

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

May 10-11, 2001

**The Final Minutes can be found on the University of Wyoming Board of Trustees
website at www.uwyo.edu/trustees/meetings**

**TRUSTEES OF THE UNIVERSITY OF WYOMING
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May 10-11, 2001

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

May 10-11, 2001

President and Mrs. Dubois hosted a reception on Wednesday afternoon for the Albany County Legislators and Board at the Foundation House, and a Board dinner at their home that evening. On Thursday, the President and Mrs. Dubois and the Board hosted members of the Staff Senate at a noon luncheon at the Dubois' home. The Board met with Faculty Senate members on Friday for breakfast at the Foundation House and were hosted by ASUW for a Distinguished Service Awards Luncheon in the Senate Chambers at noon. Commencement activities involving Board members began on Friday evening and continued on Saturday.

CALL TO ORDER

President Spicer called the Business Meeting to order at 2:10 pm on Friday, May 11, 2001.

ROLL CALL

Trustee Hunt took roll. The following were in attendance: Trustees Taylor Haynes, Kathy Hunt, Peter Jorgensen, Ron McCue, Jim Neiman, Judy Richards, Sara Robinson, Jerry Saunders, Greg Schaefer, Tom Spicer, and Hank True. Ex-officio Trustees Philip Dubois, Warnell Brooks and Judy Catchpole were present. Trustee John Patrick and Ex-officio Trustee Jim Geringer were unable to attend.

APPROVAL OF MARCH 8-9, 2001 MINUTES OF THE TRUSTEES

Trustee Schaefer moved to accept the March 8-9, 2001 Minutes of the Trustees as presented. Trustee Hunt seconded. Trustees Hunt and Saunders abstained from voting due to their absence at the meeting. The motion carried.

APPROVAL OF DEGREES

Trustee Jorgensen moved for approval of Degrees as presented in the report. Trustee Schaefer seconded the motion. The motion carried.

ELECTION OF OFFICERS

Trustee Saunders, the Board Nominations Committee chair, presented the following slate of officers and moved for approval: President - Tom Spicer; Vice President - Ron McCue; Secretary - Kathy Hunt; Treasurer - John Patrick. Trustee Jorgensen seconded. The motion carried. The Nominations Committee was composed of Kathy Hunt, Pete Jorgensen, Greg Schaefer and Jerry Saunders.

ELECTION OF TWO MEMBERS TO THE EXECUTIVE COMMITTEE

Trustee Saunders presented the Committee's nomination of Trustees Schaefer and Haynes to the Executive Committee and so moved for approval; Trustee Jorgensen seconded. The motion carried. The Executive Committee membership consists of Trustees Spicer, True, McCue, Schaefer and Haynes.

APPOINTMENT BY PRESIDENT OF MEMBER TO INVESTMENT COMMITTEE

President Spicer appointed Trustee Neiman to the Investment Committee. The committee members serve three-year terms with Trustee McCue serving one remaining year, Trustee Saunders, two years, and Trustee Neiman, three years.

REPORT AND RECOMMENDATION OF THE PRESIDENT OF THE UNIVERSITY

Recommendation of the Consent Agenda

President Dubois presented the Consent Agenda to the full Board with the recommendation that it be approved. Trustee Jorgensen moved for approval as recommended by President Dubois; Trustee Schaefer seconded. Dr. Spicer reiterated the Consent Agenda approves all the items that were in the report and the addendums. The motion carried.

Board of Trustees Consent Agenda May 11, 2001

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VII. COMMITTEE OF THE WHOLE

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Recommendation of Personnel Actions

President Dubois noted the personnel actions previously reviewed by the Personnel Committee. Trustee Richards moved to approve. Trustee Hunt seconded the motion and noted the addition of the addendum. The motion carried.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

The Academic and Student Affairs Committee met on Thursday, May 10, 2001 with the following members present: Kathy Hunt, Chair; Taylor Haynes, Pete Jorgensen, Ron McCue, and Judy Richards. The following items were discussed with only one item being placed on the Consent Agenda.

Proposed 2001 Changes to the ASUW Constitution

The following are the proposed changes to the constitution of the Associated Students of the University of Wyoming (ASUW). All of the recommended changes were passed by the student body in the general election held April 4, 2001.

1) ELIGIBILITY FOR HOLDING OFFICE

Article V - Holding Appointed or Elected Office

Section 1: *modify as follows* (changes noted in bold italics and with strikeout):

Paragraph A. As undergraduate students, in the case of the ASUW President, ASUW Vice President, and all members of the Judicial Council, have completed not less than sixty (60) hours of University credit ~~at the beginning of the academic year of their terms of office;~~ ***prior to June 10 of the calendar year in which they are elected; or***

Paragraph B. As graduate students or professional students, in the case of the ASUW President, ASUW Vice President, and all members of the Judicial Council, have completed not less than eighteen (18) hours of University of Wyoming credit ~~at the beginning of the academic year of their terms of office unless they have completed their undergraduate degree at the University of Wyoming;~~ ***by June 10 of the calendar year in which they were elected unless they completed an undergraduate degree at the University of Wyoming; and***

Section 1: *add the following as Paragraph C.*

Paragraph C. *As undergraduate students, in the case of ASUW senators, have completed not less than thirty (30) hours of University credit by the beginning of the academic year of their terms of office;*

2) DISTRIBUTION OF SENATORS AMONG THE COLLEGES

Article VII – ASUW Legislative Branch

Section 3: *modify as follows* (changes noted in bold italics and with strikeout):

~~The ASUW Student Senate shall include thirty (30) elected Senators and this body shall be constituted in accordance with the following provisions.~~

~~A. Each of the University's colleges shall have at least one student senator; and~~

~~B. Those colleges which have more than one thirtieth of the total full fee paying University students shall have the remaining number of senators apportioned to them in exact relation to the percentage of full fee paying University students who are enrolled in the college and such calculations will be based upon the enrollment in the colleges during the semester prior to the General Election.~~

~~C. The defeated presidential and vice presidential candidates in the preceding ASUW General Election shall have the opportunity to hold senator-at-large positions.~~

The ASUW Student Senate shall include thirty(30) elected Senators. The defeated presidential and vice presidential candidates in the preceding ASUW General Election shall have the opportunity to hold senator-at-large positions. This body shall be constituted in accordance with the following provisions:

A. Each of the University's seven (7) colleges shall have at least one student senator; and

B. The remaining twenty-three (23) senators shall be allocated to those colleges with more than one-thirtieth of the total full-fee paying University students. This allocation shall be done in exact relation to the percentage of such students who are enrolled in the college; and

C. All calculations will be based upon the enrollment in the colleges.

3) MODIFICATION OF THE POWERS OF THE STUDENTS' ATTORNEY BOARD

Article VII: ASUW Legislative Branch

Section 6: *modify as follows* (changes noted in bold italics and with strikeout):

Paragraph I. **ASUW Students' Attorney Board**

~~2. Powers. The Students' Attorney Advisory Board shall appoint the Students' Attorney with the advice and consent of the ASUW Student Senate and review the operation of the program and make recommendations to both the Students' Attorney and the ASUW Student Senate. In addition, the Students' Attorney Advisory Board shall conduct a biennial review of the Students' Attorney Program. This review shall take place during even numbered years and shall include a review of the areas of law practiced by the Students' Attorney.~~

2. Powers: The Students' Attorney Advisory Board shall advise the Students' Attorney. The Students' Attorney advisory Board shall also evaluate the staff and budget of the Students' Attorney Program, advise the Students' Attorney through the Dean of Students or his or her designee, and make recommendations which shall be considered for implementation after collaboration among the Office of Student Life, the Students' Attorney, and the Students' Attorney Advisory Board. The Students' Attorney Advisory Board shall also have the authority to recommend the initiation of disciplinary action or termination of employment. This authority will be exercised by the Dean of Students in conjunction with the Students' Attorney Advisory Board. The Students' Attorney Advisory Board shall meet with the Dean of Students and the Students' Attorney not less than once per month during the Spring and Fall semesters.

4) SERVICES AND PROGRAMS

Add the following as Article X.

A. All services and programs funded by ASUW shall be placed in one, and only one, of the following categories:

1. Category 1

- a. The Student Senate does not participate directly in the workings of this service or program.*
- b. The Students Senate does not have the authority to approve working documents, modifications therein, or hiring and firing of employees of this service or program.*
- c. A representative of this service or program will not be required to report periodically to the Student Senate.*

2. Category 2

- a. The Student Senate does participate directly in the workings of this service or program.*

- b. The Student Senate does not have the authority to approve working documents, modifications therein, or hiring and firing of employees of this service or program.*
 - c. A representative of this service or program will not be required to report periodically to the Student Senate.*
- 3. Category 3**
- a. The Student Senate does participate directly in the workings of this service or program.*
 - b. The Student Senate must approve working documents, modifications, therein, or hiring and firing of employees of this service or program.*
 - c. A representative of this service or program will be required to report periodically to the Student Senate.*
- B. All services and programs must be listed in the ASUW By-Laws, indicating to which category they belong.**
- C. The Student Senate shall have the sole authority to classify all services and programs.**
- D. The Student Senate shall have the sole authority to amend the classification of all services and programs as needed.**

Trustee Hunt asked former ASUW Chair, Kara Calvert to join the Board for discussion of this item. Ms. Calvert reviewed the narrative in the report giving a description of each item passed by the student body.

Trustee Haynes moved for approval; Trustee Jorgensen seconded. The motion carried.

Master List of Degrees

In accordance with the procedure established by the Board of Trustees in March 1983, a Master List of Degrees offered at the University of Wyoming is submitted annually for the information for the Trustees.

**Master List of Degrees and Majors
At the University of Wyoming**
Prepared by the Office of Registration and Records

By way of explanation, the degree title is listed in bold italics (for example, *Bachelor of Arts*, *Bachelor of Science in Chemical Engineering*). This is what appears on diplomas. The list of majors for that degree in that respective college follows the degree title. The major appears on the transcripts and diploma. Students may request the major not appear on the diploma.

COLLEGE OF AGRICULTURE

Bachelor of Science

1. Agricultural Business
2. Agricultural Communications
3. Agroecology
4. Animal and Veterinary Science
5. Microbiology
6. Molecular Biology
7. Rangeland Ecology and Watershed Management
8. ***Bachelor of Science in Family and Consumer Sciences***

Master of Science

1. Agricultural Economics
Agricultural Economics/Water Resources (interdisciplinary)
2. Agronomy
Agronomy/Water Resources (interdisciplinary)
3. Animal and Veterinary Science
4. Entomology
5. Family and Consumer Sciences
6. Food Science and Human Nutrition (interdisciplinary)
7. Molecular Biology
8. Rangeland Ecology and Watershed Management
Rangeland Ecology and Watershed Management/Water Resources (interdisciplinary)
9. Reproductive Biology (interdisciplinary) – also in A&S
10. Soil Science

Doctor of Philosophy

1. Agronomy
2. Animal and Veterinary Science
3. Entomology
4. Molecular Biology
5. Rangeland Ecology and Watershed Management
6. Reproductive Biology (interdisciplinary) – also in A&S
7. Soil Science

COLLEGE OF ARTS AND SCIENCES

Bachelor of Arts

1. American Studies
2. Anthropology
3. Art (also ***Bachelor of Fine Arts***)
4. Criminal Justice
5. English
6. French
7. Geology and Earth Sciences
8. German
9. Humanities/Fine Arts
10. International Studies
11. Philosophy
12. Russian
13. Spanish
14. Women's Studies

Bachelor of Science

15. Astronomy/Astrophysics
16. Environmental Geology/Geohydrology
17. Geology
18. Physics
 Physics Plus _____
19. Recreation and Park Administration (professional)
20. Wildlife and Fisheries Biology and Management (professional)

Bachelor of Arts or Bachelor of Science

21. Biology
22. Botany
23. Chemistry
 Chemistry (ACS approved) – ***Bachelor of Science*** only
24. Communication
25. Geography
26. History
27. Journalism
28. Mathematics
29. Mathematics/Science
30. Music
 Music Education – ***Bachelor of Music*** only
 Music Performance – ***Bachelor of Music*** only
 Music Theory and Composition – ***Bachelor of Music*** only
31. Political Science
32. Psychology
33. Self-Designed Major

34. Social Science
35. Sociology
36. Statistics
37. Theatre and Dance – also *Bachelor of Fine Arts*
38. Zoology and Physiology

Master of Arts

1. American Studies (interdisciplinary)
2. Anthropology
3. Communication
4. English
5. French
6. Geography (also *Master of Science in Teaching*)
 Geography/Water Resources (interdisciplinary)
7. German
8. History (also *Master of Arts in Teaching*)
9. International Studies (interdisciplinary)
10. Music (also *Master of Music*)
11. Philosophy
12. Political Science
13. Sociology
14. Spanish

Master of Science

15. Botany
 Botany/Water Resources (interdisciplinary)
16. Chemistry (also *Master of Science in Teaching*)
17. Geology
 Geology/Water Resources (interdisciplinary)
18. Geophysics
19. Natural Sciences (interdisciplinary) (also *Master of Science in Teaching*)
20. Physics – *moratorium on new admissions*
21. Statistics
22. Zoology and Physiology
 Zoology and Physiology/Water Resources (interdisciplinary)
- ** eBusiness (interdisciplinary) – counted in Business
- ** Reproductive Biology (interdisciplinary) – counted in Agriculture

Master of Arts or Master of Science

23. Mathematics (also *Master of Arts in Teaching and Master of Science in Teaching*)
24. Psychology

Master of Planning

25. Planning (Community and Regional)

26. Master of Public Administration

Doctor of Philosophy

1. Anthropology
2. Botany
3. Chemistry
4. Geology
5. Geophysics
6. Mathematics
7. Mathematics and Computer Science (interdisciplinary)
8. Physics – *moratorium on new admissions*
9. Psychology
10. Statistics
11. Zoology and Physiology
- ** Reproductive Biology (interdisciplinary) – counted in Agriculture

COLLEGE OF BUSINESS

Bachelor of Science

1. Accounting
2. Business Administration
3. Business Economics
4. Economics
5. Finance
6. Management
7. Marketing

Master of Science

1. Accounting
2. Economics
Economics/Water Resources (interdisciplinary)
3. Finance

4. Master of Business Administration

***5. Master of Business in eBusiness* (interdisciplinary)**

Doctor of Philosophy

1. Economics

COLLEGE OF EDUCATION

Bachelor of Arts

1. Elementary Education
2. Elementary and Special Education
3. Secondary Education
4. Special Education

Bachelor of Science

5. Industrial Technology Education
6. Trades and Industrial Education
7. Vocational Agriculture

Master of Arts or Master of Science

1. Education

1. ***Education Specialist***

Doctor of Philosophy or Doctor of Education

1. Education

COLLEGE OF ENGINEERING

Bachelor of Arts

1. Management Information Systems
Management Information Systems (Accounting Option) – ***Bachelor of Science*** only
Management Information Systems (Business Option) – ***Bachelor of Science*** only
Management Information Systems (Computer Science Option) – ***Bachelor of Science*** only
2. ***Bachelor of Science in Architectural Engineering***
3. ***Bachelor of Science in Chemical Engineering***
Bachelor of Science in Chemical Engineering (petroleum engineering option)
4. ***Bachelor of Science in Civil Engineering***
5. ***Bachelor of Science in Computer Engineering***
6. ***Bachelor of Science in Computer Science***
7. ***Bachelor of Science in Electrical Engineering***
Bachelor of Science in Electrical Engineering (bioengineering option)
Bachelor of Science in Electrical Engineering (computer engineering option)
8. ***Bachelor of Science in Mechanical Engineering***

Master of Science

1. Atmospheric Science
2. Chemical Engineering
3. Civil Engineering
Civil Engineering/Water Resources (interdisciplinary)
4. Computer Science
Computer Science Professional
5. Electrical Engineering
6. Environmental Engineering
7. Mechanical Engineering
8. Petroleum Engineering

Doctor of Philosophy

1. Atmospheric Science
2. Chemical Engineering
3. Civil Engineering
4. Computer Science
5. Electrical Engineering
6. Mechanical Engineering
7. Petroleum Engineering

COLLEGE OF HEALTH SCIENCES

Bachelor of Science

1. Exercise and Sport Science
2. Health Education
3. Health Sciences
4. Physical Education Teaching
5. Speech, Language and Hearing Sciences

6. ***Bachelor of Science in Dental Hygiene***
7. ***Bachelor of Science in Nursing***
8. ***Bachelor of Social Work***

Master of Science

1. Audiology
2. Nursing
3. Physical and Health Education
4. Speech-Language Pathology

5. ***Master of Social Work***

1. Doctor of Pharmacy

COLLEGE OF LAW

1. ***Juris Doctor***

GRADUATE SCHOOL

Master of Arts or Master of Science

1. Interdisciplinary Studies

SCHOOL OF ENVIRONMENT AND NATURAL RESOURCES

Bachelor of Science

1. Environment and Natural Resources

University Core Curriculum Update

Rollin Abernethy reported he has been working for about 18 months on the University Core Curriculum review with a committee composed of staff, faculty and students taking a serious look at the University Studies program. In April, Faculty Senate approved a resolution to continue work on the University Studies program. Additionally, Faculty Senate has charged a group to review UniReg 407, established a committee to work on core curriculum, and a committee to look at the elements of the program. Vice President Abernethy commented that although it may appear the review is a slow process, it is a thoughtful and considerate approach. Trustee Hunt asked for clarification on a time line. Dr. Abernethy reported the transition committee will be appointed by the end of the month and will begin their work no later than September 2001. Trustee Hunt stated she feels there is a high priority on the project and she reiterated the sentiment that she would like a firm timeline in place. Trustees Saunders and Jorgensen supported the timeline request.

