

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' REPORT**

**October 26-28, 2006**

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

## **University of Wyoming Mission Statement** (April 2002)

The University of Wyoming aspires to be one of the nation's finest public land-grant research universities, dedicated to serving as a statewide resource for accessible and affordable higher education of the highest quality, rigorous scholarship, technology transfer, economic and community development, and responsible stewardship of our cultural, historical, and natural resources.

In the exercise of our primary mission to teach and educate students, we seek to provide academic and co-curricular opportunities that will:

- Expose students to the frontiers of scholarship and creative activity, and the complexities of an interdependent world;
- Ensure individual interactions among students, faculty, and staff;
- Nurture an environment that values and manifests diversity, free expression, academic freedom, personal integrity, and mutual respect; and
- Promote opportunities for personal growth, physical health, athletic competition, and leadership development for all members of the University community.

As Wyoming's only university, we are committed to outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation, and the world.

The primary vehicles for identifying the specific actions and resource allocations needed to achieve this complex mission are the University's *Academic Plan*, *Support Services Plan*, and *Capital Facilities Plan*, each revised periodically.

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**October 26-28, 2006**

**Thursday, October 26, 2006**

<b>1-1:30 p.m.</b>	Revisions to Trustee By-Laws, Miller .....	1
	(Old Main Boardroom)	
<b>1:30-2 p.m.</b>	Revisions to University Regulations, Miller.....	2
<b>2:15-3:45 p.m.</b>	Housing Policy Discussion, Buchanan/Harris/Axelson.....	6
<b>3:50 p.m.</b>	Bus departs for UW Centennial Complex	
<b>4-5 p.m.</b>	Trustees' Scholarship Reception.....	12
	(UW Centennial Complex)	
<b>6 p.m.</b>	Dinner at the Buchanan residence (2416 Dover Drive)	

**Friday, October 27, 2006**

<b>8-9 a.m.</b>	Breakfast: "Governance as Leadership," Davis	
	(Foundation House)	
<b>9:15-10 a.m.</b>	Executive Session	
	(Old Main Boardroom)	
<b>10:15-11:45a.m.</b>	2005-06 Report Card, Allen/Harris .....	14
	Update on Capital Facilities Plan, Harris.....	15
	Athletics Annual Update, Burman .....	16
	Foundation Annual Investment and Initiatives Report, Blalock.....	17
<b>Noon-1:25 p.m.</b>	Lunch in the Health Sciences Atrium and recognition of Harvey Hix, 2006	
	National Book Award finalist in poetry	
<b>1:30-2:15 p.m.</b>	Priorities for Fundraising, Buchanan/Blalock.....	18
<b>2:30-3 p.m.</b>	Review of Audited Financial Statements, Harris.....	19
<b>3-4 p.m.</b>	Tuition Policy Discussion, Buchanan/Harris .....	22
<b>4-5 p.m.</b>	Management of Information via the Web, Fromkin/Aylward .....	23
<b>5:30 p.m.</b>	Bus departs from the circle for dinner at the Vee Bar	
<b>6 p.m.</b>	Dinner at the Vee Bar (Trustees and spouses only)	

**Saturday, October 28, 2006**

<b>8-9 a.m.</b>	Breakfast	
	(Foundation House)	

<b>9:15-10 a.m.</b>	Executive Session (Old Main Boardroom)	
<b>10:15-11 a.m.</b>	2007-08 Biennium Section I (Agency 067) Budget Authority Increase:	
	Course Fees, Computer Fees, and Summer School, Harris .....	24
	Approval of Construction Contracts, Harris .....	26
	Approval of Construction Manager at Risk Recommendation for IL <sup>2</sup> C and Information Technology Facility, Harris .....	27
	Approval of Design Team Recommendations for Honors House and Kendall House, Harris .....	35

**11 a.m.-Noon Business Meeting**  
(Old Main Boardroom)

Roll Call

Approval of Board of Trustees Meeting Minutes  
September 14-16, 2006

Approval of Executive Session Meeting Minutes  
September 14-16, 2006

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ASUW  
Staff Senate  
Faculty Senate

Public Testimony

Committee of the Whole

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1. Audit and Fiscal Integrity Committee Report, Lowe.....40

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5. 2007-08 Biennium Section I (Agency 067) Budget Authority Increase,  
Harris.....58

6. Approval of Audited Financial Statements, Harris.....59

7. Approval of Construction Grants, Harris.....59

8. Approval of Construction Manager at Risk Recommendations for  
IL<sup>2</sup>C and Information Technology Facility, Harris.....60

9. Approval of Design Team Recommendations for Honors House and  
Kendall House, Harris.....60

New Business

Date of next meeting – December 7-9, 2006; Laramie, Wyoming

Adjournment

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**Information Only Items (see tab):**

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2. Employers Recruiting at UW, Axelson .....	62
3. Internal Audit Activity (July 1 – Sept. 30, 2006), Harris .....	64
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8. Foundation Report on Performance of Assets, Blalock.....	102

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**Campus Items of Interest:**

Wednesday, October 25, 2006

*A Holy Land.* ASUW Gallery, Lower Level Wyoming Union.

Student Showcase: Jezzri Strahan. Up Gallery, Fine Arts Building.

Thursday, October 26, 2006

*A Holy Land.* ASUW Gallery, Lower Level Wyoming Union.

Student Showcase: Jezzri Strahan. Up Gallery, Fine Arts Building.

Friday, October 27, 2006

*A Holy Land.* ASUW Gallery, Lower Level Wyoming Union.

Student Showcase: Jezzri Strahan. Up Gallery, Fine Arts Building.

Women's Swimming and Diving against New Mexico. 5:00 pm, Corbett Pool.

Peter Jordan(storyteller): *Ghosts I*, Union Ballroom, Wyoming Union. 9:30 pm.

Saturday, October 28, 2006

*A Holy Land.* ASUW Gallery, Lower Level Wyoming Union.

Student Showcase: Jezzri Strahan. Up Gallery, Fine Arts Building.

Jazz Performance. Arts & Sciences Auditorium, 7:30 pm.

**AGENDA ITEM TITLE: Revisions to Trustee By-Laws, Miller**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify: BUSINESS MEETING (Consent Agenda)

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

A subcommittee of the Board met to discuss the extent to which the by-laws of the Board of Trustees needed to be amended. The subcommittee identified two changes necessary to conform to current state law, one change to remove an archaic provision, and another change to clarify how vacancies in Board offices will be filled. Modifications to the by-laws are presented in Appendix 1 for review.

**Prior Related Board Discussions/Actions:**

The Board has discussed the by-laws previously but not these specific proposed amendments.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The subcommittee has recommended the Board approve these amendments.

**ARGUMENTS IN SUPPORT:**

- The by-laws should conform to state law, which controls in any event.
- The Board can modify its by-laws as it determines to the extent consistent with law.

**ARGUMENTS AGAINST:**

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board can adopt such amendments to the by-laws as it determines. Under Article VIII of the by-laws, adopting amendments to the by-laws requires an affirmative vote of two-thirds (2/3) of all members; thus eight affirmative votes are required.

**PRESIDENT'S RECOMMENDATION:**

Not Applicable

**AGENDA ITEM TITLE: Revisions to University Regulations, Miller**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other      Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**STUDENT AFFAIRS UNIREGS**

On May 22, 2004, the UW Board of Trustees approved changes to University Regulation 30, Student Conduct, and adopted the *Student Code of Conduct* as an attachment to that UniReg. The *Student Code of Conduct* provided for a new system of adjudicating student behavioral issues. As a result, several provisions in existing UniRegs became obsolete.

The Trustees adopted a resolution on September 25, 2004, indicating that provisions of the *Student Code of Conduct* would supersede any conflicting provisions of existing university regulations or Trustee regulations. A task force was appointed to identify the obsolete and conflicting unireg provisions relating to student behavior and to present a package of revised UniRegs which were consistent with the *Student Code of Conduct*.

That task force met over the past year and consulted with numerous administrators, students, and committees. The package presented for Trustee consideration addresses the obsolete and conflicting provisions. It also consolidates related provisions in single UniRegs. While reviewing current UniRegs, other appropriate updates were also identified, such as title changes, cross references corrections, etc. Finally, in a few cases, practical changes have also been proposed as part of the effort to modernize the UniRegs considered.

The specific substantive changes include:

- Eliminating the Aids Advisory Committee, the Student Health Service Committee, and the Student Organizations Committee—all no longer functioning (UniReg 2).
- Clarifying University Officers' authority, especially in medical and housing situations; establishing grounds and process for appeals of officers' decisions.
- Moving provisions on financial "obligations to the University" and "reports to civil authorities" to the *Student Code of Conduct* (UniReg 232).
- Consolidating in one UniReg provisions relating to Recognized Student Organizations (UniRegs 234, 235, & 236).
- Transferring administration of the Recognized Student Organization processes from the Dean of Students Office to the Wyoming Union (Campus Activities Center) (UniReg 234).



- Decreasing the number of students required to form a Recognized Student Organization from 12 to seven; requiring that a majority be full-time UW students; and requiring that one advisor be a full-time UW employee (UniReg 234).
- Requiring that Greek social fraternity and sorority advisers be approved by the Dean of Students (UniReg 234).
- Updating the Family Educational Rights and Privacy Act policy to reflect changes in Federal law (UniReg 243).

The following chart summarizes the recommended changes. The current UniRegs, with proposed changes indicated, are presented in Appendix 2 for review.

Prior Related Board Discussions/Actions:

See above.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Board of Trustees is required to approve revisions to the university regulations.

**ARGUMENTS IN SUPPORT:**

- The university regulations cited need updating for consistency with the current administrative structure and processes of the university.

**ARGUMENTS AGAINST:** None

**ACTION REQUIRED AT THIS BOARD MEETING:**

The Board can approve or disapprove the proposed revisions.

**PRESIDENT'S RECOMMENDATION:**

Approve the revisions as recommended.

PROPOSED STUDENT AFFAIRS UNIREG CHANGES

CURRENT	PROPOSED	CHANGES
UniReg 2 – Establishment of University Administrative Committees	UniReg 2 – Establishment of University Administrative Committees	Eliminate non-functioning committees; update titles
UniReg 29 – Principles of Student Life: Rights and Responsibilities	Eliminate	Move relevant provisions to UniRegs 234 and 243
UniReg 38 – Student Publications Board	UniReg 38 – Student Publications Board	Replace Board for Student Appeals references with <i>Student Code of Conduct</i> provisions
UniReg 229 – Authority of University Officers regarding Administration of UniRegs	UniReg 229 – Authority of University Officers regarding Administration of UniRegs	Replace Board for Student Appeals references with <i>Student Code of Conduct</i> provisions; clarify authority in medical and housing/dining situations; set grounds for appeal
UniReg 230 – Board for Student Appeals	Eliminate	Superseded by new appeals process in <i>Student Code of Conduct</i>
UniReg 231 – University Magistrate	UniReg 231 – University Hearing Officers	Replace magistrate process with hearing officer process detailed in <i>Student Code of Conduct</i>
UniReg 232 – Authorized University Actions in Cases of Student Misconduct or Failure to Fulfill Obligations	Eliminate	Move relevant parts to the <i>Student Code of Conduct</i>
UniReg 233 – Student Organizations – Off Campus Activities	Eliminate	Relevant parts are covered in the <i>Student Code of Conduct</i>
UniReg 234 – Recognition of Student Organizations	UniReg 234 – Recognized Student Organizations	Incorporate relevant parts of UniRegs 235 and 236; move RSO process to Wyoming Union; make minor changes to process; handle appeals through <i>Student Code of Conduct</i>
UniReg 235 – Registration of Student Organization Activities	Eliminate	Move relevant parts to UniReg 234
UniReg 236 – Use of University Facilities by Student Organizations	Eliminate	Move relevant parts to UniReg 234
UniReg 243 – Official Student Records and Governing Laws Pertaining Thereto	UniReg 243 – Official Student Records and Governing Laws Pertaining Thereto	Incorporate relevant parts of UniReg 29; update parts impacted by Federal law changes

## **ACADEMIC AFFAIRS UNIREGS**

The purpose of University Regulation 631 is to promulgate and amend the regulations of the University Libraries, as adopted by the library faculty. The libraries' mission, administrative structure and organization, faculty appointment types, and procedures and criteria for faculty appointments, reappointments, promotions, and extended-term contracts and renewals are included.

The current revisions to the UniReg 631 (revision 4) include:

- updates for purpose of currency, e.g., changing "library director" to "dean;"
- refinements of the qualifications and expectations for library faculty at each rank;
- deletions of extraneous text, with cross-references to other relevant university regulations when possible; and
- a streamlined discussion of the criteria for reappointment, promotion, and extended term appointments and reappointments, which leaves the specifics to be detailed by the library faculty in the Libraries' own supplemental guidelines.

The proposed revisions appear in Appendix 2 for review.

### Prior Related Board Discussions/Actions:

None.

### **WHY THIS ITEM IS BEFORE THE BOARD:**

The Board of Trustees is required to approve revisions to the university regulations.

### **ARGUMENTS IN SUPPORT:**

- The University Regulation 631 needs updating for consistency with the current administrative structure of the university.
- This revision clarifies degree and experience requirements for library faculty and the expectations for the practice of librarianship at the University of Wyoming.
- The revision delineates concepts relevant to reappointment and promotion decisions, while allowing for specific details of the processes to be addressed in the Libraries' own supplemental guidelines.

### **ARGUMENTS AGAINST:**

None

### **ACTION REQUIRED AT THIS BOARD MEETING:**

The Board can approve or disapprove the revision.

### **PRESIDENT'S RECOMMENDATION:**

Approve the revisions to University Regulation 631.

**AGENDA ITEM TITLE: Housing Policy Discussion, Buchanan/Harris/Axelson**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session
- Education Session
- Information Item
- Other Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

This work session is presented to acquaint trustees with the many and varied factors which play a significant role in the analyses and planning for the future of residential life and facilities for the institution. A detailed report addressing various housing policy issues is attached to assist in this discussion.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This information is presented for the general information of the Trustees.

**ARGUMENTS IN SUPPORT:**

Not applicable

**ARGUMENTS AGAINST:**

Not applicable

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PRESIDENT'S RECOMMENDATION:**

None

## **The Philosophy of Residence Life Programs**

Successful residence life departments establish their programs and facilities in direct support of their institutional missions. Demographics of the campuses and their surrounding housing markets are critical components of this analysis. For example, a campus that enrolls a large proportion of graduate students may find apartment housing more important than a two-year institution that is focusing on traditional-aged students—and housing them in traditional residence halls.

Besides the simple demographic analysis, the institutional mission also drives the programmatic influence of residence life departments. Today, few departments exist solely as a place to “eat and sleep.” The residence life profession is grounded in research that demonstrates the connection between living on campus and being a successful student. The University of Wyoming is pioneering many programs that link the living experience to the academic experience. Several of these programs have been featured as examples in professional publications and as topics for national presentations.

The linkage between the buildings and the programming that takes place within them is the crux of administering residence life programs. These two elements are further combined with the housing expectations and developmental needs of residents. The current generation of students (and their parents) are savvy consumers with high expectations, and look critically at every component of the college experience when making the college choice. Campus facilities, including residence halls, are a major influence in college attendance decisions. The University of Wyoming conducts a national benchmarking survey for residence halls annually and has demonstrated continued improvement in the survey with nine of the 15 factors evaluated currently scoring in the 90th percentile or higher. Resident satisfaction is an important assessment.

Developmentally, facilities and programs must offer living arrangements and experiences that support students as they transition through the college years. Traditional-aged first-year students, for example, are more likely to thrive when they reside in a facility that provides maximum opportunity to meet others and programs that help to define the culture of campus; while a graduate student with a small family may need child care opportunities and a quiet place to get away to study—yet still be close to home.

The attached chart demonstrates the interplay among demographics, developmental considerations, programming needs, student expectations of their facilities, and optimal types of facilities that support these issues. The chart also briefly highlights several factors that the University of Wyoming is considering or already supporting in order to meet these different needs of our residents.

### Criteria Influencing Residence Life Facilities and Programs

Demographic	Developmental Considerations	Programming Needs	Housing Expectations	Optimal Facility Considerations	Happening at UW
<b>Traditional-Aged First Year Students</b>	<ul style="list-style-type: none"> <li>• Acclimating to Campus</li> <li>• Social Relationships</li> <li>• Higher (than high school) academic expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Defining Campus Culture</li> <li>• Meeting people</li> <li>• Connections to Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Modern residence halls with amenities such as carpeting</li> <li>• Life safety considerations—security/sprinklers (parental influence)</li> <li>• Large double rooms (most expect to share a room)</li> <li>• Technology</li> </ul>	<ul style="list-style-type: none"> <li>• Traditional residence hall</li> <li>• Shared room OK, but space is key</li> <li>• Shared bathroom OK, but must be maintained well</li> <li>• Lounge space to hang-out together</li> </ul>	<ul style="list-style-type: none"> <li>• Renovation of Washakie Halls includes lounge space, life safety, lighting improvements.</li> <li>• Linkages between residence halls and academics</li> <li>• Two RA's per floor—support social and academic development</li> </ul>
<b>Upper-Division Traditional-Aged Students</b>	<ul style="list-style-type: none"> <li>• Leadership opportunities</li> <li>• Greater need for privacy</li> <li>• Have acclimated to academic climate</li> </ul>	<ul style="list-style-type: none"> <li>• Exploring new ideas</li> <li>• Opportunities to lead groups</li> <li>• Connections to Curriculum—less exploratory</li> </ul>	<ul style="list-style-type: none"> <li>• Private bedroom and/or bathroom</li> <li>• Shared living room and/or kitchen space</li> <li>• Modern facilities</li> <li>• Technology</li> <li>• Life safety considerations</li> </ul>	<ul style="list-style-type: none"> <li>• Residence hall with private bath and/or single rooms for privacy</li> <li>• Apartments with single bedrooms and shared living/kitchen space allow connecting with others but a bedroom for privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• White Hall renovation to include private bathrooms, many single rooms</li> <li>• Summit View replacement will look at upper-division needs.</li> <li>• Leadership and employment opportunities in halls/apartments</li> </ul>
<b>Graduate Students</b>	<ul style="list-style-type: none"> <li>• Privacy paramount</li> <li>• Quiet place to study</li> <li>• Informal ability to get together</li> <li>• Price conscious</li> </ul>	<ul style="list-style-type: none"> <li>• Immersion in their curriculum—less inclined to participate in programs</li> <li>• Informal get-togethers are important</li> <li>• Quiet environment critical</li> </ul>	<ul style="list-style-type: none"> <li>• Privacy—prefer living alone or with dedicated student as roommate</li> <li>• Technology critical</li> <li>• Modern facilities—the more amenities the better</li> <li>• Life safety issues</li> </ul>	<ul style="list-style-type: none"> <li>• Private bedroom and bath in a residence hall dedicated to graduate students</li> <li>• Private apartment</li> <li>• Shared apartment with one or two roommates with private space.</li> </ul>	<ul style="list-style-type: none"> <li>• Quiet, single rooms in Hill/Crane and Apartment living;</li> <li>• Graduate Assistant employment opportunities</li> <li>• Self-directed programming—what do you want to do?</li> <li>• Summit View replacement will look at grad needs</li> </ul>
<b>Families</b>	<ul style="list-style-type: none"> <li>• Transition to higher education for whole family</li> <li>• Spouse may not integrate as easily to community if not enrolled</li> <li>• Children add additional complexity to balancing life</li> <li>• Financially may be strained</li> </ul>	<ul style="list-style-type: none"> <li>• Family events</li> <li>• Child care support</li> <li>• Quiet place to get away to study—yet be nearby to family</li> <li>• Spousal support programs</li> <li>• Programs to help save money</li> </ul>	<ul style="list-style-type: none"> <li>• Cost is critical</li> <li>• Multiple bedrooms for children</li> <li>• Technology</li> <li>• Opportunities to get away to study nearby</li> <li>• Life safety considerations include concern for children</li> </ul>	<ul style="list-style-type: none"> <li>• Apartment style with multiple bedrooms</li> </ul>	<ul style="list-style-type: none"> <li>• Apartment complexes with flexible lease terms</li> <li>• After school childcare program</li> <li>• New computer lab at UW Apartments</li> <li>• All inclusive rent (includes utilities) makes budgeting easier</li> <li>• Programs for children, spouses</li> <li>• Mother Hubbard's Cupboard provides free food to families in need</li> <li>• Summit View replacement will look at family needs</li> </ul>

## **Planning for Residential Facilities**

In 2001, the University of Wyoming contracted with Ira Fink and Associates to complete a marketing review and facility analysis of UW Residence Halls and Apartments. The Fink Study projected demand of 300 additional suite-style residence hall rooms and 300 new apartment beds. The university reviewed this analysis, but took a more conservative approach to predicting enrollment patterns and did not accept the recommendations to add new beds to the residential mix.

