals for the University endowments are designed to achieve the following objectives:

- Donor objectives;
- Protect the assets from excessive risk;
- Total return, which provides program income (yield) and allows for growth of the endowment; and
- Preserve the purchasing power of both the principal and the income.

These goals dictate a policy that includes a range of investment instruments and philosophies, balancing yield, growth, and manageable risk.

#### 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.

#### 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.

#### C. Total Return

Return on investment is measured in terms of total return, the combination of income (yield) and changes in principal value (growth or loss in market value). Yield is necessary to provide expendable return for program operations, and growth is necessary to provide expendable return for program operations and administrative fees, and to provide long-term inflation protection of endowment principal. The expendable return for program support and administrative fees is discussed under the investment procedures section of this policy.

#### 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 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:

- Achieve a return to provide program income (yield) for the various objectives.
- Protect the assets from risk, and
- 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. 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.

## C. Portfolio Philosophy

Total endowments are combined into one portfolio, which is subdivided into separate components or investment portfolios for the purpose of investment management. One portfolio is managed internally, by the Manager of Taxes and Investments, and the others by external investment managers. The relative size of the portfolios is adjusted in the long term according to 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 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 at the 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.

### B. Expendable Return Allocations

Endowment Allocations. 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.

Endowment Administrative Processes. Expendable return allocations are determined annually for the subsequent fiscal year. For those accounts requiring Board-approved budgets, the recommendations are taken to the Investment Committee and Board at the May meeting.

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

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 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 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 measures.

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.

The Board selects managers with the 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.

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.

### 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 (Deputy Treasurer)

The Vice President of Administration (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. University Controller

The University Controller is responsible for maintenance of all endowment files, preparation and compilation of reports, and coordination with managers and advisors. The 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 the University Controller, and include the following detail, if available:

- Basic donor biographical information
- Donation date
- Amounts of original donation and any additions
- Name, number and type of account established
- Restrictions placed on the use of earnings and the source of the restrictions, whether donor, Board, or other
- Any limitations on investment instruments
- Any Board action taken relative to the account
- 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 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.

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

Dr. Thomas Buchanan, Vice President of Academic Affairs, updated the Board on the work of the Academic Plan II. The process has been underway since last spring, and APII was released early this fall (2002). Over two thousand copies have been distributed throughout the state and university.

Academic Affairs continues to receive feedback and e-mails on Moving Forward II. They are reviewing the comments as well as restructuring them for the final version of Moving Forward II. The Moving Forward II document will include timelines, due dates, and broad conceptual guidelines. The revised working draft will be completed by the end of the month and ready for release in March. The final Academic Plan II should be done by May 2004. President Dubois added that one area stimulating a great deal of dialogue is moving toward alternation in the ethnic studies program. Members of the Board stated they are excited by the process, and hoped that the disconnection between the advisory committees will be addressed. Other concerns raised by the Board were the discussions on PACWA and student groups. President Dubois commented that he had written to those groups to explain that any dialogue is merely discussion and not action. The way the process works will be clarified for the campus community.

**WORK SESSION: Proposed Modifications to Regulations on Emeritus Status and Board Retirements**

**Overview.** UW currently offers two types of recognition for retirees: board retirements and emeritus status. Board retirements are applicable to retiring staff, faculty, academic professionals, and administrators. To be eligible, the employee must (a) have 25 years of UW service or (b) have 15 years of immediately preceding UW service and be age 60 or over at the time of retirement. Emeritus status is available only to retiring faculty members and academic professionals who have given long and distinguished academic service to the university. Emeritus status is subject to less ironclad conditions on length of service, and it has no age-related restrictions.

Board retirements, recommended to the Trustees by the Human Resources Department, carry tangible benefits listed in UW's regulations. Emeritus status per se, recommended to the Trustees by the Vice President for Academic Affairs, currently carries no tangible benefits. The proposed modifications attach a set of tangible benefits to emeritus status analogous to those associated with board retirements. As described below, some of these proposed benefits would apply even to emeritus retirees who do not meet the criteria for board retirement.

**Proposal.** Under the proposed change, emeritus status for faculty members and academic professionals will automatically carry the following benefits, all of which are currently associated with board retirements:

1. **Access to recreation facilities** without charge. The employee's spouse or surviving spouse, if any, may purchase access.
2. **A campus parking permit** without charge. The spouse or surviving spouse may purchase a permit.
3. **Season tickets to athletic events**, at the same discount provided to benefited personnel. The spouse or surviving spouse may receive the same discount.

4. **UW library privileges**, including all electronic files available to UW personnel.
5. **Computer account on the UWYO domain**, without charge.
6. **Defensive driving course**, without charge, once every three years.
7. **UW credit classes**, at no cost, provided space is available.
8. **Office space**, provided (a) space is available, (b) there is a legitimate regular use, and (c) the appropriate department head and dean agree.

These benefits will be available immediately to all emeritus retirees. Emeritus retirees who meet the conditions for board retirement will continue to be eligible for the other benefits associated with board retirements. These benefits currently include the following:

9. Conversion of up to 960 hours of accrued sick leave to a state contribution for **group health insurance**. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave. For example, 960 hours of accrued sick leave converts to three years' worth of state contribution to group health insurance.
10. Payment for half the premium for **state life insurance**, if elected, for the remainder of the retiree's life.

The Human Resources Department will post this policy, if approved, on its web site.

All of the benefits listed above will apply retroactively.

**Detailed changes in regulations.** Appropriate places to amend the regulations are in UniReg 173 (Regulations Governing Vacation, Sick Leave, and Compensation for Faculty and University Officers) and UniReg 174 (Regulations Governing Staff Employees). In the following text, strikethroughs indicate proposed deletions, and underscores indicate proposed additions.

#### *Changes to UniReg 173.II.4*

- b. When a faculty member or University officer is granted an official Trustees retirement (see Trustee Regulations ~~Chapter VII.G, Section 7~~), he or she shall be eligible for the following benefits: to receive one (1) month of the state contribution for group health coverage for each five (5) days (or major portion thereof) of accrued sick leave balance up to one hundred and twenty (120) days (24 months).
  - i. Conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave.

- ii. Payment for half the premium for state life insurance, if elected, for the remainder of the retiree's life.
- iii. Access to recreation facilities without charge. The employee's spouse or surviving spouse, if any, may purchase access.
- iv. A campus parking permit without charge. The spouse or surviving spouse may purchase a permit.
- v. Season tickets to athletic events, at the same discount provided to benefited personnel. The spouse or surviving spouse may receive the same discount.
- vi. UW library privileges, including all electronic files available to UW personnel.
- vii. Computer account on the UWYO domain, without charge.
- viii. Defensive driving course, without charge, once every three years.
- ix. UW classes, at no cost, provided space is available.
- x. Office space, provided (a) space is available, (b) there is a legitimate regular use, and (c) the appropriate department head and dean agree.

~~If in the event that the employee dies during this period, the benefit shall be transferred to the spouse, if any survives. Eligible part-time employees shall receive the maximum of the sick-leave conversion benefit in proportion to the percent of the appointment as defined.~~

Retiring faculty members and academic professionals who receive emeritus status (see Trustee Regulations VII.H) shall be eligible for the benefits numbered iii through x above, whether or not they are eligible for an official Trustee retirement.

#### *Changes to UniReg 174*

This UniReg is currently silent on board retirements. The following modification would make it more informative.

XXI. RETIREMENT. Staff retirements are subject to provisions of the Wyoming Retirement System and Trustee regulations. A Staff employee planning to retire shall notify the appointing authority in writing as soon as possible prior to the anticipated retirement date and shall consult with the Office of Personnel Services to be informed of benefits and obligations.

When a retiring staff member is granted an official Trustees retirement (see Trustee Regulations VII.G), he or she shall be eligible for the following benefits:

- i. Conversion of up to 960 hours of accrued sick leave to a state contribution for group health insurance. The conversion rate is 1.5 months of coverage for each 40 hours of accrued sick leave.
- ii. Payment for one-half the premium for state life insurance, if elected, for the remainder of the retiree's life.



- iii. Access to recreation facilities without charge. The employee's spouse or surviving spouse, if any, may purchase access.
- iv. A campus parking permit without charge. The spouse or surviving spouse may purchase a permit.
- v. Season tickets to athletic events, at the same discount provided to benefited personnel. The spouse or surviving spouse may receive the same discount.
- vi. UW library privileges, including all electronic files available to UW personnel.
- vii. Computer account on the UWYO domain, without charge.
- viii. Defensive driving course, without charge, once every three years.
- ix. UW classes, at no cost, provided space is available.

If the employee dies, the benefit shall be transferred to the spouse, if any survives. Eligible part-time employees shall receive the sick-leave conversion in proportion to the percent of the appointment.

Associate Vice President for Academic Affairs Myron Allen told the Board about the necessary changes, including the level of detail. One question raised by the Board was as to why it was necessary to improve on the policy. By not providing these benefits to emeritus employees, it has become a disincentive to keep them connected to UW. The proposed changes are policy changes only.

**WORK SESSION: Residence Life and Dining Services Long Range Facility Plan**

In the fall of 2001, the University of Wyoming contracted with Ira Fink and Associates, a national college housing consultant, to conduct comprehensive analyses and recommendations for the University's student residential facilities and services for the next ten years. After varied and extensive studies of current UW facilities, projected enrollments and student demands, the Comprehensive Housing Facility and Fiscal Plan developed by the consultant was provided to UW in August 2002.

Since August, a campus team led by Beth McCuskey, Director of Residence Life & Dining Services, and Roger Baalman, Director of Facilities Planning, has reviewed the analyses and recommendations in the Fink report. This review involved key staff in Academic Affairs, Budget and Planning, Finance and Administration, Student Affairs, Enrollment Management, and Institutional Analysis. During this BOT work session, staff will present to the Board a draft plan for UW's student residential facilities over the next ten years.

President Dubois spoke to the Board on the plan, stating this is a work-in-progress. Dr. Brigman noted that a consultant has been on campus and reviewed the living facilities. UW will have to sustain current occupancy levels to avoid an increase in costs. Beth McCuskey, Director of Residence Life and Dining Services, made a presentation on the current conditions of facilities and planning for the future.

President Dubois plans to return a set of recommendations to the Board in March regarding the housing issue.

**WORK SESSION: Ad Hoc Task Force Report on Fraternity/Sorority Row**

President Dubois provided a brief overview to the Board on why this task force was appointed and the work that has been accomplished. He believes that a recommendation will come to the Board in March to raze the Acacia fraternity house. Dan Baccari reported on the task force, and the extensive detail that went into the review of Fraternity/Sorority Row. The history of Fraternity Park was reviewed as well.

## **WORK SESSION: Unfunded Critical Maintenance Needs and SIS Replacement**

Planning for the fiscal year 2004 operating budget and development of the legislative request for the 2005-2006 biennium will begin shortly. In preparing for the anticipated needs, there are several large budget requirements that must be addressed. The “plus” budget for next fiscal year provides funding of approximately \$2.8 million. This amount falls short of the level that may be needed for several large maintenance and program requirements

The paragraphs that follow describe the major maintenance and program priorities that exceed available funding within the institution’s present budget and some potential alternatives to address these needs. This information is provided to the Board of Trustees as an overview of the situation.

### **War Memorial Stadium**

At the May 2002 Trustee meeting information was presented describing the structural condition of War Memorial Stadium and the estimated costs to correct these deficiencies. The firm of Structural Solutions of Casper and Cheyenne along with a sub-consultant Weiss, Janney, Elstner Associates of Lakewood, Colorado completed the analysis of the existing conditions of the stadium. Their prior report recommended extensive repairs for the upper west stands with costs ranging between \$1.6 million and \$2.8 million depending upon whether the “L” beams forming the seating area were repaired or replaced. Their estimated cost to correct problems in the lower stands on both the east and west sides and the repairs to the upper east stand indicated that additional funding of approximately \$2.5 million would be needed, bringing total costs for this project between \$4.4 million and \$5.3 million. This cost does not include replacing the stadium seating with new seats or remodeling or expanding the press box.

This large project will require additional state general fund appropriation and a request for legislative funds may be considered as the university develops its biennial budget request. If funding for the project cannot be obtained through legislative appropriation it may be necessary to phase the project over several fiscal periods utilizing funds within the “plus” budget or Federal Mineral Royalties. Utilizing either the “plus” budget or Federal Mineral Royalties will limit the availability of these funds for other priorities, including the use of FMR’s for the planning activities contemplated in the Capital Facilities Plan.

Should the project be phased using existing funding sources, the first phase would include the design process for the entire project and repairs of the upper west stands – the area needing most attention. The repair and sealing of the upper east stands would be the second phase followed by repairs and refinishing of the lower stands. The full repairs should be completed within a three-year cycle if possible.

### **Steam Tunnel Repair or Replacement**

In November 2002 a large water main north of the S.H. Knight Geology Building ruptured. The water discharge from the broken line created pressure on the walls of the steam tunnel that runs in an east-west direction from the old power plant. The resulting pressure buckled the tunnel wall adjacent to the water line and shifted the supports for the steam lines running through this section of tunnel. Remediation in this section of tunnel has consisted of installing numerous vertical and horizontal braces to stabilize the tunnel and prevent its collapse.

Various alternatives have been discussed for repairing or replacing this section of steam tunnel. The least costly alternative is simply to rebuild approximately 150 feet of tunnel to replace the section that was damaged. The cost for this repair is estimated to be \$670,000. Insurance will pay a large portion of this cost (estimated to be \$500,000±) with the remaining

costs to be absorbed within the institution's budget. While this is the most economical alternative, this solution does not solve structural problems that exist elsewhere in this section of the steam tunnel running from 15<sup>th</sup> Street to the old power plant located behind the Geology Building.

A second alternative would be to repair the existing tunnel and also to extend a tunnel to terminate in a new condensate station located west of the old power plant. Extension of the steam tunnel and construction of a condensate station would eliminate the need to utilize the old power plant. Presently the old power plant contains the main steam and condensate lines, including the condensate pumping system, serving the west campus. It also houses the air compressors used to provide control air for the entire campus, and Information Technology's voice and data cables are also routed through this facility. Once this infrastructure is removed from the old power plant, the necessity to maintain this structure no longer exists and the facility can be removed. The Capital Facilities Plan contemplates removal of this building and this alternative would provide the first step in preparing for the removal of this facility. The cost to complete this work is estimated to be \$1.6 million.

A third alternative would be to completely reroute the present steam tunnel along the north edge of campus from 15<sup>th</sup> Street to a location near the Earth Sciences Building. This alternative would place the steam tunnel under the sidewalk running the length of Lewis Street on the south side. Three tangible benefits are realized with this approach. First, some of the worst sections of the present steam tunnel could be abandoned and future repairs to these sections would be avoided. Second, the new route would allow for future expansion of the campus north of Lewis Street. Lastly, placing a steam tunnel under the sidewalk on the north edge of campus would prevent snow and ice buildup that presently occurs as a result of this

sidewalk not being exposed to sunlight. The cost to relocate the steam tunnel under the sidewalk on Lewis Street and construct a condensate station is estimated to be \$5.9 million

The second alternative is best suited to the immediate needs of the university. This option will correct the damage that occurred as a result of the water line break and also prepare for the eventual removal of the old power plant. Funding for this work may be derived from available FMR's next fiscal year or through a legislative request. If formula funding for critical maintenance projects is provided during the 2003 legislative session, this project may be funded through that source.

### **Replacement of SIS system**

Another large ticket item that should be undertaken within the next three years is the replacement of the current Student Information System (SIS). As with the critical maintenance items discussed above, the cost for this replacement exceeds available funding.

Project costs for the replacement of the SIS system, including acquisition of software, additional hardware, and implementation costs are estimated to be \$3.0 to \$3.5 million. Additionally, annual maintenance costs for this system are estimated to be \$450,000.

UW currently operates a student information system purchased more than 17 years ago from Information Associates. Although the SIS has been periodically upgraded to meet changing student and institutional needs, less than 16 schools in the nation use this SIS-IDMS platform. This raises concern about on-going support of the system by the vendor, now a subsidiary of another company (SCT) developing its own version of a student information system.

This project can be phased over several fiscal periods but such an approach will also minimize available funding from the "plus" budget to address other institutional priorities.

Should legislative funding be requested for this project, one possible strategy would be to request sufficient funding to secure the hardware, software and initial implementation cost with the possibility that increased enrollments in future years would provide sufficient revenue to cover the annual maintenance costs.

President Dubois advised the Board that he wanted to alert them to the maintenance needs at UW. Vice President Phill Harris has initiated discussions on major areas of concern. Vice President Dan Baccari provided information to the Board on the steam tunnel. Mr. Baccari met with insurance adjustors this week to talk about the damage and feasibility of repairs. The adjustors felt that the best solution was to build a new tunnel immediately south of the existing tunnel. Vice President Harris noted that UW needs a recommendation from the Board to begin work on the project.

Mr. Harris next addressed the SIS and stated that it could be phased over several payment installments, although the initial cost would be great. It is Mr. Harris' opinion that UW should fund the SIS project internally, and he will provide options in March at the Board meeting for consideration. Vice President Robert Aylward noted that the price tag for the system will be approximately \$3 million dollars, and includes all hardware, software procurement, and personnel costs. President McCue asked Vice President Harris to determine the best way to approach this, and provide a timeline as to how long it will take to complete.





**RECOGNITION: Women's Basketball Team**

President McCue welcomed the women's basketball team members Darcy Arsene, and Heather Schaffner. Coach Cindy Fisher and Barbara Burke, associate athletic director accompanied the team. They were recognized for top academic honors in the NCAA with a GPA of 3.49. The Trustees' Resolution of Recognition was read, and the Board congratulated the team.

**Trustees' Resolution of Recognition**  
UW Women's Basketball

WHEREAS, the University of Wyoming Women's Basketball Team earned a cumulative grade point average (GPA) of 3.49 during the 2001-2002 academic year;

WHEREAS, this cumulative team GPA for the best in NCAA Division I-A Women's Basketball that year;

WHEREAS, the Women's Basketball Coaches Association has honored the UW's Women's Basketball Team for their academic achievement;

WHEREAS, the University of Wyoming is committed to and values the academic success of UW student-athletes;

WHEREAS, the academic achievement of the 2001-2002 UW Women's Basketball Team has brought great credit to themselves, Head Coach Cindy Fisher and her staff, the Academic Counseling Office in the Department of Athletics, and the University of Wyoming; and

WHEREAS, the academic example set by the UW Women's Basketball Team is a model for all UW intercollegiate athletics teams.

THEREFORE, LET IT BE RESOLVED that it gives the University of Wyoming Board of Trustees great pleasure to recognize the UW Women's Basketball Team and its coaches for their academic accomplishments in leading the nation in cumulative grade point average and to extend our best wishes for continued academic success—as well as athletic success—during the current academic year and in the future.

Pound the books and pound the boards! Go Pokes!

**EDUCATION SESSION: University Studies Program (USP) Update**

Revision of the University Studies Program (USP) specified by UW Faculty Senate Resolution 295 is on track for fall semester 2003 implementation. UW faculty have supported the program with course preparation, and the USP faculty committee has invested a considerable amount of time in reviewing courses against program objectives. During fall semester 2002, priority has been placed on review and approval of courses submitted for USP 2003 needed by incoming first-year students. This process is near completion for the first USP 2003 class.

Associate Vice President for Academic Affairs Rollin Abernethy introduced Dr. Brent Hathaway, Management and Marketing Professor and Laurie Bonini, clerical support for the committee. He made a brief presentation on the work in progress and noted this is an exceptional commitment for all the faculty and participants.

## **EDUCATION SESSION: WIRO Update**

Two recent developments are of interest with respect to the Wyoming Infrared Observatory (WIRO). The first involves the National Space Science and Technology Institute (NSSTI), an organization in Colorado Springs, CO, that has worked with UW to form a Rocky Mountain Observatory Consortium and to explore the possibility of moving WIRO's 2.3-meter infrared telescope from Jelm Mountain to Pikes Peak. In November 2002, NSSTI updated President Dubois on the organization's progress in formulating logistics for the move. The update stated that NSSTI's board of directors prefers pursuing the construction of a new 1.8-meter infrared telescope instead of trying to raise funds to move the WIRO telescope. This decision leaves open the possibility of UW's participation in the Rocky Mountain Observatory Consortium, but it closes the most likely option for moving WIRO.

The WIRO Council, consisting of Professor Paul Johnson (Head of Physics and Astronomy), William Gern (Vice President for Research), Janet Constantinides (Associate Dean of Arts and Sciences), and Myron Allen (Associate Vice President for Academic Affairs), will continue to oversee the management structure and business plan for UW's largest observatory.

The second development is scientific in nature. Under the direction of Professor Michael Pierce, WIRO scientists recently finished building an innovative fiber-optic spectrograph, designed specifically for the WIRO 2.3-meter telescope. Conventional spectrographs use a prism or optical grating to disperse the colors of light from a star or galaxy onto a video detector, which analyzes the spectrum at a point on the image. The new instrument uses a bundle of 300 optical fibers to collect and disperse light from the telescope, allowing simultaneous spectral mapping of 300 points from the image of a galaxy or planet. The instrument will make data collection 300 times faster or, alternatively, allow the spatial mapping of spectra at 300 times the

spatial resolution in the same amount of time as traditional instruments. One use of the new instrument will be to map the rotational velocities of individual galaxies, to allow calculations of their mass. This task now requires telescopes much larger in aperture than WIRO.