President Dubois noted there is an Academic Plan initiative to efficiently reduce degree programs to 128 hours. Dr. Abernethy stated the proposal timeline calls for implementation in Fall 2003. Trustee Jorgensen pressed for an "on paper" completion date from the administration and a date at which time Faculty Senate would vote on the program. Trustee McCue stated again that the Board would like something in place by Fall 2003.

Continued NCATE Accreditation

College of Education Dean Charlie Ksir has received notification that the National Council for the Accreditation of Teacher Education (NCATE) has recommended continued accreditation for the professional education unit at the University of Wyoming through 2005.

The UW College of Education was one of 32 institutions nationally that piloted the new NCATE 2000 standards for its five-year reaccreditation visit during AY 2000-01. A five-member NCATE review team visited the College during Fall 2000. Their primary purpose was to review the preparation and performance of student candidates in both undergraduate and graduate teacher education programs.

FINANCE COMMITTEE

The Finance Committee of the Trustees met on Thursday, May 10 for a detailed briefing on the FY2002 Section I and Section II operating budgets. The Finance Committee business was conducted during a meeting on Thursday afternoon. Trustees Greg Schaefer, chair; Pete Jorgensen, Jerry Saunders, and Hank True were present at the Committee meeting. Trustee Schaefer reported the following items were discussed with several being placed on the Consent Agenda.

FY2002 Section I Operating Budget

The Section I operating budget for FY 2002 has been prepared on the basis of the legislative appropriation for the 2001-2002 biennium and the adjustments approved by the Trustees during FY 2001.

The following table summarizes the original budget for FY 2001 and the allocation of the expanded budget and equipment base increase approved in May 1999, as well as adjustments that were approved by the Trustees throughout the fiscal year:

**UNIVERSITY OF WYOMING
 SECTION I OPERATING BUDGET
 FISCAL YEAR 2001 RECONCILIATION**

PROGRAM/ACTIVITY	Original FY 2001	Adjusted FY 2001	Difference	Footnotes
Instruction	\$ 67,897,162	\$ 69,449,086	\$1,551,924	(1)(3)(9)
Research	9,261,369	9,261,369	0	
Public Service	6,471,948	6,471,948	0	
Academic Support	17,522,355	18,326,364	804,009	(1)(2)(8)
Student Services	8,416,604	8,405,033	(11,571)	(1)
Institutional Support	14,973,446	15,483,722	510,276	(4)(6)(7)(8)
Operation of Plant	16,808,797	17,071,546	262,749	(5)(6)
Scholarships/Fellowships	7,503,177	7,438,177	(65,000)	(7)
Intercollegiate Athletics	7,700,373	7,700,373	0	
Total Budget	\$156,555,231	\$159,607,618	\$3,052,387	

Footnotes:

- (1) Course Fees +\$77,516 (Instruction +\$71,302; Academic Support +\$17,785; and Student Services -\$11,571)
- (2) Computer Fees +482,224
- (3) Summer Session +\$1,819,540
- (4) Supportive Services for President's Office and Board of Trustees +\$117,500
- (5) Utilities +\$350,000
- (6) Maintenance and Operation of Plant budget decrease of \$87,251 reallocated to a holding account in Institutional Support.
- (7) Scholarship budget for Superior Students decreased \$65,000 and transferred to the Work-Study Match budget in Institutional Support.
- (8) Expanded Budget allocation: Institutional Support-IBM upgrade +\$240,525 and Academic Support-ResNet wiring +\$304,000.
- (9) Lab School savings -\$338,918

The following table summarizes the adjusted FY 2001 allocation, the proposed allocation for Fiscal Year 2002, and the total biennium authorization:

**UNIVERSITY OF WYOMING
 SECTION I OPERATING BUDGET
 2001-2002 BIENNIUM**

PROGRAM/ACTIVITY	Allocated FY 2001	Proposed FY 2002	2001-2002 Biennium Total
Instruction	\$ 69,449,086	\$ 67,753,360	\$137,202,446
Research	9,261,369	9,261,369	18,522,738
Public Services	6,471,948	6,471,948	12,943,896
Academic Support	18,326,364	16,662,355	34,988,719
Student Service	8,405,033	8,399,804	16,804,837
Institutional Support	15,483,722	15,017,411	30,501,133
Operation of Plant	17,071,546	10,274,930	27,346,476
Scholarships/Fellowships	7,438,177	7,503,177	14,941,354
Intercollegiate Athletics	7,700,373	7,700,373	15,400,746
Sub-Total	\$159,607,618	\$149,044,727	\$308,652,345
FY 2002 ADJUSTMENTS			
Scholarship adjustments (1)			
Scholarship & Fellowships		\$1,009,626	1,009,626
Athletics		346,418	346,418
Merit-Pay Adjustment		3,019,099	3,019,099
Utilities (2)		1,200,000	1,200,000
Expanded budget priorities (3)		4,683,002	4,683,002
Sub-Total		\$10,258,145	\$10,258,145
Total Section I Budget	\$159,607,618	\$159,302,872	\$318,910,490

Footnotes:

- (1) The Fiscal Year 2002 scholarship adjustments are based upon the approved tuition change for Academic Year 2001-2002 and additional approved scholarships (Hoyt, Leveraging, Minority Affairs, Phi Theta Kappa, and Voc. Rehab).
- (2) Chapter 139, Section 341 of the 2001 Session Laws specifies that the utilities appropriation (\$1,200,000 added to the state aid block grant) shall not be included in the 2003-2004 standard budget.
- (3) The budget available to fund the FY 2002 expanded budget results from the following:

2000 Session Plus Budget	\$5,518,426
Plus: Equipment base budget	140,524
Plus: Lab School Closure	677,836
Sub-Total	<u>\$6,336,786</u>
Less: FY 2001 Allocations	3,374,000
Less: FY 2001 Continuing Allocations	<u>2,167,450</u>
Sub-Total: Available for FY 2002	\$795,336
Add: 2001 Session Supplemental Plus Budget	3,815,132
Add: Auxiliary and Student Health Revenue	72,534
Total: Expanded Budget Available for FY 2002	<u><u>\$4,683,002</u></u>

Note: This amount may be supplemented by the reallocation of \$302,030 to fund a total of \$4,985,032 for expanded budget priorities.

The following table summarizes the sources of revenue used to support the Section I budget for each year of the biennium:

**UNIVERSITY OF WYOMING
 SECTION I OPERATING BUDGET
 2001-2002 BIENNIUM**

FUNDING SOURCES	Allocated FY 2001	Proposed FY 2002	2001-2002 Biennium Total
General Fund	\$100,923,863	\$109,791,425	\$210,715,288
Agriculture Land Income Fund	500,000	500,000	\$1,000,000
University Land Income Fund	1,100,000	1,100,000	\$2,200,000
UW Income Fund	36,310,270	33,592,344	\$69,902,614
Sales and Services	3,700,000	3,700,000	\$7,400,000
Cheyenne/Casper Clinic Income	2,000,000	1,823,545	\$3,823,545
Federal Mineral Royalties	11,414,725	5,136,798	\$16,551,523
Federal Funds	2,457,809	2,457,809	\$4,915,618
Foundation Income	395,163	395,163	\$790,326
Medical Contract Income	805,788	805,788	\$1,611,576
Total Section I Budget	\$159,607,618	\$159,302,872	\$318,910,490

It is recommended that the Trustees of the University approve the Section I operating budget of \$159,302,872 for the Fiscal Year beginning July 1, 2001 (FY 2002). The table on the following page shows the budget distribution by program and expenditure category.

**UNIVERSITY OF WYOMING
 FY 2002 SECTION I OPERATING BUDGET
 BY DISTRIBUTION CODE**

PROGRAM	FULL-TIME		PART-TIME		EMPLOYER	TOTAL	GRANTS					TOTAL
	PERSONAL		PERSONAL	GRADUATE	PAID	PERSONAL	SUPPORTIVE	& AID	NON-OP	SPECIAL	NOT	
	SERVICES	OVERTIME	SERVICES	ASSISTANTS	BENEFITS	SERVICES	SERVICES	PAYMENTS	EXPEND	SERVICES	YET	
	1000	1100	1200	1400	1900	1000-19000	2000	6000	8000	9000	DISTRIBUTED	
INSTRUCTION	45,186,865	117,147	2,401,819	3,280,166	11,888,311	62,874,308	4,016,280	0	18,000	844,772	0	67,753,360
RESEARCH	6,034,670	29,920	126,268	276,638	1,654,664	8,122,160	1,049,097	60,112	0	30,000	0	9,261,369
PUBLIC SERVICE	4,877,501	45,545	60,253	0	1,357,832	6,341,131	130,817	0	0	0	0	6,471,948
ACADEMIC SUPPORT	7,486,413	6,460	1,085,445	8,667	2,100,230	10,687,215	5,823,783	0	0	151,357	0	16,662,355
STUDENT SERVICES	3,731,077	12,855	398,451	34,668	1,214,248	5,391,299	1,419,869	1,372,920	0	215,716	0	8,399,804
INSTITUTIONAL SUPPORT	8,823,304	62,914	704,068	0	2,431,317	12,021,603	2,748,339	0	107,077	140,392	0	15,017,411
OPERATION & MAINTENANCE OF PLANT	4,949,976	122,574	369,310	0	1,776,707	7,218,567	3,045,363	0	0	11,000	0	10,274,930
SCHOLARSHIPS & FELLOWSHIPS	0	0	0	0	0	0	0	7,503,177	0	0	0	7,503,177
ATHLETICS	2,453,784	5,162	17,928	0	690,752	3,167,626	1,550,093	2,815,304	0	167,350	0	7,700,373
FY 2002 OPERATING BUDGET BASE	83,543,590	402,577	5,163,542	3,600,139	23,114,061	115,823,909	19,783,641	11,751,513	125,077	1,560,587	0	149,044,727
FY 2002 ADJUSTMENTS:												
SCHOLARSHIPS & FELLOWSHIPS	0	0	0	0	0	0	0	1,009,626	0	0	0	1,009,626
ATHLETIC SCHOLARSHIPS	0	0	0	0	0	0	0	346,418	0	0	0	346,418
MERIT-PAY ADJUSTMENT	2,868,710	0	0	0	150,389	3,019,099	0	0	0	0	0	3,019,099
UTILITIES	0	0	0	0	0	0	1,200,000	0	0	0	0	1,200,000
EXPANDED BUDGET PRIORITIES	0	0	0	0	0	0	0	0	0	0	4,683,002	4,683,002
TOTAL ADJUSTMENTS	2,868,710	0	0	0	150,389	3,019,099	1,200,000	1,356,044	0	0	4,683,002	10,258,145
TOTAL FY 2002 OPERATING BUDGET	86,412,300	402,577	5,163,542	3,600,139	23,264,450	118,843,008	20,983,641	13,107,557	125,077	1,560,587	4,683,002	159,302,872

**UNIVERSITY OF WYOMING
 FY 2002 SECTION I OPERATING BUDGET
 BY FUNDING SOURCE**

PROGRAM	GENERAL FUND	CHEYENNE	LAND INCOME FUNDS		FEDERAL	INCOME FUNDS		SALES AND	MEDICAL	FEDERAL FUNDS FOR		FOUNDATION	TOTAL
		& CASPER CLINIC INC	AG COLLEGE	UNIVERSITY	MINERAL ROYALTIES	ATHLETICS	UNIVERSITY	SERVICES FUND	CONTRACT REPAYMENT	AGRICULTURE COLLEGE	EXTENSION	INCOME FUND	
INSTRUCTION	53,447,757	1,823,545	500,000	1,100,000	0	0	8,880,780	1,769,565	603,284	0	0	0	68,124,931
RESEARCH	5,494,562	0	0	0	0	0	2,178,201	238,606	0	1,350,000	0	0	9,261,369
PUBLIC SERVICE	5,033,070	0	0	0	0	0	169,556	161,513	0	0	1,107,809	0	6,471,948
ACADEMIC SUPPORT	12,987,615	0	0	0	0	0	3,254,478	420,262	0	0	0	0	16,662,355
STUDENT SERVICES	6,356,753	0	0	0	0	0	1,867,283	175,768	0	0	0	0	8,399,804
INSTITUTIONAL SUPPORT	10,676,432	0	0	0	0	0	2,619,348	752,393	202,504	0	0	395,163	14,645,840
OPERATION & MAINTENANCE OF PLANT	804,471	0	0	0	5,136,798	0	4,333,661	0	0	0	0	0	10,274,930
SCHOLARSHIPS & FELLOWSHIPS	991,172	0	0	0	0	0	6,512,005	0	0	0	0	0	7,503,177
ATHLETICS	3,813,982	0	0	0	0	1,832,500	1,871,998	181,893	0	0	0	0	7,700,373
FY 2002 OPERATING BUDGET BASE	99,605,814	1,823,545	500,000	1,100,000	5,136,798	1,832,500	31,687,310	3,700,000	805,788	1,350,000	1,107,809	395,163	149,044,727
FY 2002 ADJUSTMENTS:													
SCHOLARSHIPS & FELLOWSHIPS	1,009,626	0	0	0	0	0	0	0	0	0	0	0	1,009,626
ATHLETIC SCHOLARSHIPS	346,418	0	0	0	0	0	0	0	0	0	0	0	346,418
MERIT-PAY ADJUSTMENT	3,019,099	0	0	0	0	0	0	0	0	0	0	0	3,019,099
UTILITIES	1,200,000	0	0	0	0	0	0	0	0	0	0	0	1,200,000
EXPANDED BUDGET PRIORITIES	4,610,468	0	0	0	0	0	72,534	0	0	0	0	0	4,683,002
TOTAL ADJUSTMENTS	10,185,611	0	0	0	0	0	72,534	0	0	0	0	0	10,258,145
TOTAL FY 2002 FUNDING SOURCES	109,791,425	1,823,545	500,000	1,100,000	5,136,798	1,832,500	31,759,844	3,700,000	805,788	1,350,000	1,107,809	395,163	159,302,872

FY 2002 Section II Operating Budget

The FY 2002 operating budget for Section II covers the University's need for its self-sustaining operations, consisting primarily of auxiliary services, gifts and contributions, sponsored funding for research, debt service, and other similar activities. Spending authority for this section is no longer authorized by legislative action but will remain under the jurisdiction of the Board of Trustees for approval.

The Section II budget for the 2001-2002 Biennium, and fiscal years 2001 and 2002, are presented in the table below:

UNIVERSITY OF WYOMING SECTION II BUDGET FOR FY 2001 AND FY 2002			
PROGRAM/ACTIVITY	FY 2001	FY 2002	2001-2002 BIEN
Sponsored Funding	\$41,130,207	\$41,130,208	\$82,260,415
Gifts and Contributions	4,612,855	4,612,856	9,225,711
Auxiliary Enterprises	37,985,016	37,985,015	75,970,031
ASUW	1,015,478	1,264,104	2,279,582
Debt Service	6,800,000	6,800,000	13,600,000
Intercollegiate Athletics	3,416,341	3,416,341	6,832,682
Total	\$94,959,897	\$95,208,524	190,168,421

Revenues to support the Section II budget are derived from the following sources:

UNIVERSITY OF WYOMING SECTION II BUDGET FOR FY 2001 AND FY 2002			
PROGRAM/ACTIVITY	FY 2001	FY 2002	2001-2002 BIEN
Federal Funds	\$33,687,755	\$33,687,755	\$67,375,510
University Funds	55,647,904	55,896,531	111,544,435
Mineral Royalties	5,624,328	5,624,238	11,248,566
Total	\$94,959,987	\$95,208,524	190,168,511

It is recommended that the Trustees of the University of Wyoming approve the Section II budget for FY 2002 as described above in the amount of \$190,168,511.

Trustee Jorgensen moved for approval of Section I and Section II Budgets and placement on the Consent Agenda; Trustee Saunders seconded. The motion carried.

ASUW Budget and Student Publications Budget

Section 3 of University Regulation 239 provides that the annual budget for the Associated Students of the University of Wyoming (ASUW) is to be presented to the Board of Trustees for consideration.

The ASUW student fee as stated in the FY 2002 Fee Book is \$28 per full-time student each semester. This is an increase of \$3.00 a semester from FY 2001. The budget is based upon an estimated 8,300 full-time students per semester. Part-time students purchasing the optional fee package are also included in the estimated figure. Total Student Fees available for FY 2002 are \$464,800 for budgeting purposes.

The ASUW budget request for FY 2002 is summarized below. Action taken by ASUW in 1995 separates the Student Publications budget from other ASUW activities.

**ASUW
 Operating Budget for FY 2002**

Fund Sources	FY 2001 Current Budget	FY 2002 Proposed Budget
ASUW Fee	\$415,000	\$464,800
ASUW Reserve ⁽¹⁾	65,828	100,450
ASUW Equipment Reserve	14,000	20,794
ASUW Endowment	60,000	60,000
ASUW Student Loan	0	146,000
ASUW Concert and Convocations Fund	74,000	69,000
Other Revenue	63,750	63,410
Total Fund Sources	\$692,578	\$924,454
<hr/>		
Fund Uses		
ASUW Government and Services	\$280,848	\$508,318
ASUW Activities	266,725	264,181
Recognized Student Organizations	73,605	79,175
ASUW Special Projects	60,000	60,000
ASUW Equipment Reserve	11,400	12,780
Total Fund Uses	\$692,578	\$924,454

⁽¹⁾ ASUW Reserve Balance as of March 31, 2001 was \$421,798.