The Fink Study also thoroughly reviewed the condition of all residential facilities. Based on the conditional analysis, it was determined that the Summit View apartments would need to be replaced and the remaining residence halls and apartments would need to be renovated and/or modified to adapt to student needs. An analysis was conducted whether to build a new residence hall or to renovate the 12-story White Hall. For the same money, a new residence hall would add half of the bed spaces of a reconfigured 12-story (approximately 250 new beds versus 500 renovated ones). The renovation enables about 25 percent of UW residence hall beds to be in a more modern style versus about 11 percent if a new hall were added to the current mix.

The addition of suite and hotel-style beds supports a mix of residential housing at UW. This mix includes traditional first year residence halls, single rooms and suites for upper division residents, and apartments for families and upper division students. Most of UW's peer institutions do offer a residential mix that includes suite-style housing. To appeal to new students, now and in the foreseeable future, it is critical to maintain competitive housing stock.

In January 2003, plans were submitted to the UW Board of Trustees to renovate three Washakie residence halls and to reconfigure 12-story White Hall to "hotel style." These initial plans were to renovate one building per year, but cost considerations of White Hall delayed its modification from 2006 to potentially 2008.

An important tenet that has supported residential facility planning at UW during at least the last 15 years is that the Residential System itself must be financially self supporting—not that each individual facility project must be self supporting. For example, when River Village Apartments were conceptualized in the early 1990's, the market rate for the rent could not even cover the debt on the facilities. These apartments were subsidized by rent from other apartment buildings, room fees, and mineral royalties. This premise has also been factored into current facility planning. The system itself must be self-supporting with a goal of building/renovating the best residential mix to support UW well into the future.

### **Current Thinking**

In 2003, the Trustees supported a housing facility plan that would raise room and board fees by approximately 22 percent over seven years to complete the renovations to the Washakie halls. To date, with three years of increases underway, the University has raised room and board fees by slightly over 11 percent targeted toward the completed McIntyre and Orr renovations and the upcoming White Hall refurbishment. Currently, approximately \$400,000

per year is being raised and set aside toward White Hall, which has been included in the Capital Facilities Plan to begin in 2008. Construction inflation has affected this project which is now anticipated to approximate \$24 million. Funding for the project will require three things:

- Raising fees two to four percent for the next three to five years to accomplish an approximate 10 percent fee increase over today's rates. This is in addition to fee increases for general operations.
- Structuring the bond debt to have delayed principal payments to enable lower payments on the front end of the repayment schedule.
- Increasing fees in White Hall to be higher than the other facilities by 10-15 percent after the renovation. (A 15 percent premium was factored into the 2003 facility plan).

One mitigating factor is that the River Village Apartment debt burden will expire at the conclusion of the current fiscal year. This debt payment exceeds \$600,000 annually, and may serve as a cushion to offset the proposed fee increases above if necessary. If this cushion is not necessary, these funds may be reinvested in existing apartment properties to make necessary improvements over the short term (two-five years). Over the long term, Summit View Apartments will need to be replaced. Because the net revenue from these apartments is almost equal to the River Village debt payment, once the replacement takes place, this annual revenue stream will no longer exist.

The current thinking regarding the replacement of Summit View Apartments involves consideration of a public-private partnership. Because UW's apartment mix is approximately 50 percent student families and 50 percent roommates, the replacement concept is to develop a plan that includes apartments for roommates; (which tend to be revenue generators), with apartments for families (which tend to not generate revenue). It is anticipated that this project will be structured to break even financially—allowing potential surplus revenues from single student housing to subsidize housing for families.

Because the relationship with a private developer makes it important that the individual project itself is financially self-sustaining—we will not subsidize a private developer from University resources—it is important that an adequate marketing analysis be accomplished to determine the number of apartment units to build and the appropriate mix of single student and family housing. This marketing analysis will be more effective if completed after the renovation to White Hall, since the addition of suite and hotel style spaces to the housing mix will affect the demand for new apartments for roommates. Optimally, from a marketing perspective, the marketing analysis for the Summit View replacement would take place in 2009-10—after White Hall reopened—with construction beginning the next year.

The last remaining project identified in the 2003 plan is Downey Hall. Construction drawings for the Downey renovation were completed with the designs for McIntyre and Orr Halls. Downey's renovation will be similar in scale to McIntyre and Orr and will be implemented after the completion of White Hall. The financing model for Downey is contingent upon



several factors including its cost, the cost and fee increase structure for White Hall; and the duration that Summit View remains on line allowing the flexibility of its \$600,000 revenue stream. It is anticipated that, if necessary, targeted fee increases of two to three percent per year can be managed a year or two beyond the completion of White Hall in order to complete the renovations to Downey, the last of the Washakie halls.

**AGENDA ITEM TITLE: Trustees' Scholarship Reception, Axelson**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: Reception

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Each fall, the Trustees host a reception for UW recipients of major scholarships. Recognition and congratulations are extended to those UW students who have been awarded significant, multi-year scholarships. Among the scholarships recognized are:

National Scholarships

- **National Merit Scholarship:** Awarded by the National Merit Scholarship Corporation, by corporate sponsors, and UW; available for four years; must be a National Merit Finalist.
- **Barry M. Goldwater Scholarship:** A federal scholarship awarded by the Goldwater Scholarship Program to college juniors majoring in math or science; value of tuition and fees plus room and board for a maximum of \$7,000 per year; available for two years; up to 250 awards available nationally.
- **James Madison Fellowship:** Available to seniors and graduate students who intend to become secondary school teachers of American history, government, and social studies; at least one from each state; value up to \$24,000 over multiple years.
- **Morris K. Udall Undergraduate Scholarship:** Available to sophomore and junior level students with a commitment to careers related to the environment, and to Native American students with a commitment to careers related to tribal public policy or Native health care; value of up to \$5,000 per year; authorized by Congress; funded by the Udall Foundation.

UW Scholarships

- **UW Trustees' Superior Student Scholarship:** Statewide competition for 100 available at any one time; 25 new awards per year; nominations from Wyoming high schools; selection by UW faculty committee based on HS GPA, ACT score, and PSAT score; statewide competition; available for eight semesters; value equal to resident undergraduate tuition and mandatory fees plus room and board in UW residence hall.
- **Beatrice Gallatin Beuf Founding Fathers Scholarship:** Available to US citizens, who are residents of Wyoming for a least one year, who have competed at least 24 credit hours at UW, and who have completed at least 75% of their coursework in the College of Arts and Sciences; value of approximately \$3,000 per year for up to four years; applicants must be nominated; selection by an Honors Program committee.
- **Griffin Foundation Scholarship:** Available to juniors transferring to UW from Wyoming community colleges with a GPA of at least 3.5; value equal to resident

tuition and fees, room and board, medical insurance, and books; two new awards at any one time.

- **Clifford C. Hach Memorial Scholarship:** Available to incoming freshman chemistry students; value in first year is \$3,000 with \$500 increases in each succeeding year, for a total of four years.
- **John L. Kemmerer Scholarship:** Available to one freshman each year from Kemmerer or Cokeville, Wyoming; value equal to resident undergraduate tuition and fees, room and board, and books; available for eight semesters.
- **Clarence E. Seibold Memorial Undergraduate Scholarship:** Available to students who complete an Associate of Arts degree from a Wyoming community college; one new award per year; available for two years; value equal to resident undergraduate tuition and fees plus a stipend.
- **George H. W. Bush Scholarship:** In recognition of former President George Herbert Walker Bush's work in raising funds to help Hurricane Katrina victims, the university awarded two scholarships to students from families victimized by the hurricane. The award was announced at the former president's on-campus talk last fall and covers tuition, fees, room and board for the two recipients for four years.

#### WHY THIS ITEM IS BEFORE THE BOARD:

Trustees are invited to attend the reception on Thursday, October 26 at 4:00 p.m. in the UW Centennial Complex. Each Trustee will receive a list of scholarship recipients from his or her area prior to the reception. The list will provide names, hometowns, academic major, year at UW, and scholarship received. At the reception, trustees will be matched with their students using special indicators on the nametags.

#### ARGUMENTS IN SUPPORT:

Not applicable

#### ARGUMENTS AGAINST:

Not applicable

#### ACTION REQUIRED AT THIS BOARD MEETING:

None

#### PRESIDENT'S RECOMMENDATION:

None

**AGENDA ITEM TITLE: 2005-06 Report Card, Allen/Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Each year, Academic Affairs develops a "report card" which serves as an update on the progress made on the initiatives presented in the *Academic Plan II*. In an effort to describe a more unified process, a combined report card has been developed this year reporting on the progress of not only *APII*, but the *2005-2010 Support Services Plan*, as well. A copy of the publication will be distributed at the meeting.

**AGENDA ITEM TITLE: Update on Capital Facilities Plan, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

Vice President for Administration Phill Harris will provide an update to the current Capital Facilities Plan to the Board of Trustees. A copy of the revised document will be distributed at the meeting.

**AGENDA ITEM TITLE: Athletics Annual Update, Burman**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session  
 Education Session  
 Information Item  
 Other Specify:

The University of Wyoming  
Intercollegiate Athletics  
October 2006

**Outreach 2006**

- Sports Festivals: Total of 4,700 children participated in statewide sports festivals. (Rock Springs, Green River, Riverton, Lander, Rawlins, Torrington, Laramie, Sheridan, Newcastle, Gillette)
- Summer Camps: More than 5,500 young people participated in summer camps sponsored by Intercollegiate Athletics on the campus of UW. (football, boys and girls basketball, wrestling, tennis, volleyball, boys and girls swimming/diving and boys and girls golf, sports medicine camp)
- CBJ Golf Outings: CBJ sponsored 18 golf outings. (Arizona, South Dakota, Colorado(2), Wyoming(14)) Reaching more than 2200 adults.
- CBJ Events: Seventeen (17) fund drive events during 2006, averaging more than 100 participants per event. (Sweetwater, Fremont, Natrona, Sheridan, Campbell, Albany, Laramie, Goshen, Carbon, Hot Springs, Big Horn, Platte, Washakie, Park, Lincoln and Uinta counties. One event held in Denver, CO.)

**Facilities Construction Update**

- Louis S. Madrid Sports Complex/Memorial 8 Track:  
Completed August 2006  
Dedication September 2006
- Indoor Practice Facility: Groundbreaking August 2006  
Construction Began September. 2006
- Outdoor Tennis Courts: Completed September 2006
- Upper East/West Concourse of WAR Memorial Stadium: Completed Summer 2006

**Fundraising**

- Total raised to date: \$12,648,893
- Combined with state match: \$25,297,786
- Remaining state match available: \$3,351,107

**AGENDA ITEM TITLE:**

**Foundation Annual Investment and Initiatives Report**, Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other            Specify:

Vice President for Institutional Advancement, Ben Blalock, will provide the Board of Trustees with an overview of this past year's investment performance and progress on initiatives, as well as a preview of plans for the coming year.

**AGENDA ITEM TITLE: Priorities for Fundraising, Buchanan/Blalock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

Pursuant to the joint discussion of the Board of Trustees and the Foundation Board at the September meeting of the boards, President Buchanan and Vice President Blalock will present a summary of UW's fundraising priorities for the future.



**AGENDA ITEM TITLE: Review of Audited Financial Statements, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: BUSINESS MEETING (Consent Agenda)

Wayne Herr, Partner, in the firm McGee, Hearne & Paiz, will lead a discussion about the University's Bond Funds, Wyoming Public Radio, and Intercollegiate Athletics annual audited financial statements and reports.

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Accountability is the paramount objective of institutional financial reporting. It is the university's duty to be accountable to the public and to provide information that responds to the needs of three groups of primary users of general-purpose financial reports:

- the citizenry;
- the governing board, the legislature, and oversight bodies; and
- investors and creditors.

Meaningful financial reports and accompanying notes provide information useful for assessing financial condition and results of operations, assisting in determining compliance with finance-related laws, rules, and regulations, and assisting in evaluating efficiency and effectiveness of operations. Preparation of these statements and reports are the responsibility of university management; however, it is the audit function that provides an external examination of these financial statements and reports.

The University of Wyoming prepares five separate financial reports that are audited by an independent public accounting firm. McGee, Hearne and Paiz, LLP of Cheyenne, Wyoming, was awarded a four-year engagement to conduct the annual audit for fiscal years 2006 through 2009, subject to evaluation of the audit firm's performance.

Due to the timing of this fall's Board meetings, three of the five annual reports will be presented in October, and the final two reports will be presented in December.

- **The Bond Funds Financial Report** – this financial report is a subset of the institution-wide financial statements and is prepared for the purpose of complying with the requirements of the University's bond ordinances. These statements include operations from the University Bookstore, the Wyoming Union, Dining Services, Housing facilities, interest income on excess funds, government royalties, permanent land income, and utility and telecommunications income. They also include the following plant funds: Project Acquisition Fund (unexpended funds), Capital Fund (renewals and replacement fund) and

Retirement of Indebtedness Funds (reserve fund created by bond resolutions). The auditors express an opinion that these financial statements present fairly, in all material respects, the financial position of the Bond Funds as of the fiscal year end, 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. They also provide “negative assurance” with respect to Debt Compliance; they state that nothing came to their attention that caused them to believe that the University failed to comply with the terms, covenants, provisions, or conditions, as listed in Article VIII, of each of the bond resolutions and the Financial Guaranty Agreement related to each of the Surety Bonds insofar as they relate to accounting matters.

The **Bond Funds Financial Report** must be submitted to Ambac Assurance Corporation and Financial Security Assurance, Inc. within 150 days of the fiscal year end (by November 27, 2006), and to Wells Fargo Corporate Trust Services, within 170 days of the fiscal year end. Wells Fargo provides the bond funds financial information to four repositories: FT Interactive Data, Standard & Poor’s J.J. Kenny Repository, Bloomberg Municipal Repository, and DPC Data Inc.

- **Wyoming Public Radio Financial Report** – these financial statements present only the operations of Wyoming Public Radio. The auditors express an opinion on the fair presentation of WPR’s financial position and results of operations.

WPR’s financial information is submitted in November to the Corporation for Public Broadcasting.

- **Intercollegiate Athletics Report** – this report constitutes an “agreed-upon procedures” engagement; its scope is less than that of an audit. The procedures include, but are not limited to, identifying all individual contributions that constitute more than 10 percent of total contributions, examination of cash receipts and disbursements, identification of unique internal control aspects and various inquiries related to compliance issues. The National Collegiate Athletic Association (NCAA) in their 1996 Financial Audit Guidelines suggest these procedures and the auditors make no representation regarding the sufficiency of the procedures. This engagement is solely to assist the University in complying with NCAA Constitution 6.2.3.

Prior Related Board Discussions/Actions:

Annually, the Board approves the Audited Financial Reports of the University of Wyoming.

**WHY THIS ITEM IS BEFORE THE BOARD:**

The Board of Trustees is responsible for assuring that the university's organizational culture, capabilities, systems, and processes are appropriate to protect the financial health and the reputation of the university in audit-related areas. The presentation of annual audited financial reports is intended to inform the Board about significant matters related to the results of the annual audit so that they can appropriately discharge their oversight responsibility.

**ARGUMENTS IN SUPPORT:**

Annual financial reports serve various functions and have numerous audiences. They not only serve to inform the campus community of the institution's financial condition and results of operations, they are required by various governmental, regulatory and rating agencies, holders of the institution's bonds, and accrediting agencies. The Board of Trustees is held to a high standard of full financial disclosure, transparency and accountability: public acceptance and approval of the financial reports completes the audit cycle, helps tell the University of Wyoming's financial story and assists the Board in exercising their fiduciary responsibilities.

**ARGUMENTS AGAINST:**

There are no arguments against approving the annual audited financial reports.

**ACTION REQUIRED AT THIS BOARD MEETING:**

It is recommended that the Board of Trustees of the University of Wyoming approve the University Bond Funds, Wyoming Public Radio, and Intercollegiate Athletics (NCAA) Reports for the fiscal year ended June 30, 2006.

**PRESIDENT'S RECOMMENDATION:**

The President recommends approval of these three audited financial reports.

**AGENDA ITEM TITLE: Tuition Policy Discussion, Buchanan/Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify:

In preparation for discussions of UW's FY08 tuition proposal at upcoming Board meetings, President Buchanan and Vice President Harris will provide the Board of Trustees with information on the philosophy of setting tuition costs, national trends, and the utilization of tuition dollars at the University of Wyoming.

**AGENDA ITEM TITLE: Management of Information Via the Web, Aylward/Fromkin**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: Computer Training

UW's new WyoWeb portal has the potential of making information more accessible to the Board of Trustees. This session will assist the Board in better utilization of the electronic management tools now available to them.

**AGENDA ITEM TITLE: 2007-08 Biennium Section I (Agency 067) Budget Authority Increase: Course Fees, Computer Fees, and Summer School, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The President is requesting a FY 2007 budget authority increase of \$1,480,624 to accommodate the carryover of earmarked UW Income Fund revenue that is generated by course fees, computer fees, and summer school activities. The additional budget authorization results from the carryover of summer session budget authority and a reconciliation of revenue and expenditures at the close of each biennium for earmarked revenue accounts within the Section I operating budget. With Trustees' approval, unexpended funds from the prior biennium are then added to the UW Income Fund budget authorization for the ensuing biennium.

The following table is a summary of the budget authority increases for FY 2007 that are based on revenue collected and expenditures from the 2005-2006 biennium:

<u>Revenue Source</u>	<u>Budget Increase</u>
Course Fees	\$ 289,767.00
Computer Fees	350,633.00
<u>Summer School</u>	<u>840,224.00</u>
Total	\$ 1,480,624.00

Prior Related Board Discussions/Actions:

The Board adjusts the budget authority on a biennial basis to recognize course fee and computer fee revenue that is generated in excess of standard budget projections. The summer school revenue is recognized on an annual basis.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board's approval of the operating budget increase is required by UniReg 239, Trustee Regulations, and University budget procedures.