President Dubois introduced Dr. Paul John, Professor in the Physics and Astronomy Department, and asked Associate Vice President Myron Allen to provide a further explanation on WIRO. Dr. Allen reviewed the work in process for the last year and a half regarding the movement of the telescope to Pike's Peak. The organization, NISTI that has been working with UW, sent a letter this fall indicating that they wished to pursue fund-raising for the purchase of their own telescope, and don't want to move UW's telescope. Dr. Johnson spoke about the technical details that have been occurring while the prospect of moving the telescope was in discussion, and noted that the WIRO program is a strong attraction for students to the program. They have hired four new tenure-track faculty and have developed some exciting programs.

Dr. Allen stated that the outcome of the conversations does not signal an end to the WIRO council. Trustees indicated their understanding that financial implications were the reason that the dialogue started, and asked for additional information on how the fiscal impact of WIRO is being addressed.

### **EDUCATION SESSION: Tuition and Fees for FY'04**

Development of the tuition proposal for FY 2004 follows the conceptual framework for converting the tuition structure to a credit hour model as previously discussed with the Board. Preparations to convert to a linear tuition model involved an extensive analysis of the current enrollment profile, defining tuition categories that will be used in the model, and establishing tuition rates that would be needed to convert to a linear tuition model. Embedded within UW's conversion to a per-credit tuition structure are several factors that require detailed quantification. The two key factors to consider include the cost to the student (what they pay for tuition) and the tuition revenue generated. The Trustees charged the administration with designing the conversion so that it would be "cost neutral" to the average student and "revenue neutral" to the institution. While simple in spirit, both concepts involve complications. The main complication is the anticipated effect on revenue that may occur as students change their enrollment behaviors. Presently an undergraduate student pays the same tuition for enrolling in 12 to 18 credits. With conversion to the per-credit tuition structure these same undergraduate students would incur additional tuition costs for enrollment beyond 15 credits. This may cause some students to decrease their credit hour loads to avoid the additional cost.

Data from the current academic year and an analysis of prior years provided the necessary information to determine the average credit load taken by UW students during each semester. The average credit load for full time students is presented in the table below.

Table 1  
University of Wyoming  
Average Credit Hour Enrollment  
By  
Tuition Classification

| Tuition Classification    | Average Full Time Hours |
|---------------------------|-------------------------|
| Resident Undergraduate    | 15.0                    |
| Nonresident Undergraduate | 14.9                    |
| Resident Graduate         | 10.9                    |
| Nonresident Graduate      | 11.9                    |
| Resident Law              | 14.6                    |
| Nonresident Law           | 15.0                    |
| Resident Pharmacy         | 16.8                    |
| Nonresident Pharmacy      | 17.4                    |

From Table 1 it is possible to calculate a cost neutral (nominal) credit-hour tuition rate for each tuition classification. The following table shows the nominal tuition rate for each tuition classification based upon the tuition rates currently being assessed. Note that the average tuition loads have been converted to whole hours rather than hours and tenths. Additionally, because of the variance in average credit hours for residents and nonresidents at the graduate level, this classification will be converted utilizing the average of all students producing an average credit hour load of 11 hours. The nominal rate is calculated by taking the full time tuition charge and dividing that number by the average credit hours of enrollment.



Table 2  
 University of Wyoming  
 Nominal Tuition Rates for FY 2003

| Tuition Classification    | Average Credit Hours | Full Time Tuition Rate | Nominal Tuition per Hour |
|---------------------------|----------------------|------------------------|--------------------------|
| Resident Undergraduate    | 15.0                 | \$1,200.00             | \$80.00                  |
| Nonresident Undergraduate | 15.0                 | \$4,032.00             | \$268.80                 |
| Resident Graduate         | 11.0                 | \$1,494.00             | \$135.82                 |
| Nonresident Graduate      | 11.0                 | \$4,338.00             | \$394.36                 |
| Resident Law              | 15.0                 | \$2,256.00             | \$150.40                 |
| Nonresident Law           | 15.0                 | \$5,088.00             | \$339.20                 |
| Resident Pharmacy         | 17.0                 | \$2,652.00             | \$156.00                 |
| Nonresident Pharmacy      | 17.0                 | \$5,484.00             | \$322.59                 |

Converting tuition charges at a cost neutral point does not produce revenue neutrality for the institution. The reason that this conversion is not revenue neutral relates to two factors in the enrollment profile. The first factor is the discount in tuition rate that will be realized by part time students. One of the desired objectives in converting to a linear tuition structure has been to eliminate the disparity in tuition rates between part time students and full time students. The present rate for part time resident undergraduates is \$100 per credit hour compared to the nominal rate of \$80 per hour paid for a full time student taking fifteen hours. Converting to a linear tuition structure provides \$20 per credit hour savings to the resident part-time undergraduate, but this discount also reduces the amount of revenue that is presently generated. The second factor relates to the credit hour enrollment for students taking more than the average credit load. Using the resident undergraduate tuition classification as an example, a student enrolling in 18 credits presently has a nominal tuition rate of \$66.67 per hour ( $\$1,200 \div 18$ ) compared to \$80 per hour for 15 credits. Upon conversion to a linear tuition structure some students taking more than the average credit load will no longer purchase additional credits. A precise estimate for this change in enrollment behavior cannot be determined but the revenue

implication based upon the current enrollment profile indicates that for each five percent change in credit hour production beyond the cost neutral tuition rate there will be a \$32,000 change in revenue. If 75% of the credit hour production beyond the cost neutral point is lost, the revenue impact to the institution would approach \$480,000 per semester – approximating the amount of additional revenue generated this fiscal year through enrollment increases and the tuition adjustment.

It is not possible to precisely determine the revenue effect that may be experienced on conversion to a linear tuition model. The discount realized by part time students may entice more part time students to enroll for additional credit hours. The additional cost for students enrolling in credits beyond the cost neutral point will also depend upon many factors including the necessity to take the hours to complete their degree next year or the availability of financial aid to cover the additional cost.

Rather than speculating on factors that cannot be determined, it is recommended that the tuition structure for the University of Wyoming be converted to a cost neutral model for full time students utilizing rates rounded to the nearest whole dollar.

Table 3  
University of Wyoming  
FY 2004 Tuition Rates converted to Credit Hour

| Tuition Classification    | Credit Hour Rate |
|---------------------------|------------------|
| Resident Undergraduate    | \$80.00          |
| Nonresident Undergraduate | \$269.00         |
| Resident Graduate         | \$136.00         |
| Nonresident Graduate      | \$394.00         |
| Resident Law              | \$150.00         |
| Nonresident Law           | \$339.00         |
| Resident Pharmacy         | \$156.00         |
| Nonresident Pharmacy      | \$323.00         |

Tuition Adjustment for FY 2004

Conversion to a credit hour or linear tuition structure does not address the issue of whether tuition rates for the next fiscal year should be adjusted. Basic operating costs for the institution continue to increase against the background of a fixed operating budget. While inflation, as measured by the Wyoming Cost of Living Index, remains low, the facts show that the inflation rate in Wyoming has averaged more than 3% for each of the past three years. Similar to the recommendation made last year, it is recommended that the tuition rate for all tuition classifications be increased by 3% for FY 2004. Applying this inflation adjustment to the credit hour rates noted above produces the following recommended tuition rates for the fiscal year. Again, tuition rates have been rounded to the nearest whole dollar.

Table 4  
Recommended Tuition Rates  
Fiscal Year 2004 before Fee Conversion

| Tuition Classification    | Credit Hour Rate |
|---------------------------|------------------|
| Resident Undergraduate    | \$82.00          |
| Nonresident Undergraduate | \$277.00         |
| Resident Graduate         | \$140.00         |
| Nonresident Graduate      | \$406.00         |
| Resident Law              | \$155.00         |
| Nonresident Law           | \$349.00         |
| Resident Pharmacy         | \$161.00         |
| Nonresident Pharmacy      | \$333.00         |

Mandatory Fee Conversion for FY 2004

In addition to the recommended 3% tuition adjustment for FY 2004, it will be necessary to further adjust the proposed tuition rates to incorporate recommendations for converting the mandatory fees for Computer Access, Career Services and Study Abroad to a tuition charge

rather than a mandatory fee assessment. A complete description concerning the restructuring of mandatory fees is contained in the next section of this report.

The proposed conversion of the mandatory fees noted above to a tuition charge requires an adjustment of \$2.00 per credit hour to generate approximately the same revenue that would be collected through mandatory fees. Adjusting the rates from Table 4 produces the final tuition rates being proposed for FY 2004 as shown in the following table.

Table 5  
Recommended Tuition Rates  
FY 2004

| Tuition Classification    | Credit Hour Rate |
|---------------------------|------------------|
| Resident Undergraduate    | \$84.00          |
| Nonresident Undergraduate | \$279.00         |
| Resident Graduate         | \$142.00         |
| Nonresident Graduate      | \$408.00         |
| Resident Law              | \$157.00         |
| Non Resident Law          | \$351.00         |
| Resident Pharmacy         | \$163.00         |
| Nonresident Pharmacy      | \$335.00         |

It is recommended that the Trustees approve the tuition rates discussed above and presented in Table 5.

#### Changes in Mandatory Fees

Discussion of the Mandatory Fees for FY 2004 also involves a multiple step process. The present fee structure served as the basis upon which fee recommendations were developed. From this analysis, a separate recommendation has been developed to incorporate a fee restructuring proposal that have been developed by a taskforce that spent the past year reviewing mandatory fees.

The mandatory fees supporting various programs and activities have been increased to reflect costs that must be absorbed within these budgets. The primary increase to these fees is linked to anticipated increases in the cost of operations and employee health insurance premiums. ASUW fees have been increased in accordance with Senate Bill #2016, ASUW Long-Term Mandatory Fee Plan. The following table reflects proposed changes in mandatory fees using the existing fee structure:

Table 6

Proposed Mandatory Fees

FY 2004

| Mandatory Fees<br>Academic Year, full-time students, per<br>semester | FY 2002       | FY 2003       | FY 2004       | % change<br>FY 03 to<br>FY 04 |
|--|---------------|---------------|---------------|-------------------------------|
| Student Health Services  | 60.00         | 66.00         | 66.00         | 0.0                           |
| Intercollegiate Athletics  | 22.25         | 50.00         | 50.00         | 0.0                           |
| Wyoming Union  | 75.00         | 82.50         | 88.00         | 6.7                           |
| Student Publications   | 9.25          | 10.75         | 10.75         | 0.0                           |
| ASUW   | 28.00         | 28.00         | 35.60         | 27.1                          |
| Career Services  | 3.50          | 4.00          | 4.00          | 0.0                           |
| Recreation Programs  | 21.00         | 26.50         | 32.00         | 20.8                          |
| General Access Computer  | 20.00         | 20.00         | 20.00         | 0.0                           |
| Recycling (ASUW)   | 1.10          | 1.10          | 1.50          | 36.4                          |
| Wellness (ASUW)  | 3.00          | 4.00          | 5.50          | 37.5                          |
| Music/Theater/Cultural Productions                                   |               | 2.50          | 2.50          | 0.0                           |
| Student Exchange/Study Abroad  |               | 3.00          | 3.00          | 0.0                           |
|  |               |               |               |                               |
| <b>Total Mandatory Fees</b>  | <b>243.10</b> | <b>298.35</b> | <b>318.85</b> | <b>6.9</b>                    |

### Restructuring Mandatory Fees

In concert with the work undertaken to convert the institution's tuition structure to a credit hour basis, a taskforce composed of students and university administrators was formed by the President to review the structure of the mandatory fees. This taskforce, chaired by Ken Griffin, spent the past year reviewing the mandatory fee structure from various institutions and deliberating on possible alternatives to implement within the University of Wyoming.

The recommendations developed through this review were unanimously endorsed by the taskforce and delivered to the President in December. The recommendations include consolidation of several mandatory fees into a single charge, converting several fees to a tuition charge rather than a mandatory fee, and structuring all fee assessments as flat rate charges as opposed to the current system that charges some fees at the credit-hour up to full time enrollment and then a flat fee beyond that. The fee restructuring proposal would reduce the number of mandatory fees from the 12 presently assessed to 5 fees that would be assessed in the future.

All students would be assessed two fees to support programs and activities that benefit the entire campus. The first of these two fees is an assessment of \$81.00 (based upon FY 2004 fee request) to support the operations and debt service for the Wyoming Union. Presently this fee is assessed by the credit hour for part time students and at a flat rate for full time students. The proposed flat rate fee would replace the existing fee assessment. The second fee that all students would pay includes support of ASUW, Student Publications, Recycling, Wellness, and Music and Theater. The proposed assessment to convert these numerous fees to a single charge reflects a rate of \$49.00 per student.

Students enrolled full time, and those electing to purchase an optional fee package, would be assessed semester charges for access to Student Health (\$66.00), Athletics (\$50.00) and

Recreation (32.00). In total a full time student would pay \$278.00 per semester for mandatory fees under the proposed fee restructuring compared to the \$318.85 proposed for FY 2004 under the present fee structure, or a reduction of \$40.85.

The mandatory fees presently assessed for Career Services (\$4.00), Study Abroad (\$3.00), and Computer Access (\$20.00) would be converted to a tuition assessment. Based upon the prior narrative discussing the conversion of tuition to a credit hour model, the conversion of these mandatory fees would require an additional assessment of \$2.00 per credit-hour of enrollment to generate the same revenue (reference Table 5.) The additional tuition assessment to cover fees previously assessed as mandatory fees would still result in a lower total cost to full time students. Students enrolling for 15 credits would pay an additional cost of \$30 for the conversion of mandatory fees. This additional \$30 assessed in tuition compared to the \$40.85 in fee reduction noted above still provides a \$10.85 overall cost reduction.

In summary, it is recommended that the Trustees approve the mandatory fees presented in Table 6 and that these fees be converted to the new fee model discussed above. The conversion of mandatory fees for FY 2004 would yield the fee structure as shown in the table below.

Mandatory Fees  
 FY 2004  
 (with restructure)

| MANDATORY FEES<br>Academic Year per Semester | FY 2004  |
|--|----------|
| All Students                                 |          |
| Wyoming Union                                | \$81.00  |
| Student Services <sup>1</sup>                | \$49.00  |
| Full Time Students                           |          |
| Student Health                               | \$66.00  |
| Athletics                                    | \$50.00  |
| Recreation                                   | \$32.00  |
| Total for Part Time Students                 | \$130.00 |
| Total for Full Time Students                 | \$278.00 |

- <sup>1</sup> Student Services Fee includes ASUW (\$30.85), Student Publications (\$9.90), Recycling (\$1.30), Wellness (\$4.80), and Music/Theater (\$2.15).

Changes in Auxiliary Enterprise Charges and Other Fees

The increases for residence hall rates (room and board) and apartment rental rates are also based upon the same operations and benefit assumptions used to adjust the mandatory fees. Additionally, projected utility costs for the residence halls and apartments and loan and debt service payments have been factored into the rate adjustments. Salaries, benefits and utility costs represent the major cost components for the residence hall and apartments. The following table reflects the changes in residence hall rates and apartment rental rates for next fiscal year:

| Residence Hall Room Charges<br>Academic Year, excludes semester break | FY 2003  | FY 2004  | %<br>change |
|---|----------|----------|-------------|
| Double Occupancy Room   | 2,182.00 | 2,372.00 | 8.7         |
| Single Occupancy, Washakie Halls                                      | 3,274.00 | 3,560.00 | 8.7         |
| Single Occupancy Room, Crane/Hill                                     | 3,228.00 | 3,510.00 | 8.7         |



| Apartment Rental Rates, Student<br>Per month | FY 2003 | FY 2004 | %<br>change |
|--|---------|---------|-------------|
| One Story Complex (Summit View)              |         |         |             |
| One bedroom                                  | 396.00  | 419.00  | 5.8         |
| Two bedroom                                  | 493.00  | 522.00  | 5.9         |
| Landmark Village                             | 515.00  | 546.00  | 6.0         |
| River Village                                |         |         |             |
| Two bedroom                                  | 614.00  | 650.00  | 5.9         |
| Three bedroom                                | 692.00  | 733.00  | 5.9         |
| 1111 Lewis Street                            |         |         |             |
| One bedroom                                  | 505.00  | 535.00  | 5.9         |
| Two bedroom                                  | 656.00  | 695.00  | 5.9         |
| Spanish Walk, one bedroom                    | 462.00  | 489.00  | 5.8         |
| 1107 Lewis (per person for 5 residents)      | 345.00  | 365.00  | 5.8         |
| 1220 Bradley Street, two bedroom             | 783.00  | 829.00  | 5.9         |

| Board Charges, Academic Year<br>Fall and Spring semesters, excluding Thanksgiving,<br>Christmas, Spring and Easter breaks | FY 2003  | FY 2004  | %<br>change |
|---|----------|----------|-------------|
| Unlimited access plan*  | 2,938.00 | 3,174.00 | 8.0         |
| Any 15 access plan*   | 2,558.00 | 2,764.00 | 8.0         |
| Any 12 access plan*   | 2,418.00 | 2,612.00 | 8.0         |
| Any 9 access plan   | 1,908.00 | 2,062.00 | 8.0         |
| Any 7 access plan   | 1,538.00 | 1,662.00 | 8.0         |
| Any 5 access plan   | 1,152.00 | 1,244.00 | 8.0         |
| Any 3 access plan   | 720.00   | 778.00   | 8.0         |
| Lunch only, 5 per week  | 940.00   | 1,016.00 | 8.0         |

\* Students in Washakie Complex must choose one of these meal plans

Full detail of all university charges and tuition rates is contained within the *Fee Book* which accompanies this report. Only the major fee assessments for mandatory fees, residence hall room and board, and apartment rents have been highlighted in this discussion.

Vice President Phill Harris explained to the Board that no decisions were required at this meeting, but he will be asking the Board to decide on the general tuition levels that will be part of next year's fees in March. He also spoke about the dividend plans that were presented at a previous meeting for students, and UW's plan to have them in place by 2005.

## **EDUCATION SESSION: FY'04 Fee Book**

### **II. SCHEDULES OF TUITION, FEES, AND REFUNDS**

#### **Regular Academic Year Tuition and Mandatory Fees**

##### **Tuition**

The tuition policy of the Trustees for the 2003-2004 academic year includes the following:

Tuition is established to support instruction at the University. Excluded from tuition are laboratory and special course fees authorized separately by the Trustees.

- Tuition is payable within 30 days of the first day of scheduled classes, and a student who does not pay within the 30 day period may not be allowed to complete the current term, except upon specific authorization of the Vice President for Administration.
- Graduate Assistants employed for 10 hours or more weekly as teaching or research assistants will be assessed tuition at the resident rate, for each regular term semester during which they are so employed.
- Graduate students qualifying for resident tuition in both the fall and spring semesters will be assessed resident tuition for the immediately following summer term. This policy went into effect beginning the summer session, 2001.
- Graduate students NOT on Assistantship may enroll in Continuous Registration 5920 and 5940. Tuition will be assessed at \$35 per credit hour on these courses only. Mandatory fees are applicable. This policy went into effect beginning the Summer Session, 2001.
- Non-Resident graduates of the University of Wyoming and their spouses are assessed tuition at 150% of the current resident tuition rate.
- Full-time refers to undergraduate, pharmacy and law students enrolled in 12 or more credit hours, and graduate students enrolled in 9 or more credit hours.
- All tuition and/or surcharges are subject to rounding for determining hourly rates.

##### **Mandatory Fees**

Mandatory fees are assessed to each student during the regular academic year and are to be paid with tuition as follows:

**Special college and course fees are assessed in addition to the fees shown here.**

- **Wyoming Union:** The fee is comprised of two components: \$ 47.00 is assessed for support of operations, replacement of equipment for the Wyoming Union, and \$34.00 is assessed

for planning, renovation and construction, and bond retirement for the Wyoming Union as authorized by the Trustees.

- **Student Services:** The income is specified for the support ASUW including student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees. The fee also supports the Branding Iron, Owen Wister Review, Frontiers magazine, campus recycling program, support and programming for a centralized wellness program, and support of music, theater and cultural programs.
- **Student Health Service:** The income is specified for the support of the Student Health Service. Students' benefits include unlimited visits to staff physicians, nurse practitioners and/or nurses. Services for which there is an additional charge include; consultant clinics, pharmacy, laboratory, X-ray, allergy immunotherapy, immunizations, appliances, medical supplies and specific procedures.
- **Intercollegiate Athletics:** The income is specified for the support of Intercollegiate Athletics, and provides full-time students with free admission to all University intercollegiate athletic events on campus, excluding tournament events.
- **Recreation Programs:** The income is specified for the support of Corbett and Half Acre Recreation facilities, intramural sports, club sports, open recreation, and outdoor adventure programs.

| <b>Mandatory Fees<br/>Academic Year per<br/>semester</b> | <b>FY 2004</b> |
|--|----------------|
| All students   |                |
| Wyoming Union  | 81.00          |
| Student Services <sup>1</sup>                            | 49.00          |
|  |                |
| Full-time students                                       |                |
| Student Health   | 66.00          |
| Athletics  | 50.00          |
| Recreation   | 32.00          |
|  |                |
| Total for Part-time students                             | 130.00         |
| Total for Full-time students                             | 278.00         |

1. Student Services fee includes ASUW, Student Publications, Recycling, Wellness, and Music/Theater fees previously assessed on an individual basis.