The Student Publications budget request is based upon expected revenue from advertising sales in the *Branding Iron*, BI Online, Cowboy Bucks, and other special issues; publications sales and advertising in the *Frontiers* magazine and the *Owen Wister Review*; GA&P (Graphic Arts and Production) production work; and student fees as approved for FY 2002. Generated revenues make up 51.9% of the proposed budget. In FY 2002, the student fee (48.1% of the budget) continues to be \$9.25 per full time student per semester and part time students continue to pay \$1.00 per credit hour with a cap of \$6.00 each semester. The budget is based upon an estimated 8,300 full-time students per semester. The estimated student fee includes the optional part time

student fee. The following table presents the Student Publications budget for the current fiscal year and the proposed budget for FY 2002.

Student Publications Operating Budget for FY 2002		
Sources of Funds	FY 2001 Current Budget	FY 2002 Proposed Budget
Student Fees	\$158,000	\$158,000
Reserve ⁽¹⁾	0	5,500
Other Revenue	164,900	176,150
Total Fund Sources	\$322,900	\$339,650
Uses of Funds		
Staff Salaries and Benefits	\$134,000	\$141,500
Student Salaries	59,035	59,165
Travel	3,000	5,300
Equipment	6,000	9,500
Operations	114,545	116,865
Equipment Reserve	6,320	7,320
Total Fund Uses	\$322,900	\$339,650

⁽¹⁾ Student Publications Reserve Balance as of March 31, 2001 was \$78,327.

**ASUW AND STUDENT PUBLICATIONS BUDGETS
TOTAL OPERATING BUDGET FOR FY 2002**

Total ASUW and Student Publications Budget	\$1,015,478	\$1,264,104
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It is recommended that the Board of Trustees of the University of Wyoming approve the ASUW operating budget and Student Publications requests for FY 2002 in the amount of \$1,264,104. Included in the recommendation is the authorization to transfer up to \$100,450 from the ASUW Reserve and \$5,500 from the Student Publications Reserve to fund the FY 2002 request.

Trustee Jorgensen moved for approval of the ASUW and Student Publications Budgets as recommended and for the items to be placed on the Consent Agenda. Trustee Saunders seconded the motion.

President Spicer expressed amazement at the increase in the ASUW government and services budget of 80%. Ex-officio Trustee Brooks noted the increase covers two new scholarships, funding for temporary partitions, and funding for the south entrance to the Union. Former ASUW Chair Kara Calvert noted there is \$50,000 generated from the \$3 increase students are paying that will help fund 14 new student organizations. Motion carried.

Safe Ride - 2nd Pilot Year

In response to the lack of public transportation in Laramie, the Associated Students of the University of Wyoming (ASUW) Student Government developed a proposal in the spring of 2000 to pilot a shuttle bus program. With approval from the Board of Trustees in May 2000, ASUW was granted the spending authority of \$65,000 from the ASUW Emergency Student Loan Fund to implement and operate the Safe Ride Shuttle System program during the 2000-01 academic year. Upon implementation in fall 2000, the Safe Ride Shuttle System became the only free, public transportation system operating in the City of Laramie during the evening and early morning hours.

Currently, Safe Ride vans run from 7 p.m. until 2:30 a.m. on Thursday, Friday, and Saturday nights. The three 15-passenger vans follow individual routes that converge at the Wyoming Union simultaneously every 30 minutes. The routes stop at locations throughout the Laramie community including Wal-Mart, the Teen Center, Safeway, Spanish Walk Apartments,

the UW campus, and West Laramie. Five individuals, one dispatcher, and four drivers, are employed to manage the program during its hours of operation.

During the 14 weeks of operation in the fall 2000 semester, the Safe Ride program served 1,805 passengers or approximately 130 passengers for the three nights of operation each week; during the spring semester, the program continued this level of service by serving 1,292 passengers in the first ten weeks of the semester.

Managing and operating Safe Ride has been a joint effort of ASUW and UW Fleet Operations. While ASUW manages personnel, marketing, and most organizational issues, Fleet Operations oversees the maintenance of the vehicles and offers valuable knowledge about state and federal transportation regulations. The partnership has allowed the program to grow and develop and provides a foundation for operations in future years.

The need for public transportation in the City of Laramie has been clearly demonstrated. It is anticipated that over 3,500 students and Laramie community members will take advantage of Safe Ride prior to May 12, 2001. In response to this overwhelming support for the program, ASUW has drafted and passed legislation to continue the Safe Ride Shuttle System during FY02.

The legislation also modifies the organizational structure of the program and redefines its operational parameters. As outlined in the attached *Memo of Understanding*, drafted cooperatively by UW Fleet Operations and ASUW, the day-to-day management of the program will transfer entirely to Fleet Operations, with ASUW funding the program through a block grant. ASUW will continue to be physically and fiscally responsible for promotional efforts and will retain some oversight of the program through the Safe Ride Advisory Board.

The fundamental change in the operation of the program will be the elimination of one van and one route. The two new routes will be consolidated pursuant to ridership statistics and

in accordance with state and federal guidelines. Under the new agreement, Fleet Operations may hire up to four employees--one coordinator, one dispatcher, and two drivers--for the Safe Ride Shuttle System.

The proposed budget for the second year of the pilot program is \$52,500, with funds being allocated from the ASUW reserve account. ASUW will use \$2,500 to cover marketing expenses, and Fleet Operations will receive a block grant of \$50,000. This one-time allocation will transfer directly from ASUW to Fleet Operations. Should programmatic or operational changes require additional funds, the ASUW Senate and UW Board of Trustees would need to approve any further allocations.

Attached is the complete legislation, including the *Memo of Understanding*, the budget, committee information and ridership statistics for spring semester. It is proposed that the Trustees authorize the utilization of \$52,500 from the ASUW reserve account to sponsor the second pilot year of the ASUW Safe Ride Shuttle System.

SENATE BILL #1983

Title: Continuation of the ASUW Safe Ride Shuttle System

Date: March 30, 2001

Authors: President Calvert and Executive Novotny

Sponsors: Senators Kirkbride and Lance

1. WHEREAS, the ASUW Safe Ride Shuttle System (Safe Ride) was
2. established by the Associated Students of the University of Wyoming
3. (ASUW) for pilot operations in FY 2001; and
4. WHEREAS, the mission of the ASUW Safe Ride Shuttle System is to
5. provide safe, reliable transportation for University of Wyoming students

6. and members of the Laramie community during the evening and early
7. morning hours; and
8. WHEREAS, the need for a public transportation system in the City of
9. Laramie has been clearly demonstrated throughout the life of the program
10. (See Addendum E) and should be continued in FY 2002; and
11. WHEREAS, operation of the 2000-2001 program has been a joint effort
12. between ASUW and UW Fleet Operations; and
13. WHEREAS, management of day-to-day operations, including personnel,
14. marketing and budgetary issues, is a time-intensive task for student managers
15. to undertake; and
16. WHEREAS, Fleet Operations currently operates the daily UW Shuttle Service
17. and serves as the primary provider for University transportation at the
18. University of Wyoming; and
19. WHEREAS, duplication occurs in operating two separate transportation
20. systems-Safe Ride and the UW Shuttle Service—and consolidation may
21. allow resources to be utilized more efficiently; and
22. WHEREAS, ASUW has the resources to fund the program but lacks the
23. necessary manpower needed to manage day-to-day operations, and Fleet
24. Operations has the manpower and expertise to effectively administer the
25. program but lacks sufficient funding.
26. THEREFORE, be it enacted by the Student Senate of the Associated Students
27. of the University of Wyoming that day-to-day operations of the Safe Ride
28. Shuttle System be transferred to UW Fleet Operations as outlined in the

29. *Memo of Understanding* between Fleet Operations and ASUW (See
30. Addendum A); and
31. THEREFORE, be it further enacted that ASUW provide a block grant of
32. \$50,000 (see Addendum B) to be managed as outlined in the *Memo of*
33. *Understanding* (See Addendum A) by Fleet Operations for the program's
34. continued operation in FY 2002. The block grant shall fund operational
35. expenses including, but not limited to, employee compensation and training,
36. van operation and maintenance, radios and street signage; and
37. THEREFORE, be it further enacted that a Safe Ride Advisory Board be
38. created (See Addendum C) to assist and advise UW Fleet Operations in the
39. operation of the Safe Ride Shuttle System in FY 2002; and
40. THEREFORE, be it further enacted that an ASUW Safe Ride Promotional
41. Committee be created (See Addendum D) to undertake the responsibility of
42. marketing and promoting the ASUW Safe Ride Shuttle System in
43. FY2002. All promotional expenses including, but not limited to, advertising,
44. copying, and posters shall be the financial responsibility of ASUW and shall
45. not be submitted against the proposed block grant during FY 2002. All major
46. marketing campaign initiatives must be approved by Safe Ride Advisory
47. Board prior to implementation.

Referred to: Student Issues Committee

Date of Passage: April 10, 2001 Signed: Vice Pres. Esquibel (signed 4-10-01)
UNANIMOUS (ASUW Chairperson)

“Being enacted on _____, I do hereby sign my name hereto and

approve this Senate action.” President Kara Calvert (signed 4-11-01)

ASUW President

ADDENDUM A
Memo of Understanding
7/29/2008

AGREEMENT made on the ___ day of _____, 2001 by and between the Associated Students of the University of Wyoming (hereinafter ASUW), the governing student organization of the University of Wyoming and UW Fleet Operations (hereinafter Fleet Operations).

WITNESSETH:

ASUW hereby agrees to allocate a block grant of \$50,000 to the University of Wyoming's Fleet Operations for the operation and management of the ASUW Safe Ride Shuttle System (hereinafter Safe Ride) as described in Section I of this document during fiscal year (FY) 2002. Should the managing party (Fleet Operations) or the Safe Ride Advisory Board seek to expand the program beyond what is described in Section I of this document resulting in additional financial needs, the ASUW Senate and the UW Board of Trustees must approve any such actions. The agreement is subject to the following terms and conditions.

I. Description of Safe Ride Program (Approved by the ASUW Senate) to be funded by the ASUW block grant:

- A. **Hours of Operation:** Safe Ride will operate on Thursday, Friday and Saturday nights between the hours of 7:00 p.m. and 2:30 a.m.
- B. **Dates of Service:** Operations will begin on August 30, 2001 and shall cease June 30, 2002. Safe Ride may not operate during University of Wyoming holidays, including, but not limited to, Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Easter Break.
- C. **Employees:** Up to four employees will be hired for the ASUW Safe Ride Shuttle System. Employees will be classified as part-time and will be paid by the hour. The budget reflects a \$10 hourly rate; however, should the need arise, Fleet Operations may negotiate wage adjustments, subject to the approval of the Safe Ride Advisory Board. All employees driving, dispatching, or acting as coordinator for Safe Ride will be trained in accordance with the State Training Requirements for Drivers and Assistants as mandated by the State of Wyoming, and will participate in all training deemed necessary by Fleet Operations.
- D. **Shuttles:** Two vans will service two fixed routes. The vans, currently owned by Fleet Operations, will be equipped with first aid/biohazard safety kits, child safety seats, stepping stools and cell phones. An additional paratransit van will be available to serve disabled patrons. The paratransit van will operate on an on-call basis.
- E. **Signage:** Appropriate street signage will indicate all shuttle stop locations, and they will be the responsibility of the operating party (Fleet).

II. Safe Ride Advisory Board:

- A. A Safe Ride Advisory Board (hereinafter Board) will be created to: 1) assist and advise Fleet Operations in the management of the Safe Ride Shuttle System; 2) provide feedback and general public input in operational decisions; and 3) approve all major decisions recommended by Fleet Operations that may change the scope of the program, including but not limited to the program's structure, mission, schedule, routes, and hours/days of operation.
- B. The Board will be composed of four (4) students (ASUW Executive Assistant – Chair, 1 ASUW Senator, 1 Student At Large, and 1 student member of WyoAccess/UDSS), two (2) employees from Fleet Operations (Safe Ride coordinator and other), one (1) parent from the Laramie community, and one (1) business person from the Laramie community for a total of eight (8) Board members.
- C. Fleet Operations will make a quarterly financial report to the Board. In turn, the Board will make a financial/operational report to the ASUW Senate each semester.
- D. The Board will not be responsible for day-to-day operational decisions.
- E. The Board will meet at least once per month during FY 2002.
- F. The terms of appointment for Board members will officially begin on July 1, 2001 and end on June 30, 2002.
- G. The President of ASUW will appoint all student representatives (4) to the Board, while the Manager of Fleet Operations will appoint all employee (2) and community members (2). All appointments are subject to the approval of the ASUW Student Senate.

III. Promotion and Marketing:

- A. **Expenses:** All promotional expenses including, but not limited to, advertising, copying, and posters shall be the financial responsibility of ASUW and shall not be submitted against the proposed block grant.
- B. **ASUW Safe Ride Promotional Committee:**
 - 1. An ASUW Safe Ride Promotional Committee will be created to undertake the responsibility of marketing and promoting the ASUW Safe Ride Shuttle System.
 - 2. The committee will be composed of four (4) students (1 ASUW Executive Assistant - Chair, 2 ASUW Senators, 1 Student At Large), one (1) employee from Fleet Operations (Safe Ride Coordinator), and one (1) member of the Laramie community for a total of six (6) committee members.
 - 3. The committee will report to the Safe Ride Advisory Board.
 - 4. All major marketing campaign initiatives must be approved by the Safe Ride Advisory Board prior to implementation.
 - 5. The committee will serve from July 1, 2001 to June 30, 2002.
 - 6. The Vice President of ASUW will appoint all student representatives (4) to the committee, while the Manager of Fleet Operations will appoint all employee (1) and community members (1). All appointments are subject to the approval of the ASUW Student Senate.

AGREED TO THIS ___ DAY OF _____, 2001 BY:

UNIVERSITY OF WYOMING
UW FLEET OPERATIONS

Vice President of Administration and Finance: _____
(Print Name)

(Signature and Date) (Phone)

Fleet Manager: _____
(Print Name)

(Signature and Date) (Phone)

ASSOCIATED STUDENTS OF THE UNIVERSITY OF WYOMING
SAFE RIDE SHUTTLE SERVICE

ASUW Business Manager: _____
(Print Name)

(Signature and Date) (Phone)

ASUW President: _____
(Print Name)

(Signature and Date) (Phone)

ASUW Safe Ride Committee Chair: _____
(Print Name)

(Signature and Date) (Phone)

ADDENDUM B

Safe Ride Budget: FY 2002

SOURCES OF INCOME

ASUW BLOCK GRANT to Fleet Operations	\$50,000.00
ASUW RESERVE	\$ 2,500.00
REVENUE	<u>\$ 0.00</u>
<u>TOTAL INCOME</u>	<u>\$52,500.00</u>

EXPENSES

SALARY (ASUW Block Grant)	\$31,993.58
<ul style="list-style-type: none">• 3 drivers/dispatch * 8 hours/day * 96 days * \$10/hour (+ FICA) = \$24,802.56• 1 coordinator * 20 hours/week * 31 weeks * \$10/hour (+ FICA) = \$6,674.30• overtime allowance = \$5/hour * 8 hours/day * 12 days (+ FICA) = \$516.72	
VEHICLES (ASUW Block Grant)	\$10,192.00
<ul style="list-style-type: none">• 2 vans * \$637/month * 8 months = \$10,192	
STAFF DEVELOPMENT (ASUW Block Grant)	\$ 3,500.00
<ul style="list-style-type: none">• 5 employees * \$700/employee training/testing session = \$3,500	
INSURANCE (ASUW Block Grant)	\$ 3,864.42
SUPPLIES, COMMUNICATIONS (ASUW Block Grant)	\$ 450.00
COPIER (ASUW Reserve)	\$ 500.00
ADVERTISING (ASUW Reserve)	<u>\$ 2,000.00</u>
<u>TOTAL EXPENSES</u>	<u>\$52,500.00</u>

ADDENDUM C

Safe Ride Advisory Board

Charge:

- 1) Assist and advise Fleet Operations in the management of the Safe Ride Shuttle System.
- 2) Provide feedback and general public input in operational decisions.
- 3) Approve all major decisions that may change the scope of the program, including but not limited to the program's structure, mission, schedule, routes, and hours/days of operation.
- 4) Make financial/operational reports to the ASUW Senate each semester.
- 5) Review quarterly financial reports from Fleet Operations.
- 6) Meet at least once per month during FY 2002.

Membership:

The President of ASUW will appoint all student representatives (4) to the Board. The Manager of Fleet Operations will appoint all employee (2) and community members (2).

- 1 ASUW Executive Assistant – Chair
- 1 ASUW Senator
- 1 Student At Large
- 1 Student Member of WyoAccess/UDSS
- 2 Employees from Fleet Operations (Safe Ride Coordinator and other)
- 1 Parent from the Laramie community
- 1 Business Person from the Laramie community

8 Total Members

Budget:

None

Duration:

The terms of appointment for Board members will begin on July 1, 2001 and end on June 30, 2002.

ADDENDUM D

ASUW Safe Ride Promotion Committee

Charge:

- 7) Undertake the responsibility of marketing and promoting the ASUW Safe Ride Shuttle System.
- 8) Utilize ASUW funds to effectively promote Safe Ride to students, faculty, staff and the Laramie community through media such as radio, newspapers, posters, fliers, press releases, etc.
- 9) Report to the Safe Ride Advisory Board twice per semester.
- 10) Seek approval from the Safe Ride Advisory Board prior to the implementation of all major marketing campaign initiatives.

Membership:

The Vice President of ASUW will appoint all student representatives (4) to the committee. The Manager of Fleet Operations will appoint all employee (1) and community members (1). All appointments are subject to the approval of the ASUW Student Senate.