ARGUMENTS IN SUPPORT:

This is a routinely accepted budget practice that allows units to spend revenue generated by course fees, computer fees and summer school activities.

ARGUMENTS AGAINST:

None

**ACTION REQUIRED AT THIS BOARD MEETING:**

This is an action item that requires approval by the Board.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Trustees of the University of Wyoming increase the 2007-2008 Biennium Section I Operating Budget, UW Income Fund, in the amount of \$1,480,624.00.

**AGENDA ITEM TITLE: Approval of Construction Contracts, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

Vice President for Administration Phill Harris will provide updates to the Board of Trustees.  
Materials will be distributed at the meeting.



**AGENDA ITEM TITLE: Approval of Construction Manager at Risk Recommendation for IL<sup>2</sup>C and Information Technology Building, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**IL<sup>2</sup>C**

During the 2005 Wyoming Legislative session, \$45 million was appropriated for the IL<sup>2</sup>C. With the large number of the projects and the availability of construction services in the state of Wyoming, the university has been experiencing difficulty in obtaining bids for certain projects. The high level of capital construction will remain for the foreseeable future with the state, university, community colleges, and school districts all competing for the state's resources. The State of Wyoming experienced only one bidder on the prison project which was bid earlier in the year.

The project will consist of a new four story 92,765 square foot library addition and penthouse to the existing Coe Library. Renovation and remodeling of the existing 188,656 square foot Coe Library is included. The total project gross building area of new addition and renovation is 281,421 square feet. The site improvements include demolition of the existing Anthropology Building including minor asbestos removal and salvage of the sandstone for use in the new construction. It is anticipated that the total estimated construction cost of the entire project may exceed \$40 million. The Wyoming Legislature appropriated \$32.5 million in 2005 for the construction. The University is seeking a supplemental appropriation of \$8.8 million from the 2007 Wyoming Legislative Session to complete the IL<sup>2</sup>C project.

The project has been in the design process since the fall 2005. The design team has just completed the design and is preparing to enter the construction documents phase anticipating a construction start on or before August 2007. The construction of the Anthropological and Archeological Resource Facility must be completed before the construction of the IL<sup>2</sup>C can begin for the existing Anthropology Building must be vacated.

The IL<sup>2</sup>C construction costs will exceed \$20 million which with the statutory bonding requirements will exceed most Wyoming construction company's ability to provide the bonds.

The 2006 Wyoming Legislature passed legislation permitting alternative delivery methods as defined below:

(v) *"Alternate design and construction delivery method" means the delivery method described by any qualifications based procurement of design and construction services, including all procedures, actions, events, contractual relationships, obligations and forms of agreement for the successful completion of the design and construction, alteration or repair of any public building, work, improvement, facility, structure or system other than by design, bid and build. Alternate design and construction delivery methods available to a public entity include construction manager agent and construction manager at risk;*

(vi) *"Construction manager agent" means a type of construction management delivery where the professional service is procured under existing statutes for professional services. The construction manager agent is a construction consultant providing administrative and management services to the public entity throughout the design and construction phases of a project. Under this delivery method, the construction manager agent is not the contracting agent and is not responsible for purchase orders;*

(vii) *"Construction manager at-risk" means a type of construction management delivery in which the construction manager at-risk is an advocate for the public entity as determined by the contracts throughout the preconstruction phase of a project. In the construction phase of a project, the construction manager at-risk is responsible for all project subcontracts and purchase orders and may conduct all or a portion of the construction project work. Under this delivery method, the construction manager at-risk is responsible for providing a guaranteed maximum price for the project to the public entity prior to commencing the construction project and the construction manager at-risk shall be required to bond any project with a guaranteed maximum price in excess of one hundred thousand dollars (\$100,000.00) in accordance with W.S. 16-6-112;*

Construction Manager at Risk (CMAR) means a construction industry professional who becomes a part of the university's facility team that includes the architect, CMAR, and University Facilities Planning. The CMAR is able to provide complete construction consulting, estimating, scheduling, and management services to the university and architect during planning, design, and construction phases of a project.

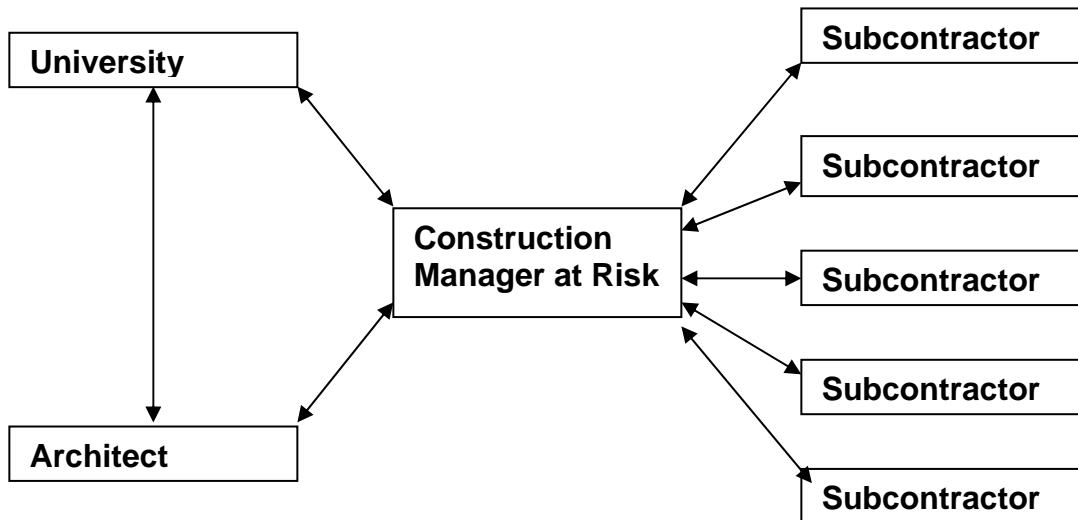
The CMAR is willing and able to reduce the university's risk on a project by assuming the responsibilities of providing the university with:

- knowledge and accountability for overall project costs (from establishing the initial budget through the end of construction);
- a realistic and working project schedule (to be revised and accepted by the university throughout design and construction phases);
- a work force capable of accomplishing the work within the accepted budget and time duration;
- a Guaranteed Maximum Price (GMP) prior to completion of design, if requested by the university; and
- payment and performance bonds to assure completion of the project in accordance with the construction documents.

Finally, the CMAR, together with the university and architect, is an important and trusted team member whose attitude, interaction and cooperation protect the university's interests.

## ***Advantages of Using a CMAR***

- Early cost estimating input from the CMAR can be achieved. An estimated price is put on conceptual design ideas as they are developed.
- Taking advantage of special services such as preliminary feasibility study, value engineering, and life cycle cost analysis. A good construction manager should earn his fee by reducing overall costs.
- Time savings because construction can begin before the design is completed. Example: architect could be completing interior designs while the site and foundation work is underway.
- CMAR fee is established from the beginning.
- Construction costs are minimized by using the latest systems and methods that the CMAR knows are cost effective.
- Chances for misunderstanding are minimized when a CMAR, architect/engineer, and university work together as a team.
- Good ideas arise from all team members due to the cooperative team spirit. The adversarial atmosphere among the architect, CMAR and university is reduced if not eliminated because of the common interest in completing the project.
- On-time completion is improved.
- CMAR can better qualify subcontractors because of their actual experiences with them.
- Subcontracts will be competitively bid.



The CMAR will be acquired starting with a qualification based selection process similar to the one utilized by the university for selection of architectural/engineering services. Respondents will be short listed from the Qualifications Statements and then asked to provide proposals for

their services. The proposals will be analyzed and evaluated to determine the best value for the university considering the preferences required by the public works statutes. The evaluations will be followed by interviews if necessary. The interviews will provide the opportunity for the design team and the University planning team to determine the CMAR that will have the best working relationships and synergies with the rest of the team.

The CMAR would be required to competitively bid all the subcontract work to the greatest extent possible within the guidelines of Wyoming and the university that cannot be accomplished by its own forces. In the interest of efficient use of resources the university could begin the construction process as soon as practical and reasonably shorten the total design and construction time while providing a quality project. The recent rapid changes in costs of construction materials make the timing of projects critical to the budgets.

The Request for Qualifications (RFQ) for the CMAR was advertised in Wyoming public newspapers on September 15, 22 & 29, 2006. Responses to the RFQ were received on October 3, 2006. The design team and University Planning Team will review and short list the responses. The Request for Proposals will be issued the week of October 9, 2006. Responses to the RFQ will be the week of October 16. Interviews if required will occur prior to the Trustees meeting.

It is recommended that considering the goals and issues facing this project both from a budget and timing aspect, this project will benefit from the use of the CMAR.

Prior Related Board Discussions/Actions:

June 2004: Trustees approved hiring of the design firm GSG Architecture for design of IL<sup>2</sup>C new addition and renovations.

September 2004: Trustees approved capital request for the IL<sup>2</sup>C.

August 2006: Trustees approved a supplemental capital request for the IL<sup>2</sup>C to offset the increased construction inflation costs not anticipated by the original estimates.

Library Annex (Former Science Library) renovation, a part of the IL<sup>2</sup>C, was advertised in April 2006 for bidding. No bids were received. Contractor negotiation was approved by the Trustees in June 2006.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This request of the Board is to make the best possible use of design and construction resources for the IL<sup>2</sup>C new addition and renovation and to establish a reasonable value for the construction. The greater knowledge of the CMAR to the construction related to the adjacent facilities and the safety of the many students that will pass the construction site on a daily basis should minimize the issues impacting the campus environment.

**ARGUMENTS IN SUPPORT:**

- The Construction Manager at Risk process has been successful on the Washakie renovation and addition.
- The Health Sciences project benefited from incorporating a construction team into the planning and design process for the project. The project bid within the budget. This process is similar to a CMAR process with the exception of the bidding of the entire project.
- The CMAR ensures that a contractor is and will be available for the project in a time when the construction market will still have a high demand for construction services.
- The Wyoming Legislature has approved the CMAR delivery process with the incorporation into the public works statutes.

**ARGUMENTS AGAINST:**

- The CMAR process is a departure from the normal design-bid-build process. However, the subcontracts under the CMAR will be competitively bid as required by the agreement with the CMAR with preferences for Wyoming subcontractors and material suppliers in accordance with the Wyoming Public Works Statutes.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Trustee approval for the Construction Manager at Risk will be required at this meeting in order to incorporate the CMAR into the development of the design and construction documents to improve costs, constructability and timing of the project. The constructability of the project is very important considering the location and the phasing of the work related to occupied adjacent facilities of the Coe Library, College of Business, and the Wyoming Union.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize a contract with a Construction Manager at Risk for the IL<sup>2</sup>C new construction and renovations.

## INFORMATION TECHNOLOGY FACILITY

During the 2006 Wyoming Legislative session, \$34,942,100 was appropriated for the ITF. With the large number of the projects and the availability of construction services in the state of Wyoming, the university has been experiencing difficulty in obtaining bids for certain projects. The high level of capital construction will remain for the foreseeable future with the state, university, community colleges, and school districts all competing for the state's resources. The State of Wyoming experienced only one bidder on the prison project which was bid earlier in the year.

The project will consist of a new three story 82,000 gross square foot new facility located north of King Street and south of Sorority Row, adjacent to the Fine Arts Building. A 6,000 square foot central computing room has specific requirements for a raised floor, tall ceiling, and stand-alone mechanical systems, which will be located in the 1,750 square foot dedicated HVAC gallery. Both mechanical and electrical systems will have a level of redundancy (back-up systems) to maintain central computing center operations with minimal annual down time.

The site improvements will include the demolition of the existing Honors House Building. The Honors program will be relocated to the Kappa Sigma House. The scheduling of the ITF new construction will have to be coordinated with the relocation of Honors.

It is anticipated that the total estimated construction cost of the entire project will be approximately \$24 million.

The project has been in the design process since July 2006. The design team has just completed the first level of design and is preparing cost estimates to determine if the scope of the project remains within the anticipated budget. The next level of design will proceed as soon as the project scope has been verified. The anticipated construction start date is August 2007.

The ITF construction costs will also exceed \$20 million which with the statutory bonding requirements may exceed most Wyoming construction company's ability to provide the bonds.

The 2006 Wyoming Legislature's action and the basis for the recommendation and selection of a Construction Manager at Risk (CMAR) is the same as the IL<sup>2</sup>C presented in the previous request.

The Request for Qualifications (RFQ) for the CMAR was advertised in Wyoming public newspapers on September 15, 22 & 29, 2006. Responses to the RFQ were received on October 3, 2006. The design team and University Planning Team will review and short list the responses. The Request for Proposals will be issued the week of October 9, 2006. Responses to the RFQ will be the week of October 16. Interviews if required will occur prior to the Trustees meeting.

It is recommended, considering the goals and issues facing this project both from a budget and timing aspect, this project will benefit from the use of the CMAR.

Prior Related Board Discussions/Actions:

May 2005: Trustees approved hiring of the design firm Tobin & Associates in association with Anderson Mason Dale Architects for design of ITF.

September 2005: Trustees approved capital request for the ITF and the site for the facility.

The Trustees considered the building site on two other occasions and confirmed the site location. As a result of the last site consideration additional students were added to the university planning team to address the students questions related to the site.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This request of the Board is to make the best possible use of design and construction resources for the new ITF. The greater knowledge of the CMAR related to construction and impacts upon adjacent facilities of sororities and dormitories and the safety of the many students that will pass the construction site on a daily basis should minimize the issues related to university activities.

**ARGUMENTS IN SUPPORT:**

- The Construction Manager at Risk process has been successful on the Washakie renovation and addition and the WTBC.
- The Health Sciences project benefited from incorporating a construction team into the planning and design process for the project. The project bid within the budget. This process is similar to a CMAR process with the exception of the bidding of the entire project.
- The CMAR ensures that a contractor is and will be available for the project in a time when the construction market will still have a high demand for construction services.
- The Wyoming Legislature has approved the CMAR delivery process with the incorporation into the public works statutes.

**ARGUMENTS AGAINST:**

- The CMAR process is a departure from the normal design-bid-build process. However, the subcontracts under the CMAR will be competitively bid as required by the agreement with the CMAR with preferences for Wyoming subcontractors and material suppliers in accordance with the Wyoming Public Works Statutes.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Trustee approval for the Construction Manager at Risk will be required at this meeting in order to incorporate the CMAR into the development of the design and construction documents to improve costs, constructability and timing of the project. The constructability of the project is very important considering the location of the work related to occupied adjacent facilities. The high quality of the facilities necessary to support a central computing center and the relocation of the existing will require a high level of team work to make this portion of the project a success.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize a contract with a Construction Manager at Risk for the ITF new construction.



**AGENDA ITEM TITLE: Approval of Design Team Recommendations for Honors House and Kendall House, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other Specify: BUSINESS MEETING (Consent Agenda)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

**HONORS HOUSE (KAPPA SIGMA)**

The Kappa Sigma Fraternity constructed the house for the University of Wyoming Chapter in the mid 1940's. The house is a fine architectural example that should be preserved and improved to extend the life of the facility. The Kappa Sigmas operated the facility until the 2000 disbanding of the fraternity. The University of Wyoming took possession in 2002, but the building has remained vacant since the disbanding. At possession, the facility exhibited high levels of deferred maintenance and certain portions of the property were in fair to poor condition. The maintenance on the facility to date has been to stabilize the building until the property could be renovated and improved to extend its life.

The University of Wyoming Honors Program provides a set of opportunities for academically able and ambitious undergraduates. These opportunities include innovative courses taught by award-winning faculty, special scholarships, and independent research projects on questions important to critical thinkers. However, the most important opportunity is the chance to develop talents and abilities while in the company of other ambitious students in a challenging, stimulating, and supportive community.

The Honors Program provides opportunities for members to be housed in facilities that facilitate a supportive community environment for their program. Residence Life and Dining Services reserves areas in dormitories and operate a multi-unit dwelling on Sorority Row for Honors students. Students participating in the Honors Program can chose to live near other students in the program creating a community with similar goals, ambitions, and work ethics.

The current multi-unit dwelling housing Honor Students was known as the "Bunk House". The Kappa Sigma facility and Bunk House have similar types of interior spaces. The Bunk House has three levels and a gross area of approximately 11,610 square feet. The Kappa Sigma House has four levels and gross area of approximately 9,210 square feet, or 2,400 smaller than the Bunk House. The main difference between the two is that the Bunk House has a 640 square foot serving area between the kitchen and dining room, which the Kappa Sigma House does not have. In general, the rest of the spaces in the Bunk House are larger than comparable spaces in the Kappa Sigma House. The Bunk House has 15 sleeping rooms, most

of them between 166 and 172 square feet. The Kappa Sigma House has 17 sleeping rooms ranging from 78 to 151 square feet with 11 of the rooms in the 120 to 133 square feet range.

The Kappa Sigma House, due to its age, is not code compliant or ADA compliant. The renovation will improve the condition of the house including: window and door replacement; removal of asbestos and mold; renovation of the bathrooms that are not female friendly; and replace those finish materials that have deteriorated beyond repair. While certain aspects of the house can be improved, it is not practical to open the exterior walls to improve the uninsulated masonry walls. The safety improvements of fire suppression and fire alarms will be included in the renovation. A small but important addition to the east side of the house will accommodate proper exiting from the house as well as provide accessibility to all levels.

The site of the new Information Technology Facility will raze the existing Bunk House currently utilized by the Honors program. A University Planning Team was charged with evaluating the Kappa Sigma House for the opportunities for accommodating the replacement of the soon to be razed Honors House. The planning team recommendations outlined above will accommodate 28 students. The estimated total project cost is \$1,600,000. The funding for the project will be a combination of FMR's and Major Maintenance.

The Request for Qualifications (RFQ) for the architect or design team was advertised in Wyoming public newspapers on August 22, 29 and September 5, 2006 primarily for the Kendall House. Responses to the RFQ were received on September 12, 2006. Three responses were received. Due to the timing of the project, the architectural services required for the Kendall House are very similar. With the acceptance of the three responding design teams the Honors House planning team has also reviewed the responses. The architect's combined interviews for the two projects are scheduled for October 17, 2006. The design teams are aware they could be awarded one or both of the projects.

Prior Related Board Discussions/Actions:

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This request of the Board is to permit use of qualified architects and with experience in historic preservation to design a renovation and addition to the Honors House.

**ARGUMENTS IN SUPPORT:**

- The funding is available to proceed with the project.
- The Kappa Sigma House is vacant and available for the modifications and addition.

**ARGUMENTS AGAINST:**

None.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Trustee approval for the architect or design team will be required at this meeting to complete the project in a timely fashion protecting the inflationary erosion of the available funds. A

recommendation will be brought to the Board at the meeting or prior to the meeting, if possible.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize a contract with an architect or design team for the Honors (Kappa Sigma) House renovation and addition.