## **Tuition Table**

**Special college and course fees are assessed in addition to the fees shown here.**

| <b>Tuition, Fall and Spring Semesters<br/>FY 2004<br/>Per credit hour</b> | <b>Resident</b> | <b>Non-Resident</b> |
|---|-----------------|---------------------|
| Undergraduate students  | 84.00           | 279.00              |
| Graduate students   | 142.00          | 408.00              |
| Law students  | 157.00          | 351.00              |
| Pharmacy (Pharm D) students   | 163.00          | 335.00              |

## **Summer Session, 2004, Tuition and Mandatory Fees**

### **Tuition, Summer 2004**

The tuition policy of the Trustees for the 2004 Summer Session is as follows:

- Tuition is established to provide support for the costs of enrollment in a University class, excluding laboratory and special course fees authorized by the Trustees.
- Tuition is payable prior to the first day of scheduled classes and a student not completing payment will not be allowed to complete the current term, except upon authorization of the Vice President for Administration.
- Graduate Assistants employed for 10 hours or more weekly as Teaching or Research Assistants will be assessed tuition at the resident rate for each regular term semester during which they are so employed. Graduate students qualifying for resident tuition in both the fall and spring semesters will be assessed resident tuition for the immediately following summer term.
- Graduate students NOT on Assistantship may enroll in Continuous Registration 5920 and 5940. Tuition will be assessed at \$35 per credit hour on these courses only. Mandatory fees are applicable. This policy went into effect beginning the Summer Session, 2001.
- Non-Resident graduates of the University of Wyoming and their spouses are assessed tuition at 150% of the current resident tuition rate.

### **Mandatory Fees, Summer 2004**

Mandatory fees assessed each student during the 2004 Summer Session and to be paid with tuition are as follows:

- **Student Health Service:** The income is specified for the support of the Student Health Service.

- **Wyoming Union:** The income is split with \$ 4.30 per credit hour specified for the support of the operations, replacement of equipment and bond retirement for the Wyoming Union. The remaining \$3.05 is earmarked for planning, renovation and construction of the Wyoming Union as authorized by the Trustees.
- **Recreation Programs:** The income is specified for the support of Corbett and Half Acre recreation facilities, intramural sports, club sports, open recreation, and Outdoor Adventure programs.
- **Student Services:** The income is specified for the support ASUW including student activities, Student Senate operations and related activities, and expended in accordance with a budget approved by the Trustees. The fee also supports the Branding Iron, Owen Wister Review, Frontiers magazine, campus recycling program, supported and programming for a centralized wellness program, and support of music, theater and cultural programs.
- **Student Activities:** The income is specified for the support summer Union programming.

Summer session students who are enrolled for a portion of the summer, and desire to continue their access to either Campus Recreation or Student Health for the entire summer, may do so by paying the difference between the mandatory fees paid for their enrollment and the maximum rate assessed for the summer session.

Students enrolled for the spring semester and pre-registered for the fall semester, but not enrolling during summer session, will be eligible to purchase summer access to Student Health and/or Recreation by paying the maximum mandatory fees assessed for the summer term.

Fees are payable prior to the first day of scheduled classes and a student not completing payment will not be allowed to complete the current term, except upon specific authorization of the Vice President for Administration.

| <b>Mandatory Fees, Summer, 2004, all students per credit hour</b>  | <b>FY 2004</b> |
|--|----------------|
| Student Health Services (to a maximum of \$ 66) (9 hr)   | 7.00           |
| Wyoming Union (to a maximum of \$88) (12 hr)<br>Operations<br>Planning/renovation/construction<br>Series 1999 Bond Issue funding | 7.35           |
| Recreation Programs (to a maximum of \$32) (9 hr)  | 3.25           |
| Student Services (to a maximum of \$49)  | 4.00           |
| Student Activities   | .75            |
|  |                |

|   |                |
|---|----------------|
| <b>Mandatory Fees, Summer, 2004, all students<br/>per credit hour</b> | <b>FY 2004</b> |
| <b>Total Mandatory Fees, per credit hour</b>                          | <b>22.35</b>   |

| <b>Tuition and Mandatory Fees<br/>Summer, 2003, per credit hour</b> | <b>Resident<br/>FY 2004</b> | <b>Non-Resident<br/>FY 2004</b> |
|---|-----------------------------|---------------------------------|
| Undergraduate students  |                             |                                 |
| Tuition   | 84.00                       | 279.00                          |
| Mandatory Fees  | 22.35                       | 22.35                           |
| Total tuition & mandatory fees                                      | 106.35                      | 301.35                          |
| Graduate students   |                             |                                 |
| Tuition   | 142.00                      | 408.00                          |
| Mandatory Fees  | 22.35                       | 22.35                           |
| Total tuition and mandatory fees                                    | 164.35                      | 430.35                          |
| Law students  |                             |                                 |
| Tuition   | 157.00                      | 351.00                          |
| Mandatory Fees  | 22.35                       | 22.35                           |
| Total tuition and mandatory fees                                    | 179.35                      | 373.35                          |
| Pharm D students  |                             |                                 |
| Tuition   | 163.00                      | 335.00                          |
| Mandatory Fees  | 22.35                       | 22.35                           |
| Total tuition and mandatory fees                                    | 185.35                      | 357.35                          |

### **Other Tuition and Mandatory Fees**

#### **Concurrent Joint Enrollment**

Concurrent Joint Enrollment shall be defined as: A student enrolled in one or more regular on-campus courses and in one or more off-campus credit courses during the same academic term will be considered to be concurrently jointly enrolled.

The total hours of concurrent joint enrollment shall be utilized in determining the student's part-time or full-time status.

Any concurrently jointly enrolled student, excluding flexible enrollment courses (correspondence courses), will be eligible to participate in the Optional Student Fee Package program.

#### **Visitor's Fee**

Members of the public who are not otherwise enrolled in University courses and who are not University employees may visit classes taught as part of a University course. To visit any number of classes taught in a specified section of a course during a specified semester, an individual must (1) secure written permission of the instructor, and (2) pay the visitor's fee.

| <b>Visitor's Fee</b>      | <b>FY 2003</b> | <b>FY 2004</b> | <b>ChartField</b> |
|---------------------------|----------------|----------------|-------------------|
| Visitor's fee, per course | 25.00          |                |                   |

**Optional Student Fee Package**

The Optional Student Fee Package is available to all part-time students excluding employees exercising their employee fee benefit privileges. Part-time students electing to enroll in the student health insurance program must also purchase the optional student fee package. The benefits received shall be the same as those afforded full-time students.

The Optional Student Fee Package is also available to graduate students who have essentially completed their coursework and are working on their required research projects. These students may register for 1 (master's candidates) or 2 (doctoral candidates) credit hours and be eligible for the Optional Student Fee Package by satisfying the following conditions:

- Have filed program of study with the Graduate School and have coursework substantially completed;
- Have completed at least one academic year as a full-time, full fee paying student in a graduate program at the University of Wyoming;
- Be in pursuit of a Thesis Option (Plan A) if a master's candidate, or have successfully completed a preliminary examination if a doctoral candidate;
- Have major professor and department head certification that the student will be working full time on a research project; and submit said certification at least one week prior to the first scheduled day of classes; and
- Be registered for at least a credit hour load equal to the credit hour minimum established by the Graduate School.

The master's candidate is eligible to participate in the Optional Student Fee Package for a period not to exceed four (4) academic terms (excluding summer sessions). The doctoral candidate is eligible to participate in the Optional Student Fee Package for a period not to exceed six (6) academic terms (excluding summer sessions). Fees are payable within 30 days of the first day of scheduled classes and a student not completing payment within the 30 day period may not be allowed to complete the current term, except upon specific authorization of the Vice President for Administration.

Fees included in the Optional Student Fee Package are: Student Health Service, Intercollegiate Athletics, and Recreation.

| <b>Optional Student Fee Package, per semester</b> | <b>FY 2004</b> |
|---|----------------|
| Student Health Service                            | 66.00          |
| Intercollegiate Athletics                         | 50.00          |
| Recreation Programs                               | 32.00          |
| <b>Total Fee, per semester</b>                    | <b>148.00</b>  |

### III. Outreach School

#### Outreach School - Credit Programs

The tuition policy of the Trustees for the 2003-2004 year for Outreach Credit Programs includes the following:

- a) Tuition is established to provide support for the costs of instruction in an outreach credit course, excluding laboratory and special course fees authorized by the Trustees and defined in Section I of this policy.
- b) Tuition is payable in advance and no student shall be admitted to classes until such tuition has been paid except upon specific authorization of the Vice President for Administration.
- c) The Outreach School delivers two types of degree programs – core programs and entrepreneurial programs. Tuition for core programs is indexed to resident on-campus tuition for undergraduate and graduates, plus a \$10.00 per credit hour outreach delivery fee. Tuition for entrepreneurial programs is set at a rate to allow these programs to be self-supporting.
- d) Tuition for core outreach certificate programs is indexed to resident on-campus undergraduate tuition. Tuition for entrepreneurial certificate programs is set at a rate to allow these programs to be self-supporting.

Financial assistance received by students through the Office of Student Financial Aid will be applied to assessed tuition first and to all other University assessed fees, charges and deposits second prior to distribution to the student.

Tuition for outreach credit courses will be charged per the credit hour, either undergraduate or graduate as appropriate, for the enrollment period fall semester 2003 through summer semester 2004 as follows. Tuition and related charges are payable in advance, except upon specific authorization of the Vice President for Administration.

Any student enrolled in outreach credit courses, excluding flexible enrollment courses (correspondence courses), will be eligible to participate in the Optional Student Fee Package program.

| <b>Outreach School Credit Courses<br/>FY 2004<br/>Per credit hour</b> | <b>Tuition</b> | <b>*Delivery<br/>Fee</b> |
|---|----------------|--------------------------|
| Core Programs   |                |                          |
| Undergraduate student   | 84.00          | 10.00                    |
| Graduate student  | 142.00         | 10.00                    |
| Online UW   |                |                          |
| Online UW course fee, per credit hour                                 |                | 40.00                    |
| Online UW course fee, minimum per course                              |                | 50.00                    |
| Undergraduate   | 84.00          |                          |
| Graduate  | 142.00         |                          |
| Online courses for students taking an incomplete                      |                |                          |



| <b>Outreach School Credit Courses</b><br><b>FY 2004</b><br><b>Per credit hour</b> | <b>Tuition</b> | <b>*Delivery<br/>Fee</b> |
|---|----------------|--------------------------|
| Per credit hour   |                | 40.00                    |
| Minimum   |                | 50.00                    |
| Entrepreneurial Programs  |                |                          |
| MBA Program   | 207.00         |                          |
| Land Surveying Certificate Program  | 175.00         |                          |
| Students in Utah contract, Ph.D. Adult<br>Education                               | 225.00         |                          |
| Dental Hygiene contract with Sheridan College                                     |                |                          |
| Resident  | 84.00          |                          |
| Non-resident  | 279.00         |                          |

Mr. Harris described the process of setting fees, which involves soliciting all units with previous entries in the fee book to submit any changes for elimination or consolidation.

**EDUCATION SESSION: Legislative Update**

Vice President Miller updated the Board on legislative events, noting that UW is in the queue for capital facilities and recommendations on formula calculations. Capital construction requests will be considered at the end of January. Mr. Miller is scheduling President Dubois to address the governor's staff and new legislators on the details of the capital plan. The president and Mr. Miller met with 77 legislators before the session began. Members of the Board asked what they could do to assist Mr. Miller and President Dubois. Mr. Miller noted that he will contact Board members when they need to contact their legislators.

### **EDUCATION SESSION: Mathematics Placement**

UW's Department of Mathematics teaches a wide variety of entry-level courses for undergraduates. Because much of this subject matter is sequential in nature, students' success depends strongly on their level of preparation. To help ensure that each entering student starts in the right math course, the department instituted a mandatory, skill-based math placement system in 1989. Since then, the department has coordinated with all of Wyoming's community colleges to offer state-of-the-art placement instruments, as well as alternative placement mechanisms based on students' ACT scores and community-college transcript information. Detailed statistics gathered during the past 13 years, to be discussed during the presentation, show the positive effects that the math placement system has had on student success rates and student retention.

Associate Vice President Myron Allen spoke about the math placement exams, and introduced Professor Sritharan, head of Mathematics, and Jeanette Reisenburg, coordinator of math placement. Ms. Reisenburg shared a powerpoint presentation with the Board to explain the math placement process and related statistics.

**EDUCATION SESSION: Sustainable Agriculture Research and Extension Center  
(SAREC) Update**

Vice President Miller spoke to the Board about House Bill 95, which is prepared for introduction and authorizes the creation of SAREC in Goshen County and the disposition of existing facilities. Mr. Miller said that there are some concerns about the soil and university land, and believes that the concerns are a misunderstanding. The other concern that has come up is in regards to a constitutional issue of university lands. Trustee Patrick clarified that the location of the SAREC was determined from a thorough review by University staff.



**INFORMATION ITEM: Internal Audit Activity Conducted for the Period October 1 - December 31, 2002**

The following audits and related activities have been completed:

1. The comprehensive audit of NCAA rules compliance for fiscal year 2001-2002 has been completed. 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. The text of the audit report is on the following pages.
2. The Wyoming State 4-H Foundation has been audited for the year ending September 30, 2002. The text of the audit 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 review of the combination of the business operations of Housing and Residence Life and Food Service, which have been merged to form Residence Life and Dining Services is in progress.
3. The audits of Handling Accounts, which are self-sustaining operations, are in progress.
4. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System, Asset Management System and the Human Resources Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

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

1. The 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. An October 2002 cash transfer of \$23,505 reduced the deficit to \$23,581.
2. The endowment and scholarship reporting process audit report was issued in January of 2001. Audit recommendations from that report will be implemented during fiscal year 2002-03.
3. The golf course audit report was issued in October of 2003. The audit recommendations will be fully implemented by June of 2003.

## NCAA COMPLIANCE AUDIT

# UNIVERSITY OF WYOMING

### Internal Audit

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

December 5, 2002

To the Board of Trustees of the  
University of Wyoming

We have completed an audit of NCAA compliance in the areas of Student-Athlete Eligibility, Representatives of Athletics Interests, and Extra Benefits, including: Complimentary Admissions, Team Travel, Student Athlete Vehicles, and Athletic Equipment and Apparel for the 2001-02 academic year. This is the first audit in a series of three annual audits that covers all NCAA compliance areas. Camps and Clinics, Coaching Staff Limits and Contracts, Rules Education Program, Graduation Rates Disclosure, and Certification of Compliance were audited for the 2000-01 academic year. The audit recommendations from that audit have all been implemented. The following are the observations, recommendations, and Athletic Department responses that resulted from the audit of Student-Athlete Eligibility, Representatives of Athletics Interests, and Extra Benefits.

### EXCEPTIONS TO ATHLETIC DEPARTMENT POLICIES

#### Background

Differences between Athletic Department policies and actual procedures do not necessarily constitute a violation of NCAA rules, however, these differences should be brought to your attention to be resolved. The following are the observations that resulted from the review of Athletic Department policies when compared to procedures associated with Student-Athlete Eligibility, Representatives of Athletics Interests, and Extra Benefits.

#### 1. COMPLIMENTARY TICKETS FOR ATHLETIC DEPARTMENT STAFF

##### Observation

The third paragraph of the 2002-2003 Complimentary Ticket Policy states "Employees of the University of Wyoming, or members of their immediate families, are not permitted to hold



complimentary tickets.” The 2002-2003 Summary of Complimentary Ticket Admissions July 2002 number 3 states “Athletic Department Staff Comps – Administrative staff receives four season tickets for both football and basketball. All other benefited staff receives two season tickets for football and basketball”. These statements contradict each other and add confusion to the policy.

#### Recommendation

The two documents concerning complimentary ticket policies should be reviewed and revised to ensure the documents clearly communicate the policies as intended.

#### Response

Athletic department concurs. The head ticket manager will make necessary revisions to ensure consistency in the ticket policy.

## 2. DEFENSIVE DRIVING

#### Observation

The Athletic Team Travel policy states, “All full time coaches are required to complete the UW defensive driving course prior to any team travel.” A check with the University of Wyoming Training department indicated twenty-seven (27) coaches have not attended the defensive driving course.

#### Recommendation

Either the Athletic Team Travel policy should be changed to eliminate the requirement or the coaches should be required to attend the defensive driving course.

#### Response

Athletic department concurs. The statement “...all full time coaches” will be removed. Only those coaches who transport athletes or recruits will be required to take the defensive driving course.

Jim Byram  
Auditor

Copy: Philip Dubois, President University of Wyoming  
Janet Constantinides, Faculty Athletics Representative University of Wyoming  
Wm. Lee Moon Sr., Director Athletics University of Wyoming  
Barbara Burke, Senior Associate Athletic Director/Internal Athletics University of Wyoming  
Athletic Planning Committee of the University of Wyoming

## WYOMING STATE 4-H FOUNDATION

# UNIVERSITY OF WYOMING

Internal Auditor  
P.O. Box 3314 • Room 415, Old Main • Laramie, WY 82071-3314  
(307) 766-2385 • e-mail: vanj@uwyo.edu

November 26, 2002

To the Board of Directors  
The Wyoming State 4-H Foundation  
Laramie, Wyoming

I have completed a limited examination of the Wyoming State 4-H Foundation (Foundation) for the year ending September 30, 2002. The limited examination involved only those funds generated by Foundation activities, exclusive of any State of Wyoming funds. This report is for your information and should not be distributed to anyone that is not a member of the Foundation's management or the management of the University of Wyoming. No material exceptions were noted during the limited examination. The following section outlines the limited examination procedures that were performed and the types of audit procedures that were not performed.

### **Limited Examination Procedures**

The limited examination of the Foundation consisted of the following procedures:

#### **1. ASSETS**

The limited examination of assets totaling \$1,301,827 consisted of the following procedures: Bank and investment account balances were confirmed at year-end. The total operating checking account transactions recorded on the accounting records of the Foundation were reconciled to the total bank statement transactions for the year. The end of the year checking account bank reconciliation was reviewed. Transfers between bank and investment accounts during the year were reviewed. The accounting entries for investment transactions were reviewed.

#### **2. LIABILITIES**

The limited examination of the liability for custodian funds (investments for outside investors) totaling \$81,162 consisted of confirming balances at year-end.

### 3. CASH RECEIPTS

The limited examination of cash receipts consisted of the following procedures: The cash receipt forms issued during one month of the year were totaled and traced to bank deposits. The cash receipt forms for that month were compared to the amounts recorded in the monthly cash receipts journals. Interest and investment income was reviewed for the year.

### 4. CASH DISBURSEMENTS

The limited examination of cash disbursements consisted of comparing the canceled checks for one month to the entries in the monthly cash disbursement journal.

### 5. INTEREST DISTRIBUTION

The quarterly distribution of interest to interest earning accounts was reviewed for one quarter to determine its compliance with the policy approved by the Board.

### 6. MANAGEMENT FEE

The quarterly assessment of the 5% management fee on revenue was reviewed to determine its compliance with the policy approved by the Board.

### **Procedures Not Performed**

The limited examination did not constitute an audit made in accordance with generally accepted auditing standards. Some of the procedures that were not performed during the limited examination are as follows:

The limited examination did not include a review of the system of internal control. The objectives of an internal control structure are to provide management with a reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition, and that transactions are executed in accordance with management's authorization, and recorded properly to permit the preparation of financial statements.

The limited examination did not attempt to evaluate whether the financial statements presented fairly, in all material respects, the financial position of the Foundation as of September 30, 2002 and the changes in its fund balances and its revenues and expenditures for the year then ended in conformity with generally accepted accounting principles.

Van Jacobson  
Internal Auditor

Copy: Frank Galey, Dean College of Agriculture  
Glen Whipple, Director Cooperative Extension Service  
Fred Schlutt, Executive Director Wyoming State 4-H Foundation  
Steven Mack, Accountant Wyoming State 4-H Foundation

**INFORMATION ITEM: National Survey of Student Engagement (NSSE)**

The third annual National Survey of Student Engagement (NSSE) was administered by 366 colleges and universities in 2002. Fourteen hundred randomly selected UW students in both the first year and senior classes were asked to respond to the Web-based survey during spring semester. The NSSE focuses on how students spend their time, the nature and quality of their interactions with faculty members and fellow students, what they have gained from their classes, and other aspects of their college experiences. Survey results are developed for participating colleges and universities with comparisons made against both the national sample and a smaller subset of comparator institutions. UW's comparator group includes schools in the Carnegie Foundation "Doctoral/Research Universities-Extensive" category.

The survey report includes outcomes for five broad benchmarks of effective educational practice that include active and collaborative learning, student and faculty interaction, academic challenge, supportive campus environment and enriching educational experiences. UW students reported higher levels of active and collaborative learning, greater student-faculty interactions, and a more supportive campus environment than students at similar universities.

The study indicates that UW seniors report a higher level of academic challenge than seniors at similar universities, freshmen report a slightly lower level. UW students report fewer enriching out-of-classroom experiences such as community service, study abroad, or serious conversations with students of different ethnic, racial, or religious backgrounds.

UW's benchmark scores for first-year and senior students exceed those of students at comparator schools in active and collaborative learning including such measures as contributing in class discussions, making class presentations, working with other students in and outside class,

tutoring situations, participating in community-based projects as part of a regular class, and discussing ideas taken from classes with others outside class.

Both first-year and senior students at UW reported stronger student-faculty interaction (70<sup>th</sup> percentile for both classes) than their peers at other schools. This category includes discussion with faculty members of grades and assignments, career plans, and ideas from readings and classes outside of a class setting; working with faculty on committees and in non-academic activities; receiving prompt feedback on academic performance; and working with faculty on research projects outside scheduled courses. UW first-year students and seniors also topped their peers in reporting a supportive campus environment (50<sup>th</sup> and 80<sup>th</sup> percentile, respectively).