1 ASUW Executive Assistant – Chair
2 ASUW Senator
1 Student At Large
1 Employee of Fleet Operations (Safe Ride Coordinator)
1 Member of the Laramie community

6 Total Members

Budget:

<u>Income:</u>	<u>\$2,500.00</u>
ASUW Reserve	\$2,500.00
<u>Expenses:</u>	<u>\$2,500.00</u>
Copier	\$ 500.00
Advertising	\$2,000.00

Duration:

The committee will serve from July 1, 2001 to June 30, 2002.

Trustee Jorgensen moved for approval of Safe Ride support and asked that it be placed on the Consent Agenda, noting that ASUW is being flexible in addressing the needs of students. Trustee Saunders seconded the motion. President Dubois inquired about what was being done to address the on-going costs. Ms. Calvert stated ASUW will review the program in one year and will request funds from the State at that time. Trustee Hunt encouraged ASUW to be active in preparing a request for funding from the Department of Transportation. Trustee Spicer noted this will push the request back an additional year while working on the community transportation project. Trustee Schaefer asked if UW is amenable to paying for Safe Ride for one more year. President Dubois noted the campus shuttle system may be combined with the program in the future to make it more cost effective. Ms. Calvert reported one of the reasons Safe Ride moved into fleet operations was so that ASUW can determine how to further the program but not with the idea of receiving additional funding from UW. The motion carried.

Wyoming Union Budget

Presented for Trustee consideration and approval is the FY 2002 operating budget for the Wyoming Union. The Wyoming Union budget was developed in consultation with the Wyoming Union Board. The budget request for FY 2002 is \$928,924, which is a change of \$68,257 from the current budget. The following table shows the current year operating budget for the Union and the proposed budget for FY 2002.

**Wyoming Union
 Income and Expenditure Statement and
 Operating Budget Request for FY 2002**

	<u>Current Year</u>		<u>Budget Year June 30, 2002</u>	
	FY 2001 BUDGET	FY 2001 PROJECTED	FY 2002 REQUESTED	PERCENT CHANGE OF FY2001 BUDGET
INCOME				
FOOD SERVICES	\$ 12,000	\$ 17,700	\$ 22,000	83%
ATM	3,900	3,900	3,900	0%
VENDING (POP)	1,500	3,300	2,500	67%
HAIR SALON	3,600	0	3,000	-17%
COPY MACHINE	6,000	4,250	6,000	0%
COPY SHOP	6,135	6,300	6,300	3%
EVENTS OFFICE	10,695	11,675	11,900	11%
BOOKSTORE	89,355	86,256	93,352	4%
INFO DESK/TICKET OFFICE	159,465	159,465	163,452	3%
FALL-SPRING FEES	630,800	634,900	639,700	1%
SUMMER FEES	33,100	31,000	31,930	-4%
MISCELLANEOUS	1,200	2,500	1,000	-17%
INTEREST INCOME	10,000	15,100	15,000	50%
TOTAL INCOME	\$967,750	\$976,346	\$1,000,034	3%
COST OF GOODS SOLD	150,765	152,865	156,687	4%
NET REVENUE	\$816,985	\$823,481	\$843,347	3%
EXPENSES				
ADVERTISING/PROMO	\$ 2,500	\$ 3,987	\$ 4,500	80%
ASSESSMENTS	18,800	18,800	30,000	60%
COPY MACHINE	6,000	6,230	6,000	0%
UNION BOARD	700	550	700	0%
COURTESY	1,000	850	1,600	60%
DEPRECIATION	38,500	38,173	27,500	-29%
DUES/MEMBERSHIPS	0	0	1,000	NEW
INSURANCE	27,000	19,649	30,000	11%
MAINTENANCE/REPAIR	30,000	26,000	28,000	-7%
SALARIES, FULL TIME	392,134	348,870	398,526	2%
SALARIES, PART TIME	51,500	69,211	58,943	14%
MISCELLANEOUS	2,250	3,800	2,250	0%
BENEFITS	108,345	113,488	128,460	19%
PROGRAMMING	15,000	15,500	22,500	50%
POSTAGE	700	480	700	0%
SUPPLIES, BUILDING	34,613	18,954	30,845	-11%
SUPPLIES, OFFICE	5,125	6,250	10,500	105%
TELEPHONE	17,000	17,300	17,500	3%
TRAINING/DEVELOPMENT	3,500	4,100	3,900	11%
TRAVEL	13,000	15,400	15,500	19%
UTILITIES	93,000	101,000	110,000	-100%

TOTAL EXPENSES	\$860,667	\$828,592	\$928,924	8%
UTILITY REIMBURSEMENT	89,000	101,000	110,000	24%
NET PROFIT/LOSS	\$45,318	\$95,889	\$24,423	-46%

It is recommended that the Trustees of the University of Wyoming approve the fiscal year 2002 budget for the Wyoming Union in the amount of \$928,924.

Trustee Saunders moved to approve the Wyoming Union Budget as recommended and place on the Consent Agenda. Trustee True seconded the motion. The motion carried.

Approval of Contracts and Grants

CONTRACTS AND GRANTS

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period February 16, 2001, through April 19, 2001.

AGTROL INTERNATIONAL - 01/01/1999 - Open Gary Franc; Plant Sciences - Regional plant diseases.	\$	1,750
AIR LOGISTICS CORPORATION - 03/16/2000 - 12/31/2001 Scott Coguill/Ronda Coguill; Mechanical Engineering - Tensile creep testing.	\$	10,000
ALLIED SEED, L.L.C. - 07/01/1999 - Open Alan Gray; Plant Sciences - Field crop research.	\$	750
AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - Open Gregory Brown; Botany - Secretarial and clerical support.	\$	15,000
BROMELIAD SOCIETY INTERNATIONAL - 06/01/1996 - Open Gregory Brown; Botany - Molecular system study of nidularium.	\$	2,068
BURROUGHS WELLCOME FUND - 01/29/2001 - 07/31/2001 Brant Isakson; Zoology - Research travel grant.	\$	4,400
CALIFORNIA, UNIVERSITY OF - 03/01/2000 - 02/28/2002 Barbara John; Geology - Oceanic core complex.	\$	46,052
CATHEDRAL HOME FOR CHILDREN - 02/22/1994 - Open	\$	279

Marcia Dale; Nursing - Develop nursing programs.

COLORADO STATE UNIVERSITY - 02/12/2001 - 09/30/2001 \$ 8,000

Donna Woitaszewski; Cooperative Extension Service - Farm safety for youth.

DAIRYLAND SEED COMPANY, INCORPORATED - 07/01/1999 - Open \$ 250

Alan Gray; Plant Sciences - Field crop research.

E.I. DU PONT DE NEMOURS AND COMPANY - 01/01/1999 - Open \$ 14,000

Stephen Miller; Plant Sciences - Weed biology and control.

FAMILY TREE CORPORATION - 01/01/2001 - 03/31/2001 \$ 1,300

Charles Reher; Anthropology - Wind River cultural resource survey.

FORAGE GENETICS INTERNATIONAL - 07/01/1999 - Open \$ 2,750

Alan Gray; Plant Sciences - Field crop research.

GARST - 07/01/1999 - Open \$ 750

Alan Gray; Plant Sciences - Field crop research.

GATS, INCORPORATED - 04/01/1998 - 03/11/2001 \$ 10,000

Mark Hervig; Atmospheric Science - Haloe algorithm for upper tropospheric sounding.

GEERTSON, MARILYN - 07/01/1999 - Open \$ 250

Alan Gray; Plant Sciences - Field crop research.

GORDON PLASTICS, INCORPORATED - 04/14/1997 - Open \$ 1,045

Scott Cogull; Mechanical Engineering - Characterize composite materials.

HYPERACUITY SYSTEMS - 08/28/2000 - 08/31/2001 \$ 8,776

Steven Barrett; Electrical Engineering - Stimulate analog processing of the fly's eye for weapons tracking and targeting.

**IDAHO NATIONAL ENGINEERING AND ENVIRONMENTAL LABORATORY -
09/01/2000 - 08/31/2001** \$ 19,264

Richard Schmidt; Civil Engineering - Research assistance fellowship to support study of the behavior of double wide manufactured homes subject to wind loading.

JACKSON POLICE DEPARTMENT - 03/01/2001 - 06/30/2001 \$ 3,240

Stephen Bieber; Statistics - Follow-up to citizen survey.

**MID-AMERICA MANUFACTURING TECHNOLOGY CENTER -
04/01/2001 - 03/31/2002** \$ 285,366

Larry Stewart; Mid-America Manufacturing Technology Center - Administration of the Wyoming Mid-America Manufacturing Technology Centers.

NATIONAL ENDOWMENT FOR THE ARTS - 01/01/2001 - 10/31/2001 Susan Moldenhauer; Art Museum - Miniatures from ancient Egypt.	\$ 27,000
NORSK HYDRO PRODUKSJON A.S. - 06/01/2000 - 12/31/2001 Ronald Steel; Institute for Energy Research - Shelf-slope klinofom facies and trajectories.	\$ 55,000
NORTH DAKOTA, UNIVERSITY OF - 03/01/1998 - 05/15/2002 Patricia McClurg; Natural Science Program - Public access resource center.	\$ 35,000
PSYCHROMETRIC SYSTEMS, INCORPORATED - 06/01/1999 - Open Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.	\$ 105
RAND - 10/01/1998 - Open Mary Neighbours; Wyoming Natural Diversity Database - Database management.	\$ 157
SOFTRAY INCORPORATED - 05/01/2000 - 04/30/2001 Paul Johnson; Physics and Astronomy - Detect and identify pathogenic organisms.	\$ 10,000
SPANISH CONSULATE - 03/26/2001 - 08/31/2001 Carlos Mellizo; Modern and Classical Languages - Summer course on young Spanish cinema and in-kind contribution of video rental.	\$ 1,650
TETON WEST LUMBER, INCORPORATED - 06/01/1999 - Open Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.	\$ 750
UNITED STATES AIR FORCE - 04/01/2001 - 03/31/2004 Douglas Smith; Mechanical Engineering - Formation and scaling of a synthetic jet.	\$ 189,743
UNITED STATES AIR FORCE - 04/01/2001 - 03/31/2002 Douglas Smith; Mechanical Engineering - Three-dimensional particle image velocimetry systems.	\$ 153,870
UNITED STATES ARMY - 04/05/2001 - 04/04/2004 Pradeep Agarwal; Chemical Engineering - Pulsed corona reactor system and diesel engine exhaust.	\$ 210,000
UNITED STATES ARMY - 04/01/2001 - 03/31/2002 Jeffrey Yarger; Chemistry - Brillouin instrumentation development.	\$ 144,500
UNITED STATES ARMY - 04/01/2001 - 03/31/2004 Jeffrey Yarger; Chemistry - Brillouin spectroscopy and mechanical behavior of materials.	\$ 180,000
UNITED STATES ARMY - 07/01/2000 - 06/30/2001 JoelAnne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.	\$ 47,942

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 01/22/2001 - 09/30/2001	\$	5,416
Dale Isaak; Molecular Biology - Insect genes expressed after arbovirus meal.		
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/01/1996 - 09/30/2001	\$	5,000
Ronald Hartman; Botany - Herbarium maintenance and plant identification.		
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/15/2000 - 02/15/2002	\$	6,160
Steven Buskirk; Zoology - Developing primers for microsatellite analysis of fisher genetics.		
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 02/05/2001 - 08/05/2001	\$	14,600
Wayne Hubert; Zoology - Assess fish in the Black Hills.		
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2000 - 06/30/2001	\$	146,702
John Nutter; Student Financial Aid - Pell grant program.		
UNITED STATES DEPARTMENT OF ENERGY - 10/01/2000 - 09/30/2003	\$	117,950
Steven Holbrook; Geology - Three-dimensional structure and physical properties of a methane hydrate deposit and gas reservoir.		
UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 02/01/2001 - 01/31/2002	\$	100,000
Karen Williams; Family and Consumer Science - Healthy child care.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	18,102
Stephen Jackson/Stephen Gray/Kenneth Gerow; Botany - Modern and paleo-climate data drought prediction.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	5,500
Marjorie Bedessem/Thomas Edgar; Civil Engineering - Wastewater components of septic systems.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	5,378
Drew Johnson/Larry Pochop/Bruce Brinkman; Civil Engineering - Hydrologic impacts of improved irrigation.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	5,461
Larry Pochop; Civil Engineering - Water resources research administration.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	7,586
Larry Pochop/Dennis Feeny; Civil Engineering - Program accessibility and dissemination.		
UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002	\$	14,864

Gregory Wilkerson; Civil Engineering - Erosion potential model and channel monitoring.

UNITED STATES GEOLOGICAL SURVEY - 03/01/2001 - 02/28/2002 \$ 18,430

Lawrence Ostresh; Geography and Recreation - Hydrologic models to estimate mountain streamflow.

UNITED STATES GEOLOGICAL SURVEY - 07/17/1998 - 09/30/2002 \$ 35,000

James Lovvorn; Zoology - Foraging and contaminants in birds.

UNITED STATES GEOLOGICAL SURVEY - 03/30/2001 - 05/31/2002 \$ 44,840

Joseph Meyer; Zoology - Accumulation of metals in mineland creeks.

UNITED STATES INSTITUTE FOR ENVIRONMENTAL CONFLICT RESOLUTION - 01/01/2001 - 04/15/2001 \$ 21,850

Harold Bergman; Institute for Environmental and Natural Resources - Pre-scoping process of a proposed management plan/environmental impact statement for elk and bison herds in the area of Jackson Hole, Wyoming.

UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 01/11/1999 - 12/31/2001 \$ 46,493

Terry Deshler/Mark Hervig; Atmospheric Science - Evaluation of SAGE II (Stratospheric Aerosol and Gas Experiment) and balloon-borne stratospheric aerosol measurements.

UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 03/01/2001 - 02/28/2002 \$ 212,500

Paul Johnson; Physics and Astronomy - Wyoming space grant college and fellowship program.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - 04/01/2001 - 03/31/2004 \$ 140,590

Eric Dolence; Pharmacy - New synthetic methodology to produce alpha-aminoalkyl phosphonic acids.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - 01/29/2001 - 01/31/2002 \$ 172,150

Scott Boitano; Zoology - Modeling airway response to bordetella sp infection.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2001 - 02/29/2004 \$ 248,082

Terry Deshler; Atmospheric Science - Particle size distributions within Arctic polar stratospheric clouds to complement particle composition and scattering measurements.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2001 - 03/31/2002 \$ 62,304

Jefferson Snider; Atmospheric Science - Droplet activation in cloud updrafts.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/1999 - 12/31/2003 \$ 110,000

John Marwitz/Robert Kelly; Atmospheric Science - Wyoming King Air airplane as a national facility.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 12/01/1998 - 12/31/2001	\$	54,884
Jefferson Snider; Atmospheric Science - Analysis of condensational growth.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/01 - 02/28/02	\$	192,525
Gabor Vali/Robert Kelly; Atmospheric Science - Airborne radar studies of clouds.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/23/2001 - 04/30/2003	\$	499,996
Daniel Buttry/Dean Roddick/John Ackerman; Chemistry - Develop new phosphor materials.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/2001 - 02/29/2004	\$	310,400
David Jaeger; Chemistry - Surfactant transition metal chelates.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 12/08/2000 - 02/28/2002	\$	150,000
Dean Roddick; Chemistry - Organometallics in superacidic media.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/2001 - 02/28/2002	\$	44,700
Dean Roddick; Chemistry - Research experiences for undergraduates in chemistry.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/1999 - 01/31/2002	\$	4,702
Maureen Steiner; Geology - Evolution of western equatorial pangean climate.		
UNITED STATES NATIONAL SCIENCE FOUNDATION - 04/01/2001 - 03/31/2002	\$	63,587
Ronald Canterna; Physics and Astronomy - Wyoming's infrared observatory's summer undergraduate research assistantship program.		
UNITED STATES OFFICE OF NAVAL RESEARCH - 04/01/2001 - 03/31/2004	\$	365,096
Gabor Vali/Bart Geerts; Atmospheric Science - Aircraft and radar measures of marine stratus.		
UTAH, UNIVERSITY OF - 01/01/2001 - 05/31/2001	\$	29,477
Mary Hardin-Jones; Communication Disorders - Speech development in children with cleft palate.		
UTAH STATE UNIVERSITY - 10/01/1998 - 09/30/2001	\$	54,679
James Krall/Larry Held/Bret Hess/Robin Goose/Ronald Delaney; Plant Sciences - Incorporating annual legumes and livestock into the winter wheat-summer fallow cropping system.		
UTAH STATE UNIVERSITY - 10/01/2000 - 12/31/2001	\$	10,000
Michael Smith; Renewable Resources - Coordinate sustainable agriculture training in Wyoming for professional educators.		
VARIOUS SPONSORS - 06/01/1999 - Open	\$	310
Patricia McClurg; Natural Science Program - Workshops for the Upper Midwest Aerospace Consortium.		
VARIOUS SPONSORS - 10/01/2000 - 09/30/2001	\$	13,975
Diane Wolverton; Small Business Development Center - Workshops presented by the		

small business development centers in Wyoming.