**KENDALL HOUSE**

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

In April 2006, the Haub School and Ruckelshaus Institute requested and received a match from the State Legislature's facilities matching fund, which doubled the \$764,069 gift (to \$1.53M) from Donald and Bim Kendall to purchase, renovate, and rename the Hitchcock House. The legislative match was requested to allow construction of an addition to the Kendall House property, which would meet space needs for current staff, provide spaces for projected staff and faculty, include a common meeting and teaching space, and meet ADA access requirements. The Kendall House addition would meet the current and future space needs of the RIENR program

While the Kendall House provides greater square footage than currently occupied in Wyoming Hall, space is not quite sufficient to meet current staffing needs or to allow further growth in the RIENR program. It also will not provide a suitable classroom or meeting space. Although RIENR intends to maintain a relatively small core staff, thoughtful facilities planning requires space for a level of growth when considering the program. Space for visiting faculty members and distinguished professionals will also enhance the program. To maintain the historic character of the building and to minimize expense, the basic structure (including wall location) of the building will be retained where possible.

The Kendall House renovation and addition will support the functions and future growth of the RIENR program. The RI ENR program models collaborative processes, which requires close contact among staff and faculty. Heavy interaction with the public through dissemination of information, professional development and training, and facilitation and promotion of collaborative processes is also part of the mission of RIENR. On campus, RIENR facilitates interdisciplinary grants across departments and co-teach courses with faculty from a range of disciplines.

Some of the project goals are:

- Provide common spaces for RIENR students to study and socialize
- Be of sufficient size to accommodate all RIENR staff in the same location. RIENR staff members communicate and work collaboratively and should not be in separate locations on campus.

- Be an inspirational green building that teaches sustainability principles through example. This would highlight the sustainability focus of the RIENR curriculum, which emphasizes the need for a balance of economic and environmental concerns.
- Allow for some growth in the program.

The addition to the Kendall House would ideally be relatively low profile and harmonious with the character of the existing Kendall House building. It might be one or two stories and could be connected to the main Kendall House building via a covered outdoor walkway, a heat-generating greenhouse, and/or an enclosed structure which would meet ADA access

requirements to the floors of both buildings. In keeping with the values and mission of the RIENR, a "green" renovation should be planned that maximizes energy efficiency and minimizes pollution while maintaining the historic integrity of this unique building. If successful, the Kendall House could be the first certified green building at UW (certification to be sought from the U.S. Green Building Council, Leadership in Energy and Environmental Design - LEED).

The Request for Qualifications (RFQ) for the architect or design team was advertised in Wyoming public newspapers on August 22, 29 and September 5, 2006. Responses to the RFQ were received on September 12, 2006. Three responses were received. Due to the timing of the project, the architectural services required for the Kappa Sigma/Honors House are very similar. With the acceptance of the three responding design teams the Kappa Sigma/Honors House planning team has also reviewed the responses. The architect's combined interviews for the two projects is scheduled for October 17, 2006. The design teams are aware they could be awarded one or both of the projects.

Prior Related Board Discussions/Actions:

None.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This request of the Board is to permit use of qualified architects and LEED accredited consultant to design a renovation and addition to the Kendall House that will reflect the principles of ENR and provide the extent possible a tool to teach those principles.

**ARGUMENTS IN SUPPORT:**

- The funding is available to proceed with the project with a private and appropriated match.
- The Hitchcock House is vacant and available for the modifications and addition.

**ARGUMENTS AGAINST:**

- The Hitchcock House is outside the planned perimeter of the main campus and its expansion.

**ACTION REQUIRED AT THIS BOARD MEETING:**

Trustee approval for the architect or design team will be required at this meeting to complete the project in a timely fashion protecting the inflationary erosion of the gift and matching funds. A recommendation will be brought to the Board at the meeting or prior to the meeting, if possible.

**PRESIDENT'S RECOMMENDATION:**

It is recommended that the Board of Trustees of the University of Wyoming authorize a contract with a architect or design team for the Kendall House renovation and addition.



**1. Committee of the Whole- REGULAR BUSINESS**  
**Audit and Fiscal Integrity Committee Report, Lowe**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other      Specify: BUSINESS MEETING

Associate Vice President for Administration Janet Lowe will present the committee report to the board. Materials will be distributed at the meeting.

**1. Committee of the Whole- CONSENT AGENDA**  
**Approval of Contracts and Grants, Gern**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify: BUSINESS MEETING (Consent Agenda)

**SPONSORED PROGRAMS**

The following sponsored programs are accepted subject to compliance with the university's policies on classified information and protection of human subjects. This report covers the period:

September 1, 2006 through September 30, 2006.

**AMERICAN EDUCATIONAL RESEARCH ASSOCIATION**

Francisco Alfonso Rios; Education - IES Postdoctoral Fellow.            \$79,650

**AMERICAN SOCIETY OF PLANT TOXONOMISTS**

Gregory K. Brown; Botany - Operational Support.            \$6,529

**CONOCOPHILLIPS**

Paul L. Heller; Geology - Shapes, Scales and Spacings of Channel-Belt Sand Bodies in Avulsion-Dominated Alluvial Basins.            \$10,000

**CORPORATION FOR PUBLIC BROADCASTING**

Jon Barry Schwartz; Wyoming Public Radio - Community Service Grant Fiscal Year 2007.            \$268,458

Jon Barry Schwartz; Wyoming Public Radio - Community Service Gran Fiscal Year 2006t.            \$33,653

**CSA ENGINEERING, INC.**

Seth A. Harvey; Electrical Engineering - An Adaptive Control Approach to Plug and Play Satellites.            \$41,816

**DANCE USA**

Margaret A. Wilson; Theatre and Dance - Reconstruction of Loie Fuller's Ballet of Light.            \$10,000



**DOW AGRO SCIENCES**

Stephen Enloe; Plant Sciences - Rangeland Weed Management. \$11,000

**ENVIRONMENTAL PROTECTION AGENCY**

Travis Wayne Warziniack/Jason F. Shogren; Economics and Finance -  
Greater Opportunities Fellowship. \$9,915

**FIREHOLE TECHNOLOGIES, INC.**

Mark Robert Garnich; Mechanical Engineering - Firehole Hybrid  
Nano-Scale/Microscale Composites for Deep Thermal Cycle Damage  
Resistance. \$133,653

**GREEN RIVER, CITY OF**

William J. Gribb; Geography - Analysis of Parks and Recreation  
Planning Procedures. \$4,000

**INTERHEALTH NUTRACEUTICALS INCORPORATED  
PROJECT**

N Sreejayan; Pharmacy - Chromium Complex Development. \$65,000

**JET PROPULSION LABORATORY**

Zhien Wang; Atmospheric Science - CloudSat Level 2 Radar-Only and  
Combined Radar Lidar-Cloud Scenario Classification Standard Product  
Development. \$20,000

**LARAMIE, CITY OF**

Thomas Alan Furgeson; Wyoming Survey and Analysis Center -  
Community Survey of the City of Laramie. \$13,000

**LOCKHEED MARTIN**

Diana F. Spears; Computer Science - Generalized Integrated Learning  
Architecture. \$26,612

**NASA SPACE GRANT CONSORTIUM**

Paul E. Johnson; Physics - Wyoming Space Grant Consortium. \$40,000

**NATIONAL SCIENCE FOUNDATION**

Brent E. Ewers; Botany - Effects of Wildfire Disturbance on Water  
Budgets of Boreal Black Spruce Forests-Manitoba. \$245,000

Neil Frank Humphrey; Geology - Collaborative Research a Field Validated Model for Melt Water Infiltration and Runoff from the Greenland Icesheet. \$155,709

Ken G. Dueker; Geology - Batholiths: Generation and Evolution of Crust in Arcs. \$126,209

Don Allen Roth/Carrick M. Eggleston; Daniel A. Dale; Heywood R. Sawyer; Randolph V. Lewis; Graduate School - Enhancing Science Awareness and Learning for Seventh and Eighth Grade Students in Wyoming. \$20,000

Long Lee; Mathematics - Fluid Transport Models for Multi-phase Flow Systems: Asymptotic Analysis, Homogenization and Computation. \$56,547

Demitris A. Kouris; Mechanical Engineering - Third Biennial Symposium on Current Challenges in Mechanics of Materials. \$10,000

#### **NATURESERVE**

Gary P. Beauvais/Douglas A. Keinath; Wyoming Natural Diversity Database - Produce Software Tool for Element Distribution Modeling. \$4,000

#### **NORTH DAKOTA STATE UNIVERSITY**

Khaled Ksaibati; Civil Engineering - A Comprehensive Transportation Safety Evaluation Program in the State of Wyoming. \$93,164

Khaled Ksaibati; Civil Engineering - MPC Graduate Assistantship 2006-2007. \$44,466

Michael Gary Barker/Khaled Ksabaiti; Civil Engineering - Serviceability Limits and Economical Steel Bridget Design. \$45,599

Jay A. Puckett/Michael Gary Barker/Khaled Ksaibati; Civil Engineering - Use of Wind Power Maps to Establish Fatigue Design Criteria for Traffic Signal and Variable Message Structures. \$49,188

#### **NOTRE DAME, UNIVERSITY OF**

David C. Finnoff; Economics and Finance - Ecological Forecasting and Analysis. \$68,674

Jason F. Shogren; Economics and Finance - Nonindigenous Species  
Ecological Forecasting. \$82,467

**PIONEER**

Bret W. Hess/Paul A. Ludden; Animal Science - Analysis of Feed and  
Fecal Samples for Titanium Dioxide 2005-2006. \$1,240

**PITTSBURGH, UNIVERSITY OF**

Jordanka Stamatova Zlatanova; Molecular Biology- Development of  
Novel Single-Molecule Approaches for Nanoscale Study of Helicases. \$68,500

**RTI INTERNATIONAL**

Rex Earl Gantenbein; Center Rural Health Research and Education -  
Health Information Security and Privacy Collaboration. \$63,411

**SHEEP AND GOAT PREDATOR MANAGEMENT BOARD**

Steven Walter Horn; Animal Science - Extended Release of  
Mifepristone (RU486) for Field Delivery to Coyotes. \$6,700

**TIBBETS**

Teresa M. Tibbets/Carlos Martinez Del Rio; Zoology - NSF Minority  
Postdoctoral Research Fellowship. \$7,500

**UNITED STATES DEPARTMENT OF AGRICULTURE,  
AGRICULTURAL RESEARCH SERVICE**

Francis D. Galey; Agriculture - Research Support - Animal Care. \$3,000

**UNITED STATES DEPARTMENT OF AGRICULTURE,  
COOPERATIVE STATE RESEARCH, EDUCATION, AND  
EXTENSION SERVICE**

T. Donal O'Toole; Veterinary Science - Link to National Animal  
Health Laboratory Network Wyoming. \$55,000

Thomas Lee Thurow; Renewable Resources - Education Content  
Needs for Accredited University Rangeland Programs. \$12,000

**UNITED STATES DEPARTMENT OF AGRICULTURE,  
FOREST SERVICE**

James Michael Daniels; Geography and Recreation - Response of Stream Channels to Increase Flow/Sedimentation Associated with Mortalit/Beetle Infestation Fraser Examine Forest. \$8,000

Stephen E. Williams; Renewable Resources - Air Quality Related Values Associated with Lake Chemistry in the Teton and Gros Ventre Wilderness Areas. \$5,000

Douglas A. Keinath; Wyoming Natural Diversity Database - Sensitive Species and Habitat Inventory for Small Mammals and Amphibians. \$8,100

**UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL  
OCEANIC AND ATMOSPHERIC ADMINISTRATION**

Jeffrey R. French; Atmospheric Science - Analysis of Data from the Coupled Boundary Layers Air-Sea Transfer Program-Hurricanes. \$14,000

**UNITED STATES DEPARTMENT OF EDUCATION**

Curtis Theodore Sandberg; Student Educational Opportunity - Statewide Gear-up 2006-2007 Casper College. \$3,500,000

Curtis Theodore Sandberg; Student Educational Opportunity - Educational Opportunity Center-South 2006-2007. \$471,338

Curtis Theodore Sandberg; Student Educational Opportunity - Educational Opportunity Center-North 2006-2007. \$220,000

David Lee Gruen; Student Financial Aid - Pell Grant 2005-2006. \$1,825

**UNITED STATES DEPARTMENT OF THE INTERIOR,  
NATIONAL PARK SERVICE**

David G. Eckles/Robert L. Kelly; Anthropology - Archeological Inventory Fuels Treatment projects. \$10,226

Daniel Bryan Tinker; Botany - Interactions Between Bark Beetles and Wildfire Sub Alpine Forests. \$69,663

Daniel Bryan Tinker; Botany - Natural Resource Program Interns for Bighorn Canyon National Recreation Area. \$5,000

Merav Ben-David; Zoology - River Otters Plan to Estimate  
Distribution, Relative Abundance, Minimum Population Size 2006-  
2007. \$4,739

#### **UTAH, UNIVERSITY OF**

Mary M. Henning; Library - National Network of Libraries of  
Medicine 2006-2007. \$67,388

#### **VARIOUS SPONSORS**

Sheila Kristina Couture; Conferences and Institute - Wyoming State  
Science Fair Russ Beamer Scholarships. \$1,000

Thomas E. Heald; Cooperative Extension Service - "Wyoming's  
Backyards to Barnyards" An Educational Newsletter for Wyoming's  
Small Acre Enthusiast. \$5,500

Larry R. Stewart; Manufacturing-Works - Manufacturing Works  
Operations. \$58,425

Stephen E. Williams; Renewable Resources - Bighorn Sheep Survival. \$1,000

Jeff Hamerlinck; Wyoming Geographic Information Science Center -  
Spatial Data and Visualization Center. \$15,517

Sandy Root-Elledge; Wyoming Institute for Disabilities - Pathways  
Plus Human Services Database. \$1,450

Alan Joseph Redder; Wyoming National Diversity Database - Database  
Management. \$1,995

#### **WESTERN RESEARCH INSTITUTE**

Morris Dee Argyle; Chemical and Petroleum Engineering - Integration  
of a Structural Water Gas Shift Catalyst with a Vanadium Alloy  
Hydrogen. \$6,042

#### **WYOMING ARTS COUNCIL**

Wendy J. Fanning; Cultural Programs - Alice in Vonder Tierra. \$4,069

#### **WYOMING COUNCIL FOR THE HUMANITIES**

Peter H. West; English - The Wole Soyinka Project. \$2,000

Quincy D. Newell; Religious Studies - Locating Mormonism on the American Religious Landscape. \$2,000

#### **WYOMING CONSERVATION CORPS**

Nick Agopian; Institute of Environment and Natural Resources - Wyoming Conservation Corps Startup. \$33,417

#### **WYOMING DEPARTMENT OF ADMINISTRATION AND INFORMATION**

Hristiyan Beshkov; Wyoming Survey and Analysis Center - Skill Inventory Survey and Database Development. \$7,611

#### **WYOMING DEPARTMENT OF EDUCATION**

Mark E. Lyford; Science and Mathematics Teaching Center - Coordinated Resource Management in the Classroom 2006-2007. \$112,981

Rod A. Thompson; Secondary Education - Development of a Computer Numerical Control Training Site. \$9,464

Carl L. Reynolds; Secondary Education - Development of an Entrepreneurship Training Laboratory 2006-2007. \$14,952

Sandra Lee Root-Elledge/Kenneth Bruce Heinlein; Wyoming Institute for Disabilities - Wyoming Parent Survey. \$3,600

#### **WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY**

Scott M. Hininger/Dallas E. Mount/Paul J. Meiman/Thomas E. Heald; Cooperative Extension Service - Rural Living in Wyoming Small Acreage Conservation Education and Outreach Project. \$90,001

#### **WYOMING DEPARTMENT OF TRANSPORTATION**

Rhonda Kae Young; Civil Engineering - Effectiveness of Trapper's Point Wildlife Crossing Animal Detection System. \$76,344

Jennifer E. Tanner; Civil Engineering - Evaluating the Risk of Alkali-Silica Reaction in Wyoming Through Inter-Laboratory Investigation of Multiple Alkali Silica Reaction Evaluation Methods. \$228,125

### **WYOMING GAME AND FISH**

Todd E. Cornish/Fred Lindzey; Veterinary Science - Effects of Chronic Wasting Disease on Activity, Landscape Use Patterns, and Livestock Interactions of White-tailed Deer in Southeast Wyoming. \$40,000

Frank J. Rahel; Zoology - Status of Anthropogenically Isolated Populations of Colorado River Cutthroat Trout in the North Fork of the Little Sanke River. \$51,923

### **WYOMING GOVERNOR'S OFFICE**

Thomas K. Foulke/Roger H. Coupal/David T. Taylor; Agricultural and Applied Economics - Analysis of the Economic Impact of the Shoshone National Forest on the Economies of the Surrounding Counties in Wyoming. \$50,000

### **WYOMING GOVERNOR'S PLANNING COUNCIL**

Sandra Lee Root-Elledge; Wyoming Institute for Disabilities - Connect Wyoming/Pathways Plus 2006-2007. \$20,000

### **WYOMING OFFICE OF HOMELAND SECURITY**

Kevin A. White; University Police - State Law Enforcement Terrorism Prevention Program. \$26,999

### **WYOMING WATER DEVELOPMENT COMMISSION**

James Michael Daniels; Geography and Recreation - Channel Morphology and Bank Stability Assessment of Savery Creek, Wyoming Downstream from High Savery Reservoir. \$61,935

### **WYOMING WETLAND SOCIETY**

William J. Gribb/Henry James Harlow; Geography and Recreation – GROS Ventre River Drainage Survey and Inventory of Beaver Habitat \$2,432

TOTAL - Sponsored programs approved  
September 1, 2006 through September 30,2006 \$ 7,375,721

TOTAL - Sponsored programs previously approved:  
July 1, 2006 through August 31, 2006 \$ 22,715,129

**TOTAL - Sponsored programs approved July 1, 2006 through  
July 1, 2006 through June 30, 2007. \$ 30,090,850**

**2. Committee of the Whole- CONSENT AGENDA**  
**Personnel, Allen**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify: BUSINESS MEETING (Consent Agenda)

**A. Items for Action Recommended by the President**

**APPOINTMENTS**

**1. Administrators**

It is recommended to the Trustees of the University of Wyoming that the following administrative appointments be approved as indicated

**Division of Administration**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Physical Plant - Facilities Management</i>			
<b>Shively, Mark S.</b>	Deputy Director	\$79,000/FY	10/02/2006 to 06/30/2007
Mark Shively received a B.S. (1979) in Civil Engineering from the University of Wyoming. Mr. Shively worked as a Construction Engineer for Banner Associates in Laramie before coming to the University as a Design Engineer in 1985. He became a Construction Manager with Facilities Planning in 1991, and has been an Associate Director in Physical Plant since 1994, where he is currently the Associate Director of Project Teams. Mark is a graduate of the Association of Higher Education Facilities Officers Leadership Institute and is the Senior Representative of the Rocky Mountain Association of Higher Education Facilities Officers. This is an at-will appointment.			
<i>Physical Plant - Facilities Services</i>			
<b>Milam, Michael J.</b>	Deputy Director	\$75,000/FY	10/02/2006 to 06/30/2007
Mike Milam received a B.S. (1975) in Business from the University of Wyoming. Mr. Milam worked in the construction industry prior to returning to the University as a Carpenter in 1989. For the last 17 years, Mike has held various positions within Physical Plant with increasing levels of responsibility, including Manager of the Carpenter Shop, Assistant Director of Craft Operations, Project Coordinator Senior, Construction Manager and Associate Director of Maintenance and Craft Services. Mike is a 2001 graduate of the Association of Higher Education Facilities Officers Institute for Facilities Management and a member of the Rocky Mountain Association of Higher Education Facilities Officers. This is an at-will appointment.			