Seniors at UW reported a higher level of academic challenge (60<sup>th</sup> percentile) than did their peers at similar universities. Categories include class preparation; number of assigned readings; number of written papers or reports; coursework that emphasizes analysis, synthesis, judgment, and application of theories or concepts; and time spent studying and doing academic work.

UW first-year students reported slightly less engagement than their peers. This is an area that requires additional work on our part. We know that our first-year students do considerably more writing than their peers. We also know that they spend less time studying and preparing for class. Both first-year and senior UW students recorded lower scores than their peers in the area of enriching out-of-classroom educational experiences.

**INFORMATION ITEM: Athletics Personnel Changes**

**APPOINTMENTS**

**Intercollegiate Athletics**

| <u>Name</u> | <u>Rank</u> | <u>Salary</u> | <u>Appointment Period</u> |
|-------------|-------------|---------------|---------------------------|
|-------------|-------------|---------------|---------------------------|

Department of Athletics

|                      |                           |             |                     |
|----------------------|---------------------------|-------------|---------------------|
| <b>Rock, KC John</b> | Assistant Wrestling Coach | \$18,004/FY | 11/01/02 to 6/30/03 |
|----------------------|---------------------------|-------------|---------------------|

KC Rock received a B.S. (2001) in Kinesiology K-12, Education from the Boise State University. Mr. Rock was NCAA Academic All-American and NCAA National Qualifier in 1999; and, Pac-10 Champion and Outstanding Wrestler in 2000.

|                             |                          |             |                     |
|-----------------------------|--------------------------|-------------|---------------------|
| <b>Applewhite, Bryan A.</b> | Assistant Football Coach | \$70,008/FY | 12/17/02 to 6/30/03 |
|-----------------------------|--------------------------|-------------|---------------------|

Bryan Applewhite received a B.A. (1998) in Psychology and a M.A. (2001) in Physical Education from the University of Northern Colorado. Mr. Applewhite comes to UW after four seasons at the University of Northern Colorado; primary responsibility is tight ends.

|                           |                          |              |                     |
|---------------------------|--------------------------|--------------|---------------------|
| <b>Breske, Michael J.</b> | Assistant Football Coach | \$125,004/FY | 12/12/02 to 6/30/03 |
|---------------------------|--------------------------|--------------|---------------------|

Michael Breske received a B.S. (1981) in Physical Education from South Dakota State University and a M.A. (1982) from the University of Northern Iowa. Mr. Breske coached at the University of Northern Colorado for thirteen seasons before moving to the University of Montana; primary responsibility is defensive coordinator.

|                             |                          |              |                     |
|-----------------------------|--------------------------|--------------|---------------------|
| <b>Cockhill, William F.</b> | Assistant Football Coach | \$115,008/FY | 12/14/02 to 6/30/03 |
|-----------------------------|--------------------------|--------------|---------------------|

William Cockhill received a B.S. (1994) in Business Administration Management and Finance from the University of Montana. Mr. Cockhill has been at the University of Montana for the past nine years; primary responsibility is offensive coordinator.

|                       |                          |             |                     |
|-----------------------|--------------------------|-------------|---------------------|
| <b>English, Marty</b> | Assistant Football Coach | \$90,000/FY | 12/16/02 to 6/30/03 |
|-----------------------|--------------------------|-------------|---------------------|

Marty English received a B.S. (1986) in Recreation Management and a M.S. (1989) in Coaching, PE Certification K-12 from the University of Northern Colorado. Mr. English comes to UW after coaching several years at UNC; primary responsibility is linebackers.

|                     |                          |             |                     |
|---------------------|--------------------------|-------------|---------------------|
| <b>Germer, Chad</b> | Assistant Football Coach | \$90,000/FY | 12/12/02 to 6/30/03 |
|---------------------|--------------------------|-------------|---------------------|

Chad Germer received a B.S. (1993) in Business Administration from the University of Montana. Mr. Germer comes to UW after coaching six years at the University of Montana; primary responsibility is offensive line.

|                         |                     |              |                     |
|-------------------------|---------------------|--------------|---------------------|
| <b>Glenn, Joseph C.</b> | Head Football Coach | \$140,004/FY | 12/12/02 to 6/30/03 |
|-------------------------|---------------------|--------------|---------------------|

Joseph Glenn received a B.S. (1971) in Health, Physical Education/Recreation of Athletics and a M.A. (1975) in Education from the University of South Dakota. Mr. Glenn has coached at the collegiate level for 29 years, 19 of those as head coach. He comes to UW after successful coaching careers at the University of Northern Colorado and the University of Montana.

**Knutsen, Chris**                                      Assistant Football Coach                                      \$100,008/FY                                      12/12/02 to 6/30/03

Chris Knutsen received a B.S. (1977) in Physical Education from Valpariso University and a M.S. (1992) in Sports Administration from the University of Northern Colorado. Mr. Knutsen returns to UW ('97-'99) after three years at the University of Montana.

**Patton, Harvey W. Jr.**                                      Assistant Football Coach                                      \$80,004/FY                                      12/16/02 to 6/30/03

Harvey Patton received a B.S. (1994) in Business Management from the University of Northern Colorado. Mr. Patton comes to UW after three years at the University of Montana; primary responsibility is running backs.

**Rovinson, Lance**                                      Assistant Football Coach                                      \$90,000/FY                                      12/16/02 to 6/30/03

Lance Robinson received a B.S. (1997) in Health & Human Performance, Sports & Exercise from the University of Montana. Mr. Robinson coached six seasons at the University of Montana; primary responsibility is defensive line.

**Wisniewski, Ron**                                      Assistant Football Coach                                      \$90,000/FY                                      12/16/02 to 6/30/03

Ron Wisniewski received a B.A. (1987) in Physics from Rutgers University, a M.S. (1990) in Aerospace Engineering and a Ph.D. (1998) in Mathematics/Math Ed from the University of Northern Colorado. Dr. Wisniewski has coached at the collegiate level since 1992, most recently at UNC and the University of Montana. His primary responsibilities are recruiting coordinator and wide receivers.

### **INFORMATION ITEM: SEO/TRiO Programs**

In response to questions asked by UW Trustees, this report provides an overview of the federal TRiO programs and information about the TRiO projects at the University of Wyoming.

The federal TRiO programs are encompassed in the Higher Education Act of 1965 (HEA). The goal of the first two TRiO programs—Upward Bound and Educational Talent Search—was to increase the number of disadvantaged middle school and high school students who attend college. In 1968, Upward Bound expanded to serve veterans through a Veterans Upward Bound program. Also that year, TRiO added the special services program, currently known as Student Support Services, dedicated to increasing the retention of disadvantaged students in college. These programs became known as the TRiO programs within the U.S. Department of Education, and the TRiO name has been retained even though other components have been added.

The philosophy of TRiO programs is to help disadvantaged students enroll in and graduate from college. During the last 35 years, programs added to the TRiO family include 1) Educational Opportunity Centers added in 1972 to increase enrollment of adult students in college; 2) McNair Scholars program added in 1986 to help disadvantaged college students prepare to enroll in Ph.D. programs; 3) Upward Bound Math Science program added in 1992 to focus assistance on students pursuing math and science degrees; and 4) Dissemination Partnership Program established in 1998 to support successful SSS programs in sharing information with other institutions in order to help them develop TRiO programs for their service areas. Today, the current annual funding for TRiO programs across the U.S. is \$802.5 million.

At the University of Wyoming, the Student Educational Opportunity (SEO) office in the Division of Student Affairs administers all but one of the national TRiO programs; the exception



is Veterans Upward Bound. Having the seven UW TRiO projects housed within one unit has enabled SEO to share resources and foster a strong, supportive work environment that results in stronger projects qualifying for continuous refunding. All TRiO project directors and their administrative staff are located on the third floor of Knight Hall with other programs for disadvantaged students. UW TRiO projects provide on-campus and outreach services to the state of Wyoming. These projects employ 27 full-time staff in Laramie as well as more than 100 hourly staff throughout the state. The following is a brief summary of each of the TRiO projects at UW that is currently funded by the U.S. Department of Education:

Educational Talent Search (ETS), UW's original TRiO project, started in 1966 and has had continuous funding since 1977. Services focus on helping students in 7<sup>th</sup> grade and above gain interest in and prepare for college. ETS serves 700 participants and is funded federally for more than \$351,000 each year. ETS employs four full-time employees and two part-time benefited staff and has outreach programs in Casper, Cheyenne, Ethete, and Riverton.

Upward Bound (UB) became UW's second TRiO project in 1967 and has been in continuous operation at UW since 1977. Services focus on helping 9<sup>th</sup> – 12<sup>th</sup> grade students gain interest in and prepare for college. UB also includes an eight-week summer residential program that brings the high school students to UW for an introduction to the college environment and a program of enhanced academic skill development. UB currently serves 120 participants and is funded for more than \$500,000 annually. UB employs five full-time staff and about 50 part-time staff with outreach offices in Casper, Cheyenne and Ethete.

Student Support Services (SSS) began at UW in 1972 and provides academic services to retain UW first-generation college and low-income students. Some of these services include financial aid, career and academic assistance. SSS serves 280 UW students and is funded at approximately \$331,000 annually. SSS has five full-time staff located on the UW campus. The four-year graduation rate for first-time, full-time freshman SSS participants who began college in fall 1998 was 32% v. 25% for UW in general. The one-year retention rate of first-time, full-time 2001 freshman who participated in SSS was 70% v. 78% for other UW freshmen. The one semester retention of that same class was 97% for SSS participants versus 91% for the overall class.

Educational Opportunity Centers (EOC) began at UW in 1986. A second EOC project was started at UW in 2002. The EOC projects focus on assisting adult participants with the first steps in enrolling or re-enrolling in college. Services include financial aid and

career advising, and academic assistance. The initial EOC project serves 1,520 participants and is funded at more than \$462,000 annually. Staff are located in Powell, Rock Springs, Casper, Ethete, Rawlins, Torrington and Cheyenne. The new EOC project was funded for \$190,000 annually to serve 1,000 participants. This EOC project now employs 11 full-time staff and four benefited part-time staff with offices in Riverton, Gillette, Evanston, Sheridan and Worland.

Upward Bound Math Science (UBMS) started at UW in 1991. This project is similar to the Upward Bound project but focuses on assisting high school students specifically interested in math and science, serves 50 participants and is funded at approximately \$275,000. UBMS employs one full-time staff and many hourly staff who work with high schools in all parts of Wyoming.

McNair Scholars project began at UW in 1995 to provide research opportunities and mentoring that prepare disadvantaged college students for acceptance into Ph.D. programs. The McNair project serves 32 participants and is funded at approximately \$281,000 annually with two full-time staff located on the UW campus. The five-year graduation rate for McNair seniors at UW for 2000-01 was 100% and ninety-two percent of these seniors earned a GPA of 3.0 or higher.

Dissemination Partnership Project (DPP) began in 1999 at UW and is successfully duplicating our SSS project at Minot State University in North Dakota. DPP receives \$158,000 annually.

Currently, the federal TRiO grants bring more than \$2.5 million annually into the university to serve UW and prospective college students throughout the state of Wyoming. Because many of the outreach services are provided through offices on the Wyoming community college campuses, the TRiO projects provide significant opportunities for partnerships and strengthening our relationships with these colleges. Perhaps most significant are the services for disadvantaged Wyoming citizens who might not otherwise consider attending college and successfully earning a college degree.

**INFORMATION ITEM: Days of Dialogue 2002 Report and Plans for MLK & DOD 2003**

“Bolder Actions,” the report on the January 2002 Days of Dialogue, was sent to Trustees in December and is available on the University’s website. The public has been invited to offer recommendations for future action to the Vice President for Student Affairs by January 31, 2003.

The report provides a synopsis of the town hall meeting discussions, data and graphs relating to each of the four ethnic minority populations at UW—African Americans, Asian Pacific Americans, American Indians, and Hispanics. Summary materials discuss shared concerns across ethnic groups, recommended changes for future forums, diversity developments at UW since the dialogues, and an invitation for further comments.

UW will celebrate Dr. Martin Luther King’s life and ideals, and their continuing impact on our campus community, through the 2<sup>nd</sup> Annual Martin Luther King, Jr., March and Days of Dialogue, January 20-24, 2003. This week of special activities kicks off the 2003 spring semester and serves as a renewal of UW’s commitment to making our campus a more welcoming and empowering place for people from different backgrounds, heritages, orientations, or abilities.

Although Monday, January 20, is a holiday and the University is not in session, UW students, faculty, staff, Trustees and community members are invited to join in a march and supper in honor of Dr. King and Wyoming Equality Day. The march, organized by the Association of Black Student Leaders and other community members, will begin at 4 p.m. at the Albany County Courthouse and proceed to the Wyoming Union where participants will join in a simple community supper that celebrates Dr. King’s legacy.

The MLK & DOD Steering Committee is comprised of UW faculty, staff and students and co-chaired by Dr. Andrew Turner, Dean of Students, and Dr. Deborah McGriff, Director of African-American Studies at UW. The week includes a panel discussion on UW's progress in addressing issues of campus diversity; educational forums on campus and classroom climate, civility, respect and tolerance; a town-hall meeting on building community on campus; and student programs in cooperation with minority student organizations and leaders. Laramie schools and community students will be invited to participate in the week's activities. A description of the planned activities was released prior to the end of the fall semester; a full schedule and reminders of the week's activities will be released before school starts in January and throughout the designated week.

**INFORMATION ITEM: Interim Dean of Graduate School**

Vice President Tom Buchanan announced that Professor Don Roth will be serving as Interim Dean of the Graduate School. Dr. Roth is an active researcher in the Department of Molecular Biology.

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

The following gives an accounting of the progress and activity of construction since the October 2002 Trustees meeting. Also reported are approved change orders to the Washakie Center Additions & Renovations.

**PROJECTS COMPLETED SINCE LAST MEETING**

**1. No Projects have been completed since previous Trustee Meeting**

**PROJECTS IN CONSTRUCTION**

**1. Powell Seed Analysis Laboratory**

Contractor: Jim's Building Service  
 Bid Price: \$254,618.00  
 Original Completion Date: 11 April 2003  
 Contract Substantial Completion Date: N/A

|              | Total   | Administration | Construction | Design | Contingency |
|--------------|---------|----------------|--------------|--------|-------------|
| Budget       | 325,000 | 12,731         | 254,618      | 20,980 | 36,671      |
| Expended     | 39,928  | 6,045          | 18,148       | 15,735 | -           |
| Obligated    | 241,715 | -              | 236,470      | 5,245  | -           |
| Un-obligated | 43,357  | 6,686          | -            | -      | 36,671      |

Remarks: Laboratory and Germination Room HVAC design services are being provided by the Facilities Planning Office. The Contractor has completed the foundation and is proceeding with underground utilities. Contractor will begin work on the structure, 16 December 2002.

**2. Washakie Center Additions & Renovations**

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

|              | Total      | Administration | Construction | Design    | Equipment | Contingency | Misc    |
|--------------|------------|----------------|--------------|-----------|-----------|-------------|---------|
| Budget       | 13,291,517 | 368,650        | 8,865,466    | 1,361,480 | 1,807,436 | 746,965     | 141,520 |
| Expended     | 5,275,552  | 198,556        | 3,979,471    | 1,004,296 | 93,229    | -           | -       |
| Obligated    | 6,710,363  | -              | 4,885,995    | 266,443   | 1,254,707 | 303,218     | -       |
| Un-obligated | 1,305,602  | 170,094        | -            | 90,741    | 459,500   | 443,747     | 141,520 |

Remarks: Framing for offices and other rooms on the lower level are completed—drywall throughout this area is 50% complete. Generally, the mechanical systems are 70% and electrical systems

are 40% complete. Pavilion curtainwall is in place, and the masonry on the pavilion is currently being installed. Contractor is focusing on front and west entry areas. Contractor is currently preparing for kitchen equipment; the first shipment has been received. Contractor is comfortable at this time maintaining the scheduled 20 June 2003 substantial completion date.

**PROJECTS IN DESIGN PHASE**

**3. 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

|              | Total      | Admin   | Construction | Design    | Technology | FF & E  | Contingency | Misc    |
|--------------|------------|---------|--------------|-----------|------------|---------|-------------|---------|
| Budget       | 16,984,000 | 675,000 | 10,300,000   | 1,543,000 | 1,866,000  | 915,000 | 1,535,000   | 150,000 |
| Expended     | 157,256    | 5,060   | -            | 152,196   | -          | -       | -           | -       |
| Obligated    | -          | -       | -            | -         | -          | -       | -           | -       |
| Un-obligated | 16,826,744 | 669,940 | 10,300,000   | 1,390,804 | 1,866,000  | 915,000 | 1,535,000   | 150,000 |

Remarks: Design has continued with the Architectural firm. The Planning Team and Facilities Planning are reviewing the Design Phase Documents anticipating approval for the architect to proceed with the Construction Document Phase.

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

**1. Washakie Center Additions & Renovations**

**Change Order No. 11**

|  |                    |                    |
|--|--------------------|--------------------|
| Item 1 Provide and install duct smoke detectors in returns | Add:               | 5,497.00           |
| Item 2 Proposal Request #10                                | Add:               | 4,133.00           |
| Item 3 Ceramic Floor Tile Changes                          | Add:               | <u>6,283.00</u>    |
|  | <b><u>ADD:</u></b> | <b>\$15,913.00</b> |

**Change Order No. 12**

|  |                    |                   |
|--|--------------------|-------------------|
| Item 1 Air Grille accommodations (height adjustment) | Add:               | 749.00            |
| Item 2 Add door from accounting offices              | Add:               | <u>1,033.00</u>   |
|  | <b><u>ADD:</u></b> | <b>\$1,782.00</b> |

**Change Order No. 13**

|   |                    |                      |
|---|--------------------|----------------------|
| Item 1 Add exhaust fan in Custodian 117B        | Add:               | 699.00               |
| Item 2 Eliminate slate flooring in Dining Rooms | Add:               | <u>(20,127.00)</u>   |
|   | <b><u>ADD:</u></b> | <b>\$(19,428.00)</b> |

**Statement of Contract Amount**

|                                |                        |
|--------------------------------|------------------------|
| Original contract Amount       | \$8,865,466.00         |
| Total Change Orders 1-13       | <u>+ 322,646.00</u>    |
| <b>Adjusted Contract Price</b> | <b>\$ 9,168,684.00</b> |



**INFORMATION ITEM: Quarterly Report on Investments**

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

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS  
 SUMMARY FOR THE PERIOD  
 10/1/02 - 12/31/02

|                              | University Managed |                      |
|------------------------------|--------------------|----------------------|
|                              | Endowment<br>Funds | University<br>Funds  |
| Beginning Balance<br>9\30\02 | <u>506,909.69</u>  | <u>81,005,631.54</u> |
| Ending Balance<br>12\31\02   | <u>656,476.52</u>  | <u>76,116,786.17</u> |
| Average Return               | <u>1.71%</u>       | <u>1.96%</u>         |

UNIVERSITY OF WYOMING  
 UNIVERSITY MANAGED ENDOWMENT FUNDS  
 SUMMARY FOR THE PERIOD  
 10/1/02 - 12/31/02

|                                  |            |            |
|----------------------------------|------------|------------|
| Investments, Beginning of Period |            | 506,909.69 |
| Add                              |            |            |
| Received, Current Period         | 149,566.83 |            |
| Uninvested, Prior Period         | 0.00       |            |
| Deduct                           |            |            |
| Uninvested, End of Period        | 0.00       | 149,566.83 |
| Deduct                           |            |            |
| Endowments Refunded              | 0.00       |            |
| Transfers to External Managers   | 0.00       | 0.00       |
| Investments, End of Period       |            | 656,476.52 |

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.