VARIOUS SPONSORS - 10/01/1998 - Open	\$	8,415
Keith Miller; Wyoming Institute for Disabilities - ATTAIN workshop fees.		
VARIOUS SPONSORS - 07/01/1995 - Open	\$	14,300
Keith Miller; Wyoming Institute for Disabilities - Behavioral assessment workshop.		
VARIOUS SPONSORS - 09/28/2000 - 09/30/2001	\$	56,719
Frederick Lindzey; Conferences and Institutes - Northern region bear management conference fees.		
WASHINGTON, UNIVERSITY OF - 09/01/2000 - 08/31/2001	\$	10,800
Sylvia Moore; Washington, Wyoming, Alaska, Montana, and Idaho Medical Education Program - Recruit American Indian high school students for medical program.		
WESTERN ECOSYSTEMS TECHNOLOGY INCORPORATED - 10/01/1998 - Open	\$	105
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
WESTERN RESEARCH INSTITUTE - 01/29/2001 - 01/11/2002	\$	52,940
Khaled Ksaibati; Civil Engineering - Moisture effects on mechanical properties of asphalt mixes.		
WESTERN RESEARCH INSTITUTE - 06/01/1999 - Open	\$	1,200
Scott Coguill/Ronda Coguill; Mechanical Engineering - Composite materials testing.		
WESTERN SUGAR COMPANY - 01/01/1999 - Open	\$	15,800
Gary Franc; Plant Sciences - Regional plant diseases.		
WESTERN SUGAR COMPANY - 06/22/1999 - Open	\$	3,500
Abdel Mesbah; Plant Sciences - Crop-weed research.		
WILD UTAH PROJECT - 10/01/1998 - Open	\$	2,000
Mary Neighbours; Wyoming Natural Diversity Database - Database management.		
WYOMING COUNCIL FOR THE HUMANITIES - 03/01/2001 - 09/30/2001	\$	5,000
Susan Moldenhauer; Art Museum - Miniatures from ancient Egypt and the Valley of the Kings.		
WYOMING DEPARTMENT OF EDUCATION - 01/01/2001 - 11/30/2001	\$	4,518
Ward Gates; Physical and Health Education - Evaluate training in health education.		
WYOMING DEPARTMENT OF EDUCATION - 01/01/2001 - 11/30/2001	\$	14,342
Ward Gates; Physical and Health Education - Administer local youth risk behavior survey.		
WYOMING DEPARTMENT OF EDUCATION - 01/01/2001 - 11/30/2001	\$	16,441
Ward Gates; Physical and Health Education - Final phase of youth risk behavior survey.		

WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 02/08/2001 - 09/30/2003	\$ 58,470
Marjorie Bedessem/Thomas Edgar; Civil Engineering - Fate of septic system wastewater components.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 06/01/2000 - 08/18/2000	\$ 1,000
Philip Roberts; History - Historical resource summer interns.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 03/05/2001 - 05/31/2002	\$ 19,435
Roger Wilmot; Research Office - Update reclamation handbook.	
WYOMING DEPARTMENT OF FAMILY SERVICES - 01/17/2001 - 09/30/2002	\$ 25,568
Karen Williams; Family and Consumer Sciences - Evaluate infant/toddler credential portfolios.	
WYOMING DEPARTMENT OF FAMILY SERVICES - 03/07/2001 - 09/30/2002	\$ 25,568
Terri Longhurst; Wyoming Institute for Disabilities - Evaluation of the Head Start child care demonstration in Laramie County, Wyoming.	
WYOMING DEPARTMENT OF HEALTH - 02/01/2001 - 04/30/2002	\$ 35,535
Keith Miller; Wyoming Institute for Disabilities - Medicaid waiver training.	
WYOMING DEPARTMENT OF TRANSPORTATION - 02/09/2001 - 03/31/2003	\$ 100,000
John Turner/Gregory Wilkerson; Civil Engineering - Tire chips for roadway drainage applications.	
WYOMING DEPARTMENT OF TRANSPORTATION - 05/04/2000 - 04/30/2002	\$ 10,000
Stanley Anderson; Zoology - Electric fences and big game.	
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - Open	\$ 24,657
Wayne Hubert; Zoology - Fisheries research.	
WYOMING HEALTH RESOURCES NETWORK, INCORPORATED - 03/08/2001 - 12/31/2001	\$ 25,030
Anne Bowen; Psychology - Internet intervention development.	
WYOMING LEGISLATIVE SERVICE OFFICE - 03/01/2001 - 06/30/2002	\$ 30,000
Shelby Gerking; Economics and Finance - Wyoming mineral tax incentives.	
WYOMING STATE GEOLOGICAL SURVEY - 01/27/2001 - 12/31/2001	\$ 14,000
Anthony Bergantino; Civil Engineering - Generate digital landslide maps.	
WYOMING STATE GEOLOGICAL SURVEY - 12/21/2000 - 07/31/2001	\$ 24,478
Dennis Feeney/Anthony Bergantino; Civil Engineering - Scan Powder River water well completion	

reports.

WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	12,755
Stephen Jackson/Stephen Gray/Kenneth Gerow; Botany - Modern and paleo-climate data drought prediction.		
WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	7,723
Marjorie Bedessem/Thomas Edgar; Civil Engineering - Wastewater components of septic systems.		
WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	5,378
Drew Johnson/Larry Pochop/Bruce Brinkman; Civil Engineering - Hydrologic impacts of improved irrigation.		
WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	5,140
Larry Pochop/Dennis Feeney; Civil Engineering - Program accessibility and dissemination.		
WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	5,140
Larry Pochop; Civil Engineering - Administration of Wyoming Water Development Commission.		
WYOMING WATER DEVELOPMENT COMMISSION - 03/08/2001 - 06/30/2002	\$	14,864
Gregory Wilkerson; Civil Engineering - Erosion potential model and channel monitoring.		
TOTAL - Contracts and grants approved February 16, 2001, through April 19, 2001.	\$	5,501,117
TOTAL - Contracts and grants previously approved:		
07/01/00 - 08/25/00	8,123,296	
08/26/00 - 10/19/00	15,513,988	
10/20/00 - 12/20/00	4,311,946	
12/21/00 - 02/15/01	8,096,306	<u>\$ 36,045,536</u>
TOTAL - Contracts and grants approved July 1, 2000 through April 19, 2001.	\$	41,546,653

Vice President Gern spoke on this item and noted a grant received by Gabor Vali and others on marine stratus clouds. The research uses the NSF plane, which is currently undergoing installation of a new navigation package that was paid for with funds from the grant and some local matching funds. By year-end, it looks like UW will finish at \$48-50 million in grants received.

Trustee Saunders moved to approve Contracts and Grants as presented and for the item to be placed on the Consent Agenda. Trustee True seconded the motion. The motion carried.

Allocation of Plus Budget Funding

President Dubois reviewed with the Board a document presented to the Finance Committee during their earlier briefing. UW has three budget discussions occurring simultaneously. The first is the allocation of the plus budget funding; the second the allocation of critical maintenance funds; and the third is a reallocation exercise to deal with institutional needs that must be met with no funding available. A budget explanation memo from the President has been distributed campus-wide for clarification of funding issues. President Dubois noted the total requests from the Vice Presidents came to \$2.7 million and his recommendation for approximately \$2 million for equipment. The maintenance requests from the Vice Presidents amounted to \$2.9 million; President Dubois is recommending \$1.8 million. Other non plus budget requests totaling \$2.8 million have been considered separately; the President is recommending \$620,000 be funded.

Allocation of Critical Maintenance Funding

UW has not received a maintenance allocation for many years. Items have been evaluated by a point system, with money allocated first to life safety issues and critical maintenance issues. Upon presentation of UW's maintenance list, the Governor recommended funding from the University's land income fund. UW countered with a fund swap, which was approved. UW is obligated to fund maintenance for requested items that are basic infrastructure. Judy Catchpole stated she thought it was important to work with the Building Commission staff on items as prioritized.

Annual Insurance Report

**UNIVERSITY OF WYOMING
2001
RISK MANAGEMENT AND INSURANCE REPORT**

I. Introduction

Risk is generally considered to be the antithesis of benefit. It includes hazards, dangers, potential for loss, and the degree of probability of a specific exposure for loss as well as the liability for injury, damage, loss, or pain. It encompasses jeopardy or the exposure to extreme danger for any situation. Events with both chance and voluntary provocation are included. Loss potential due to risk also embraces rational behavior, irrational behavior, natural phenomena, and any other potential for realizing unwanted, negative consequences of any event.

Risk management is the process of identifying, measuring and treating property, liability, income, and personnel exposures to loss. The primary objective is to reduce the cost of risk with the ultimate goal being the preservation of the physical and human assets of the institution for the successful continuation of its mission and operations. The common denominator to risk in today's environment is complexity. As life becomes more complex, specialized information is required to understand, evaluate, and decide issues involving risk. The net effect of specialization is a dissected, fragmented view rather than an integrated one, which produces diverging rather than a converging set of risks. Risk arises from diverse social, technological, financial, educational, environmental, economic, regulatory, and political forces within and outside the institution.

A well-conceived, comprehensive risk management program requires a significant commitment of time and resources by the University. However, the cost of this commitment is fully mitigated by the realization of the following benefits to the University as a direct result of the risk management program.

- Reduction in misuse, theft, and/or losses to equipment and property
- Reduction in the frequency and severity of accidents
- Reduction in the expenditures of claims
- Reduction in legal expenditures
- Improved insurance coverage while achieving reductions in the unit cost of premiums

Risk management is essentially a progression or series of actions taken with the purpose of minimizing losses or injuries. Act instead of react. The "doing" must accomplish the purpose of eliminating or controlling a risk. To estimate the value of a preventive action logic forces consideration of efficacy (how much control will result), feasibility (how acceptable it will be), and efficiency (how much "bang for the buck" will result). An effective risk management process yields practices that reasonably balance risk exposures, protection, and prevention strategies with institutional priorities and resources. The five steps in the risk management process are identified below.

Identify perils and risk exposures.

The risk management program attempts to identify all risks that significantly impact the ability of the University to fulfill its mission and achieve its objectives and goals.

Assess the significance of the exposure.

Once the perils and risks have been identified, the loss potentials are analyzed. This includes a determination of the probability (frequency and timing) of a loss and the fiscal impact (severity) of the loss to the University.

Select an appropriate risk management method(s).

Once the risk and loss potentials have been identified and analyzed, an appropriate method must be chosen for elimination or controlling the negative impact that the loss would have on the University.

Implement the chosen risk management method(s).

Any risk management method chosen, in order to be successful, must be within the financial and physical capabilities of the University.

Evaluation of the risk management program.

The risk management program must be evaluated to determine if the program is meeting its objectives. Establishing performance standards and comparing actual performance to those standards accomplish this. They must, necessarily, be quantifiable and measurable, and should be both results- and task-oriented.

The University of Wyoming is exposed to risks of loss resulting from occurrences involving disappearance, damage and destruction of its own property and property of others, injuries to employees or others, dishonesty and unforeseen liabilities imposed by law or assumed by contract.

The philosophy of the University is oriented toward affirmative control and minimization of risk to the greatest extent practicable, retention of the remaining risk when within acceptable limits, and protection against unpredictable and/or catastrophic loss by reasonable use of available insurance as excess to the amount established as an acceptable self-retention. In today's higher education environment, insurance is only a piece of a multifaceted program designed to manage the inherent risks of the university.

The Risk Management Office provides active leadership, which enables the University to protect its students, employees, the general public, and the University's physical and financial assets by reducing and controlling risk in the most efficient and cost-effective manner.

The principle responsibilities of the Risk Management Office include:

1. Develop, administer and implement risk management policy, procedure and planning which includes the development and operation of complex information systems.
2. Develop and administer risk control techniques to reduce the frequency and severity of losses.
3. Develop and administer risk-financing techniques so that adequate resources exist to cover losses that do occur.

4. Assist in the development and maintenance of appropriate contractual language to be included in agreements with outside parties. This includes insurance requirements; hold harmless agreements and indemnity clauses.
5. Coordinate claims investigation and adjustment, and liability loss control techniques.

II. Description of Major Coverages

Property, Boiler and Machinery, and Fine Arts

Property covers real and personal property, books, business income, extra expense, tuition and fees, EDP equipment including media, valuable papers, plant specimens, animals, equipment in aircraft and automobile physical damage from direct physical loss including flood and earthquake. The exclusions that apply to property coverage include: absolute pollution/contamination; dishonest or criminal act by insured; unexplained disappearance; weather damage to personal property in the open (except vehicles, machinery, equipment, and property in transit); collapse not caused by a covered peril; wear and tear; rust, corrosion, fungus, etc.; mechanical breakdown; explosion not caused by fire or combustion explosion; mine subsidence; power failure off property; government action; war and military action; and nuclear hazard.

Fine Arts (included with Property)

Policy covers fine arts in the permanent collection and those fine arts on exhibit (loan collection), and while in transit. Covered Cause of Loss includes flood and earthquake. Coverage is extended to coverage of exhibits (property of others) automatically.

Boiler and Machinery (included with Property)

Policy provides coverage to boilers, fired and unfired vessels, air conditioning equipment, mechanical and electrical equipment, water turbines, generators, compressors, pumps, hot water heater piping, objects subject to vacuum and telemetry equipment. The exclusions to the policy include: Ordinance of Law; nuclear hazard; explosion (other than machinery); lightning; wind or hail; weight of ice or snow; riot or civil commotion; vandalism; aircraft; collapse (unless accident caused); and rising water or flood.

General Liability/Automobile Liability/Errors and Omissions

Policy covers the tortuous acts of employees, volunteers and elected/appointed officials while acting within the scope of their duties. This includes bodily injury to others, damage to property of others, operations of vehicles, police actions (including violation of civil rights and discrimination), host liquor liability; personal injury (libel, slander, mental anguish, false arrest, wrongful eviction, humiliation, defamation of character, piracy and any infringement of copyrights or property), actual or alleged error or misstatement, act or omission, neglect, or negligence including misfeasance and nonfeasance, sexual misconduct, inverse condemnation, broadcasters, publishers, and advertisers, and employee benefit liability. It is an occurrence

based indemnification form policy. The exclusions include: workers' compensation/occupational disease; seepage or pollution or contamination; absolute asbestos; uninsured/underinsured motorist; and, premises/auto medical payments.

Educators Legal Liability

This policy covers wrongful acts of employees and elected/appointed officials while acting within the scope of their duties such as an actual or alleged error, omission, act, misstatement, neglect or breach of duty within the duties of employees. Coverage includes unlawful discrimination or violation of civil rights, sexual harassment, wrongful employment practices, failure to grant due process, educational malpractice or failure to educate, negligent instruction, infringement of copyright, trademark or patent; plagiarism or idea misappropriation; or oral or written publication or material that slanders or libels a person or organization. The exclusions include: claims occurring prior to the 02/01/1988 Retroactive Date; employee dishonesty; gaining in fact any personal profit or advantage by any individual insured; pollution/asbestos; fiduciary capacity/activities; insured versus insured; and bodily injury exposures.

Excess Liability

This coverage is an excess of the primary general liability and automobile liability coverages as presented above. Coverages include bodily injury to others, damage to property of others, operation of vehicles, personal injury, liquor liability, sudden and accidental pollution, hostile fire, sexual molestation, child care and sports activities. This coverage is a follow form of the primary general liability form and includes the same exclusions.

Foreign General Liability/Automobile Liability

This covers the tortuous acts of employees within the scope of their duties outside the U.S., its territories or possessions and Canada. Coverage includes bodily injury to others, property damage to others, personal injury (libel, slander, etc.), operation of vehicles (rentals, leases, etc.), premises/operations, products/ completed operations and foreign contractual liability. The exclusions include: professional liability, medical malpractice, aircraft liability and pollution.

Foreign Workers' Compensation

This policy provides workers' compensation coverage for employees traveling outside the U.S., its territories, and possessions. It provides benefits as set forth in the Wyoming State Statutes. Repatriation and medical evacuation are included in the coverage provided. Pilots as an employment class are the only exclusion.

Public Dishonesty/Crime

This coverage applies to public dishonesty, forgery or alteration, theft or disappearance and computer fraud. The exclusions include: dishonest acts by insured, government actions, indirect loss, legal expenses, and nuclear hazard.

Aircraft Liability

This policy covers aircraft liability, non-owned aircraft liability, non-owned aircraft physical damage liability, guest voluntary settlement, all "risk" physical damage, spare parts physical damage, extra expense for reimbursement and extra expense for temporary replacement parts, aircraft medical expense, personal effects and baggage, search and rescue, and war risks liability. The coverages afforded apply to both the King Air and the Piper Cheyenne.

Airport Premises

This policy provides coverage for the hanger owned by the University and all premises necessary and incidental to the aircraft(s) operations. The coverage includes comprehensive general liability, products/completed operations liability, hanger keeper's liability, and personal injury liability. The exclusions include: coverage applies only to approved pilots and excludes certain geographic areas (i.e., Iraq, Kuwait, Saudi Arabia, Turkey, Syria, Jordan, Iran, Libya, etc.).

Trustee Accidental Medical, Death and Dismemberment

This coverage provides accident medical cover for the Trustees on a 24-hour business and pleasure basis during the discharge of official duties. Air travel in the University's plane is explicitly included in the coverage.

Intercollegiate Sports Accident

This policy provides accident medical and accidental death and dismemberment coverage for NCAA sports participants, coaches, trainers, cheerleaders, and recruits.