*Physical Plant - Utilities Management*

**Selmer, Forrest A.** Deputy Director \$80,000/FY 10/02/2006 to 06/30/2007  
 Frosty Selmer received a B.S. (1979) in Mechanical Engineering from the University of Wyoming. Mr. Selmer became a Design Engineer for Facilities Engineering at the University of Wyoming in 1980. He became an Assistant Director in 1985, and was appointed as the University Engineer in Facilities Planning in 1993. Frosty returned to Physical Plant as the Associate Director for Utilities in 2003. He is a registered Professional Engineer in Wyoming and has served on numerous capital planning teams. This is an at-will appointment

**Intercollegiate Athletics**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<b>Burman, Thomas K.</b>	Director	\$160,008/FY	10/12/2006 to 06/30/2007

Tom Burman earned a B.S. (1988) from the University of Wyoming and an M.S. (1990) in sports marketing and management from Robert Morris University in Coraopolis, PA. His experience includes service as director of marketing and promotions at the University of Idaho from 1993-95; associate athletics director for development and external affairs at the University of Wyoming from 1995-2000; and director of intercollegiate athletics at Portland State from 2000-06. Burman returned to the University of Wyoming in March 2006 as the associate vice president for institutional advancement. Burman's appointment as director of athletics is for four years.

**2. Faculty**

It is recommended to the Trustees of the University of Wyoming that the following faculty appointments be approved as indicated.

**Academic Affairs**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Haub School and the Ruckelshaus Institute of Environment and Natural Resources</i>			
<b>Turner, John F.</b>	Visiting Professor	\$20,000/FY	08/28/2006 to 05/05/2007

John F. Turner has been appointed as the Beverly and Eldon Spicer Visiting Professor of Environment and Natural Resources. The appointment involves several scheduled visits to the UW campus each semester to meet with students and faculty in formal and informal sessions. Mr. Turner holds a B.S. in biology from the University of Notre Dame and an M.S. degree in wildlife ecology from the University of Michigan. Among his many accomplishments, he has served as Assistant Secretary for Oceans and International Environmental and Scientific Affairs at the U.S. Department of State, the Director of the U.S. Fish and Wildlife Service, and in the Wyoming House of Representatives and Wyoming Senate.

**College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Animal Science</i>			
<b>Cammack, Kristi</b>	Assistant Professor	\$55,008/AY	08/22/2006 to 06/30/2007

Kristi Cammack received a B.S. (1999) in Animal Science from South Dakota State University, an M.S. (2001) in Animal Breeding and Genetics from the University of Nebraska, Lincoln, and a Ph.D. (2005) in Animal Breeding and Genetics from the University of Missouri, Columbia. Dr. Cammack has been an Instructor at the University of Missouri since 2005.

### *Department of Renewable Resources*

**Kelleners, Thijs** Assistant Professor \$56,448/AY 08/22/2006 to 06/30/2007  
Thijs Kelleners received a B.S. (1988) in Land and Water Resources Development, an M.S. (1993) in Soil Physics and a Ph.D. (2001) in Environmental Sciences from Wageningen University, The Netherlands. Dr. Kelleners has been a Research Associate at Utah State University since 2004.

### **College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *African-American Studies Program*

**Lawson-Borders, Gracie** Associate Professor \$96,012/FY 08/22/2006 to 06/30/2007  
Gracie Lawson-Borders received a B.A. (1982) in Journalism from Michigan State University, an M.A. (1995) in English from Northwestern University, and a Ph.D. (2001) in Communication Studies from Wayne State University. Dr. Lawson-Borders has been an Assistant Professor at Kent State University since 2004. Dr. Lawson-Borders will be the Director and hold tenure in the African-American Studies Program.

### *Department of Art*

**Hunt, Elizabeth M.** Assistant Professor \$25,008/AY 08/22/2006 to 06/30/2007  
Elizabeth Hunt received a B.A. (1993) from Rhodes College, an M.A. (1996) and a Ph.D. (2004) in Medieval Art History from the University of Missouri-Columbia. Dr. Hunt has been a Lecturer at the University of Wyoming since 2005. This is a one-half time position.

### **College of Business**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Department of Economics & Finance*

**Sanning, Lee W.** Assistant Professor \$88,500/AY 03/01/2006 to 06/30/2006  
Lee Sanning received a B.A. (1991) in Chemistry from Hanover College, an M.S. (1999) in Finance at the University of Wyoming, and a Ph.D. (2006) in Finance from Indiana University. Dr. Sanning has been a Visiting Assistant Professor at the University of Wyoming since 2003.

### **College of Education**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Dept. of Elementary & Early Childhood Education*

**Johnson, Tricia G.** Instructor \$52,872/AY 08/22/2006 to 06/30/2007  
Tricia Johnson received a B.S. (1991) in Business and Economics, an M.ED. (1993) in Special Education from Lehigh University, and an ED.D. (2004) in Early Childhood Education from Columbia University. Dr. Johnson has been an Assistant Professor at Montclair State University since 2004. The title of this tenure-track position will convert to Assistant Professor upon receipt of documentation of degree completion.

### **College of Engineering**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Department of Chemical & Petroleum Engineering*

**Alvarado, Vladimir** Assistant Professor \$81,000/AY 09/12/2006 to 03/12/2007  
Vladimir Alvarado received a B.S. (1987) in Physics from Universidad Central de Venezuela, an M.S. (2002) in Exploration and Production from Institut Francais du Petrole School, and a Ph.D. (1996) in Chemical Engineering from the University of Minnesota. Dr. Alvarado has been a Senior Reservoir Engineer at the Questa Engineering Corporation, Golden, Colorado, since 2005.

### *Department of Computer Science*

<b>Wang, Liqiang</b>	Instructor	\$77,508/AY	09/01/2006 to 02/28/2007
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Liqiang Wang received a B.S. (1995) in Mathematics from Hebei Normal University, China, an M.S. (2003) and Ph.D. (2006) in Computer Science from SUNY at Stony Brook. Dr. Wang has been a graduate research assistant at SUNY since 2002. The title of this tenure-track position will convert to Assistant Professor upon receipt of documentation of degree completion.

### **College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Family Practice Residency Program - Casper*

<b>Veauthier, Brian M.</b>	Clinical Assistant Professor	\$140,004/FY	09/25/2006 to 06/30/2007
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Brian Veauthier received a B.S. (1996) in Medicine from the University of Notre Dame and an M.D. (2001) from Georgetown University School of Medicine. Dr. Veauthier has been an attending physician at Southern Tier Community Health Center Network, Olean, New York, since 2005.

### **3. Academic Professionals**

It is recommended to the Trustees of the University of Wyoming that the following academic professional appointments be approved as indicated.

### **College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Cooperative Extension Service*

<b>Chai, Weiwen</b>	Assistant Extension Educator	\$45,012/FY	08/31/2006 to 06/30/2007
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Weiwen Chai received a B.S. (1991) in Medicine from Shanghai College, an M.S. (1996) in Food Science and Human Nutrition, and a Ph.D. (2004) in Human Nutrition from the University of Wyoming. Dr. Chai has been a Research Scientist at the University of Wyoming since 2005.

<b>Parker, Susan</b>	Assistant Extension Educator	\$38,928/FY	07/01/2006 to 06/30/2007
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Susan Parker received a B.S. (1999) in Business Administration from Georgia State University, and an M.F.R. (2003) in Forest Resources from the University of Georgia. Ms. Parker has been a non-extended-term Assistant Extension Educator at the University of Wyoming since 2005.

### **College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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#### *Department of Modern & Classical Languages*

<b>Zhang, Yan</b>	Assistant Lecturer	\$39,336/FY	08/22/2006 to 06/30/2007
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Yan Zhang received a Bachelor of Law in Pedagogy (2000) from Harbin Institute of Technology, a Master of Law (2002) from Heilongjiang Provincial Academy of Social Sciences, in The People's Republic of China. Ms. Zhang has been a non-extended-term Assistant Lecturer at the University of Wyoming since 2002.

## REAPPOINTMENTS

### 1. Administrators

It is recommended to the Trustees of the University of Wyoming that the reappointments for the following full-time administrators be approved as indicated.

#### College of Arts & Sciences

<u>Name</u>	<u>Rank</u>		<u>Appointment Period</u>
<b>Walter, B. Oliver</b>	Dean	\$164,136/FY	09/01/2006 to 06/30/2007

Professor Walter will continue as Dean of Arts and Sciences.

## 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: Extension Educators, Lecturers, Research Scientists, 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

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 Faculty

An adjunct appointment is the appointment of an individual to an academic unit that recognizes special discipline related expertise but carries no financial obligation per se. Adjunct appointments can include qualified non academic personnel or faculty with other academic affiliations. Adjunct appointments carry no rights to remuneration, tenure, or employment-related privileges and are normally for three years, with renewal possible.

### Archives 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: Assistant Archivist, Associate Archivist, Archivist.

### 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.

### **Clinical Faculty**

Clinical faculty appointments allow experts in health-related fields to contribute to the training of UW students in allied disciplines. Clinical appointments are for at most one year at a time and carry no rights to tenure or extended terms. Clinical faculty members may be salaried members of the UW faculty, in which case their reappointment is subject to annual performance reviews. There are also adjunct clinical faculty appointments, which typically involve health-care professionals whose normal employment is outside the university. Adjunct clinical appointments carry no financial commitment from the University.

### **Emeritus Faculty**

Tenured faculty who retire after long and distinguished service are eligible for emeritus status upon their retirement. The designation is honorary and carries no necessary commitment of space or remunerative employment. 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**

These academic professionals 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 Educator. All Extension Educators are in the College of Agriculture.

### **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. Librarians and archivists also hold faculty status. 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.

**Part-Time Employee**

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

**Post-Doctoral Research Associate**

Post-Docs are doctorally qualified academic professionals seeking greater professional development and research investigation, before obtaining permanent employment. Post-Doctoral appointments are temporary.

**Probationary Faculty**

This term refers to tenure-track faculty members who are working toward tenure and to academic professionals, library faculty, and archive faculty who are working toward extended-term contracts. 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.

**Professional 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.

**Professor**

In addition to the qualification of an Associate Professor, "full" Professors have attained wide recognition in their professional fields for scholarship or other creative activity and have gained recognition for superior teaching and service.

**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 three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, 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. Faculty members may not use sabbatical leaves to pursue

### **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), M.Arch. (architecture), and J.D. (law).

### **Visiting Appointment**

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

## **B. Items for Information**

The changes in appointments and reappointments listed below are for the information of the Board of Trustees.

### **Dismissed**

#### **1. Faculty**

##### **College of Agriculture**

Name

Rank

*Department of Agricultural and Applied Economics*

**Torok, Steven John** Associate Professor

**3. Committee of the Whole- CONSENT AGENDA**  
**Trustees' By-Laws, Miller**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**4. Committee of the Whole- CONSENT AGENDA**  
**University Regulations, Miller**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**5. Committee of the Whole- CONSENT AGENDA**  
**2007-08 Biennium Section I (Agency 067) Budget Authority Increase, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)



**6. Committee of the Whole- CONSENT AGENDA**  
**Approval of Audited Financial Statements, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**7. Committee of the Whole- CONSENT AGENDA**  
**Approval of Construction Grants, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**8. Committee of the Whole- CONSENT AGENDA**

**Approval of Construction Manager at Risk Recommendations for IL2C and Information Technology Building, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**9. Committee of the Whole- CONSENT AGENDA**

**Approval of Design Team Recommendations for Honors House and Kendall House, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other           Specify: BUSINESS MEETING (Consent Agenda)

**1. INFORMATION ONLY ITEM: Fall 15<sup>th</sup> Day Enrollment, Axelson**

**CHECK THE APPROPRIATE BOX(ES):**

- Work Session  
 Education Session  
 Information Item  
 Other            Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

A statistical report and analysis of enrollment for the current semester, based on official counts for the 15th day of the semester (September 18, 2006), are provided each semester. The report will be provided in the packet available at the meeting.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This information is presented for the general information of the Trustees.

**ARGUMENTS IN SUPPORT:**

Not applicable

**ARGUMENTS AGAINST:**

Not applicable

**ACTION REQUIRED AT THIS BOARD MEETING:**

None

**PRESIDENT'S RECOMMENDATION:**

None

**2. INFORMATION ONLY ITEM: Employers Recruiting at UW, Axelson**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other           Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

Each semester the Center for Advising and Career Services coordinates various career days and job fairs to provide opportunities for local, state, regional and national employers and UW students to discuss future employment. This fall the Career Day is October 5th, and 101 employers, a record number, are registered to participate in the event. Numerous industries are represented, with a large concentration of employers from the energy and related services sector. A list of participating organizations follows. The other major career events are the Summer/Internship/Permanent Job Fair, February 6, 2007 and the annual Teacher Fair, March 26 and 27, 2007.

**CAREER DAY EMPLOYER LIST**

Air Force ROTC	Micron Technology, Inc.
American National Insurance Company	Moss Adams, LLP
Applebee's Neighborhood Grill & Bar	Mountain West Farm Bureau
Baker Hughes Inc.	NAVAIR
Barnes Distribution	Nebraska Public Power District
Black & Veatch	Nelson Engineering
Bureau of Land Management	Normative Services
Bureau of Land Management - Colorado State Office	Northwestern Health Sciences University College of Chiropractic
C.H.Robinson Worldwide	Northwestern Mutual Financial Network
CBS NewsChannel 5	OCI (Options & Choices Inc.)
Central Intelligence Agency (CIA)	Office of Senator Michael B. Enzi
Chevron Corporation	PCA Engineering, Inc.
Citation Oil and Gas Corp	PCL Construction, Inc
College Pro Painters	Pertech Resources, Inc.
Computers Unlimited	Physical Therapy Program - Univ. of North Dakota
ConocoPhillips Company	PMPC Civil Engineers
Core Financial	Power Resources Inc.
CTL Thompson Inc.	Raytheon Company
Department of Transportation-State of Wyoming	Rio Tinto Energy America
Department of Veterans Affairs	Saint Joseph's Children's Home
Division of Human Resources - Idaho State Government	Samuel Merritt College
Eastern Washington University	Schlumberger Technology Corporation
EchoStar Communications Corp.	Sears Holdings Corporation
EnCana Oil & Gas (USA) Inc.	SEH Inc.
Enterprise-Rent-A-Car	Sierra Trading Post

First Interstate BancSystem, Inc.	Southwest Counseling Service
FirstBank	Stanley Consultants, Inc.
FMC Corporation	State of Wyoming - Dept. of Administration and Information
Fremont Counseling Service, Inc	Tait & Associates, Inc.
Frontier Refining Inc.	The Sherwin-Williams Paint Company
Halliburton	TIC-The Industrial Company
Handel Information Technologies, Inc.	Trihydro Corporation
HKM Engineering, Inc.	Turner Construction
IM Flash Technologies Inc.	U. S. Marine Corps, Officer Selection
Inberg-Miller Engineers	U.S. Army Medical Recruiting
Internal Revenue Service	U.S. Peace Corps
Internal Revenue Service - Criminal Investigation Division	UCDHSC-Office of Diversity
JET Program	Union Pacific Railroad
JFC Engineers & Surveyors	Universal Forest Products, Inc.
JR Engineering	URS Corporation
Kadrmaz, Lee & Jackson, Inc.	Waddell & Reed Financial Services
Kennedy and Coe, LLC	Walgreens
Kiewit	Wallace Engineering
Kiewit	Williams Companies
Kmart	Wilson Supply
Larimer County Community Corrections	Wolseley North America
Lovelett, Skogen & Associates, P.C.	WWC Engineering
Lowe's Companies, Inc.	Wyoming Department of Environmental Quality
McData Corporation	Wyoming NASA Space Grant Consortium
MKK Consulting Engineers, Inc.	Wyoming Press Association

The strong job market for new college graduates is also reflected in the substantial increase (26%) of employers scheduling interviews with students through the Center for Advising and Career Services. These employers represent a cross section of industries with energy and energy related sectors having a strong presence. There is high demand for accounting, engineering, agriculture, education, geoscience, health science and environmental professionals.

**WHY THIS ITEM IS BEFORE THE BOARD:**

This information is presented for the general information of the Trustees.

**3. INFORMATION ONLY ITEM: Internal Audit Activity (July 1 - September 30, 2006), Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

**INTERNAL AUDIT ACTIVITY CONDUCTED IN ACCORDANCE WITH THE AUDIT PLAN FOR THE PERIOD JULY 1 TO SEPTEMBER 30, 2006.**

The following audits and related activities have been completed:

1. The Cowboy Joe Club has been audited and financial statements have been prepared for the year ended June 30, 2006. The Annual Financial Report is on the following pages.
2. The audit of Purchasing Card transactions has been completed. The text of the audit report is on the following pages.
3. The NCAA rules compliance audit has been completed in the financial aid area for activity that occurred during fiscal year 2005-06. This is the second audit in a series of four annual audits that will cover all of the NCAA rules compliance areas. No exceptions were noted during the audit.

The following audits and related activities are in progress:

1. The audit of Community Service Education.
2. At the request of the Athletic Department we are reviewing the reconciliation of the Athletic Ticket Office check and cash deposits with the Cashier's Office for fiscal year 2006. In addition we are reviewing the processing of Athletic Ticket Office credit card transactions for fiscal year 2006.
3. Van Jacobson and Jim Byram have been participating in the maintenance of the PeopleSoft Financial 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 upgraded or modified.
4. Van Jacobson and Jim Byram are participating in the major upgrade of the PeopleSoft Human Resource 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 upgraded or modified.
5. Van Jacobson and Jim Byram are participating in the SIS Replacement Project serving on the Organizational Readiness and Security Project Teams. The goals in this area are to evaluate the controls and functionality that are being configured into these systems, as they are being implemented.

Audit recommendations from the following audit have been implemented:

1. The audit recommendations from the April 2006 audit of the Ticket Office have been implemented.

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

1. The Stores and Reimbursable Labor audit report was issued in April of 2003. All recommendations have been implemented except old accounts receivable from other UW departments amounting to \$219,000 were uncollected. Payments of \$23,000 and adjustments of \$22,000 have reduced this to \$174,000. The Associate Director of Physical Plant will continue working with the Vice President of Administration and other Vice Presidents to collect these accounts receivable during fiscal year 2006-07.
2. The Fleet Services audit report was issued in June of 2005. Audit recommendations will be not be fully implemented until a deficit of approximately \$150,000 in the Auto Shop has been eliminated. A plan to eliminate that deficit has been developed.

