

DRAFT

**THE UNIVERSITY OF WYOMING
BOARD OF TRUSTEES' MINUTES**

September 6-8, 2007

The Final Minutes can be found on the University of Wyoming Board of Trustees website at 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
September 6-8, 2007

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**UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES
September 6-8, 2007**

A trustee orientation on the UW Budget was held Thursday morning, September 6, 2007. Following the afternoon work session, members of the Board attended Groundbreaking Ceremonies for the new IT Building on Sorority Row and the 2007 Fall Convocation in the Fine Arts Concert Hall. Former Trustee Judy Richards was recognized at a dinner that evening for the Trustees and Foundation Board at President Buchanan's home.

There was a joint meeting with the Board of Trustees and the Foundation Board Friday morning, September 7, followed by a lunch with the Board of Trustees, Foundation Board and Alumni Board in the Union ballroom. Some board members attended the Hall of Fame Reception and Dinner Friday evening. The Board held work sessions Friday morning and afternoon, followed by their Business Meeting. There was no Board of Trustees business conducted Saturday, September 8, 2007.

AGENDA ITEM TITLE:

Introduction: New Associate Vice President for Administration, Harris

New Human Resources Director, Harris

New Physical Plant Director, Harris

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Introductions

MINUTES OF THE MEETING

Phill Harris, Vice President for Administration, provided introductions for his new directors. Ms. Kathryn Klepak is the new director of HR. Mr. Jim Scott served as interim director of Physical Plant and has been appointed to the position permanently. Mr. Mark Collins was appointed as the Associate Vice President for Operations, Division of Administration.

AGENDA ITEM TITLE:

Recognition:

Rodeo Team, Allen

Tamara Lehnertz- MWC Woman of the Year, Burman

Kevin Bretting- MWC Sportsmanship Award Winner, Burman

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: Recognition

MINUTES OF THE MEETING

Frank Galey, Dean of the College of Agriculture, introduced members of the UW Rodeo Club. The members the UW Cowgirl Rodeo Team which won the 2007 Collegiate National Rodeo Finals women's title are: Kayla Nelson, Lori Amick, Nikki Steffes, Alexis DeKay, Samantha Jobman, Jordan Hodges and coach George Howard. Several of the team members also won individual awards.

Matt Whisenant, Associate Director of Athletics, talked about the Wyoming Swimming and Diving Team, and introduced Ben Murphy, Diving Coach, and members of the diving team Kevin Bretting and Tamara Lehnertz. The third member of the team is Aimee Stinson, and all three were recently selected to the ESPN The Magazine Academic All-District VII at large First Team. Mr. Murphy noted that Athletics is very proud of the academic and athletic excellence of the athletes during the 2006-2007 season. The diving team has maintained a 3.8 GPA.

AGENDA ITEM TITLE:

Karen Solomon: Higher Learning Commission Institutional Liaison, Abernethy

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Rollin Abernethy, Associate Vice President for Academic Affairs, introduced Ms. Karen Solomon, Higher Learning Commission (HLC) Institutional Liaison. He noted that the Board has had numerous discussions regarding this path on planning. The goal of interfacing the regional accreditation endeavor with UW's planning efforts has also been discussed. UW invited Ms. Solomon to campus to have her meet with the Board. She will speak about the overview of regional accreditation: what it is, what the process looks like, and what the expectations are.

The HLC was originally the North Central Association (NCA), and it was comprised of a group of institutions that wanted to compare themselves to one another to challenge themselves. The group grew, and there are now six regional accreditation bodies that cover 19 states. Developing the criteria for accreditation and carrying out the institution's mission are done by peers in similar institutions. The pool of peer reviewers is very diverse, as its members have experience with many different institutions and several configurations. The visit lasts 2 ½ days, with the maximum period between accreditations being 10 years. The reaccreditation also affects federal financial aid eligibility for the institution.