III. Limits and Sublimits of Major Coverages

Property

Limits of Liability

- Real and Business Personal Property; Business Income; EDP Equipment and Media; Valuable Papers; Books; Plant Specimens; Animals; Vehicles; Fine Arts; Boiler & Machinery \$1,050,000,000 Any one occurrence

Sublimits

• Flood	\$100,000,000	Per occurrence/annual aggregate
• Earthquake	\$100,000,000	Per occurrence/annual aggregate
• Equipment in Aircraft, Mobile Equipment, Miscellaneous Personal Property Worldwide	\$ 5,000,000	Any one occurrence
• Property in Transit	\$ 25,000,000	Any one occurrence
• Fine Arts	\$ 35,000,000	Any one occurrence
• Exhibition Property off-site	\$ 5,000,000	Any one occurrence
• EDP Equipment and Media	Included in blanket limit	
• Personal Property of Employees	Included in blanket limit	
• Plant Specimens	\$ 2,000,000	Any one occurrence
• Neighbor's Recourse and Tenant's Liability	\$ 10,000,000	Any one occurrence
• Research Animals	\$ 1,000,000	Any one occurrence
	\$ 10,000	Any one animal
• Accounts Receivable; Commissions; Profits and Royalties; Contingent Time Element; Deferred Payments; Errors and Omissions; Expediting Costs and Extra Expense combined	\$ 25,000,000	Any one occurrence, each
• Cost of Research Valuable	Included in blanket limit	
• Consequential Loss	Included in blanket limit	
• Miscellaneous Unnamed U.S. locations	\$ 25,000,000	Any one occurrence
• Miscellaneous Unnamed Non-U.S. locations	\$ 5,000,000	Any one occurrence
• Telecommunication Interruption	\$ 1,000,000	Any one occurrence
• Business Interruption Off-premises Services	\$ 25,000,000	Including overhead transmission and distribution lines, BI/EE at Insured premises due to interruption of services for water, communication, and power supply services.
• Builders' Risk Renovations (onsite and other locations)	Blanket limit applies if declared at inception; otherwise under Newly Acquired.	
• Hazardous Substance	\$ 50,000	
• Deductible	\$ 100,000	Any one occurrence, except: Equipment in Aircraft - \$5,000 per occurrence Builder's Risk - \$5,000 per Occurrence

General Liability/Auto Liability

Limits of Liability

• General Liability/Auto Liability	\$ 950,000	Per occurrence
------------------------------------	------------	----------------

	\$ 3,800,000	Aggregate limit
• Deductible	\$ 50,000	Per occurrence
• Aggregate Stop Loss Protection	\$ 250,000	Annual aggregate
	\$ 25,000	Maintenance deductible

Exclusions

- Pollution
- Asbestos
- Aircraft
- Medical Clinic
- Fiduciary Liability
- Uninsured motorist
- Nuclear Energy Liability
- ERISA Liability

Excess Liability

Limits of Liability

• Follow form General Liability	\$10,000,000	Per occurrence/Annual Aggregate
• Deductible	\$ 950,000	Per occurrence
-- Annual Aggregate	\$ 3,800,000	
-- Maintenance Deductible	\$ 25,000	Drop Down per occurrence

Exclusions

- Same as General Liability/Auto Liability

Educators' Legal Liability

Limits of Liability

• ELL	\$ 5,000,000	Each claim/Annual Aggregate
• Deductible	\$ 100,000	Per claim
	\$ 0	Each individual insured

Exclusions

- Claims occurring prior to 02/01/1988 Retro Date
- Employee Dishonesty
- Gaining in fact any personal profit or advantage by individual insured
- Pollution/Asbestos
- Fiduciary capacity/activities
- Insured versus Insured
- Bodily Injury
- Breach of Commercial Contract

Foreign General Liability/Automobile Liability

Limits of Liability

• Combined Single Limit	\$ 1,000,000	Each occurrence (BI, PD, PI)
	\$ 1,000,000	Personal Injury/Advertising Injury
	\$ 1,000,000	General Aggregate

	\$ 1,000,000	Products/Completed Operations
	\$ 1,000,000	Property Damage, Legal Liability
	\$ 10,000	Medical Expense/Each Person
	\$ 50,000	Medical Expense Aggregate
	\$ 1,000,000	Employee Benefits Liability
• Deductible	\$ 0	

Exclusions

- Professional Liability
- Medical Malpractice
- Aircraft Liability
- Pollution
- Year 2000
- Abuse or Molestation
- Athletic or Sports Participants
- Corporal Punishment

Foreign Workers' Compensation

Limits of Liability

• Workers' Comp Coverage A	Voluntary – State of Wyoming Limits
• Employers Liability Coverage B	\$ 1,000,000 Bodily Injury by Accident/Disease
• Deductible	\$ 0

Exclusions

- Pilots

Trustees Medical and AD&D

Limits of Liability

• Per Trustee	\$ 500,000	Per incident
	\$ 5,000,000	Policy maximum
• Medical Coverage	\$ 25,000	Per trustee
• Deductible	\$ 1,000	Medical/per trustee

Public Dishonesty/Crime

Limits of Liability

• Form O	\$ 1,000,000	Public Dishonesty – Blanket
• Form B	\$ 1,000,000	Forgery or Alteration
• Form C	\$ 1,000,000	Theft, Disappearance
• Form F	\$ 1,000,000	Computer Fraud
• Deductible	\$ 10,000	Each occurrence

Other States Workers' Compensation

Limits of Liability

	Wyoming Statutory Limits	
• Coverage		
• Employers Liability	\$ 1,000,000	Each Accident
• Deductible	\$ 0	

Aircraft Liability

Limits of Liability

• Liability	\$ 10,000,000	Each occurrence
Combined Single Limit for bodily injury including passengers and property damage		

Sublimits

• Guest Voluntary Settlement	\$ 250,000	Each passenger (including crew)
	\$ 1,000,000	Each occurrence (King Air)
	\$ 1,750,000	Each occurrence (Piper)
• Non-owned Aircraft Liability	\$ 10,000,000	Each occurrence
• Non-owned Physical Damage	\$ 500,000	Each occurrence
• Physical Damage	\$ 1,000,000	King Air
	\$ 450,000	Piper
• Spare Parts Physical Damage	\$ 250,000	Any one occurrence/location
• War Risks Liability	Medical and Physical Damage	
• Replacement Aircraft Rental	1% of agreed value	
• Fire, Rescue, Emergency Expense	\$ 5,000	Each occurrence
• Extra Expense	\$ 25,000	Each loss/Annual Aggregate
• Medical Expense	\$ 5,000	Each person
	\$ 20,000	Each occurrence (King Air)
	\$ 35,000	Each occurrence (Piper)
• Personal Effects/Baggage	\$ 3,000	Each person
	\$ 21,000	Each occurrence
• Search and Rescue	\$ 100,000	Each occurrence
• Deductibles		
-- Liability	\$ 0	
-- Non-owned physical damage	\$ 1,000	
-- Spare parts physical damage	\$ 1,000	

Exclusions

- Environmental Disturbance
- Wear and Tear
- Deterioration
- Conversion, Embezzlement or Secretion
- Nonadherence to pilot requirements or approved uses
- Use of chemicals

Airport Premises and Hangerkeepers

Limits of Liability

- | | | |
|-----------------------------------|---------------|--|
| • Comprehensive General Liability | \$ 10,000,000 | University owned hanger and those necessary and incidental to the operations of the University |
| • Products/Completed Operations | \$ 10,000,000 | Each occurrence/Annual Aggregate |

Sublimits

- | | | |
|---------------------------|--------------|----------------------------------|
| • Hangerkeepers Liability | \$ 500,000 | Each aircraft/each occurrence |
| • Personal Injury | \$ 1,000,000 | Each occurrence/Annual Aggregate |
| • Deductibles | \$ 0 | |

Exclusions

- Nuclear Energy Liability
- Pollution
- War Risk
- Air show Liability

**University of Wyoming
 Premium History of Major Coverages**

	1996-1997	%	1997-1998	%	1998-1999	%	1999-2000	%
PROPERTY	\$242,433	40.80%	\$257,364	42.58%	\$271,337	43.70%	\$218,926	40.81%
FINE ARTS	\$6,729	1.13%	\$7,260	1.20%	\$8,367	1.35%	\$5,490	1.02%
BOILER/MACHINERY	\$13,338	2.24%	\$13,649	2.26%	\$13,649	2.20%	\$11,893	2.22%
EDUCATORS LEGAL	\$86,500	14.56%	\$86,500	14.31%	\$86,500	13.93%	\$90,825	16.93%
GENERAL LIABILITY	\$116,500	19.61%	\$116,500	19.27%	\$116,500	18.76%	\$98,500	18.36%
EXCESS LIABILITY	\$69,100	11.63%	\$69,100	11.43%	\$69,100	11.13%	\$53,100	9.90%
FOREIGN W/C	\$5,000	0.84%	\$5,090	0.84%	\$5,090	0.82%	\$5,090	0.95%
FOREIGN GL	\$8,000	1.35%	\$8,466	1.40%	\$8,466	1.36%	\$8,466	1.58%
W/C OTHER	\$1,143	0.19%	\$3,392	0.56%	\$3,193	0.51%	\$3,749	0.70%
AIRCRAFT LIABILITY	\$39,086	6.58%	\$31,666	5.24%	\$28,731	4.63%	\$30,139	5.62%
AIRPORT PREMISES	\$6,350	1.07%	\$5,426	0.90%	\$9,913	1.60%	\$10,288	1.92%
TOTALS	<u>\$594,179</u>	100.00%	<u>\$604,413</u>	100.00%	<u>\$620,846</u>	100.00%	<u>\$536,466</u>	100.00%
PROPERTY VALUES	\$932,471,361		\$953,199,335		\$969,062,235		\$973,313,896	

University of Wyoming
Defense and Claim Related Expenses

Fiscal Year	Legal Expense	Arbitration Expense	Settlement Costs	Opinion Expense	Investigation Expense	Time/Expense Investigation	TPA Fees	Totals
1994	\$101,690.73	\$2,525.00	\$55,052.00	\$2,468.55	\$6,103.21	\$5,075.50	\$6,991.00	\$179,905.99
1995	\$119,226.25	\$4,658.72	\$114,950.00	\$612.36	\$4,028.44	\$5,539.40	\$3,257.00	\$3,257.00
1996	\$146,196.53	\$600.00		\$252.46	\$5,583.90	\$1,508.80	\$3,797.00	\$3,797.00
1997	\$168,483.17	\$15,435.86	\$98,471.22	\$2,630.35	\$6,013.01	\$1,810.20	\$3,797.00	\$3,797.00
1998	\$142,008.17	\$7,859.91	\$87,500.00	\$107.20	\$2,632.80	\$3,452.90	\$0.00	\$243,560.98
1999	\$92,589.99	\$4,699.07	\$40,671.39	\$125.00	\$2,114.39	\$1,392.50	\$0.00	\$141,592.34
2000	\$32,622.52	\$7,638.99	\$153,185.00	\$0.00	\$2,352.16	\$0.00	\$0.00	\$195,798.67
Totals	\$770,194.84	\$35,778.56	\$396,644.61	\$6,195.92	\$26,475.75	\$18,779.30	\$17,842.00	\$575,910.31

(settlements paid in 1996 were paid from other sources and not reported to this office)

IV. Uninsured/Underinsured Exposures

Intellectual Property/Technology Transfer

Two of the largest areas of expanding exposures for the University are “intellectual property” and “technology transfer.” These two areas are not ones you can put a rope around and declare you have identified the exposure(s) and everything is taken care of. They represent areas of dynamic change and expansion for the University and particularly for the Risk Management program.

As the University expands its assistance and contribution towards moving intellectual property to the research laboratory (and classroom) and the technology from the laboratory to industry, the risk exposures expand at an even faster pace.

The main issues include – who is the “owner” of the particular intellectual property; damages for misappropriation; who is the “owner” as the technology exits the laboratory; is “ownership” transferred; “ownership” versus “rights of use”; and the list goes on. Risk Management must secure answers to these and all the other questions in order to identify the exposure risk, the magnitude, and apply an appropriate risk management solution. Continued coordination and cooperation between the Research Office, the Research Products Center, and the Risk Management Office is vital to ensure the University has, to the best of its ability, identified and addressed all the risk exposures present in these two areas.

Environmental Risk

In general, the University is aware of those areas of the University and its activities and operations that present the possibility of pollution exposures. The largest area of “unknown” is donated property. In the “general” transfer of property (trust, will, donation), the University is held accountable for any pollution (past, present, future) caused by previous owners. Environmental cleanup is very expensive and it is becoming imperative for the University to evaluate, to the best of its ability, the presence or possibility of obvious and/or hidden environmental exposures before it accepts donated property.

Catastrophic Loss

The risk management and risk financing (insurance) program of the University is geared to address catastrophic loss in the “best” possible manner, but there is always the concern that something has been overlooked or the magnitude was not measured appropriately.

Catastrophes are now part of everyday life. They impact every region of the United States, are increasing in terms of frequency and severity and result in significant property damage and economic losses. Fifty percent of all property losses over the last forty years have occurred since 1990, and twenty-one of the twenty-four largest insured weather-related disasters have also occurred in the last decade.

In the private sector, 40 percent of businesses that have a catastrophic loss never reopen and 23 percent of those that reopen fail within the first year. In the public sector, reopening is generally not the issue but adverse publicity and inadequate settlements frequently prevent the entity from fully restoring services previously provided.

There is a multitude of “things” that must be considered and taken into account when putting together a risk management and risk-financing program that addresses catastrophic losses. In order to effectively manage the risk of a catastrophic loss, the nature of the risk must be fully understood. The following is a short list of some of the things that must be considered.

- Which facilities are likely to be affected
- To what extent
- How long might operations be interrupted
- Will nearby locations be available for interim operations
- Will major suppliers be shut down
- For how long
- Will the insurance program respond to the event as expected
- Are limits adequate
- What is the potential financial impact of deductibles or loss amounts exceeding available limits

An inadequate assessment of current insurance coverage and maintaining an up-to-date Statement of Values (SOV) – real property and improvements; contents and inventories; and financial data and business income records, are generally the reasons for inadequate settlements.

Adverse publicity can take on many forms – the obvious like the content of a press release, demonstrated control after the loss, visible efforts to mitigate further damage after the loss, etc.; and the not so obvious like applying statutory limits to the losses of others.

The University, in conjunction with its insurance broker and property insurance underwriters, maintains and updates its SOV at least twice a year. The property insurance carrier has provided for the appraisal of University buildings. The building values that have been established through the appraisal program have verified that the SOV maintained by the University clearly reflects the current use replacement value of the many University buildings and facilities. This program has added considerable comfort to the discussion and concern of inadequate settlement in the event of a catastrophic loss.

V. Loss Control

The main focus of the University’s loss control program is directed towards training. The University has developed a number of training programs that are designed to help the employee to do his/her job safer and others designed to provide a safer/healthier environment in which to work. A sampling of current training programs includes:

- Hazard Communication
- Laboratory Safety

Bloodborne Pathogen
Lifting (and back belt use)
Respiratory
Asbestos
Forklift
Confined Space
Sexual Harassment
Hazardous Waste Generator
Radioactive Laboratory Safety
Drivers Training

A number of areas currently provide employee “health and safety” training including: Environmental Health and Safety, Physical Plant, Human Resources, and others. Additional training programs are being developed including Emergency Response and Fire Safety which again are designed to provide a safer/healthier environment in which to work and enjoy offered programs and activities.

Loss control is not only to provide for action rather than reaction, it is also to provide prevention rather than reaction; it also helps everyone realize the bankruptcy of waiting to do something about risk until an accident occurs. This is not just the monetary loss associated with lawsuits and medical bills, but also the injury/damage to human health and safety. It is additionally recognized that actions taken to prevent losses generally cost less than the ultimate cost of an accident.

VI. Compliance

Compliance is a large issue for the University. A considerable amount of time and resource in many areas of the University is directed toward achieving and maintaining compliance with the overwhelming number of federal, state and local rules and regulations. It would take several pages just to list the rules and regulations to which the University is subject and required to achieve and maintain compliance with.

Even though compliance demands are high on time and resources, the risk exposure of non-compliance is much greater. A single instance of non-compliance with an EPA regulation, for example, can carry a fine of \$25,000 per day for each day of non-compliance. The EPA can decide to cap the fine at “some” level as it did with the University of Hawaii -- \$1.8 million for hazardous waste storage in its Chemistry building. The non-compliance can also carry criminal charges against university officers and other employees. The importance of compliance, even though it is an unmerciful task for a number of departments, cannot be overstated and should never be minimized in its importance or in its demands on time and resources.

Some of the areas heavily impacted with compliance issues are:

Environmental Health and Safety
Facilities Planning
Physical Plant

Legal Office
Human Resources
Financial Aids
Accounting (administrative)

As mentioned earlier, some compliance issues (e.g., pollution) are uninsured exposures but the risk management program, through loss control and other means, has attempted to minimize these exposures.

Trustee Schaefer asked what UW's premiums were. Bruce Hooper responded that UW property values increased substantially and the premium costs increased only 41%. There was no increase in the liability market due to a three-year agreement, but it is anticipated there could be as much as a 42% increase next year when renegotiating the contract. Vice President Baccari noted UW has done a substantial amount of training to make UW a highly desirable institution to insure. Trustee Haynes asked about self-insurance. Mr. Hooper reported UW self-insures property up to the first \$100,000 and all lines except the aircraft have a \$100,000 deductible. Trustee Haynes stated he would like to see a creative approach to insurance for UW.

Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period January 1, 2001 - March 31, 2001

INTERNAL AUDIT ACTIVITY CONDUCTED IN ACCORDANCE WITH THE AUDIT PLAN FOR THE PERIOD JANUARY 1, 2001 TO MARCH 31, 2001.

The following audits have been completed.

1. The American Heritage Center was audited. The text of the audit report is on the following pages.
2. The monthly reporting process on gift accounts was audited at the request of the Trustee Investment Committee. Recommendations were forwarded to the Trustee Investment Committee. The text of the audit report is on the following pages.