## **COWBOY JOE CLUB**

### **COWBOY JOE CLUB**

### **ANNUAL FINANCIAL REPORT**

**June 30, 2006**

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**COWBOY JOE CLUB  
BALANCE SHEETS  
JUNE 30, 2006 AND 2005**

	2006	Cowboy Joe	Club	2006 University of Wyoming Unrestricted	2006	2005
	Unrestricted Operating Fund	Restricted Funds	Endowment Funds	Operating Fund	Total	Total
<b>ASSETS</b>						
Cash on deposit with the University of Wyoming	\$504,392	\$	\$	\$(28,380)	\$476,012	\$134,876
UW Foundation investment	41,422	99,370			140,792	100,765
UW Foundation investment-true endowments			528,882		528,882	484,014
UW Foundation investment-quasi endowment			630,278		630,278	563,269
Cash value of life insurance policies	279,927				279,927	262,951
Accounts receivable	36,714	6,645			43,359	119,268
Membership Pledges Receivable net of allowance for uncollectible pledges of \$63,241 and \$61,672	245,296				245,296	234,206
Prepaid expenses	21,524				21,524	7,619
Equipment and automobiles, at cost, less accumulated depreciation of \$33,191 and \$50,959	20,394				20,394	31,991
Land					-	16,900
Inter-Fund balances	(132,813)	104,433		28,380	0	0
<b>Total assets</b>	<b>\$1,016,856</b>	<b>\$210,448</b>	<b>\$1,159,160</b>	<b>\$</b>	<b>\$2,386,464</b>	<b>\$1,955,859</b>
<b>LIABILITIES AND FUND BALANCES</b>						
Accounts payable	\$51,821	\$555	\$	\$	\$52,376	\$54,335
Deferred revenue	12,370				12,370	14,225
Accrued compensated absences				39,665	39,665	31,072
Other post-employment benefits				4,176	4,176	2,815
<b>Total liabilities</b>	<b>64,191</b>	<b>555</b>	<b>0</b>	<b>43,841</b>	<b>108,587</b>	<b>102,447</b>
Fund balances	952,665	209,893	1,159,160	(43,841)	2,277,877	1,853,412
<b>Total liabilities and fund balances</b>	<b>\$1,016,856</b>	<b>\$210,448</b>	<b>\$1,159,160</b>	<b>\$</b>	<b>\$2,386,464</b>	<b>\$1,955,859</b>

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

**COWBOY JOE CLUB  
STATEMENTS OF REVENUE AND EXPENSES  
JUNE 30, 2006 AND 2005**

	2006	Cowboy Joe	Club	2006 University of Wyoming Unrestricted	2006	2005
	Unrestricted Operating Fund	Restricted Funds	Endowment Funds	Operating Fund	Total	Total
<b>REVENUE</b>						
Memberships - cash	\$1,332,507	\$120,284	\$	\$	\$1,452,791	\$1,405,147
Memberships - Steer-A-Year		101,840			101,840	109,990
Memberships - gifts-in-kind	416,715	9,614			426,329	437,845
Donations	8,020	121,274	1,000		130,294	126,726
Fund raising activities (Schedule III)	571,621	24,884			596,505	539,271
Investment income	47,701	21,148			68,849	44,557
Realized Gains (Losses) on Investments			(42,677)		(42,677)	(40,625)
Unrealized Gains (Losses) on Investments			129,582		129,582	74,465
Other (Schedule IV)	51,172				51,172	48,176
<b>Total revenue</b>	<b>2,427,736</b>	<b>399,044</b>	<b>87,905</b>	<b>0</b>	<b>2,914,685</b>	<b>2,745,552</b>
<b>EXPENSES</b>						
Support of University of Wyoming Programs:						
Athletic Department (Schedule I)	885,409	259,202			1,144,611	1,263,978
Athletic Department - gifts-in-kind (Schedule II)	342,790				342,790	360,088
Other - gifts-in-kind (Schedule II)	1,200				1,200	1,254
Other (Schedule II)	13,627	8,555			22,033	45,347
Fund raising activities (Schedule III)	259,306	37,672			296,978	261,301
Fund raising - gifts-in-kind (Schedule III)	72,726	9,614			82,340	76,503
Awards and membership benefits	76,194	5,378			81,572	60,693
Postage	85			24,806	24,891	22,849
Printing	17,212				17,212	18,103
Promotion	45,877				45,877	50,628
Salaries				332,840	332,840	382,559
Travel	14,952				14,952	20,729
Other (Schedule IV)	58,333			12,846	71,179	64,543
Depreciation	11,596				11,596	11,596
<b>Total expenses</b>	<b>1,799,307</b>	<b>320,421</b>	<b>0</b>	<b>370,492</b>	<b>2,490,071</b>	<b>2,640,171</b>
<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>\$628,429</b>	<b>\$78,623</b>	<b>\$87,905</b>	<b>\$(370,492)</b>	<b>\$424,614</b>	<b>\$105,381</b>

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

**COWBOY JOE CLUB  
STATEMENTS OF CHANGES IN FUND BALANCES  
JUNE 30, 2006 AND 2005**

	2006	Cowboy Joe	Club	2006 University		
	Unrestricted	Restricted	Endowment	of Wyoming		
	Operating	Funds	Funds	Unrestricted	2006	2005
	Fund			Operating	Total	Total
	Fund			Fund		
<b>REVENUE</b>						
Revenue	\$2,427,736	\$399,044	\$87,905	\$	\$2,914,685	\$2,745,552
<b>EXPENSES</b>						
Expenses	(1,799,307)	(320,421)	-	(370,492)	(2,490,220)	(2,640,171)
<b>Net increase (decrease) before transfers</b>	628,429	78,623	87,905	(370,492)	424,465	105,381
<b>TRANSFERS</b>						
Transfers to Endowment Fund	(20,708)	(3,264)	23,972		0	0
Transfers to University Operating Fund	(363,407)			363,407	0	0
<b>NET INCREASE (DECREASE) FOR THE PERIOD</b>	244,314	75,359	111,877	(7,085)	424,465	105,381
<b>FUND BALANCES, BEGINNING</b>	708,351	134,534	1,047,283	(36,756)	1,853,412	1,748,031
<b>FUND BALANCES, ENDING</b>	\$952,665	\$209,893	\$1,159,160	\$(43,841)	\$2,277,877	\$1,853,412

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

**COWBOY JOE CLUB  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2006**

Note 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**COWBOY JOE CLUB UNRESTRICTED OPERATING FUND**

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

**COWBOY JOE CLUB RESTRICTED FUNDS**

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

**COWBOY JOE CLUB ENDOWMENT FUNDS**

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

**UNIVERSITY OF WYOMING UNRESTRICTED OPERATING FUND**

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

**MEMBERSHIPS - CASH**

Membership pledges are recorded as an asset and membership revenue is recognized for financial statement purposes when membership pledges are received.

**MEMBERSHIPS - GIFTS-IN-KIND**

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

**EQUIPMENT AND AUTOMOBILES**

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

**INVESTMENTS AT UNIVERSITY OF WYOMING FOUNDATION**

Cowboy Joe Club investments held at the University of Wyoming Foundation are recorded at market value for financial statement purposes.

Note 2. INCOME TAXES

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

Note 3. COMMITMENTS

**CLUB OPERATING EXPENSES**

The Club's administrative salaries and operating expenses are paid through University owned accounts that are funded entirely by the Club. These expenses amounted to \$363,407 for the year ending June 30, 2006.

**ATHLETIC DEPARTMENT SUPPORT**

The Club has made a commitment to provide financial support to the Athletic Department in the amount of \$1,062,500 for the period beginning on July 1, 2006 and ending June 30, 2007.

**COWBOY JOE CLUB**  
**SUPPORT OF UNIVERSITY OF WYOMING PROGRAMS**  
**JUNE 30, 2006 AND 2005**

**Schedule I**

	2006 Cowboy Joe Club		2006 Total	2005 Total
	Unrestricted Operating Fund	Restricted Funds		
<b>ATHLETIC SUPPORT - SUPPORT BUDGET</b>				
Grants and aids	\$780,000	\$140,000	\$920,000	\$900,000
Miscellaneous	12,023		12,023	18,402
Moving expenses	2,888		2,888	3,950
<b>Total</b>	<b>794,911</b>	<b>140,000</b>	<b>934,911</b>	<b>922,352</b>
<b>ATHLETIC SUPPORT - OTHER</b>				
Athletics Capital Campaign	6,455		6,455	2,947
Automobile insurance	28,015		28,015	35,507
Awards	22,199		22,199	108,237
Basketball Men's Team		217	217	
Basketball Women's Team			0	349
Coaches Circle	25,000		25,000	65,000
Football Team		6,688	6,688	2,148
Golf Team		46,072	46,072	43,685
Other	8,829		8,829	
Scholarships		9,992	9,992	8,560
Soccer Team		830	830	3,955
Swimming Team		30,629	30,629	36,200
Tennis Team		277	277	2,710
Track Team		9,344	9,344	12,707
Volleyball Team			0	229
Weight Room		212	212	535
Women's Golf Team		2,102	2,102	3,626
Wrestling Team		12,839	12,839	15,231
<b>Total</b>	<b>90,498</b>	<b>119,202</b>	<b>209,700</b>	<b>341,626</b>
<b>TOTAL ATHLETIC DEPARTMENT SUPPORT</b>	<b>\$885,409</b>	<b>\$259,202</b>	<b>\$1,144,611</b>	<b>\$1,263,978</b>

**COWBOY JOE CLUB  
 SUPPORT OF UNIVERSITY OF WYOMING PROGRAMS  
 JUNE 30, 2006 AND 2005**

**Schedule II**

	2006 Cowboy Joe Club		2006 Total	2005 Total
	Unrestricted Operating Fund	Restricted Funds		
<b>ATHLETIC DEPARTMENT GIFTS-IN-KIND</b>				
Administration	\$45,262	\$	\$45,262	\$103,756
Basketball Men's Team	34,217		34,217	44,435
Basketball Women's Team	16,342		16,342	16,043
Football Team	97,558		97,558	72,618
Golf Men's Team	10,563		10,563	9,792
Golf Women's Team	7,668		7,668	5,947
Promotions	80,682		80,682	65,427
Soccer Team	4,338		4,338	2,404
Tennis Team	7,223		7,223	7,932
Track Team	24,378		24,378	17,792
Training Table	1,662		1,662	1,179
Volleyball Team	222		222	574
Wrestling Team	12,675		12,675	12,189
<b>Total</b>	<b>\$342,790</b>	<b>\$</b>	<b>\$342,790</b>	<b>\$360,088</b>
<b>UNIVERSITY SUPPORT - OTHER</b>				
Academic Counselor	\$	\$149	\$149	\$
Animal Science	4,000	4,853	8,853	8,211
Block and Bridle	3,127		3,127	1,527
Cheerleaders/Wildfire		2,303	2,303	26,923
Hall of Fame	500		500	500
Rodeo Team	6,000	1,250	7,250	8,186
<b>Total</b>	<b>\$13,627</b>	<b>\$8,555</b>	<b>\$22,033</b>	<b>\$45,347</b>
<b>UNIVERSITY SUPPORT - OTHER GIFTS-IN-KIND</b>				
Cheerleaders/Wildfire	\$200	\$	\$200	\$
Rodeo Team	1,000		1,000	1,000
W Club			0	254
<b>Total</b>	<b>\$1,200</b>	<b>\$-</b>	<b>\$1,200</b>	<b>\$1,254</b>

**COWBOY JOE CLUB**  
**FUND RAISING ACTIVITIES REVENUE AND EXPENSES**  
**JUNE 30, 2006 AND 2005**

**Schedule III**

	2006 Cowboy Joe Club		2006 Total	2005 Total
	Unrestricted Operating Fund	Restricted Funds		
<b>FUND RAISING ACTIVITIES - REVENUE</b>				
Auction	\$245,383	\$	\$245,383	\$218,595
Bobbleheads	100		100	465
Coaches Circle			-	1,000
Golf tournaments	292,191		292,191	257,428
Golf merchandise	8,356		8,356	5,944
Hospitalities	7,790		7,790	484
Stadium seats	17,340		17,340	14,790
Steer-A-Year - gain on sale of steers		24,884	24,884	39,773
W Club	461		461	792
<b>Total</b>	<b>\$571,621</b>	<b>\$24,884</b>	<b>\$596,505</b>	<b>\$539,271</b>
<b>FUND RAISING ACTIVITIES - EXPENSES</b>				
Auction	\$54,877	\$	\$54,877	\$52,738
Bar-B-Q	274		274	-
Coaches Circle	2,526		2,526	2,398
Golf tournaments	174,099		174,099	125,469
Golf merchandise	9,960		9,960	23,871
Hospitalities	8,528		8,528	1,596
Stadium Seats	793		793	179
Steer-A-Year feedlot expenses		37,672	37,672	44,084
W Club	8,249		8,249	10,966
<b>Total</b>	<b>\$259,306</b>	<b>\$37,672</b>	<b>\$296,978</b>	<b>\$261,301</b>
<b>GIFTS-IN-KIND - EXPENSES</b>				
Advertising	\$26,319	\$	\$26,319	\$1,499
Food and beverage	21,243		21,243	32,846
Gasoline	105		105	183
Lodging	2,227		2,227	2,871
Steer-A-Year		9,614	9,614	11,897
Supplies	3,612		3,612	2,424
Transportation			-	5,559
Other	19,220		19,220	19,224
<b>Total</b>	<b>\$72,726</b>	<b>\$9,614</b>	<b>\$82,340</b>	<b>\$76,503</b>



**COWBOY JOE CLUB  
OTHER REVENUE AND EXPENSES  
JUNE 30, 2006 AND 2005**

**Schedule IV**

	2006 Cowboy Joe Club Unrestricted Operating Fund	2006 University of Wyoming Unrestricted Operating Fund	2006 Total	2005 Total
<b>OTHER REVENUE</b>				
Credit card commissions	\$10,000	\$	\$10,000	\$10,000
Life insurance -				
Increase (decrease) in cash surrender value	16,976		16,976	6,533
Other	4,281		4,281	15,393
Land sale	19,915		19,915	16,250
<b>Total other revenue</b>	<b>\$51,172</b>	<b>\$</b>	<b>\$51,172</b>	<b>\$48,176</b>
<b>OTHER EXPENSES</b>				
Automobiles	\$5,679	\$	\$5,679	\$12,233
Computer systems	11,159		11,159	1,362
Credit card fees	13,875		13,875	14,078
Other	8,049		8,049	9,171
Telephone		12,846	12,846	14,447
Value of land sold & selling expenses	19,571		19,571	13,252
<b>Total other expenses</b>	<b>\$58,333</b>	<b>\$12,846</b>	<b>\$71,179</b>	<b>\$64,543</b>

## PROCUREMENT CARD

# UNIVERSITY OF WYOMING

### Internal Audit

### Internal Audit

Dept. 3314

1000 E. University Avenue  
**Laramie, Wyoming 82071**  
**(307) 766-4835**

April 24, 2006

To the Board of Trustees  
University of Wyoming  
Laramie, Wyoming

This report is submitted relative to my findings and conclusions as a result of my review and analysis of the Procurement Card program administered by the Purchasing Department for the time period April 2004 through January 2006. The review included the following procedures:

- Review transactions to determine if transactions were split to circumvent the purchasing limit of the card.
- Verify that individuals do not reconcile their own purchases.
- Review supporting documentation of purchases for compliance with university requirements.
- Compare Merchant Category Codes [MCC] of purchases to approved MCC for procurement card purchases.

### Background

The purpose of the Procurement Card program as described on its web site:

This program is being established in order to provide a more expedient procedure of purchasing goods and to reduce paperwork and handling costs. By using procurement cards the traditional purchasing/payment cycle is greatly reduced. Those requisitioners who have been issued procurement cards may now initiate transactions in person, by telephone or on the Internet, as outlined in these procedures. Payments to vendors are made via the bankcard settlement system. The University Accounting Office will make monthly settlements with the UMB Bank.

## SPLIT TRANSACTIONS

### Background

Each card is restricted to a dollar amount that can be spent for one purchase. A split transaction makes multiple credit card payments for one purchase to stay under the per transaction limit for that card. Split transactions avoid requesting permission to exceed the card limit or having to go through the requisition process. Split transactions are forbidden in the Procurement Card Procedures because money can often be saved or higher quality goods can be obtained on larger purchases that go through the normal purchasing process.

### Observation

The Accounts Payable staff reviews the procurement card log to identify purchases that do not meet the criteria of the procurement card procedures. This would include identification of personal purchases, split transactions, improper coding, and lack of proper approval signatures on the procurement card log. One hundred four potential split transactions were identified during the audit and fifty-five of these transactions were traced to the supporting documentation. Of the fifty-five transactions reviewed eleven transactions were split transactions. Few of the split transactions were identified and reported to their supervisor by the Accounts Payable staff.

### Recommendation

In order to strengthen the accountability of departments, I recommend:

That the monthly transactions continue to be reviewed by the Program Administrator to identify split transactions and other violations. A month end process to help identify the transactions will be run each month by Internal Audit with the results passed on to the appropriate personnel for detail review. The detail examination should include a review of the detail transactions including a review of the supporting documentation.

Response – The monthly transactions will be reviewed by the AP supervisor to identify split transactions and other violations of the procedures. The AP supervisor then will run monthly queries (developed by internal audit) to further identify transactions for the AP supervisor to review and underlying detail transactions and to report any violations to the Program Administrators.

A list of the forty nine potential split transactions I did not review will be provided and these should be examined to determine if they are actual split transactions.

- Response – The list of 49 potential split transactions will be reviewed by the AP supervisor by October 31, 2006
- .

Continue to contact the cardholder and the department head informing them of any violation.

- Response – an updated procedure is being reviewed by Administration and should be completed by October 15, 2006. Until then card misuse and sanctions section of the Procurement Card Procedures Manual will continue to be followed regarding the handling of violations.

A log of policy violations should be kept to record the number of occurrences to facilitate the identification of repeated abusers.

Response - A log of policy violations will be created once the Card Misuse and Sanctions section has been reviewed and approved by Administration. Anticipate approval by October 15, 2006

During training emphasize the reasoning behind setting the transaction and daily limits on the procurement card at the current levels along with other card restrictions or limitations.

- Response - The training continues to emphasize the reasoning behind the transaction and daily limits on the procurement card at the current levels along with other restrictions and limitations. This has been incorporated into the training since the inception of the program. Invite the Internal Auditor to attend one of the regularly scheduled training sessions.

The Supervisor of Accounts Payable and the Procurement Card Administrator should examine what each of the offices is responsible for in reviewing procurement card transactions. A coordinated procedure for auditing procurement card transactions should be established to eliminate duplication of effort and establish a structured audit process.

Response – this has been done, and continues to be addressed on an on-going basis as the procurement card program has evolved, including software changes.

## PROCUREMENT CARD PROCEDURES

### Background

The Procurement Card Procedures require:

The President, Vice-President, Dean, Director, or Department Head to determine if all transactions on the Procurement Card Log for the statement period are allowable purchases according to university regulations and policies and approve by signing each Procurement Card Log for the month.

Initiate procedure for repayment of prohibited purchases. This is to be done at the time improper purchases are discovered.

Notify Program Administrator of the details of any improper purchase and the resolution of payment.

For any cases of repetitious abuse of the Procurement Card the president, vice-president, dean, director, or department head will obtain the card and return it to the Program Administrator for cancellation. Repeated abuse may be determined by the president, vice president, dean, director, or department head or Program Administrator.

The Program Administrator is responsible for contacting the president, vice-president, dean, director, or department head for repetitious abuse of the Procurement Card in order that the Procurement Card be confiscated and cancelled.