The most recent and growing concern is with international accreditation, as students go global. Standards for institutional quality are required, and HLC works with students, requiring measurements of student work to analyze what the students are learning. The Higher Learning Commission wants institutional and program perspective reports from universities. The information provided on accreditation criteria was distributed to the board, and Ms. Solomon reviewed and explained the information. With UW working on self-study for the next couple of years, this creates a good environment for reflection and discussion. The focus is on how the

institution is doing, where it wants to go, and how it is going to get there. The Higher Learning Commission is looking for many different groups to be involved in the process, and the team will come to campus and prepare two reports. The first will list the five criteria and how the institution demonstrates that they have reached the goals. The other report is an advancement report covering issues the institution has identified that they would like help with and issues the team had identified that the institution should work on. This will happen in the fall 2010, but the next two years will be very busy. The Higher Learning Commission expects to dovetail into planning that is already underway.

Trustee President Davis said that the Board will have future discussions on how this will work with the planning processes at UW.

AGENDA ITEM TITLE: Safety Update, Axelson

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Vice President Axelson distributed the flyer regarding UW Alert. She stated that she has been working on comprehensive safety initiatives, and has a great group of folks working together across the campus and in the Laramie community. Vice President Axelson went on to discuss the creation of the President's Advisory Council on Safety, which will be chaired by the new Associate Vice President for Administration, Mark Collins.

Vice President Axelson introduced Jesse Ballard, and Mr. Ballard provided the Board with a presentation on how to sign-up for UW Alert. Mr. Ballard stated that the system will only be used for emergency notification at this time. CSU has the Rave wireless system in place. Rave has the ability to send approximately 18,000 messages per minute.

Associate Vice President and Dean of Students Dave Cozzens explained the campus safety website to the Board and detailed the different options for reporting and submitting anonymous comments.

The presentations were followed by questions from the Board, regarding changes to the training in the Counseling Center, for campus staff, and for UW's resident assistants. The Board also inquired about the incident that took place on the Virginia Tech campus and our response to different situations that could happen on the UW campus.

Vice President Harris noted that we will err toward being more comprehensive when sending notifications. Vice President Miller stated that if our communications are down, we still have the capability to send a message from a blackberry or from somewhere off campus. Interim Director

for Public Relations Jim Kearns noted that in an emergency Rave message sent, we would post a web link or phone number which people could contact to retrieve more detailed information.

There was continued discussion by the Board regarding wireless capability/capacity, text messages vs. phone calls, UW's communications, and involvement of the city and county for safety issue discussions.

AGENDA ITEM TITLE:

Joint Meeting of the Foundation Board and the Board of Trustees
(Union Family Room)

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

1. Update From Foundation

President of the UW Foundation Board Roy Klein addressed both the Foundation Board and UW Board of Trustees, welcoming them to this joint meeting. Mr. Klein introduced Ben Blalock, Vice President for Institutional Advancement and CEO of the Foundation. Vice President Blalock distributed a packet of materials detailing a list of institutional priorities for Foundation fundraising, Foundation gifts, asset allocation/rebalancing, and fund performance (materials distributed can be found on the Trustees website). He explained how to read these charts and graphs, noting that the UW Foundation reached a \$39.1 million record this past year, and that this year they have over \$8.5 million in gifts. Vice President Blalock stated that with the goals listed by President Buchanan, we have picked up the pace for fund raising. We are in campaign mode, and have more clarity now than we had during our Distinction Campaign.

Roy Whitney addressed the two Boards, introducing the Investment Committee of the Foundation Board and explaining the committees' duties/functions. Mr. Whitney stated that the Foundation Board has hired 27 managers for their investments. He then introduced Eric Riedlin from Monticello and Associates of Denver, Colorado. Mr. Riedlin stated that UW is one of the only institutions with this type of growth over the past years, and that the Foundation investment committee deserves a lot of credit for this accomplishment. Mr. Riedlin stated that his company is trying to create an investment portfolio for UW. Monticello and Associates has been in business for 17 years and is independent from all investment firms—they are paid by their investors with hard dollars. The company advises about \$35 billion in assets today. The company does no marketing; they focus on their clients. Mr. Riedlin discussed the two handouts

titled *University of Wyoming Foundation Asset Allocation and Total Fund Performance as of June 30, 2007*. He stated that Monticello and Associates performs annual reviews and produces quarterly reports. He referred to the handout page regarding fund performance, and stated that the key is to find consistency in the managers. His company tries to focus their energy on finding managers who can do what they need, hiring managers to steward the asset allocation. Mr. Riedlin stated that if their company can add 1% per year, they are very pleased.