**INFORMATION ITEM: Development Report**  
(See following pages)

### FY 2003 Monthly Giving Report through November 30, 2002

| ALL GIFTS            |                                     |                                    |                    |                        |                             |                    |                     |                      |                     |                     |               |                    |
|----------------------|-------------------------------------|------------------------------------|--------------------|------------------------|-----------------------------|--------------------|---------------------|----------------------|---------------------|---------------------|---------------|--------------------|
| FUND                 | New Commitments<br>FY 2003<br>GOALS | Current Month (cash received only) |                    | FY 2003 to date        |                             |                    |                     |                      |                     | FY 2002 cash - YTD  |               |                    |
|                      |                                     | DONORS                             | FACE VALUE         | Cash & Cash equivalent |                             |                    | New Commitments YTD |                      |                     | DONORS              | FACE VALUE    |                    |
|                      |                                     |                                    |                    | DONORS                 | OUTRIGHT                    | LIFE INCOME        |                     | PLEDGE PMTS          | NEW PLEDGES         |                     |               | TOTAL              |
|                      |                                     |                                    |                    |                        |                             | FACE               | NPV                 |                      |                     |                     |               |                    |
| AGRIC                | \$ 3,222,960                        | 242                                | \$15,431           | 597                    | \$118,468                   |                    |                     | (\$20,000)           | \$200,000           | \$298,468           | 617           | \$130,611          |
| AHC                  | \$ 513,450                          | 12                                 | \$1,700            | 78                     | \$7,800                     |                    |                     |                      |                     | \$7,800             | 131           | \$31,696           |
| ALUMNI               |                                     | 2                                  | \$25               | 3                      | \$50                        |                    |                     |                      |                     | \$50                | 136           | \$21,050           |
| A & S                | \$ 5,671,333                        | 493                                | \$157,373          | 1542                   | \$457,039                   | \$11,030           | \$4,294             | (\$175,325)          | \$140,000           | \$432,744           | 1733          | \$291,952          |
| ATHLETICS            | \$ 1,068,200                        | 317                                | \$85,303           | 1491                   | \$386,330                   | \$18,384           | \$7,156             | (\$105,371)          | \$25,000            | \$324,343           | 1464          | \$611,173          |
| BUSINESS             | \$ 2,448,588                        | 261                                | \$13,718           | 642                    | \$114,266                   | \$16,545           | \$6,440             | (\$27,785)           |                     | \$103,027           | 709           | \$5,145,666        |
| EDUCATION            | \$ 2,003,221                        | 195                                | \$8,833            | 613                    | \$58,724                    |                    |                     |                      | \$5,000             | \$63,724            | 642           | \$45,131           |
| ENGINEERING          | \$ 3,362,461                        | 505                                | \$49,740           | 1050                   | \$219,064                   |                    |                     | (\$105,500)          |                     | \$113,564           | 1028          | \$178,720          |
| IENR                 | \$ 1,106,170                        | 27                                 | \$89,455           | 63                     | \$189,634                   |                    |                     | (\$94,700)           |                     | \$94,934            | 58            | \$218,452          |
| HEALTH SCI           | \$ 3,747,505                        | 152                                | \$507,115          | 453                    | \$692,628                   |                    |                     | (\$520,613)          |                     | \$172,016           | 522           | \$122,242          |
| KUWR                 | \$ 455,700                          | 672                                | \$36,103           | 4049                   | \$229,633                   |                    |                     |                      |                     | \$229,633           | 3870          | \$184,999          |
| LAW                  | \$ 3,332,829                        | 83                                 | \$11,605           | 184                    | \$100,557                   |                    |                     | (\$50,000)           | \$200,000           | \$250,557           | 175           | \$38,731           |
| LIBRARY              | \$ 371,482                          | 50                                 | \$3,704            | 204                    | \$15,721                    |                    |                     |                      |                     | \$15,721            | 192           | \$471,012          |
| STUD AFFRS           | \$ 78,500                           | 178                                | \$7,830            | 773                    | \$29,639                    |                    |                     | (\$250)              |                     | \$29,389            | 559           | \$23,510           |
| UW ART MUS           | \$ 392,968                          | 140                                | \$31,410           | 268                    | \$118,501                   |                    |                     | (\$7,100)            |                     | \$111,401           | 254           | \$135,335          |
| UNIV. FUND           | \$ 150,000                          | 242                                | \$18,394           | 962                    | \$103,009                   |                    |                     |                      |                     | \$103,009           | 939           | \$68,095           |
| OTHER                |                                     | 81                                 | \$127,445          | 504                    | \$1,422,407                 | \$199,999          | \$72,973            | (\$869,133)          | \$14,200,000        | \$14,953,273        | 519           | \$557,617          |
| GIFTS NOT YET BOOKED |                                     |                                    |                    |                        | \$2,480                     |                    |                     |                      |                     |                     |               |                    |
| <b>TOTAL</b>         | <b>\$ 27,925,367</b>                | <b>3,468</b>                       | <b>\$1,165,184</b> | <b>12,292</b>          | <b>OUTRIGHT &amp; FACE:</b> | <b>\$4,511,910</b> |                     | <b>(\$1,975,777)</b> | <b>\$14,770,000</b> | <b>\$17,303,654</b> | <b>12,275</b> | <b>\$8,275,991</b> |

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

### FY 2003 Monthly Giving Report through November 30, 2002

| FUND                 | ANNUAL FUND GIFTS (cash received) |               |           |                 |             |                      |           |
|----------------------|-----------------------------------|---------------|-----------|-----------------|-------------|----------------------|-----------|
|                      | FY 2003 GOALS                     | Current Month |           | FY 2003 to date |             | FY 2002 to same date |           |
|                      |                                   | DONORS        | AMOUNT    | DONORS          | TOTAL       | DONORS               | TOTAL     |
| AGRIC                | \$ 81,100                         | 242           | \$15,431  | 504             | \$33,818    | 574                  | \$35,260  |
| AHC                  | \$ 27,900                         | 12            | \$1,700   | 78              | \$7,800     | 127                  | \$11,423  |
| ALUMNI               | -                                 | 2             | \$25      | 3               | \$50        | 5                    | \$300     |
| A & S                | \$ 348,800                        | 468           | \$ 43,398 | 1455            | \$145,934   | 1513                 | \$120,932 |
| ATHLETICS            | \$ 1,043,200                      | 243           | \$28,813  | 1196            | \$198,874   | 1069                 | \$159,987 |
| BUSINESS             | \$ 122,800                        | 258           | \$11,218  | 610             | \$44,770    | 647                  | \$63,937  |
| EDUCATION            | \$ 56,800                         | 188           | \$5,298   | 584             | \$22,709    | 609                  | \$27,511  |
| ENGINEERING          | \$ 241,600                        | 494           | \$46,095  | 994             | \$97,447    | 940                  | \$86,110  |
| IENR                 | \$ 107,000                        | 22            | \$2,755   | 52              | \$6,884     | 53                   | \$75,752  |
| HEALTH SCI           | \$ 62,100                         | 147           | \$7,065   | 435             | \$30,086    | 510                  | \$35,828  |
| KUWR                 | \$ 455,700                        | 672           | \$36,103  | 4043            | \$218,998   | 3865                 | \$184,447 |
| LAW                  | \$ 61,100                         | 80            | \$7,605   | 168             | \$20,582    | 160                  | \$16,841  |
| LIBRARY              | \$ 35,900                         | 50            | \$3,704   | 202             | \$15,284    | 187                  | \$24,445  |
| STUD AFFRS           | \$ 78,500                         | 171           | \$6,280   | 574             | \$18,895    | 558                  | \$20,975  |
| UW ART MUS           | \$ 53,000                         | 23            | \$5,090   | 76              | \$11,061    | 53                   | \$9,180   |
| UNIV. FUND           | \$ 150,000                        | 241           | \$18,294  | 953             | \$77,459    | 939                  | \$68,095  |
| OTHER                | \$ 28,800                         | 13            | \$2,318   | 74              | \$66,837    | 133                  | \$16,787  |
| GIFTS NOT YET BOOKED |                                   |               |           |                 |             |                      |           |
| <b>TOTAL</b>         | <b>\$2,954,300</b>                | 3,167         | \$241,193 | 11,137          | \$1,017,487 | 11,071               | \$957,809 |

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

**INFORMATION ITEM: Vice President for Administration Search Update**

The activities of VPA Search Committee are well underway. The committee is composed of a cross representation of campus interests with strong membership representation from the Administration division. The committee members are:

Robert Aylward, Committee Chair, Vice President, Information Technology  
Timothy Banks, UW Chief of Police  
Mary Ann Garman, Director, Foundation Office  
Ken Griffin, Acting Dean, College of Business  
Rick Johnson, Director, Auxiliary Enterprises  
Beth McCuskey, Director, Housing and Residence Life  
Lori Reed, ASUW Vice President  
Al Rodi, Department Head, Atmospheric Science  
Roger Wilmot, Associate Vice President, Office of Research

The position vacancy announcement was advertised through *The Chronicle of Higher Education*, NACUBO, WACUBO, the Higher Education Jobs Website and the UW Jobs Website. To date, nearly 100 applicants have applied. The candidate pool shows good depth with many strong and experienced candidates.

The search committee is currently in the process of conducting telephone interviews with the top twenty candidates. There will be additional rounds of interviews and reference reviews narrowing the field of candidates to a handful or so of well qualified individuals who will be brought to campus for in-depth interviews. The on-campus interviews will be extensive and will involve a wide constituency of campus interests. The committee plans to have a very short list of recommended candidates to the President by April 15, 2003.

**INFORMATION ITEM: Appointment of Daycare Planning Committee**

The University of Wyoming *Capital Facilities Plan 2002-2007* identified the need to replace the existing facilities used for childcare and child development with a single facility addressing both needs. The plan proposes an expenditure of up to \$2 million to construct such a facility and timing for this project is schedule for Fiscal Year 2004.

Preparations to design and construct a new childcare facility have begun with the appointment of the planning team for the project. Members of the university community, including faculty, staff and students were appointed to the planning team on December 4, 2002. The charge to this planning team includes: (1) Review and recommend available sites to locate the facility; (2) Interview and recommend to the University administration three architectural firms to perform design services for the facility; and (3) Work with the Facilities Planning Office and the selected architectural firm to design a facility that will serve the dual purpose of providing day care services to members of the community as well as serving laboratory needs for the early childhood program.

The planning team will be bringing forward site selection recommendations and a listing or architectural firms for the administration to consider some time during the spring semester. The funding for this project will be obtained either through the use of federal mineral royalty revenues next fiscal year or with bond proceeds should this project be included in a proposed bond issue to address other priorities in the plan.



**INFORMATION ITEM: Work on Prexy's Pasture**

Removing general automobile traffic from Prexy's Pasture and the redevelopment of this area is also a priority within the *Capital Facilities Plan*. A planning team for this project has also been appointed and begun their work with the landscape architectural firm of EDAW, Inc. of Ft. Collins, Colorado. The planning team also invited artist Jackie Ferrara from New York to campus in November to review the proposed project. This artist has previously worked on similar projects with respect to inter-building pathways or artwork used in conjunction with landscape design. A final decision has not been made regarding Ms. Ferrara's continued involvement with the project.

The initial work on this project involves an extensive land survey of the area to prepare for the site work that will be required in redeveloping the area. A surveying firm has been hired for the project and their work will be completed by February, 2003. It is anticipated that design of this project will be completed by next summer. This project will probably be completed in several phases with the first phase being closure of the area to vehicular traffic and preliminary development of the site.

**INFORMATION ITEM: University of Wyoming Properties**

An updated listing of University of Wyoming Properties was distributed to the Board under separate cover.

Trustee President McCue brought the information items to the Board's attention, and asked that everyone read the written reports provided.



## **BUSINESS MEETING - Saturday, January 11, 2003**

### **ROLL CALL**

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

### **APPROVAL OF OCTOBER 31-NOVEMBER 1, 2002 MINUTES OF THE TRUSTEES**

Trustee Hunt moved to approve the October 31 – November 1, 2002 minutes of the Board of Trustees, and the minutes of the Executive Committee conference calls of November 21, 2002 and December 16, 2002; Trustee Saunders seconded. The motion carried.

## **NOVEMBER 21, 2002 EXECUTIVE COMMITTEE CONFERENCE CALL**

Board of Trustees Executive Committee Conference Call  
November 21, 2002 - 2:15 pm

Present via conference phone: Trustees Taylor Haynes, Kathy Hunt, Judy Richards  
and Tom Spicer

Board members not available: Trustee Ron McCue

Present on-site: Vice President Dan Baccari, Vice President Phillip Harris, Vice President Rick Miller, Controller Janet Lowe, and Deputy Secretary Nicky Moore

Topics of Discussion:

1. Audit for Wyoming Public Radio

Mr. Baccari and Ms. Lowe presented the material and entertained questions from the committee. Following a brief discussion, Trustee Hunt moved to approve and accept the report as presented. Trustee Spicer seconded; motion passed.

2. Tuition Distribution Model

Mr. Harris presented the material and a brief discussion followed. Trustee Haynes moved to accept the proposed model to distribute tuition funds. Trustee Hunt seconded; motion carried.

3. Kappa Sigma Appraisal Update

Mr. Miller reported that an appraisal on Kappa Sigma property will be submitted to the Board by December 13, 2002. Once received and reviewed he would like to convene the Executive Committee for possible action on the appraisal.

The Conference Call adjourned at 2:25 pm.

Respectfully submitted,

Nicky Moore  
Deputy Secretary  
Board of Trustees

## **DECEMBER 16, 2002 EXECUTIVE COMMITTEE CONFERENCE CALL**

Board of Trustees Executive Committee Conference Call  
December 16, 2002 - 1:00 pm

Present via conference phone: Trustees Kathy Hunt, Ron McCue, Judy Richards  
and Tom Spicer

Board members not available: Trustee Taylor Haynes

Present on-site: Vice President Dan Baccari, Controller Janet Lowe,  
and Deputy Secretary Nicky Moore

### Topics of Discussion:

#### 1. Audit of Bond Fund

Mr. Baccari and Ms. Lowe presented the material, explained the format changes made, reported additional audits will come before the Board at the January meeting, and entertained questions from the committee. Following a brief discussion, Trustee Spicer moved to approve and accept the audit of bond fund as presented. Trustee Hunt seconded the motion; motion approved.

#### 2. Kappa Sigma Appraisal Update

President Dubois reported that UW hasn't yet received the promised appraisal. Since the appraisers have been unable to reach consensus three separate appraisals will be presented prior by the end of the year.

#### 3. Football Coach Contract

President Dubois reported the FB contract is similar to Coach McClain's. Including all items, the base salary is \$445K; the total contract \$150K less than the BB coach contract.

Joe Glenn is on site. He and his coaching staff arrived on Sunday and are already recruiting. He had a great debut at the BB game last Thursday.

#### 4. Steam Tunnel

A water main on the north side of campus burst several weeks ago, damaging a steam tunnel. Approximately 100 feet of the tunnel partially collapsed. It has been temporarily shored up, however, repairs cannot be made until the steam can be turned off in spring. At that time, the tunnel will be dug up, the damage further assessed and rebuilt either in the same location or under the Lewis Street sidewalk. The steam line was not damaged and the temporary repair is stable barring seismic activity.

#### 5. Meeting with Governor-elect

President Dubois met with Governor-elect Dave Freudenthal last week. He has requested a memo on the status of Board appointments. Lynn Simons and advance team members met with Vice President Rick Miller and President Dubois earlier in the week and were provided information given to the legislators during the State tour.

Outgoing Board members should contact Governor-elect Freudenthal directly in order to express their interest in Board continuation.

6. Student Publications Board Lawsuit  
President Dubois reported that \$2,500 was authorized by the Student Publications Board from their advertisement revenues to pursue a lawsuit against UW. There are several ways to handle the suit and a decision on how to move forward will be made following discussion with Legal Counsel.
7. Athletics Facilities Plan  
President Dubois asked for direction on pursuing facility improvements. Following a brief discussion on costs of improvements, President Dubois will move forward.
8. President Dubois requested his contract be reviewed prior to new Board appointments. Board President McCue will bring forward the President's contract as well as his evaluation at the January Board meeting.
9. Trustee Hunt remarked on the quality and content of the recent letter to the editor of the Boomerang by Vice President Baccari on parking.
10. The Ad Hoc Task Force report on Greek Row is scheduled for discussion during the January meeting.

There being no further business to come before the Executive Committee, the Conference Call adjourned at 1:30 pm.

Respectfully submitted,

Nicky Moore  
Deputy Secretary  
Board of Trustees

## **REPORTS**

### ASUW

Dr. Leellen Brigman, Vice President for Student Affairs, reported in Trustee Sapp's absence. ASUW focused at the end of the fall semester on fees and mandatory fees. They reviewed the ASUW loan fund to determine how the funds can be used more effectively. They have a proposal to move more funds into the endowments and use them to continue to cushion facility-related fees and funding of scholarships for high school students. Vice President Blalock advised ASUW that the funds they put in their endowments are probably eligible for state matching funds.

### Staff Senate

Staff Senate President Vicki Henry reported that the Thanksgiving and Christmas drives for need families were very successful, and thanked members of the Board and President Dubois for their support. Staff Senate passed Resolution 190 that deals with the health insurance premium increases. Many staff will see none of their increases from last year if the health insurance premiums aren't adjusted. President Dubois noted that Governor Geringer had recommended a 75/75 split for singles and families before he left office. Ms. Henry noted that Susie Cuthbertson is the president-elect for Staff Senate.

### Faculty Senate

Terri Rittenburg reported on the work that Faculty Senate has been doing, including university studies and academic planning committees, and a resolution on UniReg 43. They



have also been working on a resolution regarding the health insurance premium increases, emphasizing their support for the administration's search for long-term solutions.

## **PUBLIC TESTIMONY**

Trustee President Ron McCue asked if there were any comments from the public.

## **INVESTMENT COMMITTEE**

### 1. University of Wyoming Investment Policy

Trustee Saunders reported on the changes that were reviewed by the Board at the November Trustees' meeting. He then moved to adopt the changes of the Investment Committee Policy as amended. Trustee McCue moved to place the item into the Committee of the Whole. The motions carried.

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

**Board of Trustees' Consent Agenda  
January 11, 2003**

1. Approval of Contracts and Grants (see pages 112-122)
2. Personnel (see pages 123-129)
3. Appointment of External Auditor (see page 130)
4. Designation of Depositories (see page 131)
5. Authorization for Stock Transfers (see page 132)
6. Approval of University Financial, Compliance, and Intercollegiate Athletics Reports (see page 133)

Trustee Patrick moved for approval of the Consent Agenda as presented; Trustee Saunders seconded. Trustee Haynes noted corrections on several grant award amounts. Vice President Bill Gern handed out information on National Geographic, which includes an article on spider silk work being done by Professor Randy Lewis.

President Dubois noted that the athletic appointment that is included for approval is for the head coach position only; the Board does not approve other coaching appointments.

Trustee Trosper asked for more explanation of authorization for stock transfers, and Mr. Baccari provided a history of the action and why it is handled in this manner.

The Consent Agenda passed unanimously.

## 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 October 11, 2002, through December 12, 2002.

|   |    |         |
|---|----|---------|
| <b>AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - Open</b><br>Gregory Brown; Botany - Secretarial and clerical support.   | \$ | 11,000  |
| <b>AMERICAN STRING TEACHERS ASSOCIATION - 09/01/2000 - 08/31/2003</b><br>James Przygocki/Sherry Sinift; Music - National string project consortium.                             | \$ | 5,000   |
| <b>ARAMCO SERVICES COMPANY - 09/07/2002 - 12/31/2002</b><br>Dag Nummedal/Ronald Steel/Shuji Yoshida; Institute for Energy Research - Saudi geological and geophysical services. | \$ | 78,575  |
| <b>ARIZONA STATE UNIVERSITY - 08/16/2001 - 12/31/2003</b><br>Demitris Kouris; Mechanical Engineering - Defect-mediated thin film growth.  | \$ | 31,972  |
| <b>BASF CORPORATION - 01/01/1999 - Open</b><br>Stephen Miller; Plant Sciences - Various weed biology and control.   | \$ | 2,000   |
| <b>BP EXPLORATION LIMITED - 01/12/1993 - Open</b><br>Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil recovery.  | \$ | 58,201  |
| <b>BP EXPLORATION LIMITED NET - 10/03/2002 - 10/31/2002</b><br>Dag Nummedal; Institute for Energy Research - Sedimentological logging and environmental interpretation.         | \$ | 17,813  |
| <b>BP INTERNATIONAL, LIMITED - 01/12/1993 - Open</b><br>Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil recovery.                                     | \$ | 15,000  |
| <b>CALIFORNIA, UNIVERSITY OF - 08/01/2002 - 09/30/2003</b><br>Scott Miller; Renewable Resources - Global livestock collaborative research.                                      | \$ | 300,000 |
| <b>CASE SUPERCHARGED INDUCTION, INCORPORATED - 05/15/2001 - Open</b><br>David Walrath; Mechanical Engineering - Low emissions two-cycle engine.                                 | \$ | 2,745   |
| <b>CATHEDRAL HOME FOR CHILDREN - 02/22/1994 - Open</b><br>Marcia Dale; Nursing - Develop nursing programs.  | \$ | 373     |
| <b>CC TECHNOLOGY - 10/01/2002 - 08/31/2004</b><br>Robert Corcoran; Chemistry - Low risk illicit drug level monitoring.  | \$ | 106,560 |
| <b>CHILD DEVELOPMENT SERVICES OF WYOMING - 08/01/2002 - Open</b><br>Laurie Westlake; Wyoming Institute for Disabilities - Kindergarten readiness.                               | \$ | 8,085   |

|   |    |         |
|---|----|---------|
| <b>CHINA PETROCHEMICAL TECHNOLOGY COMPANY - 10/01/2002 - 09/30/2003</b>   | \$ | 230,400 |
| Ronald Steel/Peigui Yin; Institute for Energy Research - Uinta Basin outcrop study and reservoir modeling.                                    |    |         |
| <b>CHINOOK ENGINEERING - 10/21/2002 - 05/17/2003</b>  | \$ | 10,618  |
| Robert Kubichek/John Pierre/Jerry Hamann; Electrical Engineering - Infrasonic avalanche detection.  |    |         |
| <b>COLORADO STATE UNIVERSITY - 09/15/2000 - 09/14/2003</b>  | \$ | 64,872  |
| Quentin Skinner/Katta Reddy; Renewable Resources - Water quality program management.  |    |         |
| <b>COLORADO STATE UNIVERSITY - 08/01/2002 - 07/31/2005</b>  | \$ | 29,073  |
| Joseph Meyer; Zoology - Climate induced alterations.  |    |         |
| <b>CORPORATION FOR PUBLIC BROADCASTING - 10/01/2002 - 09/30/2004</b>  | \$ | 221,193 |
| Jon Schwartz; Wyoming Public Radio - Community service grant.   |    |         |
| <b>DELAWARE, UNIVERSITY OF - 06/01/2001 - 05/30/2004</b>  | \$ | 46,560  |
| Joseph Meyer; Zoology - Biotic ligand model test.   |    |         |
| <b>DENVER, UNIVERSITY OF - 04/01/2002 - 09/30/2003</b>  | \$ | 1,250   |
| Mark Shelstad; American Heritage Center - Western Trails: collaborative in western states.  |    |         |
| <b>DENVER, UNIVERSITY OF - 04/01/2002 - 09/30/2003</b>  | \$ | 1,250   |
| Karen Lange/Janis Leath; Coe Library - Western Trails: collaborative in western states.   |    |         |
| <b>E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - Open</b>   | \$ | 6,000   |
| Gary Franc; Plant Sciences - Regional plant diseases.   |    |         |
| <b>GENERAL ELECTRIC COMPANY - 04/16/2001 - Open</b>   | \$ | 6,231   |
| John Ackerman; Chemical Engineering - Turbine fouling coatings.   |    |         |
| <b>IDAHO, UNIVERSITY OF - 09/15/2002 - 06/30/2003</b>   | \$ | 18,823  |
| James Oakleaf; Wyoming Geographic Information Sciences Center - Snake River plain aquifer modeling geographic information system integration. |    |         |
| <b>IVINSON MEMORIAL HOSPITAL - 01/01/2002 - Open</b>  | \$ | 12,000  |
| Michael Loos; Counselor Education - Partnership for smoke free families.  |    |         |
| <b>J. R. HYDRO TECH - 09/01/2002 - 12/31/2002</b>   | \$ | 3,000   |
| Katta Reddy; Renewable Resources - Develop methods to sequester CO2 from flue gases.  |    |         |
| <b>JET PROPULSION LABORATORY - 12/15/2001 - 02/15/2003</b>  | \$ | 12,500  |
| Daniel Dale; Physics and Astronomy - Nearby galaxy survey from the space infrared telescope facility.   |    |         |
| <b>NATIONAL FISH AND WILDLIFE FOUNDATION - 09/01/2002 - 08/31/2003</b>  | \$ | 110,000 |