Accounts Payable will conduct audit review of the transactions in PISTOL.

### Observation

The current Procurement Card Procedures outline the responsibilities for detecting abuse of the procurement card but do not provide consequences for violation of the Procurement Card Procedures. For fiscal year 2005 there were 28,750 procurement and travel card transactions amounting to \$6,075,872 and

year to date, April 24 2006, for fiscal year 2006 there have been 28,436 transactions amounting to \$6,093,458. The growth of the procurement card program will continue to increase in the number of transactions as well as the probability of fraud and abuse in the program. This growth is creating not only a greater need for the detail review of transactions but also a means of protecting the university and employees from the effects of abuse of the procurement card.

#### Recommendation

The best way to protect the university and employees from the effects of abuse is to deny the use of the procurement and travel cards to individuals who demonstrate they are unwilling or unable to abide by the procedures of the procurement card program.

A section that outlines the consequences of abuse and the resulting penalties needs to be added to the current Procurement Card Procedures. This section should contain, but not be limited to:

- Define documentation for incidents of abuse.

- Identify penalties for abuse.

- Define contact procedure for department heads, reconcilers, and card holders.

Response – A change to the procedures is being reviewed by Administration and should be done by October 15, 2006.

### CARDHOLDER RECONCILES OWN PURCHASES

#### Background

From the Procurement Card Procedures:

##### Responsibilities of the Cardholder

- Must attend training and sign an agreement prior to receiving Procurement Card.

- Must obtain the original itemized sales documents (invoices, cash register tape, credit card slip, e-mail confirmation, etc.) for all items. All sales documents will be attached to the Procurement Card Log and logged individually.

- Upon termination relinquish the Procurement Card to the Reconciler along with the Procurement Card Log and documentation of purchases to date.

##### Responsibilities of the Reconciler

- Maintain Procurement Card Log(s) for each statement period ensuring correct budget is being used and that there is sufficient budget for the transaction.

- Deliver Procurement Card Logs with attachments to Accounts Payable Office.

- Notify the Program Administrator when an employee is leaving in order that the Procurement Card can be cancelled. Request an interim Summary Statement from the Accounting Office for final reconciliation of the Procurement Card.

#### Observation

The reconciler adds a degree of separation of duties which prevents the cardholder from maintaining complete control over the purchases made with their procurement card. There has been an effort made to ensure that there is an independent reconciler for each cardholder. Even with this effort there are still five cardholders that can reconcile their own purchases.

#### Recommendation

I recommend that a different reconciler be identified and assigned to these cardholders. In addition the Program Administrator should verify at least monthly that the reconciler is someone other than the cardholder. This can be done by running a query in PISTOL.

Response – The reconciler responsibility has been removed from these five cardholders. The query to identify this is run weekly.

### TERMINATED OR TRANSFERRED EMPLOYEES

#### Background

As noted above in the responsibilities of the cardholder and the reconciler the procurement card is to be relinquished at the date of termination or transfer to the Program Administrator so that the card can be cancelled.

#### Observation

The Procurement Card Procedures do not ensure that the Program Administrator is notified of the departure in a timely manner. If the procurement card is not cancelled the university is subject to fraudulent use of the card. If the purchase card is used by a terminated employee and the card has not been canceled, the university is of the understanding that the university is liable for the charges. Presently the Program Administrator runs a report each week indicating employees that have terminated their employment with the university. This report searches back three months to be sure all terminated employees have been included in the event paper work was not filed timely. This report does not include employees that have terminated their employment but are on terminal leave or employees that transfer between departments.

#### Recommendation

I recommend:

That the Program Administrator continue to run the termination report each week reviewing three months prior to the report date and three months after the report date. The results of this report should be compared to active cardholders to ensure procurement cards of terminated employees have been canceled.

Response - This has been implemented and is currently being done weekly.

The Program Administrator should also request to receive the report that lists the transfers of university personnel between departments.

Response - This has been implemented and is currently being done weekly.

The Program Administrator should review all purchases that occur after the employee termination date or last day on campus whichever occurs first to ensure there are no fraudulent charges. Due to delays in processing charges, there is the possibility that legitimate charges using the procurement card will appear on the university billing after the cardholder had terminated.

Response - Per the termination section of the Procurement Card procedures "Upon termination, the cardholder shall relinquish their card to their reconciler along with their current procurement card log and appropriate documentation of their purchases to date." The reconcilers have daily access to all transactions downloaded to PISTOL as well as account review on the UMB website and should be reviewing transactions for fraudulent charges. If suspicious charges are suspected a Program Administrator should be notified.

The Program Administrator should verify with the issuing bank the university's liability in the event a terminated employee's procurement card is not cancelled and used to make a purchase.

Response - See Attachments A & A-1 outlining our liability.

## CAR RENTAL AGREEMENTS

### Background

Addendum I of the Procurement Card Procedures states:

Vehicle Rental - Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW)

University employees renting a vehicle while traveling on UW business need to be aware of the following: The rental company contract will offer a number of insurance options such as -

- a. Loss Damage Waiver (LDW) or Collision Damage Waiver (CDW)
- b. Uninsured/Underinsured Motorist (UM/UIM)
- c. Supplemental Liability Insurance (SLI)
- d. Personal Accident and Effects Insurance (PAI)

The LDW and CDW option must be accepted and the other options should be declined unless the rental is being secured with a University of Wyoming Procurement Card. If a UW Procurement Card is being utilized to secure the vehicle, all insurance options should be declined, as LDW/CDW coverage is included as a benefit under the Card.

If the employee is involved in an accident, in addition to completing the accident report with the rental company, the UW Risk Management Office needs to be notified as soon as practical (307-766-5767).

### Observation

In the documentation reviewed there was one car rental that indicated the Loss Damage Waiver was not declined adding an unnecessary cost of \$306.00.

### Recommendation

I recommend that current training emphasize this area and encourage infrequent travelers to contact the Program Administrator prior to traveling for any updates in this and other areas. Currently computer based training is being developed for cardholders. After this training is completed cardholders will be required to complete the training on a regular basis.

Response - The Program Administrators have trained cardholders on this subject since the Risk Management Director queried Visa about the university's liability for damaged rental vehicle if university issued Visa card is utilized for payment. In addition, when this was instituted an e-mail was sent to all department reconcilers to disseminate to all department cardholders. Invite the Internal Auditor to attend one of the regularly scheduled training sessions.

The \$306.00 charge considered unnecessary because Loss Damage Waiver was not waived could be dependent upon various factors. Individuals attending training are instructed as to how this waiver is either accepted or declined. In addition, the updated procedures manual outlines the following issues.

If cardholder is securing the vehicle for self, the insurance is declined.

In addition to the cardholder an additional driver is added to the agreement the insurance can be declined with the understanding that the cardholder must be in the car at all times. If there is a possibility that the cardholder may not be in the car then the insurance must be accepted and paid for.

If a cardholder is securing a car for another individual and will not be in the car then the insurance must be accepted.

Cardholders renting vehicles with 7+ passenger capability are required to accept the CDL/LDW by vehicle rental agencies.

During training it is emphasized many times to call one of the Program Administrators if the cardholder has any questions about the program.

The Procurement Card procedures have been modified recently. New cardholders will still be required to attend a training class.

## MERCHANT CATEGORY CODES [MCC]

### Background

Merchant Category Code - A Merchant Category Code (MCC) is a classification code that is assigned by a payment card organization to a merchant/payee. The payment card organization assigns the merchant a particular code based on the predominant business activity of the merchant.

There are different strategies of procurement cards used on campus which are developed by the Program Administrator. These strategies regulate per transaction purchase limits and monthly purchase limits as well as which MCC are valid for each strategy. The merchant bank is responsible for placing the restrictions on the transactions and of providing a listing of approved MCC for each strategy.

### Observation

The list provided by the merchant bank to identify approved MCC for each strategy had errors in the listing for at least two of the strategies. It is my understanding that this list reflects the MCC actually assigned to this card which could allow improper use of the card. There were several occasions where purchases were made using MCC that were not approved. These purchases were approved by the Program Administrator and the MCC was changed temporarily to allow the transaction. These exceptions were not always documented.

### Recommendations

The Merchant Bank's listing of approved MCC for each strategy should be reviewed each time it is revised or updated to ensure that approved MCC agree to the strategy developed by the Program



Administrator. Any discrepancies should be brought to the attention of the merchant bank and corrected on the listing as well as making sure that the approved MCC are assigned for use in the credit card system.

An accurate log of exceptions granted for both the regular procurement card and the travel card should be maintained. This log would provide documentation of requests for exemption and to support the permanent addition of a new MCC.

Response

- There are 12 strategies with 854 categories for each strategy. The review of these would be a great undertaking and take many man-hours. When audits are performed by Accounts Payable prohibited purchases should be brought to attention of the Accounts Payable Supervisor. The supervisor notifies one of the Program Administrators who can review the purchase for possible MCC discrepancies which can be taken care of with the bank.
- The only way to grant exceptions for purchases is to open the card to allow for everything to go through. The risk is anything can go through during this time. The decision that is made for each exception is whether to allow for a valid charge to go through or deny it because there is a potential risk of a prohibited purchase going through. Although all exceptions have always been authorized by the Program Administrators, these exceptions were transacted and subsequently "closed" by UMB Bank staff previous to November 2005. Exceptions are now authorized, transacted, monitored, and archived internally by the Program Administrators to ensure prompt customer service and that all exceptions closed after the authorized purchase is made by the cardholder.

Jim Byram  
Auditor, Senior

cc: Janet Lowe, Associate VP Administration  
University of Wyoming

Martha Miller, Manager University Purchasing  
University of Wyoming

Linda Nydahl, Manager Accounting Department  
University of Wyoming

Kori Thornhill, Supervisor Accounts Payable  
University of Wyoming

**Attachment A**

\* CORPORATE LIABILITY WAIVER

The University is indemnified for charges made by employees or former employees when those charges are not for goods or services that the University receives direct benefit from, or that violate procedures. The process requires separation of the employee, and certain notification processes and timeframes must be complied with in order to be protected.

## **Attachment A-1**

### **Visa Liability Waiver Program**

The Visa® Liability Waiver Program is one of the most valuable core benefits of the UMB Visa Purchasing Card—offering the security and coverage you need to do business with complete confidence. This program protects you against eligible losses that might be incurred through card misuse by a terminated employee. While cardholder misuse is rare, Visa has recognized that it does occur. That is why Visa continues to offer this program, which waives certain eligible charges when an employee misuses Visa Purchasing Card privileges.

#### Visa Liability Waiver Program Benefits

Automatic enrollment  
No deductible and no extra cost  
No maximum cap per company  
Coverage up to \$15,000 per cardholder  
Coverage for cash advances, officers and ghost accounts  
Simplified claim procedures

### **What is the Visa Liability Waiver Program?**

A company ("Company") that has established a Visa Purchasing Card account ("Account") with UMB Bank ("Bank") may request that Bank waive the Company's liability for certain charges in accordance with the Visa Purchasing Card Liability Waiver Program ("Program"). Visa has arranged insurance coverage to provide payment to Bank for covered losses and will administer the Program.

The Bank may waive the Company's liability for waivable charges up to \$15,000 per Visa Purchasing Card Cardholder and be reimbursed by the Program Underwriter ("Program Underwriter") provided both the Bank and the Company have satisfied all Program obligations.

1. Bank shall mean the Visa Member which issues Visa Purchasing Card Accounts to the Company for use by designated employees.
2. "Company" shall mean a corporation, partnership, sole proprietorship, or any other entity, which has signed a Visa Purchasing Card Account agreement with Bank, and subsequently issues Visa Purchasing Card Accounts for use by persons designated by the Company.
3. "Cardholder" means a person designated by the Company who is authorized by the Company to use the Visa Purchasing Card Account for Company business purposes only.
4. "Charges" shall mean all amounts, including cash disbursements, charged to the Company's Visa Purchasing Card Account with Bank.
5. "Affidavit of Waiver" shall mean a written request or claim form sent from the Company requesting the Bank to waive the Company's charges in accordance with the terms and conditions of the Program.
6. "Billed" or "Unbilled" with respect to any Charge shall be based upon the date of the Bank's statement.
7. "Notification of Termination" of the Cardholder's employment shall mean the date the Cardholder gives or receives oral or written notice of immediate, or pending termination, or the date the Cardholder leaves the Company's service, whichever is earlier.

### **What are Waivable Charges?**

"Waivable Charges" shall mean Charges incurred by a Cardholder or other authorized person which:

1. do not benefit the Company directly or indirectly; and
2. (i) are Billed within seventy-five (75) days preceding Notification of Termination, or  
(ii) are incurred but Unbilled as of Notification of Termination, or  
(iii) are incurred up to fourteen (14) days after Notification of Termination; provided, however,

that Bank has received a request to cancel the Cardholder Account within two (2) business days of Notification of Termination. There will be no coverage after Notification of Termination, as defined, unless notice to cancel the Cardholder Account is received by the Bank within two (2) business days; and

3. are the responsibility of the Company and/or Cardholder for payment to Bank

### **What are not Waivable Charges?**

The following are not Waivable Charges and are not covered by the policy:

1. Charges made by partners, owners, or principal shareholders who own more than five percent (5%) of the Company's outstanding shares, elected directors, or persons who are not employees of the Company.
2. Charges incurred to purchase goods or services for the Company or for the persons other than the Cardholder pursuant to the instructions of the Company, in accordance with company policy, if those goods or services are of the type which are regularly purchased by or for the Company.
3. Charges incurred by the Cardholder after Notification of Termination unless the Bank receives a request from the Company to cancel the Account within two (2) business days of Notification of Termination. If cancellation of the Account is received by the Bank within two (2) business days, then coverage will be afforded fourteen (14) days from Notification of Termination, but not beyond.
4. Charges incurred by the Cardholder more than fourteen (14) days after Notification of Termination or billed earlier than seventy-five (75) days prior to Notification of Termination.
5. Charges resulting from either a lost or stolen Visa Purchasing Card or bankruptcy/insolvency of the Company.
6. (i) Charges in excess of \$15,000 for each Cardholder from Companies with five (5) or more valid Cardholder Accounts.  
(ii) Charges in excess of \$5,000 for each Cardholder from Companies with two (2) to four (4) valid Cardholder Accounts.
7. Cash advances, after Notification of Termination, shall be limited to \$300 per day, or a maximum of \$1,000 whichever is less.
8. Charges incurred by a Cardholder after discovery by the Company of any fraudulent or dishonest act on the part of the Cardholder.

### **What are my Company's obligations?**

The Company may request that Bank waive the Company's liability for Waivable Charges only if the Company meets all of the following requirements:

1. The Cardholder's employment is terminated, voluntarily or involuntarily.
2. The Company has one (1) or more Accounts in good standing.
3. The Company must attempt to retrieve the Visa Purchasing Card from the employee.
4. The company must request that the Bank cancel the Account within two (2) business days of Notification of Termination, as defined. Failure to notify within two (2) business days will exclude coverage for any Charges incurred after Notification of Termination.
5. The Company must deliver to the Cardholder or send by first-class mail or fax, a written notice stating that the Account has been cancelled, that the Cardholder should immediately discontinue all use of the Account, and that the Cardholder must immediately return the Visa Purchasing Card to the Company.
6. The Company must send a completed and signed Visa affidavit of Waiver claim form with all required documentation to Bank within ninety (90) days of Notification of Termination. All claim documents must be filed with the Program Underwriter within one hundred eighty (180) days from Notification of Termination.

7. The Company will remit all such amounts to the Bank if the Company recovers any amounts for Waived Charges from any source after the Company has filed a Visa Affidavit of Waiver claim form with Bank. The Company agrees to assign any rights it may have to collect such amounts from the Cardholder to the Program Underwriter. However the Company will not be required to pay Bank any amount that exceeds the loss sustained by Bank.

8. Once a claim has been paid for a given person, no future claims will be considered.

When are the Charges waived?

1. Upon receipt of the Affidavit of Waiver claim form and verification that the charges are waivable, Bank will waive the Company's liability for those charges.

2. Bank will then file a claim with the Program Underwriter.

3. Any monies Bank may receive at any time from the Cardholder or any other source in respect of Waivable Charges will be used by Bank to reduce the Waivable Charges and/or the amount of any claim Bank files with the Program Underwriter.

Other Insurance

This program does not cover any loss which is insured by or would but for the existence of this policy, be insured by any other existing policy or policies except in respect of any excess (not exceeding the limits of this policy) beyond the amount which would have been payable under such other policy or policies including any deductible applicable thereunder had this program not been in effect.

**4. INFORMATION ONLY ITEM: Quarterly Report on Investments, Lowe**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify:

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS - COST BASIS  
 SUMMARY FOR THE PERIOD  
 7/1/06 - 9/30/06

	University Managed	
	Prior Quarter 06\30\06	Current Quarter 09\30\06
Current Unrestricted, Auxiliary & Other Funds	52,326,717	70,344,945
Excellence in Higher Education Endowment	4,366,874	4,419,042
Other Restricted Funds	1,885,540	1,897,052
Unrestricted Gifts and Grants	11,948,687	12,176,281
Contract and Grants	9,022,268	9,250,729
Student Loans	5,056,297	4,964,957
Bond Series 2004 & 2005 Construction Funds	6,932,623	7,604,607
Plant Funds	3,153,221	3,332,783
Agency Funds	48,300	110,198
APHEC	638,313	0
Total Pooled Investments	<u>95,378,840</u>	<u>114,100,594</u>
Bond Series 2004 & 2005 Construction Funds	<u>7,125,000</u>	<u>4,810,000</u>
Total Investments	<u>102,503,840</u>	<u>118,910,594</u>

Average Return - Pooled Investments	<u>4.44%</u>	<u>4.70%</u>
Merrill Lynch FlexiCash Program – Bank of New York Custodian (US Agency Securities investments pool with daily access)	20,000,000	31,200,000
Certificate of Deposit	2,400,000	2,400,000
Gov't Sponsored Enterprises Discount Notes	72,978,840	80,500,594
US Agency Securities	<u>7,125,000</u>	<u>4,810,000</u>
Total Investments	<u>102,503,840</u>	<u>118,910,594</u>

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

UNIVERSITY OF WYOMING  
FIXED INCOME INVESTMENTS - COST BASIS  
SUMMARY FOR THE PERIOD  
4/1/06 - 6/30/06

	University Managed	
	Prior Quarter 03\31\06	Current Quarter 06\30\06
Current Unrestricted, Auxiliary & Other Funds	59,793,573	52,326,717
Excellence in Higher Education Endowment	4,316,739	4,366,874
Other Restricted Funds	1,940,090	1,885,540
Unrestricted Gifts and Grants	12,037,083	11,948,687
Contract and Grants	7,605,319	9,022,268
Student Loans	6,565,406	5,056,297
Bond Series 2004 & 2005 Construction Funds	6,456,213	6,932,623
Plant Funds	3,720,005	3,153,221
Agency Funds	61,569	48,300
APHEC	782,361	638,313
Total Pooled Investments	103,278,358	95,378,840
Bond Series 2004 & 2005 Construction Funds	9,828,000	7,125,000
Total Investments	113,106,358	102,503,840
Average Return - Pooled Investments	4.05%	4.44%
Merrill Lynch FlexiCash Program - Bank of New York Custodian (US Agency Securities investments pool with daily access)	21,000,000	20,000,000

Certificate of Deposit	2,400,000	2,400,000
Gov't Sponsored Enterprises Discount Notes	79,878,358	72,978,840
US Agency Securities	<u>9,828,000</u>	<u>7,125,000</u>
Total Investments	<u><u>113,106,358</u></u>	<u><u>102,503,840</u></u>

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



**5. INFORMATION ONLY ITEM: Progress Report/Change Orders, Harris**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
- Education Session
- Information Item
- Other Specify:

**CAPITAL CONSTRUCTION  
 Progress Report as of October 2, 2006**

The following gives an accounting of the progress and activity of construction and design since the last Trustees meeting. Also reported are approved change orders.