There was discussion among the UW Board of Trustees regarding: asset allocation, recommending managers, committee responsibility for choosing managers, evaluation of performance, ranking as listed by the chart on the handout, and goals for a rank list on the handout. Trustee Taylor Haynes complimented the Investment Committee on a job well done.

Vice President Blalock invited all UW Board members to attend future Foundation Board meetings, and stated that he would be happy to visit with any Board members individually to discuss questions about the Foundation Board.

Trustee Brown thanked Roy Whitney and his investment committee for providing the detailed information and for all their efforts on behalf of the University. Trustee Davis also thanked Mr. Eric Riedlin for his explanation about Monticello and Associates and for attending the meeting. Trustee Davis then thanked Vice President Blalock and Foundation President Klein for their reports and for their guidance and assistance to this university.

2. Update on University Plaza Hotel and Conference Center

Vice President for Administration Phill Harris provided the Boards with an update on the University Plaza Hotel and Conference Center. He stated that the construction is on schedule and within the GMP that we set for the project. The University hopes to have the project completed by the end of December. The first event scheduled in the facility is on February 4.

3. Update from the President

President Buchanan thanked the Foundation Board for all their efforts. He noted that, in just three months, our endowment grew by \$10 million and is growing all the time. President

Buchanan then stated that we will put these funds to good use, and he noted that the work of the Foundation enables the University to achieve excellence that we wouldn't have without their hard work. President Buchanan then thanked Vice President Blalock and all the CDO's (College Development Officers) for the work they have done over the last year. Thank you to the CDO's for attending this joint meeting. There is a level of cooperation and sense of solidarity that hasn't always been here.

President Buchanan discussed the *2009-2010 Biennium State Budget Request Summary and Overview*. He noted that all the items in the list are important to the University. Universities are complex and expensive operations, and we need to pick up the pace. President Buchanan detailed the Standard Operating Budget and Expanded Budget Request, noting the importance of enhancing the quality of our libraries. Strong libraries develop collaborations with other strong libraries, which will enhance our resources. We have asked for funds to expand our collection enough that it would be at a comparable level to GWLA (Greater Western Libraries Alliance) library members. Membership in the ARL (Association of Research Libraries) is our next goal after getting into GWLA.

President Buchanan continued his conversation regarding the budget request including instructional excellence in Outreach, College of Business renovation and remodel, Athletic competitiveness plan, and the fine arts facility. He then mentioned the exciting talks he and other administrators were having with the community colleges. He stated that the University wants to take this opportunity to help our state grow. The University should support the community colleges to help them grow and provide the programs/courses the state needs. President Buchanan stated that we will need to do some fundraising to support the consolidation efforts on these campuses.

Foundation Board member Dave Bonner inquired about a meeting facility for both the Foundation Board and the UW Board of Trustees. Trustee Dick Davis stated that the Board is examining space on campus, and would be interested in having a designated meeting facility.

Trustee Jim Neiman commented on the connection of the state through the community colleges, stating that the connection will be better through use of the broadband and the supercomputer in Cheyenne. He then commended President Buchanan on his vision for reaching out to the community colleges, and to Mr. Klein for the positive conversations, stating that he is looking forward to meeting again next year.

AGENDA ITEM TITLE:

UniReg 174 (regulations governing staff employees), Harris/Miller

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Phill Harris, Vice President for Administration, began the discussion on the changes to UniReg 174. Vice President Harris referred to the narrative in the Trustees' Report, stating that the Unireg governs classified staff at UW and that it was last revised in 1989. A task force was appointed, and it reviewed the UniReg and accompanying handbook. Additionally, Vice President Rick Miller and his staff reviewed and revised the UniReg. Other stakeholders, such as Staff Senate, were also included in the dialogue. Vice President Harris touched on the major changes and started with page three in the report, which identifies that the definition of classified staff has changed in structure. The new document is smaller and more direct and is included in the employee handbook. Vice President Harris also said that the topics are uniform for all employees at UW. The policies and procedures are in Section II, and there is an academic personnel section as well as an administrators' section. Section II deals with classified staff, grant funded staff and at-will employees. Changes are primarily to the retrenchment policy (related documentation), disciplinary policy, sick leave policies, bereavement, military leave, definition of terms and leave of absence with pay.