Harold Bergman; Institute of Environmental and Natural Resources - Prairie dog interstate coordinator.

|   |    |         |
|---|----|---------|
| <b>NATRONA COUNTY, WYOMING, TOBACCO-USE PREVENTION TASK FORCE - 11/05/2002 - 12/31/2002</b>                             | \$ | 7,500   |
| Burke Grandjean; Survey Research Center - Tobacco use prevention survey, 2002.  |    |         |
| <b>NOTRE DAME, UNIVERSITY OF - 09/01/2002 - 08/31/2003</b>  | \$ | 80,251  |
| Jason Shogren; Economics and Finance - Nonindigenous species ecological forecasting.                                    |    |         |
| <b>SPACE TELESCOPE SCIENCE INSTITUTE - 10/01/2002 - 09/30/2004</b>  | \$ | 42,865  |
| Michael Brotherton; Physics and Astronomy - Ultraviolet spectral snapshot survey of active galactic nuclei.             |    |         |
| <b>STANFORD UNIVERSITY - 08/01/2002 - 07/31/2004</b>  | \$ | 83,362  |
| Edward Barbier; Economics and Finance - Water allocation in developing countries.                                       |    |         |
| <b>STATE UNIVERSITY OF NEW YORK - 09/01/2001 - 08/31/2002</b>   | \$ | 48,536  |
| William Armstrong; Mechanical Engineering - Lead free solder alloys at multiple specimen scale.                         |    |         |
| <b>TEXAS, UNIVERSITY OF, HEALTH SCIENCE CENTER - 07/01/2002 - 06/30/2003</b>  | \$ | 44,617  |
| Ann Bowen; Psychology - Self-efficacy intervention 2002-2003.   |    |         |
| <b>UNITED STATES AIR FORCE - 05/01/2001 - 09/30/2003</b>  | \$ | 30,000  |
| Thomas Whitson/Philip Rosenlund; Plant Sciences - Native seed integrated pest management.                               |    |         |
| <b>UNITED STATES AIR FORCE - 07/08/2002 - 05/28/2003</b>  | \$ | 116,012 |
| Richard Machalek; Sociology - Appointment as a distinguished visiting professor at the United States Air Force Academy. |    |         |
| <b>UNITED STATES ARMY - 01/27/1998 - 09/30/2003</b>   | \$ | 30,750  |
| Bibek Ray; Animal Science - Inactivation of pathogenic and spoilage bacterial spores in processed meat products.        |    |         |
| <b>UNITED STATES ARMY - 07/01/2001 - 06/30/2002</b>   | \$ | 104,082 |
| Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.             |    |         |
| <b>UNITED STATES BUREAU OF LAND MANAGEMENT - 09/23/2002 - 09/30/2007</b>  | \$ | 5,000   |
| Marcel Kornfeld; Anthropology - Middle Park PaleoIndian project.  |    |         |
| <b>UNITED STATES BUREAU OF LAND MANAGEMENT - 08/01/2002 - 09/30/2006</b>  | \$ | 17,875  |
| Ronald Hartman/Burrell Nelson; Botany - Invasive wetland plants floristic survey.                                       |    |         |
| <b>UNITED STATES BUREAU OF LAND MANAGEMENT - 09/30/2002 - 09/30/2003</b>  | \$ | 16,424  |
| Alan Gray/William Stevens/Thomas Whitson; Plant Sciences - Drip irrigation demonstration.                               |    |         |

|   |    |         |
|---|----|---------|
| <b>UNITED STATES BUREAU OF LAND MANAGEMENT - 09/30/2002 - 09/30/2004</b><br>William Reiners; Wyoming Geographic Information Sciences Center - Integrated geographic information system and reservoir modeling and database systems for coalbed methane and oil and gas resources. | \$ | 50,000  |
| <b>UNITED STATES BUREAU OF LAND MANAGEMENT - 05/01/2002 - 04/15/2004</b><br>Bonnie Heidel/Gary Beauvais; Wyoming Natural Diversity Database - Four rare plant species status surveys on public land.  | \$ | 21,000  |
| <b>UNITED STATES DEFENSE LOGISTICS AGENCY - 10/01/2002 - 09/30/2003</b><br>Diane Wolverton; Small Business Development Center - Procurement Technical Assistance Center program for Wyoming.  | \$ | 232,562 |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE, AGRICULTURAL RESEARCH SERVICE - 06/04/2001 - 12/31/2002</b><br>Dale Isaak; Molecular Biology - Character of insect genes differentially expressed.  | \$ | 5,417   |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE, AGRICULTURAL RESEARCH SERVICE - 09/01/2002 - 09/30/2004</b><br>Todd Cornish; Veterinary Sciences - Field validate vesicular stomatitis rapid test.  | \$ | 150,000 |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE, ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/2002 - 09/30/2003</b><br>Donal O'Toole; Veterinary Sciences - Brucellosis and pseudorabies lab tests.  | \$ | 65,000  |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/1999 - 09/30/2003</b><br>Elizabeth Williams; Veterinary Sciences - Trap management practices.   | \$ | 27,775  |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 12/01/2002 - 11/30/2003</b><br>Sian Mooney; Agricultural and Applied Economics - Policies to sequester soil carbon.  | \$ | 58,000  |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 08/19/2002 - 11/14/2005</b><br>Stephen Ford/Bret Hess/Warrie Means; Animal Science - Early gestational nutrient restriction effects.                                     | \$ | 200,000 |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION AND EXTENSION SERVICE - 11/15/2002 - 11/14/2005</b><br>Paul Ludden; Animal Science - Ruminant degradability to predict nitrogen recycling.   | \$ | 160,000 |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/20/2001 - 09/30/2003</b><br>Frank Rahel/Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center - Bighorn National Forest war assessment.   | \$ | 64,040  |

|   |    |         |
|---|----|---------|
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/20/2001 - 09/30/2003</b>                                   | \$ | 22,518  |
| Steven Gloss/Jeffrey Hamerlinck; Zoology - Bighorn National Forest war assessment.  |    |         |
| <b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/2002 - 09/30/2004</b>                                   | \$ | 4,430   |
| Gregory Hayward; Zoology - Amur tiger conservation assistance.  |    |         |
| <b>UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2002 - 09/30/2003</b>  | \$ | 295,953 |
| Zackie Salmon/Richard Nauman; Student Educational Opportunity - McNair scholars program.                                  |    |         |
| <b>UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1984 - Open</b>  | \$ | 330     |
| David Gruen; Student Financial Aid - Pell grant administration.   |    |         |
| <b>UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2001 - 06/30/2002</b>  | \$ | 109,479 |
| David Gruen; Student Financial Aid - Pell grant program 2001 - 2002.  |    |         |
| <b>UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2003</b>  | \$ | 79,308  |
| David Gruen; Student Financial Aid - Pell grant program.  |    |         |
| <b>UNITED STATES DEPARTMENT OF JUSTICE - 10/01/2002 - 09/30/2004</b>  | \$ | 101,366 |
| Snehalata Huzurbazar; Statistics - Violence against women policy review.  |    |         |
| <b>UNITED STATES DEPARTMENT OF JUSTICE - 10/01/2002 - 09/30/2004</b>  | \$ | 101,366 |
| Andrew Turner; Student Life - Violence against women policy review.   |    |         |
| <b>UNITED STATES DEPARTMENT OF VETERANS AFFAIRS - 07/01/1997 - 09/30/2002</b>   | \$ | 36,188  |
| H. John Baldwin; Pharmacy - Provide clinical pharmacy services.   |    |         |
| <b>UNITED STATES FISH AND WILDLIFE SERVICE - 09/19/2002 - 09/30/2003</b>  | \$ | 4,980   |
| Gary Beauvais; Wyoming Natural Diversity Database - Data download.  |    |         |
| <b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 03/01/2001 - 02/28/2005</b>                              | \$ | 100,000 |
| Paul Johnson; Physics and Astronomy - Wyoming space grant college and fellowship program.                                 |    |         |
| <b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 09/01/2002 - 04/30/2006</b>                              | \$ | 117,827 |
| Henry Kobulnicky; Physics and Astronomy - Star formation feedback on galaxy evolution.                                    |    |         |
| <b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/30/2001 - 08/31/2003</b>  | \$ | 1,410   |
| Stephen Ford/Robert Kelley; Animal Science - Northern Rockies regional Biomedical Research Infrastructure Network (BRIN). |    |         |
| <b>UNITED STATES NATIONAL INSTITUTES OF HEALTH -</b>  | \$ | 144,374 |

**12/01/2002 - 11/30/2003**

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

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 125,549  
**09/15/2000 - 08/31/2003**

Robert Atherton/James Rose; Chemistry - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 46,503  
**08/23/2002 - 08/31/2003**

Robert Hurtubise; Chemistry - Solid-matrix luminescence of polycyclic aromatic hydrocarbon.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 161,044  
**09/15/2000 - 08/31/2003**

James Rose; Chemistry - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 1,778,728  
**09/30/2001 - 08/31/2003**

Robert Kelley; Health Sciences - Northern Rockies regional Biomedical Research Infrastructure Network (BRIN).

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 104,505  
**09/15/2000 - 08/31/2003**

Paul Wade/James Rose; Medical Education and Public Health - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 239,849  
**09/15/2000 - 08/31/2003**

Mark Gomelsky/Francis Flynn; Molecular Biology - Cellular responses to stressors of cardiovascular health.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 81,763  
**09/15/2000 - 08/31/2003**

Don Jarvis/Francis Flynn; Molecular Biology - Cellular responses to stressors of cardiovascular health.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 221,822  
**09/15/2000 - 08/31/2003**

Robert Heinzen/James Rose; Molecular Biology - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 678,635  
**09/15/2000 - 08/31/2003**

Francis Flynn; Zoology - Cellular responses to stressors of cardiovascular health.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 85,314  
**09/15/2000 - 08/31/2003**

James Rose; Zoology - Spatiotemporal nitric oxide gradients biology microscopy.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 104,505



**09/15/2000 - 08/31/2003**

Paul Wade/James Rose; Zoology - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 204,050  
**09/15/2000 - 08/31/2003**

Scott Boitano/James Rose; Zoology - Biology of spatiotemporal nitric oxide gradients.

**UNITED STATES NATIONAL INSTITUTES OF HEALTH -** \$ 58,345  
**09/15/2000 - 08/31/2003**

Zhaojie Zhang/James Rose; Zoology - Infrastructure of spatiotemporal nitric oxide gradients biology.

**UNITED STATES NATIONAL PARK SERVICE - 09/01/2002 - 04/30/2003** \$ 5,000

Audrey Shalinsky; Anthropology - Survey and evaluation of historic road features at Virginia Cascade, Yellowstone National Park.

**UNITED STATES NATIONAL PARK SERVICE - 08/01/2002 - 07/28/2003** \$ 9,999

Audrey Shalinsky; Anthropology - Federal highway archeological inventory and site evaluation.

**UNITED STATES NATIONAL PARK SERVICE - 04/01/2002 - 12/31/2003** \$ 25,000

Gary Beauvais; Wyoming Natural Diversity Database - Inventory reptiles and amphibians in several national parks in the northern Great Plains.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 43,507  
**11/15/2002 - 10/31/2003**

Igor Morozov/Elena Morozova/Scott Smithson; Geology - Preservation of seismic reflection data.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 45,000  
**10/15/2001 - 09/30/2003**

Igor Morozov/Elena Morozova/Scott Smithson; Geology - Deep seismic sounding upper-mantle data set for broad seismological monitoring.

**UNITED STATES NATIONAL SCIENCE FOUNDATION -** \$ 157,769  
**11/01/2001 - 11/30/2003**

James Rosen; Physics and Astronomy - Backscattersonde soundings of equatorial free tropospheric aerosols.

**UNITED STATES OFFICE OF NAVAL RESEARCH - 11/10/2001 - 09/30/2004** \$ 96,606

William Armstrong; Mechanical Engineering - Thermal magneto-visco-elastic theory based development of high temperature polymer composite acoustic transducer materials.

**UNITED STATES SMALL BUSINESS ADMINISTRATION -** \$ 47,422  
**07/01/2002 - 08/31/2002**

Diane Wolverton; Small Business Development Center - Establish and implement aid to small businesses in Wyoming.

**UNITED STATES SMALL BUSINESS ADMINISTRATION -** \$ 500,000

**10/01/2002 - 09/30/2003**

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

**UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH - 09/23/2002 - 12/15/2002** \$ 512,591

Alfred Rodi; Atmospheric Science - Meteorological research aircraft crew, Juneau, Alaska.

**UNIVERSITY CORPORATION FOR ATMOSPHERIC RESEARCH - 12/01/1999 - 09/30/2004** \$ 14,601

Alfred Rodi; Atmospheric Science - Install and operate global satellite positioning equipment.

**UTAH, UNIVERSITY OF - 05/01/2002 - 04/30/2003** \$ 46,998

Mary Henning; Libraries - National network of libraries of medicine, 2002-2003.

**UTAH STATE UNIVERSITY - 07/01/2002 - 06/30/2003** \$ 23,013

Stephen Ford; Animal Science - Economic effects of undernutrition in early cow gestation.

**UTAH STATE UNIVERSITY - 06/01/2002 - 05/31/2004** \$ 26,291

James Freeburn; Cooperative Extension Service - Special initiative on sustainable agricultural outreach.

**UTAH STATE UNIVERSITY - 07/01/2002 - 06/30/2003** \$ 2,000

Milton Green; Cooperative Extension Service - Develop agriculture diversification team; design training sessions; secure research people; develop case study; tour case study farm.

**VARIOUS SPONSORS - 06/17/2002 - Open** \$ 402

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 - 01/01/2002 - 12/31/2003** \$ 224,264

Gus Plumb; Chemical Engineering - Pulsed corona discharge reactor systems.

**VARIOUS SPONSORS - 10/01/2001 - 09/30/2002** \$ 2,464

Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2001-2002.

**VARIOUS SPONSORS - 10/01/2002 - 09/30/2003** \$ 13,405

Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2002-2003.

**VARIOUS SPONSORS - 07/01/2002 - Open** \$ 900

Patricia Conway; Social Work - Fees for child and family well being consultation.

**VARIOUS SPONSORS - 07/01/1998 - Open** \$ 2,312

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

**WASHINGTON, UNIVERSITY OF - 09/01/2001 - 08/31/2003** \$ 10,000

Roderick Bartee/Scott Winnail; Kinesiology and Health - Public health workforce development initiative.

**WASHINGTON STATE UNIVERSITY - 06/01/2002 - 06/30/2003** \$ 45,000  
 John Hewlett; Agricultural Economics - Risk management training for western livestock producers.

**WASHINGTON STATE UNIVERSITY - 07/01/2002 - 08/31/2005** \$ 7,500  
 Stephen Miller/Craig Alford; Plant Sciences - Managing Imazamox-resistant wheat in crop rotation.

**WESTERN RESEARCH INSTITUTE - 04/01/2002 - 03/31/2003** \$ 6,000  
 Patricia Colberg; Zoology - Student labor and laboratory facility use.

**WILDLIFE DISEASE ASSOCIATION - 08/25/2000 - Open** \$ 10,000  
 Elizabeth Williams; Veterinary Sciences - Maintain the editorial office for the Journal of Wildlife Diseases.

**THE WOODS HOLE OCEANOGRAPHIC INSTITUTION - 09/15/2002 - 07/31/2004** \$ 12,000  
 Linwood Pendleton; Economics and Finance - Coastal ocean observing systems benefit studies.

**WYETH-AYERST PHARMACEUTICALS - 09/12/2002 - Open** \$ 1,000  
 Weeranuj Yamreudeewong; Pharmacy - Stability of metoprolol and carvedilol liquids.

**WYOMING BUSINESS COUNCIL - 07/01/2002 - 04/30/2003** \$ 75,000  
 John Jackson; Management and Marketing - Compensation gender equity.

**WYOMING COUNCIL FOR THE HUMANITIES - 08/20/2002 - 11/30/2002** \$ 2,000  
 Garth Massey; Sociology - Conflict in the middle east and prospect for peace.

**WYOMING DEPARTMENT OF ADMINISTRATION AND INFORMATION - 10/25/2002 - 06/30/2003** \$ 4,000  
 Burke Grandjean; Survey Research Center - Use of state and federal programs by state employees.

**WYOMING DEPARTMENT OF ADMINISTRATION AND INFORMATION - 10/02/2002 - 06/30/2003** \$ 9,000  
 Burke Grandjean; Survey Research Center - State agency perceptions of services provided by Information Technology Division.

**WYOMING DEPARTMENT OF AGRICULTURE - 07/29/2002 - 12/31/2002** \$ 382,000  
 Ronald Delaney/James Jacobs; Cooperative Extension Service - State seed laboratory.

**WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 09/30/2003** \$ 25,502  
 Michael Loos; Counselor Education - Chemical abuse research and education program.