**PROJECTS IN CONSTRUCTION**

**1. Washakie Housing Renovations – McIntyre and Orr Hall**

Contractor	Delta Construction Inc. Laramie, WY
Bid Price – McIntyre Hall	\$3,713,741.00
Bid Price – Orr Hall	\$2,345,029.00
Contract Substantial Completion Date	
- McIntyre Hall	July 1, 2005
- Orr Hall	July 1, 2006

	Total	Administration	Construction	Technology	Design	Contingency	Furnishings
Budget	8,600,000	275,180	6,344,329	50,000	800,000	380,000	750,491
Expended	8,392,786	243,716	6,373,390	0	722,497	380,000	673,183
Obligated	8,598	0	905	0	7,693	0	0
Funded by Other Sources	29,966	0	29,966	0	0	0	0
Un-obligated	228,582	31,464	0	50,000	69,810	0	77,308

NOTE: Change Order #4 for security doors is being funded from other sources

Remarks Construction has been completed.

**2. Classroom Building Renovation and Addition**

Contractor	Spiegelberg Lumber & Building Company Laramie, WY
Bid Price	\$9,681,835
Contract Substantial Completion Date	October 15, 2006

	Total	Administration	Construction	Design	Technology	FF & E	Contingency	Misc
Budget	14,639,335	337,500	9,681,835	950,000	1,750,000	1,010,000	590,000	320,000
Expended	9,164,174	214,962	7,819,487	886,422	70,419	0	158,754	14,130
Obligated	2,336,981	0	1,862,348	63,578	0	0	411,055	0
Un-obligated	3,138,180	122,538	0	0	1,679,581	1,010,000	20,191	305,870

**Remarks** The roof for the exterior addition has been installed. Store front is being installed at vestibules and east entrance. Several classrooms in the basement are nearly completed with carpet, writing boards, ceiling grids, paint and lighting installed. Walls for the lower level of the addition are framed and drywall is being installed. Mechanical and electrical rough-ins are proceeding on the second level of the addition.

### 3. Wyoming Technology Business Center (WTBC)

Construction Manager at Risk	Delta Construction Inc. Laramie, WY
Guaranteed Maximum Price	\$8,428,000.00
Contract Substantial Completion Date	July 6, 2006
Extended	July 31, 2006
Data Center Completion Date	October 13, 2006

	Total	Administration	Construction	Design	Contingency
Budget	11,293,000	300,000	10,028,000	665,000	300,000
Expended	9,556,553	152,816	8,606,833	665,000	131,904
Obligated	1,776,103	147,184	1,421,167	0	207,752
Un-obligated	-39,656	0	0	0	-39,656

**Remarks** Substantial Completion of the building was reached on August 24<sup>th</sup>. Most of the tenants have moved in. Most of the punch list items have been completed. The Data Center located in the basement is on schedule and will be complete by October 13<sup>th</sup>. Some punch list items, HVAC balancing, and minor modifications are in process.

### 4. Fire Suppression Systems

Contractor – Spanish Walk Apartments	Rapid Fire Protection, Inc. Rapid City, SD
Bid Price	\$450,000.00
Contract Substantial Completion Date	November 18, 2005
Contractor – Crane/ Hill Halls	Rapid Fire Protection, Inc. Rapid City, SD
Bid Price	\$1,268,000.00
Contract Substantial Completion Date	August 1, 2006 – Hill Hall December 1, 2006 – Crane Hall

	Total	Administration	Construction	Design	Contingency
Budget	2,074,250	61,900	1,625,350	232,200	154,800
Expended	1,458,246	13,894	1,241,700	189,920	12,732
Obligated	489,043	0	383,650	10,543	94,850
Un-obligated	126,961	48,006	0	31,737	47,218

Remarks The asbestos abatement has been completed at Crane Hall and fire protection installation is proceeding. Punch list items for Hill Hall have been completed.

### 5. Archaeological and Anthropological Resource Facility (AARF)

Contractor Sletten Construction of Wyoming, Inc.  
 Cody, WY  
 Bid Price \$11,157,000.00  
 Contract Substantial Completion Date March 1, 2007

	Total	Administration	Construction	Design	Technology	FF & E	Contingency	Misc
Budget	15,641,050	462,540	11,430,570	1,088,625	80,000	1,580,000	544,315	455,000
Expended	5,446,173	182,373	4,078,617	1,013,893	0	0	171,290	0
Obligated	7,230,219	0	7,113,707	74,732	0	0	41,780	0
Un-obligated	2,964,658	280,167	238,246	0	80,000	1,580,000	331,245	455,000

Remarks Steel erection is 95% complete with some trim out remaining. The roof is 90% complete. Brick Masonry on the east and north sides is approximately 75% complete. The masons will complete the west facade next and the north facade last to take advantage of the sun during the cooler weather. A high level of work quality has been noted by the consultants. There continues to be discussions about the construction schedule and completion date.

### 6. Outdoor Track

Contractor A. T. G. Sports Industries, Inc.  
 Andover, KS  
 Bid Price \$995,000.00  
 Contract Substantial Completion Date August 1, 2006  
 Extended date due to resurfacing tennis court August 19, 2006

	Total	Administration	Construction	Equipment	Contingency
Budget	1,258,960	10,000	995,000	183,960	70,000
Expended	881,989	1,294	679,747	183,960	16,988
Obligated	449,813	8,706	388,095	0	53,012
Un-obligated	-72,842	0	-72,842	0	0

NOTE: Change Order to resurface outdoor tennis courts was added to this project. Gift funds are available to cover this expenditure but it wasn't figured into the original budget.

Remarks The project was substantially complete on August 17, 2006. The contractor will complete the punch list items by September 30, 2006. The track dedication was held on September 22, 2006.

### 7. Simpson Family Plaza

Contractor Arcon, Inc.  
 Laramie, WY  
 Bid Price \$511,291.00  
 Contract Substantial Completion Date August 11, 2006

	Total	Administration	Construction	Design	Contingency
Budget	638,421	28,100	511,291	47,900	51,130
Expended	589,000	6,224	511,291	47,900	23,585
Obligated	0	0	0	0	0
Un-obligated	49,421	21,876	0	0	27,545

Remarks The contractor completed the punch list items. Project is complete and retainage released.

## 8. Indoor Practice Facility

Design/Builder	Delta Construction, Inc./Hall-Irwin Corporation Laramie, WY/Milliken, CO
Guaranteed Maximum Price	\$9,933,000.00
Contract Substantial Completion Date	May 22, 2007

	Total	Administration	Construction	Contingency
Budget	10,528,980	99,330	9,933,000	496,650
Expended	435,408	1,433	328,375	105,600
Obligated	0	0	0	0
Un-obligated	10,093,572	97,897	9,604,625	391,050

Remarks The design/build team is in the process of developing the construction documents for this facility. The facility will be located on the east side of the Rochelle Athletic Center. The proposed construction start date for this project is October, 2006.

## PROJECTS IN DESIGN PHASE

1. Information Library and Learning Center (IL<sup>2</sup>C)
2. Information Technology
3. Powell Seed Lab

## CHANGE ORDERS

### 1. Washakie Housing Renovations – McIntyre and Orr Hall

#### Change Order No. 20

Item	Add gypsum wallboard in ADA restrooms	Add:	905.00
		Add:	\$ 905.00
		<u>Total Change Order No. 20</u>	

#### Statement of Contract Amount

Original Contract	\$ 6,058,770.00
Change Order 1-20	+ 765,176.38
Adjusted Contract	\$ 6,823,946.38

**2. Classroom Building Renovation and Addition**

**Change Order No. 13**

Item 1	Modify grating to allow removal of electrical gear	Add:	2,562.00
Item 2	Cover over flow drain in drywall	Add:	240.00
Item 3	Add structural steel to support existing precast	Add:	1,541.00
Item 4	New wall to accommodate new switch gear	Add:	6,258.00
Item 5	Fill in void at column near elevator door	Add:	856.00
Item 6	Fire separation at women's restroom 132	Add:	672.00
Item 7	Provide fire barrier of existing chase on 3 <sup>rd</sup> level	Add:	756.00
Item 8	Fill in projector screen recess in rooms 302 and 304	Add:	0.00
Item 9	Encase steel column in rooms 103 and 105	Add:	532.00
Item 10	Remove display racks in rooms 302 and 304	Add:	205.00
Item 11	Add outlets and floor boxes for AV, add 5 projections screens & cases	Add:	27,521.00
Item 12	Revise electrical feeder conductors	Add:	2,076.00
Item 13	Concrete trenching and backfill	Add:	2,612.00
	<u>Total Change Order No. 13</u>	Add:	<u>\$45,831.00</u>

**Statement of Contract Amount**

Original Contract	\$ 9,681,835.00
Change Order 1-13	+ 411,055.20
Adjusted Contract	\$10,092,890.20

**3. Wyoming Technology Business Center (WTBC)**

**Statement of Contract Amount**

Original Contract	\$8,428,000.00
Change Order 1-2	+ 1,924,000.00
Adjusted Contract	\$10,352,000.00

**4. Archaeological and Anthropological Resource Center (AARF)**

**Change Order No. 9**

Item 1	Additional drainage material due to increased volume of ground water	Add:	13,907.00
Item 2	Delete waterstop at perimeter of basement slab	Deduct:	806.00
	<u>Total Change Order No. 9</u>	Deduct:	<u>\$13,101.00</u>

**Change Order No. 10**

Item 1	Move drilled pier to the east and reinforce corner	Add:	517.00
Item 2	Revision of drain piping around elevator pit	Add:	2,256.00
Item 3	Foundation adjustment at the west side of the Bee Lab	Add:	496.00
	<u>Total Change Order No. 10</u>	Add:	<u>\$3,269.00</u>

**Statement of Contract Amount**

Original Contract	\$11,157,000.00
Change Order 1-6, 9-10	+ 51,694.00
Adjusted Contract	\$11,208,694.00

**5. Outdoor Track Renovation**

**Statement of Contract Amount**

Original Contract	\$ 995,000.00
Change Order 1	<u>+ 134,560.00</u>
Adjusted Contract	\$1,129,560.00

Plus 18 calendar days

**6. Simpson Family Plaza**

**Statement of Contract Amount**

Original Contract	\$ 511,291.00
Change Order 1	<u>+ 13,051.40</u>
Adjusted Contract	\$ 524,342.40

**6. INFORMATION ONLY ITEM: State Matching Funds, Blalock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify:

**STATE MATCHING FUNDS FOR ATHLETICS**

**Cronk, David S. and Family**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a pledge of \$1,000,000.00 from David S. Cronk and Family for the Athletics Campaign, the specific project yet to be determined. The pledge was received on September 18, 2006.

The donors are friends of the University of Wyoming.

**Hines, John J.**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a gift of \$25,000.00 from John J. Hines received on October 2, 2006 toward the Athletics Campaign Unrestricted Fund.

Mr. Hines is an alumnus of the University of Wyoming.

**Listen, James R. and Janet S.**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a pledge of \$25,000.00 from James R. and Janet S. Listen received on August 16, 2006 toward the Indoor Practice Facility.

The donors are friends of the University of Wyoming.

**White, Tim and Jodi**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a pledge of \$100,000.00 from Tim and Jodi White for the Athletics Campaign Unrestricted Fund. The pledge was received on August 23, 2006.

The donors are friends of the University of Wyoming.

**STATE MATCHING FUNDS FOR ACADEMIC FACILITIES**

There are no new requests for state matching dollars for academic facilities.

## **STATE MATCHING FUNDS FOR ENDOWMENTS**

### **Belt, Taylor and LaDean**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a \$150,000.00 gift from Taylor and LaDean Belt half of which goes to the College of Law Excellence Fund and the other half to the Department of Mechanical Engineering Excellence Fund.

Mr. Belt graduated from the University of Wyoming in 1948 with a Bachelor of Science degree from the Department of Mechanical Engineering and again in 1954 with a JD from the College of Law. Mrs. Belt is a friend of the University of Wyoming.

### **See, Sigrid**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a \$250,000.00 gift from Sigrid See \$150,000.00 of which goes to the Sigrid A. See Scholarship in the Science and Mathematics Teaching Center and \$100,000.00 to the Rex R. and Florence Vedder Anderson Memorial Fund for the Science and Mathematics Teaching Center. Ms. See has prior state matched gifts amounting to \$434,646.30.

Ms. See graduated from the University of Wyoming in 1959 with a Bachelor of Arts degree from the College of Education.

### **Wyoming Pharmacy Association**

This is to inform you regarding approval for Wyoming Legislative Matching Funds for a \$50,000.00 gift from the Wyoming Pharmacy Association to the Wyoming Pharmacy Association Centennial Scholarship II.

The donor is an entity rather than an individual.



**7. INFORMATION ONLY ITEM: Development Report, Blalock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other            Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The UW Foundation has agreed to report on donor giving to the UW Board of Trustees.

WHY THIS ITEM IS BEFORE THE BOARD:

This report is before the Board to advise them of the most current giving totals.

COMMENTS:

There are two spreadsheets within the FY2006 Monthly Giving Report through September 30, 2006. The first includes all gifts, while the second focuses on annual fund gifts. Both tables are broken down by the unit receiving the gifts.

### FY 2007 Monthly Giving Report through September 30, 2006

		ALL GIFTS										
FUND	New Commitments FY 2007 GOALS	Current Month (cash received only)		FY 2007 to date						FY 2006 Commitments YTD		
				Cash & Cash equivalent			New Commitments YTD					
		DONORS	FACE VALUE	DONORS	OUTRIGHT	LIFE INCOME		PLEDGE PMTS	NEW PLEDGES	TOTAL	DONORS	FACE VALUE
				FACE	NPV							
AGRIC	\$ 1,000,000	291	\$58,942	331	\$69,655			(\$25,000)	\$50	\$44,705	292	\$136,185
AHC	\$ 250,000	43	\$2,375	51	\$4,009					\$4,009	141	\$41,540
ALUMNI										\$0	33	\$2,410
A & S	\$ 3,000,000	648	\$256,586	785	\$406,480			(\$126,350)	\$25,000	\$305,130	597	\$136,793
ATHLETICS	\$ 5,000,000	386	\$102,202	1396	\$609,843			(\$105,688)	\$1,175,000	\$1,679,155	1383	\$945,132
BUSINESS	\$ 3,000,000	267	\$78,134	320	\$126,854			(\$69,800)		\$57,054	259	\$95,400
EDUCATION	\$ 750,000	242	\$266,444	312	\$294,244			(\$2,560)		\$291,684	257	\$275,487
ENERGY												
ENGINEERING	\$ 3,000,000	288	\$103,210	393	\$88,545	\$75,000	\$36,299	(\$20,575)		\$142,970	387	\$50,312
IENR	\$ 500,000	22	\$1,880	25	\$3,130					\$3,130	26	\$22,480
HEALTH SCI	\$ 1,500,000	186	\$17,159	406	\$37,272				\$50,000	\$87,272	205	\$43,054
LAW	\$ 2,000,000	85	\$189,018	98	\$123,544	\$75,000	\$36,299	(\$97,027)		\$101,517	67	\$14,748
LIBRARY	\$ 350,000	83	\$7,182	152	\$15,561					\$15,561	95	\$11,391
OUTREACH	\$ 700,000	593	\$32,007	1426	\$78,932					\$78,932	2150	\$111,918
STU AFFRS	\$ 50,000	28	\$1,420	60	\$3,140					\$3,140	124	\$3,860
UW ART MUS	\$ 650,000	54	\$8,630	79	\$63,315					\$63,315	58	\$25,805
UNIV. FUND	\$ 150,000	485	\$28,637	537	\$33,524					\$33,524	496	\$41,917
OTHER	\$ 3,100,000	42	\$15,177	73	\$194,037			(\$113,165)		\$80,872	659	\$428,152
GIFTS NOT YET BOOKED										\$0		
<b>TOTAL</b>	<b>\$ 25,000,000</b>	<b>3,433</b>	<b>\$1,169,002</b>	<b>5,894</b>	<b>OUTRIGHT &amp; FACE:</b>	<b>\$2,302,085</b>		<b>(\$560,165)</b>	<b>\$1,250,050</b>	<b>\$2,991,971</b>	<b>6,528</b>	<b>\$2,386,584</b>

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

## FY 2007 Monthly Giving Report through September 30, 2006

### ANNUAL FUND GIFTS (cash received)

FY 2007 GOALS	Current Month		FY 2007 to date		FY 2006 to same date	
	DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL
\$ 98,600	251	\$16,707	284	\$19,134	189	\$13,405
\$ 36,000	43	\$2,375	50	\$2,700	131	\$10,907
\$ -						
\$ 387,000	628	\$ 44,554	749	\$64,550	549	\$68,104
\$ 1,297,400	368	\$64,219	1262	\$216,080	1113	\$168,524
\$ 170,000	245	\$28,130	286	\$39,543	218	\$30,867
\$ 80,000	234	\$13,874	275	\$17,949	239	\$10,937
\$ 288,000	271	\$25,045	363	\$35,420	355	\$31,242
\$ 59,700	19	\$1,330	20	\$1,580	21	\$2,480
\$ 94,000	174	\$10,709	307	\$21,571	191	\$23,276
\$ 51,700	80	\$15,991	92	\$19,017	59	\$9,846
\$ 50,600	81	\$6,689	150	\$15,068	88	\$10,790
\$ 522,000	593	\$32,007	1420	\$74,107	2142	\$109,528
\$ 57,800	28	\$1,420	55	\$2,415	109	\$2,750
\$ 70,000	32	\$4,715	51	\$8,242	48	\$10,405
\$ 174,500	485	\$28,637	537	\$33,524	486	\$40,220
\$ 62,700	21	\$3,728	26	\$4,073	119	\$9,313
<b>\$3,500,000</b>	3,298	\$300,131	5,508	\$574,973	5,638	\$552,594

**8. INFORMATION ONLY ITEM: Foundation Report on Performance of Assets, Blalock**

CHECK THE APPROPRIATE BOX(ES):

- Work Session  
 Education Session  
 Information Item  
 Other                      Specify:

**BACKGROUND AND POLICY CONTEXT OF ISSUE:**

UW transferred their endowment funds to the UW Foundation for management, and the UW Foundation agreed to report performance on those assets regularly.

**WHY THIS ITEM IS BEFORE THE BOARD:**

With that understanding in mind, the performance results compiled by Monticello Associates on the University of Wyoming Foundation pooled endowments as of August 31, 2006 are included in the book for your reference.

**COMMENTS:**

These performance results include all of endowment assets managed for the University of Wyoming Foundation, including the assets transferred from the university and the state match monies.