Vice President Miller spoke about disciplinary and grievance policies and work that was done. The prior policies were ambiguous and led to poor use of staff resources and time. The disciplinary process seemed to have multiple tracks that an employee could be disciplined under, and the grievance process was not part of discipline; it was something separate and different from discipline. The revised policy should significantly reduce the amount of time and resources that are required in cases of discipline. Arbitration is not a constitutional requirement; it is an institutional requirement.

Vice President Harris spoke to other changes in some of the leave requirements. He touched on sick leave, the Family and Medical Leave Act (FMLA), and bereavement leave, and he answered questions on who the new policy was vetted with and whether or not this eliminates some of the previous revisions. Trustee Davis invited comments from the public or anyone else at the meeting. The Board moved to add the item to the Consent Agenda. Staff Senate President Allen Tanner said that he had received input from faculty and staff.

AGENDA ITEM TITLE: UniReg 39 (alcoholic beverages on campus), Harris/Miller

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Rick Miller, Vice President for Governmental, Community and Legal Affairs, spoke about the amendments to the Trustee Regulations. Vice President Harris noted that this UniReg is now a consolidation of all the other policies at UW, to coordinate all the mandates. Information on how to handle the use of alcohol on campus was also incorporated in the staff handbook so that all the information would be located in one place. Questions were asked on how far-reaching the policy is. Vice President Miller talked about Wyoming statutes that permit facilities to place requirements on the use of those facilities if they are used inappropriately. He mentioned how this applies to UW. The Board discussed what the trigger was to identify students that have alcohol-related problems, and Vice President Harris said that the communication flow has improved between the Dean of Students, UW Police and other interested departments, which will improve administration of this UniReg. The Board moved to include UniReg 39 on the consent agenda.

AGENDA ITEM TITLE: Amendments to Trustee Regulations (alumni affairs), Miller

CHECK THE APPROPRIATE BOX(ES):

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

MINUTES OF THE MEETING

The current Memorandum of Understanding (MOU) states that the Alumni Office reports to Foundation, and the University's intention is to move the office under Student Affairs. The Alumni Association asked to have the vote of the Board to approve this change. Members of the Board placed the item on the consent agenda.

Trustee President Davis noted that minutes need to be approved from various meetings which occurred this summer, and that won't happen until the November 2007 meeting.

AGENDA ITEM TITLE: **Goals for 2007-2008**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

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

MINUTES OF THE MEETING

President Buchanan spoke about the goals for next year. A document is being compiled as a draft of the vision and goals. This follows a discussion from last year, but it will identify actions that have been planned and what the outcomes will be. The various pieces fit together well and are transparent. The President will take the draft to the Executive Council and have Academic Affairs share it with academic deans for review and comment, within the next week or two. The hope is to link rhetoric with action, and translate comments into objectives and deliverables that the Board can expect. President Buchanan also noted that he has already seen things which are not included, that will need to be added. All the items are connected to the academic plan, and broad initiatives will be addressed at the end of this year. The conversation with administration is not closed, and this is an invitation for the Board to comment.

Dick wanted the board to take the opportunity, in the interim, to recall retreat discussion and what was said at convocation. This becomes the policy of the University once endorsed by the Board. Taylor talked about investment and said that in pointing toward the future, we should be looking at growing the student body. He hopes the goal would be 13,000-15,000 on campus, and it would need to consider the ramifications for buildings, etc. Members of the Board commented on some of the goals for UW, noting that it would be exciting to consider 13,000-15,000 students, building needs and recruitment and retention efforts for in and out-of-state students. Other recommendations were to include Trustees in meetings between the UW President and community college presidents, placement of students in career fields, and encouraging UW faculty to look ahead and strive for department head tracks.

AGENDA ITEM TITLE: Cooperative Extension Service, Allen/Galley

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

MINUTES OF THE MEETING

Dean Galey reported on the Cooperative Extension Service and provided information on what it does. The mission is focused on scholarship related to ag, renewable resources and the environment. The College has a research and teaching mandate and also significant extension and/or research efforts. Ag brings the University to all people for land-grant institutions, including the Morrill, Hach and Smith-Lever Acts. They also provide a lifelong learning opportunity to folks in the field and citizens of the state. Some of the statistics included development of initiative teams (focus areas), which are multidisciplinary with specialists, currently have 180 employees throughout the state. Twenty-four are specialists, and most have doctorate degrees. There are 81 field faculty educators, 23 of which are grant-supported. There are 29 staff at UW, and 46 are county-supported. The field structure is organized into nine areas, and counties fall within each area. They also have advisory groups in each county.