The following audits and related activities are in process:

1. The comprehensive audits of NCAA compliance for fiscal year 1999-2000 in the following areas are being performed: Representatives of Athletics Interests, Complimentary Admissions, Extra Benefits, Camps and Clinics, Employment, and Playing and Practice Seasons. This is the fourth audit in a series of five annual audits that will cover all NCAA compliance areas.
2. Van Jacobson and Jim Byram are members of the committee charged with developing procurement card procedures and implementing the procurement card program.
3. Van Jacobson has been a member of the committee charged with making recommendations for implementing mandatory direct deposit of payroll.
4. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System and the Human Resources Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

Audit recommendations from the following audit have been implemented:

1. The audit recommendations from the Vending Services audit report from October of 2000 have been implemented.

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

1. The Telecommunications audit report was issued in April 1996. The audit recommendations will be fully implemented by December of 2001.
2. The Art Museum and Art Museum Sales Gallery audit reports were issued in March 2000. The audit recommendations have been implemented except the deficits of approximately \$228,000 in the Art Museum and \$158,000 in the Art Museum Sales Gallery have not been eliminated. A deficit repayment schedule is being developed.
3. The Child Care Center audit report was issued in June of 2000. The audit recommendations will be fully implemented in July of 2003 when the deficit of approximately \$67,000 has been completely eliminated.
4. The comprehensive audit of NCAA compliance in the area of Recruiting for the 1998-99 academic year was issued in November of 2000. The audit recommendations will be completed in May of 2001.
5. The American Heritage Center audit report was issued in February of 2001. The audit recommendations will be implemented by June of 2001.

American Heritage Center

February 26, 2001

To the Board of Trustees of the
University of Wyoming

I have completed a review of the American Heritage Center account balances and accounting system for the year ended June 30, 2000. The following observations, recommendations, and American Heritage Center responses resulted from this review,

The objectives of the audit were to:

1. Establish the American Heritage Center's cash balances at the beginning and end of the fiscal year for all accounts at the University of and the University of Wyoming Foundation (Foundation).
2. Review the purposes of the various accounts at the University and the Foundation.
3. Review the internal operating budgets for income and expenses.
4. Review the internal system of accounting for income and expenses.
5. Review documentation for endowments and gifts.

Background

The following pages summarize all of the American Heritage Center's active accounts during the fiscal year. Accounts are classified into the following fund categories:

- Operating Funds, funds that are used for departmental operation expenses.
- Restricted Funds, funds that can only be used for goods or services that meet the requirements or restrictions of the donor.
- Endowment Funds, funds given to the university whose principal is to be held in perpetuity and only the earnings may be used for goods or services that meet the requirements or restrictions of the donor.

Within each fund category the accounts are identified as University of Wyoming (UW) or University of Wyoming Foundation (Foundation) Funds.

American Heritage Center
 Cash Balances - UW and Foundation
 Fiscal Year Ending June 30, 2000

Account Name	Acct #	Beginning Balance	Income	Expenses	Transfers In (Out)	Ending Balance
Operating Funds						
Operating Funds - UW						
Section I						
American Heritage Center	12013		446,309	446,309		0
Unrestricted Operating						
AHC Special Events	16054	8,180	12,140	5,469		14,851
Anaconda Collection Fee	13505	30,503	14,257	34,447		10,313
Archives User Service	13482	12,379	114,398	91,029		35,748
Coe School - AHC	14487	5,770	231,439	226,872		10,337
Kuehn Estate - AHC	13037	177	89,865	89,761		281
Unrestricted Gifts						
AHC Program - Gift	14418	(11,943)	20,000	66,906	76,750	17,901
Total Operating Funds - UW		45,066	928,408	960,793	76,750	89,431
Operating Funds - Foundation						
Foundation Gifts						
Unrestricted						
American Heritage Center	14418	147,195	98,233	4,620	(109,884)	130,924
Associate Fund	11153	7,488	30,556	21,077	(4,826)	12,141
1/2 Hebard Map Project	06114	1,804	90		(1,750)	144
Warren	00280	3,124		242		2,882
Total Operating Funds Foundation		159,611	128,879	25,939	(116,460)	146,091
Total Operating Funds - UW and Foundation		204,677	1,057,287	986,732	(39,710)	235,522

Account Name	Acct #	Beginning Balance	Income	Expenses	Transfers In (Out)	Ending Balance
Restricted Funds						
Restricted Funds - UW						
AHC Acquisition Collection Acct	13123	(7,149)	89	22,322	30,959	1,577
AHC Univ. Prof. - Rost	14470	1,403	1,381			2,784
Demaray Endowment Fund	14456	130,228	30,728	8,606		152,350
Frost, Nedward Fund	12851	3,801	209			4,010
Majewski, Bernard L	14514	1,000		3,500	2,400	(100)
Mann - Western History	12862	8,712	1,293	35		9,970
Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund	16250			26,127	29,882	3,755
McGee, G. Research Papers	14474	(2,735)			2,735	0
O'Neal Estate	12868	7,783	3,730	3,174		8,339
Petroleum History Center	12869	49,968	2,139	32,508		19,599
Petroleum History Research	12870	182	10			192
Swan Memorial	12882	95	5			100
Weybright Fund	12886	16	1			17
Woodbury Fund	12904	5,233	2,280	3,062		4,451
Total Restricted Funds - UW		198,537	41,865	99,334	65,976	207,044
Restricted Funds - Foundation						
AHC, AM Bldg./Lincoln Center	53600	47,381	1,544	390		48,535
Benline, Peggy Cornell Fund	11127	2,838	481			3,319
Bronco Buster	00233	681	25	5		701
Chambers, C&J WY History Day	16636		192			192
Fey, John T.	11137	13,401	2,281			15,682
Flannery	22911	1,575	2,650			4,225
Gordon, Albert Acquisitions	42400	5,357	11,789			17,146
Gressley Western History	14200	1,786	2,989			4,775
Hitchcock Architectural Collection	14510	1,951	79	17		2,013
Horrell, Martin	15400	7,489	8,208		(4,978)	10,719
LaBarre AHC Acquisitions	38300	5,856	10,937			16,793
Majewski, Bernard AHC Fellowship	14514	1,329	1,232		(2,400)	161
Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund	16250	39,787	32,444		(29,882)	42,349

Account Name	Acct #	Beginning Balance	Income	Expenses	Transfers In (Out)	Ending Balance
McGee G. Research Papers	14474		100			100
Petroleum History - Gressely	16114	625				625
Rentschler	42010	46,583	10,949		(14,006)	43,526
Savage Trust	32900	4,085	5,078			9,163
Simpson, Alan Institute for Western Leadership	16599		510,198	17,147		493,051
Toppan, Clara & Fredrick	11131	45,473	10,746	150		56,069
Weeks, Austin Endowment	14442	60,958	13,057			74,015
Western Heritage Acquisitions	40100	1,916	42	8		1,950
Woodbury Fund	12904	6,872	5,838	97		12,613
Yeckel, Phil	00103	24,771	4,857			29,628
Total Restricted Funds - Foundation		320,714	635,716	17,814	(51,266)	887,350
Total Restricted Funds - UW and Foundation		519,251	677,581	117,148	14,710	1,094,34

Account Name	Acct #	Beginning Balance	Income	Expenses	Transfers In (Out)	Ending Balance
Endowment Funds						
Endowment Funds - UW						
AHC Professor, Rost	14657	16,961				16,961
Demarary Endowment	14645	280,396				280,396
Mann, E. B. Endowment Fund	14560	9,732				9,732
O'Neal Estate	14565	50,000				50,000
Total Endowment Funds - UW		357,089				357,089
Endowment Funds - Foundation						
Benline, Peggy Cornell Fund	11127	5,100				5,100
C&J Chambers History Day Endowment	16636				25,000	25,000
Fey, John T.	11137	25,000				25,000
Flannery	22911	27,950				27,950
Gordon, Albert Acquisitions	42400	125,000				125,000
Gressley Western History	14200	25,000				25,000
Horrell, Martin	15400	77,046				77,046
LaBarre	38300	117,500				117,500
Majewski, Bernard AHC Fellowship	14514	19,352	9,200			28,552

Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund	16250	582,259	1,372			583,631
Rentschler	42010	120,000				120,000
Savage Trust	32900	50,000				50,000
Toppan, Clara and Frederick	11131	115,000	60,630	60,630		115,000
Weeks, Austin	14442	150,610				150,610
Yeckel, Phil	00103	50,627				50,627
Total Endowment Funds - Foundation		1,490,444	71,202	60,630	25,000	1,526,016
Total Endowment Funds - UW and Foundation		1,847,533	71,202	60,630	25,000	1,883,105
Account Name	Acct #	Beginning Balance	Income	Expenses	Transfers In (Out)	Ending Balance
Total All Funds UW		600,692	970,273	1,060,127	142,726	653,564
Total All Funds Foundation		1,970,769	835,797	104,383	(142,726)	2,559,457
Total All Funds - UW and Foundation		2,571,461	1,806,070	1,164,510	0	3,213,021

AMERICAN HERITAGE CENTER ACCOUNTS

Background

The American Heritage Center has 7 unrestricted accounts at the University and another 4 unrestricted accounts at the Foundation. In addition there are 14 restricted University accounts and 23 restricted Foundation accounts. There are also accounts created to track expenditures of donations from specific sources or transfers from Foundation accounts: 14430 Gernert, H. Memorial; 14510 Hitchcock Architectural; 16599 Simpon, Alan K. Inst. Western; 16636 Gerald and Jessie Chambers; 12763 IC - AHC. To evaluate the financial activity of the American Heritage Center all 53 accounts must be taken into consideration. See Appendix A for detail of accounts.

Observation

The University and the Foundation are both holding accounts that have balances that are less than \$5,000 and have had little or no activity during the year of the audit. Those accounts with balances less than \$5,000 and few or no expenditure transactions are:

Operating Funds - Foundation

1/2 Hebard Map Project
 Warren

Restricted Funds -UW

AHC University Professorship - Rost
Frost, Nedward Fund
Petroleum History Center
Petroleum History Research
Swan Memorial
Weybright Fund

Restricted Funds - Foundation

Benline, Peggy Cornell Fund
Bronco Buster
Chambers, C & J Wyoming History Day
Flannery
Gressley Western History
Hitchcock Architectural Collection
McGee Research Papers
Petroleum History - Gressley
Western Heritage Acquisitions

Four of the accounts mentioned above, AHC University Professorship - Rost, Benline, Peggy Cornell Fund, C & J Chambers History Day Endowment, and Gressley Western History are funded through endowments.

The five University accounts that had no activity for fiscal year 2000 consisted of three that have had no transactions in the past two fiscal years and none of the accounts have had transactions through October 31, 2000 of this fiscal year.

Recommendation

While the inactive accounts and accounts with low cash balances do not cause accounting problems they do take time each month to monitor. Accounts may be overlooked or forgotten due to their small cash balances, as a result legitimate expenditures of these funds may not be made or funded from another source. We recommend that a review of these accounts be conducted to determine if, while complying with the account restrictions, the number of accounts can be reduced. There is the possibility that some accounts may be consolidated due to like restrictions, or that expenditures meeting the restrictions of these accounts have been made from other sources that could be reimbursed from these accounts.

Of the five accounts used to track expenditures of donations from specific sources or transfers from Foundation accounts, there appears to be no funding for 14430 Gernert, H. Memorial. This account should be reviewed to determine the necessity of keeping the account active.

American Heritage Center Response

We will review our accounts and any restrictions they might have. We will try to reduce the number of accounts by combining accounts with similar restrictions. We will also close out the Gernert Memorial account as that doesn't have a balance in it right now.

ENDOWMENT FUNDS

Background

The American Heritage Center has several endowments and gifts held by the Foundation, each with its own restrictions controlling the spending of the funds. Clear documentation of the donor's intent in making the gift is often less than adequate as to how the funds are to be spent. As a result the American Heritage Center personnel and the Foundation personnel may interpret the intent differently. Under the current process the Foundation interprets the gift restrictions and must approve expenditure requests submitted by the American Heritage Center for all restricted funds.

Observation

The documentation of the donor's intent for the Peggy Cornell Benline Fund 11127 and Warren 00280 is vague as to what the restrictions are, if any. As a result the American Heritage Center classifies these as unrestricted funds, while the Foundation classifies these funds as restricted. This classification in both the American Heritage Center and the Foundation is for accounting purposes only and does not alter the restrictions of the fund.

Recommendation

To avoid potential problems in expenditure requests the American Heritage Center should periodically review account classification to ensure consistency between the Foundation and American Heritage Center classification. In addition when new gifts are made to the University every effort should be made to ensure the intent of the donor is clear, understood by all parties, and documented.

American Heritage Center Response

We agree with the notion that there is some pretty vague documentation on some of the gifts and endowments being held on our behalf by the University Foundation. This does indeed cause some confusion at times. However, most of these accounts were set up long before a lot of us were working for either the AHC or UW Foundation, hence we didn't have any control over that. We do feel that most gifts that have been received over the last decade have been well documented on the donor's intent, and feel that this will continue. On the gifts that currently have vague documentation, the AHC will work with the UW Foundation in coming up with a common classification and understanding of what the intent for the gift was. We will document that in our records, hopefully thereby alleviating any misunderstandings in the future.

Jim Byram
Auditor

CC: Philip Dubois, President
Thomas, Buchanan, Vice President
Academic Affairs
Richard Ewig, Interim Director
American Heritage Center
Stephen Bangerter, Staff Assistant
American Heritage Center

Appendix A

Account Name	Restrictions
University held accounts	
Unrestricted	
American Heritage Center	None
AHC - Program Gift	None
AHC Special Events	None
Anaconda Collection Fee	None
Archives User Service	None
Coe School - AHC	None
Kuehn Estate - AHC	None
Restricted	
AHC/Acquisition Collection Acct	Disperse funds transferred from and subject to the restrictions of various foundation held accounts.
Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund	The University of Wyoming Foundation for the American Heritage Center/University Professorship Fund, for its general educational uses and purposes. Without intending in any way to impose a trust or limit the absolute nature of this distribution, Grantor does express her wish that the income from these funds be used to enhance the historical exhibits which house the "E. B. Mann Collection" and to enhance general scholarship and research on United States western history.
AHC Univ. Professor - Rost	To become part of the Center's University Professorship research endowment.
Demaray Endowment Fund	Income to be utilized by the Conservation History Research Center of the University of Wyoming for research, seminars, material acquisitions or other related activities which will enhance the dissemination of information relating to the history and evolution of conservation in the nineteenth and twentieth century
Frost, Nedward	Acquisition of materials in Conservation History
	The Majewski Fellow will conduct research for at least one month in AHC collections in one of the following areas: <ul style="list-style-type: none"> • History, Oral History and History Archaeology pertaining to Economic Geology • Environment and Natural Resources, Business or Economic History pertaining to Economic Geology* Additionally the Majewski Fellow will lecture on campus during his or her stay.

Majewski, Bernard L	*Economic Geology is defined as the exploration and development of the international petroleum and mineral industries.
Mann, E. B. Western History	To be used to support National Outlaw Association (NOLA)
McGee G. Research Papers	Processing of the McGee collection. Hiring help and buying supplies.
O'Neal Estate	Fund the objectives of the Abner Luman Memorial Fund. Upkeep of the Luman Room and purchases in Western History
Petroleum History Center	Acquisition of materials related to Petroleum History
Petroleum History Research (Phillips)	Economic geology acquisitions
Swan Memorial	Used for the Ed Swan Room
Weybright Fund	Purchase rare British and American Literature
Woodbury Fund	Anything in the field of acquisitions. Used for travel grants.
Endowment Funds	
AHC Professor, Rost	To become part of the Center's University Professorship research endowment.
Demaray Endowment	Income to be utilized by the Conservation History Research Center of the University of Wyoming for research, seminars, material acquisitions or other related activities which will enhance the dissemination of information relating to the history and evolution of conservation in the nineteenth and twentieth century
Mann, E. B. Endowment Fund	No official documentation found
O'Neal Estate	Fund the objectives of the Abner Luman Memorial Fund. Upkeep of the Luman Room and purchases in Western History
Foundation held accounts	
Unrestricted	
American Heritage Center	None
Associate Fund	None
1/2 Hebard Map Project	None
Warren	None
Restricted	
AHC, AM Bldg./Lincoln Center	For the American Heritage Center Building and Art Museum Building.
	The University of Wyoming Foundation for the American Heritage Center/University Professorship Fund, for its general educational uses and purposes. Without intending in any way to impose a trust or limit the absolute nature of this distribution, Grantor does express her wish that the income from these

Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund	funds be used to enhance the historical exhibits which house the "E. B. Mann Collection" and to enhance general scholarship and research on United States western history.
Benline, Peggy Cornell Fund	To be used in the support of the AHC and support of the Peggy C. Benline collection, if necessary.
Bronco Buster Gift	Use in the repair of the Remington bronze sculpture, "Bronco Buster"
Chambers, Gerald R. and Jessie F. Wyoming History Day Endowment	The net income shall only be used for financial awards for the best entries at the Wyoming State History Day in Junior and Senior Categories.
Fey, John T. Endowment	To fund research projects in the history of legal studies, with special emphasis on the American West.
Flannery	Acquisition of Western History and used to promote John Hunton
Gordon, Albert F. Endowment	The Albert F. Gordon Endowment is to support the A.H. Gordon Wyoming Wool Growers Room, and for the acquisition of books and manuscripts in livestock history, with special emphasis on the wool industry.
Gressley Western History	To acquire Western Americana. While it is the intent of the donor that the income from the trust estate shall be used exclusively for the purpose of acquiring Western Americana, the donor recognizes the possibility of changes in the field of higher education that could eliminate the acquisition program for Western Americana. Therefore, the donor agrees and directs that should the Trustees of the University determine after due and careful consideration that such is the case, then the income may be used for such useful educational purpose or purposes as the Trustees may determine.
Hitchcock Architectural Collection	Maintenance of collection
Horrell, Martin	Performing Arts, sponsor lectures in performing arts.
LaBarre, George Endowment	Used to support the George and Linda LaBarre Room and acquiring of historical material relating to our nation's business and financial history.
	The Majewski Fellow will conduct research for at least one month in AHC collections in one of the following areas: <ul style="list-style-type: none"> • History, Oral History and History Archaeology pertaining to Economic Geology • Environment and Natural Resources, Business or Economic History pertaining to Economic