**WYOMING DEPARTMENT OF EDUCATION - 10/17/2002 - 06/30/2004** \$ 1,200,000  
 Patricia McClurg; Education Dean's Office - Professional development school programs.

|  |    |           |
|--|----|-----------|
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2004</b><br>William Gribb; Geography and Recreation - Social services education information center.  | \$ | 60,000    |
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2004</b><br>Tami Benham-Deal; Kinesiology & Health - Advising on issues specific to health and physical education.   | \$ | 60,000    |
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2004</b><br>Alan Buss/Judith Ellsworth; Science and Mathematics Teaching Center - Superintendent's coalition for common core of knowledge and skills in science. | \$ | 60,000    |
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2004</b><br>Linda Hutchison; Science and Mathematics Teaching Center - Superintendent's coalition for common core of knowledge and skills in mathematics.        | \$ | 60,000    |
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/01/2002 - 06/30/2004</b><br>Robbie Bennett/Sean Moore; Student Educational Opportunity - Support to Wyoming high schools for Wyoming career/vocational standards.                | \$ | 60,000    |
| <b>WYOMING DEPARTMENT OF EDUCATION - 07/10/2002 - 09/30/2003</b><br>Lisa Steffian; Wyoming Institute for Disabilities - Collaborative teacher mentorship academy.  | \$ | 80,000    |
| <b>WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 11/15/2002 - 09/30/2003</b><br>David Walrath; Mechanical Engineering - Clean snowmobile challenge 2003.   | \$ | 10,000    |
| <b>WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 09/30/2003</b><br>Barbara Daniels; Cooperative Extension Service - Radon education and test kit distribution.   | \$ | 2,500     |
| <b>WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 09/30/2003</b><br>Denise Smith; Cooperative Extension Service - Radon education and test kit distribution.  | \$ | 2,000     |
| <b>WYOMING DEPARTMENT OF HEALTH - 09/01/2002 - 06/30/2003</b><br>Lynda Baumgardner; Wyoming Institute for Disabilities - Assistance understanding Medicaid.  | \$ | 13,828    |
| <b>WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 09/30/2003</b><br>Kenneth Heinlein; Wyoming Institute for Disabilities - Early start program evaluation.  | \$ | 30,265    |
| <b>WYOMING DEPARTMENT OF HEALTH - 10/01/2001 - 09/30/2003</b><br>Kenneth Heinlein; Wyoming Institute for Disabilities - Early start program evaluation.  | \$ | 30,265    |
| <b>WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 06/30/2003</b><br>Donald Faggiani; Wyoming Statistical Analysis Center - Alcohol compliance   | \$ | 1,026,073 |

checks, state data infrastructure development, state drug lab data system, state incentive grant evaluation, and Statistical Analysis Center infrastructure.

|  |    |                   |
|--|----|-------------------|
| <b>WYOMING DEPARTMENT OF TRANSPORTATION - 08/26/1997 - 11/06/2002</b>  | \$ | 1,000             |
| Homer R. Hamilton III/Jay Puckett; Civil Engineering - Traffic signal pole research.                                 |    |                   |
| <b>WYOMING DEPARTMENT OF TRANSPORTATION - 08/01/2002 - 07/31/2005</b>  | \$ | 300,000           |
| Corrine Sheaffer; Fleet Operations - Capital construction projects.  |    |                   |
| <b>WYOMING DEPARTMENT OF TRANSPORTATION - 11/01/2001 - 10/31/2003</b>  | \$ | 153,000           |
| Corrine Sheaffer; Fleet Operations - Public transit vehicle purchase.  |    |                   |
| <b>WYOMING DEPARTMENT OF TRANSPORTATION - 10/01/2002 - 09/30/2003</b>  | \$ | 127,465           |
| Corrine Sheaffer; Fleet Operations - Shuttle bus agreement, 2002-2003.   |    |                   |
| <b>WYOMING GAME AND FISH COMMISSION - 07/01/2002 - 06/30/2003</b>  | \$ | 7,600             |
| E. Lee Belden; Veterinary Sciences - Wildlife forensics techniques 2002-2003.  |    |                   |
| <b>WYOMING GAME AND FISH COMMISSION - 10/15/2002 - 01/31/2003</b>  | \$ | 32,692            |
| Kenneth Driese; Wyoming Geographic Information Sciences Center - Black tailed prairie dog colonies.                  |    |                   |
| <b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open</b>  | \$ | 32,200            |
| Wayne Hubert; Zoology - Fisheries research.  |    |                   |
| <b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open</b>  | \$ | 82,400            |
| Frederick Lindzey; Zoology - Wildlife research.  |    |                   |
| <b>WYOMING GAME AND FISH DEPARTMENT - 07/01/1992 - Open</b>  | \$ | 8,765             |
| Nancy Stanton; Zoology - Zoology faculty member awards.  |    |                   |
| <b>WYOMING OFFICE OF STATE LANDS AND INVESTMENTS - 07/01/2002 - 06/30/2004</b>                                       | \$ | 40,000            |
| Quentin Skinner/Katta Reddy; Renewable Resources - Floodplain vegetation response to coal bed methane product water. |    |                   |
| <b>TOTAL - Contracts and grants approved October 11, 2002, through December 12, 2002.</b>                            | \$ | 13,950,902        |
| TOTAL - Contracts and grants previously approved:  |    |                   |
| 07/01/02 - 08/15/02  |    | 14,906,290        |
| 08/16/02 - 10/10/02  |    | 8,019,023         |
|  | \$ | <u>22,925,313</u> |
| <b>TOTAL - Contracts and grants approved July 1, 2002 through December 12, 2002.</b>                                 | \$ | <b>36,876,215</b> |

PERSONNEL

**APPOINTMENTS**

**1. Faculty**

**College of Agriculture**

| <u>Name</u>  | <u>Rank</u>         | <u>Salary</u>  | <u>Appointment Period</u> |
|--|---------------------|----------------|---------------------------|
| <i>Department of Molecular Biology</i><br><b>Hanekamp, Theodor</b> | Assistant Professor | \$60,000/annum | 02/01/2002 to 06/30/2002  |

## 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.

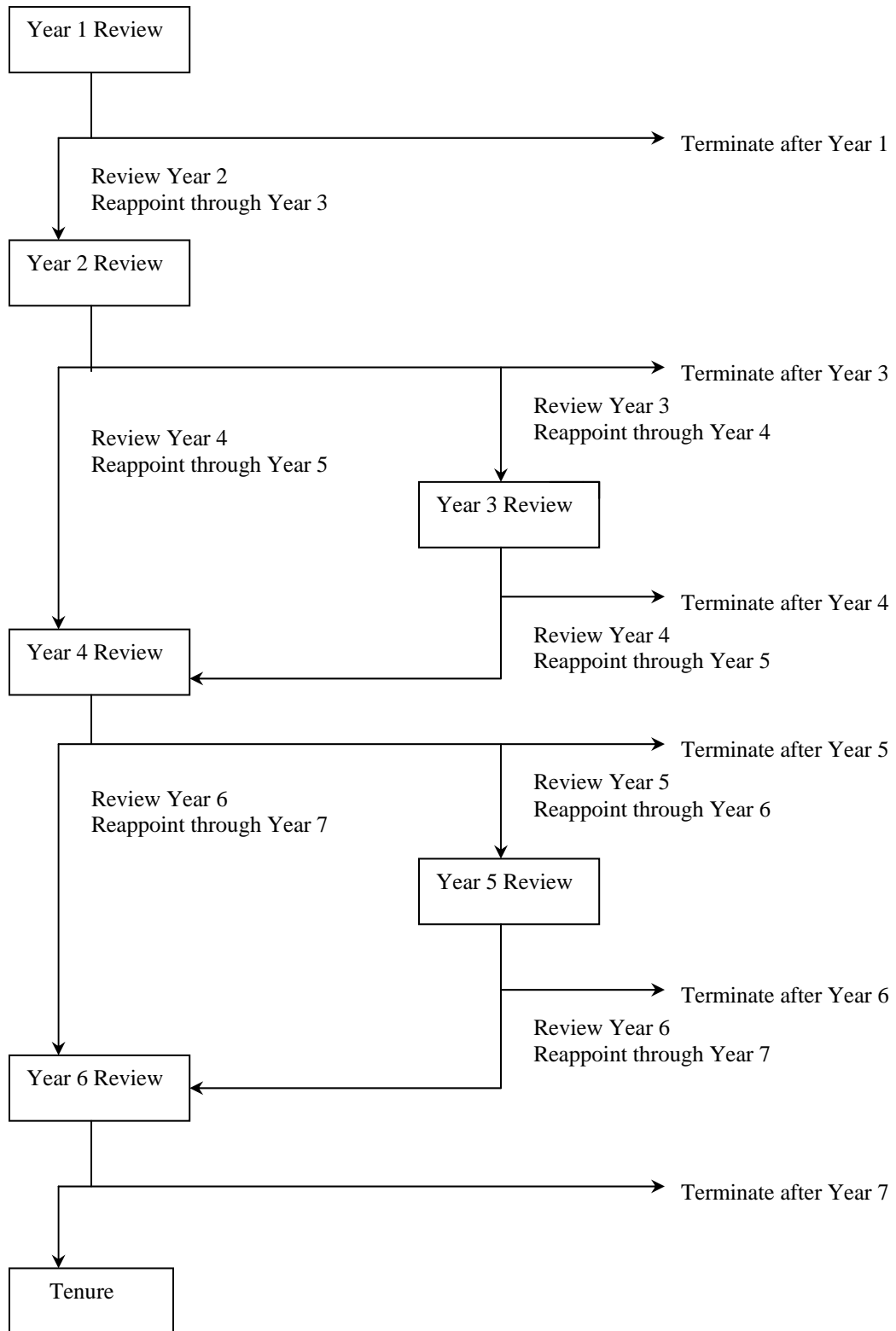
**Terminal Degree**

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



## CHANGES IN APPOINTMENTS

### 1. Administrators

#### College of Health Sciences

| <u>Name</u>                    | <u>Rank</u>      | <u>Salary</u> | <u>Appointment Period</u> |
|--------------------------------|------------------|---------------|---------------------------|
| <i>Division of Social Work</i> |                  |               |                           |
| <b>Leedy, M. Gail</b>          | Interim Director | \$73,848/FY   | 07/01/2002 to 06/30/2003  |

#### College of Law

| <u>Name</u>             | <u>Rank</u>    | <u>Salary</u> | <u>Appointment Period</u> |
|-------------------------|----------------|---------------|---------------------------|
| <b>Pridgen, Mary D.</b> | Associate Dean | \$121,668/FY  | 08/01/2002 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 Veterinary Sciences</i> |                 |               |                           |
| <b>Mills, Kenneth W.</b>                 | Professor       | \$88,908/AY   | 09/01/2002 to 06/30/2003  |
| <b>O'Toole, Timothy</b>                  | Department Head | \$100,704/FY  | 09/01/2002 to 06/30/2002  |

#### College of Arts & Sciences

| <u>Name</u>                                   | <u>Rank</u>             | <u>Salary</u> | <u>Appointment Period</u> |
|---|-------------------------|---------------|---------------------------|
| <i>Department of Art</i>                      |                         |               |                           |
| <b>Schaefer, Jean O.</b>                      | Department Head         | \$84,684/AY   | 09/01/2002 to 08/31/2005  |
| <i>Department of Chemistry</i>                |                         |               |                           |
| <b>Roddick, Dean M.</b>                       | Department Head         | \$80,008/AY   | 07/01/2002 to 08/31/2005  |
| <i>Department of Geology &amp; Geophysics</i> |                         |               |                           |
| <b>Drever, James I.</b>                       | Department Head         | \$126,492/FY  | 09/01/2002 to 08/31/2005  |
| <i>Department of History</i>                  |                         |               |                           |
| <b>Utterback, Kristine T.</b>                 | Acting Department Chair | \$61,620/AY   | 09/01/2002 to 08/31/2005  |
| <i>Department of Mathematics</i>              |                         |               |                           |
| <b>Polyakov, Peter</b>                        | Professor               | \$68,664/AY   | 09/01/2002 to 06/30/2003  |
| <i>Department of Philosophy</i>               |                         |               |                           |
| <b>Forrester, James W.</b>                    | Professor               | \$69,480/AY   | 09/01/2002 to 06/30/2003  |
| <b>Sherline, Edward D.</b>                    | Department Head         | \$65,400/AY   | 09/01/2002 to 08/31/2005  |

#### College of Education

| <u>Name</u>  | <u>Rank</u>         | <u>Salary</u> | <u>Appointment Period</u> |
|--|---------------------|---------------|---------------------------|
| <i>Department of Educational Leadership</i>                |                     |               |                           |
| <b>Berube, William G.</b>                                  | Department Head     | \$62,592/AY   | 09/01/2002 to 06/30/2003  |
| <b>Moore, Alan D.</b>                                      | Associate Professor | \$60,084/AY   | 09/01/2002 to 06/30/2003  |
| <i>Dept. of Elementary &amp; Early Childhood Education</i> |                     |               |                           |
| <b>Buss, Alan Richard</b>                                  | Department Head     | \$51,120/AY   | 09/01/2002 to 08/31/2005  |
| <b>Cooney, Margaret H.</b>                                 | Associate Professor | \$58,440/AY   | 09/01/2002 to 06/30/2003  |

#### College of Engineering

| <u>Name</u>  | <u>Rank</u>     | <u>Salary</u> | <u>Appointment Period</u> |
|--|-----------------|---------------|---------------------------|
| <i>Department of Civil &amp; Architectural Engineering</i> |                 |               |                           |
| <b>Dolan, Charles W.</b>                                   | Professor       | \$88,476/AY   | 09/01/2002 to 06/30/2003  |
| <b>Puckett, Jay A.</b>                                     | Department Head | \$105,000/AY  | 09/01/2002 to 06/30/2007  |

**CHANGES IN APPOINTMENTS**  
**College of Health Sciences**

| <u>Name</u>                                       | <u>Rank</u>                  | <u>Salary</u> | <u>Appointment Period</u> |
|---|------------------------------|---------------|---------------------------|
| <i>Family Practice Residency Program - Casper</i> |                              |               |                           |
| <b>Wildman, Karen M.</b>                          | Director                     | \$142,428/FY  | 07/01/2002 to 06/30/2003  |
| <i>School of Human Medicine - Casper</i>          |                              |               |                           |
| <b>Robitaille, Beth C.</b>                        | Clinical Assistant Professor | \$107,496/AY  | 01/28/2002 to 06/30/2003  |

**3. Academic Professionals**  
**Academic Affairs**

| <u>Name</u>               | <u>Rank</u> | <u>Salary</u>  | <u>Appointment Period</u> |
|---------------------------|-------------|----------------|---------------------------|
| <i>Art Museum</i>         |             |                |                           |
| <b>Moldenhauer, Susan</b> | Director    | \$85,260/annum | 02/11/2002 to 06/30/2003  |

**Outreach School**

| <u>Name</u>           | <u>Rank</u>        | <u>Salary</u>  | <u>Appointment Period</u> |
|-----------------------|--------------------|----------------|---------------------------|
| <b>Aagard, Steven</b> | Associate Lecturer | \$64,320/annum | 04/01/2002 to 06/30/2002  |

**REAPPOINTMENTS**

**1. Administrators**

**College of Arts & Sciences**

| <u>Name</u>                             | <u>Rank</u> | <u>Salary</u> | <u>Appointment Period</u> |
|---|-------------|---------------|---------------------------|
| <i>African-American Studies Program</i> |             |               |                           |
| <b>McGriff, Deborah L.</b>              | Director    | \$50,052/AY   | 09/01/2002 to 08/31/2005  |

**2. Faculty**

**College of Agriculture**

| <u>Name</u>   | <u>Rank</u>     | <u>Salary</u> | <u>Appointment Period</u> |
|---|-----------------|---------------|---------------------------|
| <i>Department of Family &amp; Consumer Sciences</i> |                 |               |                           |
| <b>Quoss, Bernita L.</b>                            | Department Head | \$60,540/FY   | 09/01/2002 to 05/31/2003  |

**College of Arts & Sciences**

| <u>Name</u>                            | <u>Rank</u>     | <u>Salary</u> | <u>Appointment Period</u> |
|--|-----------------|---------------|---------------------------|
| <i>American Indian Studies Program</i> |                 |               |                           |
| <b>Antell, Judith A.</b>               | Director        |               | 09/01/2002 to 08/31/2005  |
| <i>Department of Anthropology</i>      |                 |               |                           |
| <b>Shalinsky, Audrey C.</b>            | Department Head |               | 09/01/2002 to 08/31/2005  |
| <i>Department of Botany</i>            |                 |               |                           |
| <b>Brown, Gregory K.</b>               | Department Head |               | 09/01/2002 to 08/31/2005  |
| <i>Department of Music</i>             |                 |               |                           |
| <b>Combs, Julia C.</b>                 | Department Head |               | 09/01/2002 to 08/31/2005  |
| <i>Department of Statistics</i>        |                 |               |                           |
| <b>Bieber, Stephen L.</b>              | Department Head |               | 09/01/2002 to 08/31/2005  |

**College of Engineering**

| <u>Name</u>  | <u>Rank</u>     | <u>Salary</u> | <u>Appointment Period</u> |
|--|-----------------|---------------|---------------------------|
| <i>Department of Electrical and Computer Engineering</i> |                 |               |                           |
| <b>Steadman, John W.</b>                                 | Department Head |               | 08/29/2002 to 08/28/2004  |

APPOINTMENT OF EXTERNAL AUDITOR

The University of Wyoming awarded the engagement for external audit services to the firm of McGee, Hearne & Paiz, LLP (formerly known as McGladrey & Pullen) as external auditors at their March 3-4, 2000 meeting, for the next four years. The engagement is subject to annual renewal based on satisfactory performance for the previous year's annual audits.

The auditors have successfully completed the FY2002 audits, and it is recommended that the Board of Trustees reappoint McGee, Hearne & Paiz, LLP to perform FY2003 audits.

### DESIGNATION OF DEPOSITORIES

Wyoming banks with either a state or federal charter and federal savings banks are designated as depositories for public funds in accordance with statute. The University of Wyoming will utilize services from the following institutions for calendar year 2003:

| <u>Financial Institution</u>    | <u>Location</u>                |
|---------------------------------|--------------------------------|
| Community First National Bank   | Laramie, Lusk, Sheridan        |
| First Interstate Bank           | Laramie, Cheyenne, Casper      |
| First National Bank             | Laramie                        |
| First National Bank and Trust   | Powell                         |
| First National Bank in Evanston | Evanston                       |
| First National Bank of Gillette | Gillette                       |
| Security First Bank             | Laramie                        |
| Stockgrowers State Bank         | Worland                        |
| Sundance State Bank             | Sundance                       |
| U.S. Bank National Association  | Torrington                     |
| Wells Fargo                     | Rock Springs, Casper, Cheyenne |

### AUTHORIZATION FOR STOCK TRANSFERS

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

It is recommended that the Trustees of the University of Wyoming adopt the following resolution:

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

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

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

APPROVAL OF UNIVERSITY FINANCIAL, COMPLIANCE, AND INTERCOLLEGIATE ATHLETICS REPORTS

The audit firm of McGee, Hearne and Paiz, LLP has completed the annual audit engagement for the year ended June 30, 2002. The Executive Committee of the Board approved the Wyoming Public Radio Financial Report during their conference call of November 21, 2002 and then approved the Bond Funds Financial Report in a conference call December 16, 2002. These two financial reports were then submitted to external agencies in order to meet reporting deadlines.

The three remaining reports - University of Wyoming Financial Report, the Compliance Report and the Intercollegiate Athletics Department Report - have undergone extensive internal review and are now presented for Board approval.

The auditors expressed an unqualified opinion on all audited reports. An unqualified opinion is the desired outcome and specifically means that the financial statements present fairly, in all material respects, the financial position of the University of Wyoming as of June 30, 2002, and the changes in its net assets and cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Intercollegiate Athletics Department Report is a result of an agreed-upon procedure engagement and therefore the auditors do not express an opinion. The procedures performed in this engagement are suggested by the National Collegiate Athletic Association (NCAA) and are designed to assist the University in complying with NCAA Bylaw 6.2.3.1. There is no indication of noncompliance based upon the performance of these procedures.



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

**PROPOSED MODIFICATIONS TO REGULATIONS ON EMERITUS STATUS AND  
BOARD RETIREMENTS**

Associate Vice President for Academic Affairs Myron Allen presented this information to the Board during the work sessions. Trustee Richards moved to approve the modifications as presented; Trustee Haynes seconded. The motion carried.

**SCHOOL OF NURSING NAMING**

President Dubois spoke about Roy and Fay Whitney's gift, and that the School of Nursing will be renamed in their honor. Trustee Saunders moved to approve the naming; Trustee Patrick seconded. The motion carried.

# UNIVERSITY OF WYOMING

## Memo

Date: December 1, 2002

To: University of Wyoming Board of Trustees  
Ron McCue; Kathleen Hunt; John Patrick, Gregory Schaefer; Taylor Haynes; Peter Jorgensen; Jim Neiman; Jerry Saunders; Judy Richards; Thomas Spicer; Hank True, Philip Dubois

From: Robert O. Kelley, Ph.D.  
Dean, College of Health Sciences

Re: Official naming of School of Nursing for Fay W. Whitney

In 1999 Mr. Roy Whitney, and his wife Dr. Fay W. Whitney, generously pledged to make a gift of \$3 million to the University of Wyoming School of Nursing. It was discussed with the Board of Trustees that this gift would give Mr. Whitney the opportunity to name the School of Nursing for his wife, Fay W. Whitney. The provision around the official naming of the school was submission of the first third of Mr. Whitney's gift. Mr. Whitney's payments against his pledge commitment are as follows:

|                  |             |
|------------------|-------------|
| May 7, 1999      | \$425,000   |
| June 27, 2000    | \$350,000   |
| November 5, 2002 | \$500,000   |
| Total Paid:      | \$1,275,000 |
| Balance:         | \$1,725,000 |

Mr. Whitney has exceeded one third of his commitment with his last pledge payment.

I respectfully submit that in recognition of the Whitney's outstanding generosity, the University of Wyoming School of Nursing be officially named the University of Wyoming Fay W. Whitney School of Nursing by the university trustees.

REQUEST FOR UTILITY EASEMENT AND TEMPORARY EASEMENT

The City of Laramie has requested an easement in the northeast corner of section 35. The specific locations lie east of Jacoby Golf Course and south but perpendicular to 45<sup>th</sup> Street in Laramie. The original easement was approved in July 2002 by the Board. The City has since redesigned its water distribution plan and, as a result, the easement was never executed. It is now requesting a new easement that needs to be approved by the Board. The City will be charged \$2,756.00 for a perpetual right and easement for public utility lines and appurtenances. Exhibit A on the following page provides a map of the easement.

The temporary easement that is being requested by the City is for construction purposes in Sec. 35, T16N, R73W, for a total of 183.02 feet and containing 0.289 acres. The City will be charged a one-time fee of \$200.00 for this easement. A map of the temporary easement is shown on the following pages as Exhibit B.

**EXHIBIT A**



**CITY OF LARAMIE EASEMENT REQUEST FOR PUBLIC UTILITIES (DATED 10/29/02)**



**EXHIBIT B**



**CITY OF LARAMIE EASEMENT REQUEST RESUBMITTAL (DATED 2/17/02)**

Vice President Baccari spoke briefly about the revised easement request. The Board previously approved the easement in a different form. Trustee Hunt moved to approve the revised easement; Trustee Neiman seconded. The motion carried.

AMENDMENTS TO UNIREG 38 (STUDENT PUBLICATION BOARD REVISION)

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

**UNIREG 38, Revision 3**  
**January 21, 2003**

**UNIVERSITY REGULATION 38, Revision 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, 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 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 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 fiscal regulations, policies and procedures, amend these budgets, 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.
- 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 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 assist its operation as publisher of student publications.

- j. Within the limitations of its budget and in accordance with University administrative and fiscal regulations, policies, and procedures, the Board may purchase, lease, and maintain equipment, supplies, services, space, and furnishings in negotiations with 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. However, this power does not extend to student editors or the advisor as to editorial content of the publications. 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.

Three student members appointed by the President of the Associated Students of the University of Wyoming and approved by the ASUW Senate.

Two student members approved by the combined staffs of all University of Wyoming student publications.