Forty-three percent of the ag budget goes into the Extension Service and is one of the links between UW and the people of Wyoming. Dean Galey concluded by saying that Ag Appreciation Week is October 5-6, 2007.

Friday, September 7, 2007

Business Meeting, Wyoming Union Family Room

Trustee President Dick Davis called the Business Meeting to order at 3:12 p.m.

Roll Call

Trustee Trosper took roll. The following Trustees were present: Trustees Bostrom, Brown, Davis, Fear, Haynes, Lauer, Neiman, Spicer, Trosper, and Willson. Ex-officio Trustees President Tom Buchanan, ASUW President David Kiren and Superintendent of Public Instruction Jim McBride were present. Ex-officio Trustee Freudenthal and Trustee Palmerlee were unable to attend.

Approval of Minutes

The minutes listed in the report will be approved at the November meeting.

Reports

ASUW

ASUW President Kiren reported for ASUW, noting that the students are back and many nice welcome back events were well-attended. ASUW will focus on five main areas this year. ASUW has also been working to help students with their needs during this time of construction, and it has created a website for construction information.

Staff Senate

Staff Senate President Allen Tanner reported on news from Staff Senate. Staff Senate has worked mostly on UniReg 174, and President Tanner said he was glad it is on the Consent Agenda. They are also working on housekeeping items such as committee changes, chairs and elections. The Senate will also review their bylaws and rules and regulations for streamlining.

Faculty Senate

There was no representative from Faculty Senate available.

Public Testimony

There was none.

Committee of the Whole (Regular Business)

1. Audit and Fiscal Integrity Committee Report – Janet Lowe, Associate Vice President for Administration, deferred the committee report until the November Trustee meeting.

Committee of the Whole (Consent Agenda)

1. Approval of Contracts and Grants
2. Personnel
3. Approval of Construction Contracts
4. Appointment to the University of Wyoming Research Corporation
5. University of Wyoming License Plate Program
6. 2007-08 Biennium, FY2008 Section I Operating Budget Increase
7. UniReg 174 (regulations governing staff employees) – *added after conversations during Work Session*
8. UniReg 39 (alcoholic beverages on campus) – *added after conversations during Work Session*
9. Amendments to Trustee Regulations (alumni affairs) – *added after conversations during Work Session*
10. Approval for Architect for Berry Center design, Harris – *added at the request of Vice President Harris*

Trustee President Davis asked for a motion to approve the Consent Agenda as amended with Vice President Harris' request. Trustee Haynes moved to add approval of the Berry Center design to the Consent Agenda; Trustee Lauer seconded. The motion carried.

Trustee Trospen asked to remove UniReg 174 from the Consent Agenda. The item was removed for discussion.

Trustee Trospen had questions about grant-funded staff and how those employees will be affected by the change. Vice President Harris said this would affect new grant employees only. Others will be grandfathered in with their current rights. The new provision gives flexibility for the adjusting grant-funded positions. Trustee Trospen's other question was regarding bereavement leave. Trustee Trospen said he appreciated the clarification of the term 'family.' He asked for further clarification about donated sick leave. Trustee Haynes moved to approve UniReg 174; Trustee Spicer seconded. Trustee Trospen voted nay. The motion carried.

New Business

The Board retreat date has been moved to the end of May or beginning of June. Trustee President Davis would like the trustees to vote, if that is agreeable to the Board. Trustee Spicer moved to approve the revised Board of Trustees' meeting schedule; Trustee Haynes seconded. The motion failed for lack of votes.

President Buchanan said that his office will provide transportation for trustees that would like to come to the December commencement ceremonies.

Date of Next Meeting

The next meeting of the Board will be November 15-17, 2007, in Laramie, Wyoming.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 10:52 a.m.

Respectfully submitted,

Shannon Sanchez
Deputy Secretary, Board of Trustees

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