Four members appointed by the President because of their expertise that is relevant to student publications, either as professional journalists or as University faculty or staff members having background in relevant academic disciplines or related

professional experience. At least two of these members shall be appointed from a slate of professional journalists nominated by the Wyoming Press Association. The number of nominees shall be no fewer than twice the number of places to be filled.

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

One member from the University staff appointed by the President of the 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 student publications accounting associate, the student publications office assistant, and the Supervisor of Student Publications. 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, and non-voting members who are the principal editor or manager of a student publication, shall be one year 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 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 (i.e., either a UW student or member of the UW faculty or staff). No Chairperson shall serve for more than two consecutive one-year terms.
- b. The Chairperson shall have a vote in all issues.
- 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 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 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:** January 21, 2003

Philip L. Dubois  
President

President Dubois told the Board that a new version of UniReg 38 was provided at the Business Meeting with an addition on page 4, section J. The language is to clarify that no action can be taken against the student advisor for the editorial content of publications. Trustee Patrick moved to approve the amended UniReg 38; Trustee Hunt seconded. President Dubois commented that the UniReg is effective immediately, but as the terms run until the end of the academic year, no new members will be appointed until the end of the summer. The motion carried.

Reed Eckhardt and Jim Wood were present at the meeting. President Dubois met with Mr. Walker before Winter Break, who noted that he felt the new structure of the Publications

Board relates to the need of an enhanced level of professionalism, and would benefit UW to have those connections. Reed Eckhardt commented that the Publications Board is comfortable with the president's revisions.

Jim Wood spoke about being a part of the WPB, as well as the student publications' board. He thanked the board for their indulgence in the new goals and spoke about his understanding of the function of the student publication board, and reminded the trustees that they have the decision to decide what the Publications Board will look like. Cary Berry, advisor to Student Publications, was present to respond to some questions on advertisements.

DISCUSSION OF BOARD MEETING FORMAT

President Dubois asked for guidance from the Board as to whether or not they would like to continue using the new format. Changes will need to be made to the Trustees' By-Laws and other UniRegs if this format is adopted. After discussion from members of the Board, it was determined that a proposal will be brought to the Board in March to adopt this format.

## TRUSTEE REGULATIONS ON ADMINISTRATIVE ORGANIZATION

### **II. THE ADMINISTRATIVE ORGANIZATION OF THE UNIVERSITY**

#### **A. PRESIDENT OF THE UNIVERSITY**

Subject to control of the Trustees, the President of the University is the chief executive officer of the University and is vested with powers and duties as provided bylaws of this State and the Bylaws of the Trustees of the University of Wyoming. In addition to such duties, the President shall enforce these Regulations and other University regulations adopted pursuant to Chapter IV hereof, and the President is hereby clothed with all authority requisite to these ends. Any authority or responsibility of the President may be delegated by him/her to any other member of academic personnel (faculty or academic professional) or staff of the University, but delegation of major areas of authority or responsibility shall have the prior consent of the Trustees.

In the event of the resignation, death or incapacity of the President, the Trustees may appoint an acting president who shall perform the duties and have the powers of the President during such time as the Trustees may direct. If no acting President has been appointed by the Trustees, the duties of the President shall be performed by the Vice President for Academic Affairs.

The President shall serve as the ordinary channel of communication between the Trustees and academic personnel and between the Trustees and all subordinate administrative officers and staff of the internal organization. This regulation shall not be interpreted to limit the right of communication between academic personnel or other officers of the University and the Trustees or to limit the manner in which the Trustees may gain information as to the work and operation of the University.

The President shall have as principal administrative officers a Vice President for Academic Affairs, a Vice President for Student Affairs, a Vice President for Administration, a Vice President for Research, a Vice President for Institutional Advancement, a Vice President for Information Technology, a Vice President for Budget and Planning, a Vice President for Governmental, Community and Legal Affairs and Special Assistant to the President. He also may have other assistants as are authorized from time to time.

#### **B. VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs shall be responsible to the President for general administrative and coordination functions over the various instructional programs, on or off-campus, offered by the University. As the principal administrative officer for academic affairs, the Vice President shall maintain administrative supervision of the academic colleges, the University Studies Program, Graduate School, the Outreach School, including the University of Wyoming - Casper College Center, the Divisions of Military Science and Aerospace Studies, University Libraries, Honors Program/Summer High School Institute,



International Programs, Wyoming GIScience Center, the Ellbogen Center for Teaching and Learning, the School of Environment and Natural Resources, the American Heritage Center and the Art Museum.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that academic program needs and standards are established and implemented by appropriate units and officers of the University. The Vice President shall consult with and advise the President with respect to the recommendations of the officers of the various academic units concerning organization, development of programs, academic personnel appointments, promotions, leaves of absence, and salaries, and shall conduct such special studies relating to curriculum, instruction, academic personnel and other matters as may be determined by the President.

Additional administrative units may be assigned to the Vice President by the President and the Vice President may be assisted by one or more Associate Vice Presidents, and such other assistants as are authorized from time to time.

### **C. VICE PRESIDENT FOR ADMINISTRATION**

The Vice President for Administration shall be responsible to the President for the administration of all the business and financial affairs and the physical plant of the University. As the principal financial officer of the University, the Vice President for Administration shall perform such duties as are required by statute or by University regulations.

The Vice President for Administration shall execute such agreements, leases, and other instruments relating to the transfer of real property, as may be appropriate to the management, control, acquisition, or disposition of property of the University of Wyoming in accordance with programs and functions of the University authorized by regulations or other directions of the Trustees. The Vice President for Administration shall have administrative supervision over the following units: University Controller, Physical Plant, Human Resources, Campus Police, Service and Auxiliary Enterprises, Environmental Health and Safety Office, and such other units and personnel as may be designated by the President. The Vice President shall be assisted by the University Controller who shall be empowered to act in all matters in the absence of or at his/her direction and by such assistants as are authorized from time to time.

In accordance with the Bylaws, the Vice President for Administration shall serve as the Deputy Treasurer of the Trustees of the University of Wyoming, and shall exercise all duties and responsibilities incident to this position, to include the receipt, custody and recording of all monies or funds payable to the Trustees, the Treasurer, the University, or any of its colleges, divisions, or departments; and the disbursement or investment of such funds and monies as authorized by the Trustees, such disbursements to be upon vouchers authorized and approved by the Vice President for Administration, by the deputy, or by other designee when authorized.

#### **D. VICE PRESIDENT FOR BUDGET AND PLANNING**

The Vice President for Budget and Planning is responsible to the President for institutional planning, preparation and administration of the University budget, development of long-term financing strategies to support implementation of the Capital Facilities Plan, and serves as the principal advisor to the President on the condition of the University Budget.

In consultation with the other vice presidents, the Vice President for Budget and Planning will advise the President on the annual allocation of the university's budget, including the development of options for the reallocation of existing resources and the allocation of new resources to address high campus-wide needs identified in the academic Plan, Support Services Plan, or the Capital Facilities Plan.

The Vice President will direct development and maintenance of policies and procedures that enable the campus and its units to effectively manage financial resources. Working with other appropriate vice presidents, the Vice President will assure the availability of information, reporting systems, and staff development opportunities to support effective budgetary management by departments and other local units consistent with campus priorities, accounting requirements, and federal and state law.

The Vice President for Budget and Planning has administrative responsibility for the Budget Office, Facilities Planning Office, and the Office of Institutional Analysis.

#### **E. VICE PRESIDENT FOR GOVERNMENTAL, COMMUNITY AND LEGAL AFFAIRS**

The Vice President for Governmental, Community and Legal Affairs is responsible to the President for establishing and implementing the University's plans for relations with federal, state, and local government officials. The Vice President represents the University in its communications with elected officials at all levels, including all federal and state legislation. The Vice President provides advice, assistance, and information to the Trustees, the President, and other University units with respect to government relations.

The Vice President provides legal advice to the University, supervises the General Counsel's Office, and coordinates communications with the state's Attorney General. The Vice President is responsible for development, administration, and implementation of Affirmative Action Plans and for administration of University regulations and procedures related to discrimination and employment practices. The Vice President oversees the University's public relations functions, including publications.

The Vice President has administrative responsibility for University Public Relations, the Office of General Counsel, and the Employment Practices Office.

#### **F. VICE PRESIDENT FOR INFORMATION TECHNOLOGY**

The Vice President for Information Technology shall be responsible to the President for the general Information technology functions of the University. As the chief information officer of the University, the Vice President shall manage the central elements of Information Technology, including administrative and academic computing, networking, telecommunications, computing laboratories and customer support services.

The Vice President shall advise the President and the University community on issues involving Information Technology; develop and manage computing standards, network architecture and security; determine information integration methodologies; work with internal and external constituents to support diverse technology needs and build consensus on information technology issues. The Vice President shall be an advocate for the development and use of technology in instruction, academic support and institutional support.

The Vice President shall evaluate and analyze beneficial emerging and advanced technologies and provide a stable, reliable technology infrastructure for the University.

#### **G. VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT**

The Vice President shall be responsible to the President for private fund raising, UW Foundation investment/asset management, and University relations with alumni and friends. His/her primary functions shall include seeking private financial support for the University, coordinating private development and fund raising activities, as well as overseeing the administration and investment of the assets of the University of Wyoming Foundation. The Vice President shall also be responsible for organizing UW alumni participation in the life of the University through a variety of activities designed to promote alumni/friend support. He/she shall also undertake special projects that involve a variety of University units.

The Vice President shall maintain administrative supervision of the Office of Institutional Advancement, the University of Wyoming Foundation's Board of Directors, and the UW National Ambassadors Board of Directors. The Vice President shall serve as the President/CEO of the University of Wyoming Foundation.

The Vice President shall initiate, organize, or direct such actions as are necessary and appropriate to assure that development and alumni/friends relations are properly implemented and coordinated. S/he shall consult with and advise the President on all development and alumni/friends relations.

#### **H. VICE PRESIDENT FOR RESEARCH**

The Vice President for Research shall be responsible to the President for the general administrative supervision and coordination of research programs conducted by units of the University, review and evaluation of proposed research and economic development programs, and continuing review of the status of existing contracts and grants to assure that they meet University objectives and comply with the terms and conditions of such contracts and grants.

The Vice President shall be responsible for maintaining an assessment of the available research capabilities of the University and shall interact with governmental agencies or other entities sponsoring or seeking research or investigatory studies.

The Vice President shall maintain general administrative supervision of Contracts and Grants Accounting, the Institute for Environment and Natural Resources, The Wyoming Small Business Development Center, the Mid-American Manufacturing Technology Center-Wyoming, the Small Business Innovation Research Initiative, the Research Products Center, the UW-National Park Service Research Center, the Office of Water Programs, EPSCoR and IDEA Projects, the Wyoming Natural Diversity Database and any such other units as may be designated by the President.

## **I. VICE PRESIDENT FOR STUDENT AFFAIRS**

The Vice President for Student Affairs shall be responsible to the President for the general administrative leadership and coordination of programs and services designed to support the learning and development of UW students so that they may be informed and engaged citizens and leaders in the communities of Wyoming, the nation, and the world.

In partnership with UW faculty, staff and students, the Vice President for Student Affairs shall orchestrate the enrollment management programs of the University to recruit and retain a student body of the size and diversity appropriate to the needs of the state, the demands of the world of work, and the resources of the institution. The Vice President shall develop and deliver services, programs and facilities that promote the intellectual, personal, cultural and civic development of students; coordinate efforts to create a caring community in which individuals are respected, encouraged to pursue excellence, and achieve their potential; and foster the celebration of diversity of individuals and cultures.

The Vice President for Student Affairs shall have administrative supervision of the following units: Admissions Office; Center for Advising and Career Services; Campus Recreation; Office of Student Life, which includes International Student Services and the Office of Multicultural Affairs; Office of the Registrar; Residence Life and Dining Services; Student Educational Opportunity, which includes University Disability Support Services; Student Financial Aid; Student Health Service; University Counseling Center, which includes the AWARE program; Wyoming Union; and any other such units or responsibilities, such as that for the Associated Students of the University of Wyoming (ASUW) and the Associated Parents--University of Wyoming (APUW), as may be

designated by the President. Each unit shall be headed by a director who shall be responsible for all matters relating to the administrative affairs of that unit.

#### **J. DIRECTOR OF INTERCOLLEGIATE ATHLETICS**

The Director of Intercollegiate Athletics shall be responsible to the President for the conduct of the University's intercollegiate athletic program to include the staging of all intercollegiate athletic contests and for the enforcement of all applicable rules and regulations of associations governing the conduct of intercollegiate athletics.

#### **K. SPECIAL ASSISTANT TO THE PRESIDENT**

The Special Assistant to the President shall be responsible to the President for the University's strategic planning and administrative projects which support the President's Office. At the direction of the President, the Special Assistant shall oversee special projects that involve a variety of University units.

President Dubois advised the Board that the changes were necessitated by the appointment of the Vice President for Planning and Budget, Mr. Phill Harris. The Special Assistant to the President has not been filled yet. Trustee Hunt moved to approve the revised regulations; Trustee Haynes seconded. The motion carried.

#### **UNFINISHED BUSINESS**

President Dubois thanked Dr. Saunders for his years of service on the Board, and it was noted that Trustees Jorgensen and Saunders have contributed 26 years of collective service to the Board of Trustees. Dr. Saunders thanked the Board, noting that his service had been extremely worthwhile, and he's glad he was part of the Board. He closed with the statement "Go, Pokes!"

#### **NEW BUSINESS**

President Dubois acknowledged that he had received a signed trust agreement for an endowment of \$1 million dollars from the Spicer family of Rock Spring.

March 6-8, 2003 is the date of the next Board meeting. The Mountain West Conference tournament will be the week after the meeting.

Trustee McCue commented that this is potentially the last meeting that he and Dr. Spicer will attend, although they hope to be reappointed and continue serving. He thanked everyone on the Board for the opportunity to work with them, and hopes to see them at the next meeting.

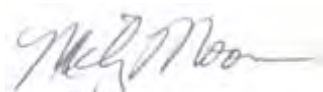
#### **DATE OF NEXT MEETING**

The next Board meeting will be held on March 6-8-2003.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 10:30 a.m.

Respectfully submitted,



Nicky S. Moore  
Deputy Secretary, Board of Trustees



Crystal R.M. Bennett  
Asst. to VP for Administration & Finance

## UNIVERSITY OF WYOMING TRUSTEES' AWARD OF MERIT

### Peter M. Jorgensen

**W**HEREAS, 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, Peter M. Jorgensen received a Bachelor of Science degree in Civil Engineering from Bucknell University, was inducted into Tau Beta Pi Engineering Honorary, and has supported his profession by serving on the Wyoming Board of Registration for Engineers and Land Surveyors; chairing the National Council of Engineering Examiners Land Surveying Exam Committee; as President of Jorgensen Engineering and Land Surveying, P.C.; and using his ample professional abilities to help both the people of Wyoming and the world;

WHEREAS, Mr. Jorgensen served his country in the Army, E-2, Reserve Control Group;

WHEREAS, Mr. Jorgensen's personal commitment to his community is enormous, exemplified by his service to the State of Wyoming and the Jackson Hole community in multiple capacities, including director of the Jackson Hole Alliance for Responsible Planning, the Grand Teton Natural History Association, and the Spring Gulch Preserve, as well as County Engineer for Teton County;

WHEREAS, in 1989, Peter M. Jorgensen was appointed by Governor Mike Sullivan to serve as a member of the prestigious University of Wyoming Board of Trustees and his influence on the course of the University has been broad and significant during his 14-year tenure;

WHEREAS, Trustee Jorgensen has earned the respect of two Governors (being reappointed to the Board by Governor Jim Geringer), his colleagues on the Board, and the faculty, staff, students, and administration of the University for his calm, rational approach to problems, and his insistence on integrity in all matters;

WHEREAS, Trustee Jorgensen has been one of the Board's most active members, serving in all of the official Board positions and a member of all nine of the major standing committees, the Board's representative on the UW Foundation Board, the UW Alumni Association Board, the Institute for Environment and Natural Resources, and the College of Engineering Advisory Board;

WHEREAS, in 1996, Trustee Jorgensen served as the chairperson of the search committee to select the University's 22<sup>nd</sup> President, a search that culminated in the selection of Philip L. Dubois to that post, thereby demonstrating Trustee Jorgensen's wisdom and foresight in the interests of the institution and the state;

WHEREAS, Trustee Jorgensen is a great ambassador for the University of Wyoming, across the state and around the world, traveling to Saratov, Russia on UW's first visit to the sister state and making the initial trip to Guatemala to promote ties with the University of the Valley;

WHEREAS, Trustee Jorgensen's engineering background and expertise has proven invaluable to the Board in evaluating facilities projects and has convinced the University administration that they should no longer mention CMAR (Construction Manager at Risk) approaches while he remains on the Board;

WHEREAS, in March 2000, Trustee and Mrs. Jorgensen hosted the entire Dubois family aboard the Jorgensen family yacht around the island of Grenada and thereabouts, thereby proving that Dramamine does work (mostly) and that President Dubois is skilled in heeling over any boat (including the University) to life-threatening angles;

WHEREAS, The Honorable Pete Jorgensen was recently elected to the Wyoming Legislature and will continue to serve the State of Wyoming in that capacity;

WHEREAS, Trustee Jorgensen and his wife, Jean, enjoy spending time with their four children (Arne, Heidi, Kari, and Paul) and their spouses—and especially with their grandchildren; and

WHEREAS, Trustee Jorgensen has faithfully and tirelessly served the University of Wyoming and the State of Wyoming with intelligence, commitment, straight talk, and hard work.

THEREFORE, BE IT RESOLVED that the University of Wyoming Board of Trustees calls upon all University students, faculty, staff, and friends to celebrate the benefits of Peter M. Jorgensen's profound dedication, superb problem-solving ability, and involvement in almost all aspects of University life.

WE DO HEREBY PRESENT to Peter M. Jorgensen the University of Wyoming Trustees' Award of Merit. In witness whereof, we have hereunto set our hands and caused the great seal of the University of Wyoming to be affixed this ninth day of January, 2003.

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

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



UNIVERSITY OF WYOMING  
TRUSTEES' AWARD OF MERIT

**Walter G. "Jerry" Saunders**

**W**HEREAS, 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, Walter G. "Jerry" Saunders graduated from Upton High School as the valedictorian and attended the University of Wyoming with an honors scholarship, earning membership in honorary societies and the award of "Outstanding Freshman Premed Student"; and—after only three years as an undergraduate—was accepted to the University of Colorado School of Medicine where he received an M.D.;

WHEREAS, Dr. Saunders brought his medical expertise back to his home state of Wyoming, where he held leadership roles in the Wyoming Medical Society and the American College of Obstetricians and Gynecologists, was named "Wyoming Doctor of the Year for Community Service" by the Wyoming Medical Society, and published numerous articles in national medical journals;

WHEREAS, Dr. Saunders served his country in the U.S. Air Force Medical Corps as a Captain;

WHEREAS, Dr. Saunders found time to serve on the Board of Directors of the YMCA, helped set up a health curriculum in Sheridan High School, advises the work of Family Planning, and is an active leader in the Presbyterian Church;

WHEREAS, in 1991, Dr. Saunders was appointed by Governor Mike Sullivan to serve as a member of the prestigious University of Wyoming Board of Trustees, and Governor Geringer reappointed him in 1997 for a second term;

WHEREAS, Trustee Saunders' service to the University is legendary over his 12 years on the Board, and he is known for being profoundly involved—leading the Board's work as President and playing an especially prominent role on the Trustee committees overseeing academic and student affairs, athletics, development, and investments;

WHEREAS, Trustee Saunders is an outspoken supporter of UW academics and athletics, managing to graduate from UW while serving on the Board and taking the lead as Board President in the hiring of the current Athletic Director;

WHEREAS, Trustee Saunders, a diehard Cowboy fan, has been known to drive ridiculous distances in even more ridiculous weather conditions to see the Pokes compete and to enjoy the fine tubular cuisine (i.e., hot dogs) offered up by UW concessions;

WHEREAS, Trustee Saunders, as a member of the presidential search committee, did, during the airport interview process, promise to buy the new president a neat necktie with cowboy boots on it, just like the one he was wearing, and did deliver on that promise;

WHEREAS, Trustee Saunders, during the presidential search process in 1996, attempted to ascertain the entertaining style of the spouse of the prospective president with a cleverly cloaked inquiry during dinner: "So, Lisa, I see you like meat?";

WHEREAS, Trustee Saunders is a great guy to have around, but is known to have departed Trustee functions hurriedly without saying goodnight when he inadvertently ate anything with peanut oil in it;

WHEREAS, Trustee Saunders and his wife, Jeri, who always held his letter-writing propensity in check, have raised three daughters (Brenda, Wendy, and Stacy) and have celebrated the births of six grandchildren; and

WHEREAS, Trustee Saunders kept buying and selling homes in Sheridan until he got one on the golf course, where recently shot a "double birdie" —bagging two Canadian geese (legally);

WHEREAS, Trustee Saunders has faithfully, tirelessly, and compassionately served the University of Wyoming and the State of Wyoming by taking his responsibilities seriously, studying issues at length, and thinking through every angle with intelligence.

THEREFORE, BE IT RESOLVED that the University of Wyoming Board of Trustees calls upon all University students, faculty, staff, and friends to celebrate the benefits of Jerry Saunders' serious commitment to the institution and all members of the academic community.

WE DO HEREBY PRESENT to Walter G. "Jerry" Saunders the University of Wyoming Trustees' Award of Merit. In witness whereof, we have hereunto set our hands and caused the great seal of the University of Wyoming to be affixed this ninth day of January, 2003.

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

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