Majewski Research Fellowship	<p>Geology*</p> <p>Additionally the Majewski Fellow will lecture on campus during his or her stay.</p> <p>*Economic Geology is defined as the exploration and development of the international petroleum and mineral industries.</p>
McGee, Gale Research Papers	Processing of McGee Collection - hire help and buy supplies.
Petroleum History - Gressley	Expendable funds for petroleum history research.
Rentschler	Utilized for the continued upkeep and maintenance of the Rentschler room in which the Farneys are to be housed.
Savage Trust	Acquisitions of books and manuscripts pertaining to the History of the West, or such other University educational use as the Trustee may deem appropriate to honor the Savage Family as pioneer settlers of Wyoming.
Simpson, Alan K. Institute for Western Politics and Leadership	The initial gift of approximately \$500,000 will serve as seed money to begin the Institute and the organization of Senator Simpson's papers. Every year income and or principal from the original \$500,000 gift , in the amount of \$50,000, will be made available for the institute. The estate gift will establish a permanent fund. The University of Wyoming is prepared to bridge the funding for this project if the income and principal from the original gift and any subsequent gifts are exhausted before the permanent fund is established. Upon establishment of the permanent fund the net income only shall be used to fund this project.
Toppan	For the preservation and maintenance of the collection and the Toppan Room at the Center in which it is housed.
Weeks, Austin Endowment	To be used to assist in underwriting specific research projects in petroleum history. Specifically, the history of the petroleum industry in the Rocky Mountain region, the entrepreneurial investment patterns of the petroleum industry, with especial emphasis on overseas investment, and the history of the oil and gas lease.
Western Heritage Acquisitions	No official documentation found
Woodbury Fund	Anything in the field of acquisitions. Used for Travel Grants

<p>Yeckel, Phil Endowment</p> <p>Endowments</p>	<p>To be used for the acquisition and preservation of artifacts, specimens and literature pertaining to world exploration that are/or will be housed in the Yeckel Room in the American Heritage Center of the University of Wyoming.</p>
<p>Mann, Elizabeth E.G. a.k.a. AHC/University Professorship Fund</p>	<p>The University of Wyoming Foundation for the American Heritage Center/University Professorship Fund, for its general educational uses and purposes. Without intending in any way to impose a trust or limit the absolute nature of this distribution, Grantor does express her wish that the income from these funds be used to enhance the historical exhibits which house the "E. B. Mann Collection" and to enhance general scholarship and research on United States western history.</p>
<p>Benline, Peggy Cornell Fund</p>	<p>Used for support of the AHC and the support of the Peggy C. Benline collection, if necessary.</p>
<p>Chambers, Gerald R. and Jessie F. Wyoming History Day Endowment</p>	<p>The net income shall only be used for financial awards for the best entries at the Wyoming State History Day in Junior and Senior Categories.</p>
<p>Warren (Chernoff Trust)</p>	<p>Designated to be spent on Contemporary History.</p>
<p>Fey, John T. Endowment</p>	<p>To fund research projects in the history of legal studies, with special emphasis on the American West.</p>
<p>Flannery</p>	<p>Acquisition of Western History and used to promote John Hunton</p>
<p>Gordon, Albert F. Endowment</p>	<p>The Albert F. Gordon Endowment is to support the A.H. Gordon Wyoming Wool Growers Room, and for the acquisition of books and manuscripts in livestock history, with special emphasis on the wool industry.</p>
<p>Gressley Western History</p>	<p>To acquire Western Americana. While it is the intent of the donor that the income from the trust estate shall be used exclusively for the purpose of acquiring Western Americana, the donor recognizes the possibility of changes in the field of higher education that could eliminate the acquisition program for Western Americana. Therefore, the donor agrees and directs that should the Trustees of the University determine after due and careful consideration that such is the case, then the income may be used for such useful educational purpose or purposes as the Trustees may determine.</p>
<p>Horrell, Martin</p>	<p>Performing Arts, sponsor lectures in performing arts.</p>

LaBarre, George Endowment	Used to support the George and Linda LaBarre Room and acquiring of historical material relating to our nation's business and financial history.
Majewski Research Fellowship	<p>The Majewski Fellow will conduct research for at least one month in AHC collections in one of the following areas:</p> <ul style="list-style-type: none"> • History, Oral History and History Archaeology pertaining to Economic Geology • Environment and Natural Resources, Business or Economic History pertaining to Economic Geology* <p>Additionally the Majewski Fellow will lecture on campus during his or her stay. *Economic Geology is defined as the exploration and development of the international petroleum and mineral industries.</p>
Rentschler	Utilized for the continued upkeep and maintenance of the Rentschler room in which the Farneys are to be housed.
Savage Trust	Acquisitions of books and manuscripts pertaining to the History of the West, or such other University educational use as the Trustee may deem appropriate to honor the Savage Family as pioneer settlers of Wyoming.
Toppan	For the preservation and maintenance of the collection and the Toppan Room at the Center in which it is housed.
Weeks, Austin Endowment	To be used to assist in underwriting specific research projects in petroleum history. Specifically, the history of the petroleum industry in the Rocky Mountain region, the entrepreneurial investment patterns of the petroleum industry, with especial emphasis on overseas investment, and the history of the oil and gas lease.
Yeckel, Phil Endowment	To be used for the acquisition and preservation of artifacts, specimens and literature pertaining to world exploration that are/or will be housed in the Yeckel Room in the American Heritage Center of the University of Wyoming.

Monthly Reporting Process on Gift Accounts

January 25, 2001

Board of Trustees
University of Wyoming

This report is in response to the request from the Trustee Investment Committee to audit “the Financial Services process for monthly distribution and communication to departments.”

Background

Historically, the reporting model for financial reporting at the University has generally been to produce one monthly report on each account. For the purpose of this discussion a PeopleSoft Organization code or Project ID will be referred to as an account. Each report was distributed to the department that had control of the account or responsibility for it. This model worked satisfactorily as long as there was only one department that had a need for the information. Monthly financial reports have been distributed in a timely manner, usually within 10 days of month end. Until recent years these reports were printed on paper, but they have been distributed as computer files since PeopleSoft was implemented. Due to the limited capacity of the PeopleSoft reporting tool, the capability of producing duplicate copies of reports was limited. The new BRIO reporting system, which is in the final stages of implementation, can produce and store a single report that can be accessed by one or more authorized departments.

Observation

Endowments have two accounts. One account records the endowment balance, which is the total of all the donations that created the endowment. The other account records the endowment’s revenues and expenses, which are the expendable investment income and the department’s subsequent expenditures of that income. Financial Services received all of the reports on the endowment balances. Normally the department that was the beneficiary of the endowment received the report of the endowment’s revenues and expenses, but some of those reports are also distributed to Financial Services instead of the department.

There is also a similar process for scholarship accounts. The Student Financial Aid office manages scholarship accounts, so the monthly reports are all distributed to that office. Departments receive information about scholarships from the Student Financial Aid office.

Detailed documentation on an account’s purpose is stored in a few central offices, but it is not in a form that can be readily accessed or reported to departments.

Recommendations

A comprehensive reporting model should be adopted. The goal should be to give departments access to the financial reports of every account that has a direct impact on their department (including endowment and scholarship accounts). All of the tools needed to accomplish this are currently being used within PeopleSoft to produce the monthly financial reports. PeopleSoft reporting trees are being used in the monthly reporting process to associate accounts with departments in a structure that resembles an organization chart. What remains to be done is to review all of the endowment and scholarship accounts and identify the departments that are impacted by the accounts. Then the accounts need to be added to the appropriate department(s) on the PeopleSoft reporting tree.

The additions to the PeopleSoft reporting tree will provide the foundation for new management information reports. Management reports should be developed to summarize financial information for each account within a department or at a higher level every account for every department within a college etc. These reports should be generated periodically, but not necessarily monthly. BRIO has the capability to produce a report with data from more than one database. With this capability, the feasibility of a single comprehensive management report with both University and UW Foundation account information should be investigated. If the UW Foundation continues to have all of the accounting information on all of new donations and endowments the reporting issues will become increasingly critical.

Each PeopleSoft account has a long description field that can store large amounts of information about that account. This capability did not exist in the prior financial system so the data did not exist to bring forward in the conversion to PeopleSoft. New accounts created in PeopleSoft normally have a long description, but some do not. The goal should be to have a complete long description for every account in PeopleSoft. This information should be readily accessible to departments through reports and/or on-line access.

Van Jacobson
Internal Auditor

Mr. Jacobson noted two reports: one on the American Heritage Center and the other on the Trustee Investment Committee. Trustee McCue expressed the Board's appreciation for the Investment report. Trustee Hunt asked what funding sources are being used to reduce the Art Museum deficits. President Dubois reported they will come from medical accounts.

Internal Audit Plan for Fiscal Year 01-02

INTERNAL AUDIT PLAN FOR THE YEAR ENDING JUNE 30, 2002

The goal of Internal Audit is to audit as many areas of the University as possible and provide audit services to the following affiliated organizations: University of Wyoming Alumni Association, Inc.; Cowboy Joe Club; and the Wyoming State 4-H Foundation.

To determine the specific University areas to be audited the following factors are taken into consideration: audit work performed by external auditors, an assessment of risk, and the resources of Internal Audit. Whenever possible, internal controls are reviewed as they are being developed for new systems or revised within existing systems.

The Internal Audit Plan for the year ending June 30, 2001 consists of the following:

- A. Participation in the implementation of the PeopleSoft Financial Management System and Human Resources Management System will continue. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented.
- B. Audit services will be provided to the following affiliated organizations:
 1. Cowboy Joe Club will be audited and financial statements will be prepared for the fiscal year ending June 30, 2001.
 2. The Wyoming State 4-H Foundation will receive a limited examination for the fiscal year ending September 30, 2001.
- C. A comprehensive audit of NCAA compliance for fiscal year 2000-2001 in the following areas will be performed: Coaching Staff Limits and Contracts, Rules Education Program, Violation Reports, Certification of Compliance, and Graduation-Rates Disclosure. This is the fifth audit in a series of five annual audits that will cover all NCAA compliance areas.
- D. Audits of self-sustaining operations will continue. Self-sustaining operations typically have accounts in the following fund groups: Auxiliary Enterprise Funds, General Current Funds Unrestricted, and Internal Service Funds.
- E. Cash counts will be performed when appropriate.
- F. Internal Audit will perform audits of UW licensees when requested by the Trademark Licensing Office. The Trademark Licensing Office licenses manufacturers to produce products bearing the University's trademarks. As part of the agreement the University has the right to audit their books to ensure that they are paying the appropriate royalties on their sales.

Mr. Jacobson noted the items that are included in the plan which will occur in the next fiscal year. President Dubois asked about the draft agreement with the Alumni Association that

requires them to do an annual report by an external auditor. They may hire their own auditor in future years.

PERSONNEL COMMITTEE

The Personnel Committee of the Board of Trustees met on Friday, May 11, 2001 with the following members present: Taylor Haynes, Chair; Kathy Hunt, and Sara Robinson. Trustee Haynes requested Associate Vice President Allen highlight items of interest. Dr. Allen reported thru the Reappointment, Tenure and Promotion process, 75 faculty reappointments, 11 tenure decisions and 11 promotions to full professor were made. He noted that Judith Powell will be retiring this summer and thanked her for her many years of excellent service to UW.

Trustee Haynes noted the Addendum to the Personnel Committee recommending to the Trustees of the University of Wyoming that a change of appointment for Richard H. Miller be approved as indicated: President's Office, Vice President for Governmental, Community, and Legal Affairs; Salary: \$120,000 FY; Appointment Period: 07/01/2001 At will. Mr. Miller received a BS in Mathematics at Kansas State University and a JD from the University of Kansas. He served as Staff Attorney for the Wyoming Legislative Service Office from 1981-1987, as State Planning Coordinator for Governor Sullivan from 1987-1988, and as Director of the Legislative Service Office from 1988-2000. He currently serves as Special Assistant to the President for Government and Community Relations. In his new position as Vice President for Governmental, Community, and Legal Affairs, his responsibilities will expand to include oversight of the General Counsel's office.

Trustee Haynes thanked the Trustees who participated in the President's annual review.

Trustee Hunt moved to approve the Personnel actions to include the Addendum and place on the Consent Agenda. Trustee Robinson seconded the motion. The motion carried.

APPOINTMENTS
1. Administrators
Outreach School

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Outreach Technology</i>			
McElreath, Michael	Director	\$61,224/annum	05/01/2001 to 06/30/2001

Student Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Campus Recreation</i>			
Muenchow, Judy B.	Director	\$50,410/FY	05/01/2001 to 06/30/2001

2. Academic Professionals
College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			
Daniels, Tanya Keigh	Assistant Extension Educator	\$30,000/annum	04/02/2001 to 06/30/2001

3. Intercollegiate Athletics
Intercollegiate Athletics

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Athletics</i>			
Arnsparger, David	Assistant Football Coach	\$50,004/annum	03/22/2001 to 06/30/2001
Hayley, Ian	Assistant Women's Soccer Coach	\$65,004/annum	04/02/2001 to 06/30/2001
Livingston, Lawrence	Assistant Football Coach	\$65,004/annum	03/22/2001 to 06/30/2001
McCall, Mick	Assistant Football Coach	\$50,004/annum	04/02/2001 to 06/30/2001
Raboin-Connolly, Jennifer	Head Cheerleading Coach	\$20,000/annum	07/01/2001 to 06/30/2002
Schroyer, Heath	Assistant Men's Basketball Coach	\$62,000/annum	04/11/2001 to 06/30/2001

CHANGES IN APPOINTMENTS
1. Administrators
Outreach School

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Cottam, Keith M.	Associate Dean	\$95,256/annum	07/01/2001 to 06/30/2006

CHANGES IN APPOINTMENTS

1. Administrators President's Office

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Miller, Richard H.	Vice President for Governmental, Community, and Legal Affairs	\$120,000/annum	07/01/2001 to At will

PROMOTIONS

1. Faculty College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Department of Plant Sciences</i> Gray, Alan M.	Professor

College of Arts & Sciences

<u>Name</u>	<u>New Rank</u>
<i>Department of Botany</i> Jackson, Stephen T.	Professor
<i>Department of English</i> Frye, Susan C.	Professor
<i>Department of Music</i> Griffith, Michael T.	Professor
<i>Department of Political Science</i> Hubbell, Lawrence D.	Associate Professor
<i>Department of Psychology</i> Levy, Gary D.	Professor

College of Business

<u>Name</u>	<u>New Rank</u>
<i>Department of Accounting</i> Ainsworth, Penne L.	Professor
Walker, Kenton B.	Professor

College of Engineering

<u>Name</u>	<u>New Rank</u>
<i>Department of Civil & Architectural Engineering</i> Ksaibati, Khaled	Professor

PROMOTIONS
1. Faculty
College of Health Sciences

<u>Name</u>	<u>New Rank</u>
<i>Division of Kinesiology and Health</i>	
Byra, Mark T.	Professor

<i>School of Pharmacy</i>	
Ranelli, Paul L.	Professor

2. Academic Professionals
College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Cooperative Extension Service</i>	
Christensen, Darlene	Associate Extension Educator
Hewlett, John P.	Senior Extension Educator
Lewis, Phyllis	Associate Extension Educator
Pasley, Christine A.	Senior Extension Educator
Romero-Caron, Virginia	Senior Extension Educator

College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Cooperative Extension Service</i>	
Taylor, William R.	Senior Extension Educator
<i>Department of Plant Sciences</i>	
Wilson, David W.	Associate Lecturer

TENURE APPOINTMENTS WITH PROMOTION
College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Department of Family & Consumer Sciences</i>	
Williams, Karen C.	Associate Professor

College of Arts & Sciences

<u>Name</u>	<u>New Rank</u>
<i>Department of Art</i>	
Ritchie, Mark E.	Associate Professor

<i>Department of English</i>	
Anderson, Carolyn B.	Associate Professor

TENURE APPOINTMENTS WITH PROMOTION
College of Arts & Sciences

Name New Rank
Department of Statistics
Huzurbazar, Snehalata V. Associate Professor

Department of Zoology & Physiology
Seville, Robert Scott Associate Professor

College of Education

Name New Rank
Department of Educational Leadership
Young, Suzanne Associate Professor

Department of Secondary Education
Bryant, Carol J. Associate Professor

Dept. of Elementary/Early Childhood Education
Ellsworth, Judith Z. Associate Professor

College of Health Sciences

Name New Rank
Division of Communication Disorders
Ukrainetz, Teresa A. Associate Professor

School of Pharmacy
Oliphant, Catherine M. Associate Professor

Teixeira, Maria Glaucia Associate Professor

TENURE-TRACK REAPPOINTMENTS
College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Agricultural and Applied Economics</i>		
Coupal, Roger H.	Assistant Professor	4
McLeod, Donald M.	Assistant Professor	4
Seamon, V. Frederick	Assistant Professor	2
<i>Department of Animal Science</i>		
Ludden, Paul A.	Assistant Professor	3
<i>Department of Molecular Biology</i>		
Gomelsky, Mark	Assistant Professor	2

TENURE-TRACK REAPPOINTMENTS
College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
Heinzen, Robert A.	Assistant Professor	5
<i>Department of Renewable Resources</i>		
Hild, Angela L.	Assistant Professor	4
Kazmer, David J.	Assistant Professor	5
<i>Department of Veterinary Sciences</i>		
Cornish, Todd E.	Assistant Professor	2

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>American Studies Program</i>		
Knobloch, Frieda E.	Assistant Professor	4
<i>Department of Anthropology</i>		
Kornfeld, Marcel	Assistant Professor	5
Strauss, Sarah	Assistant Professor	3
<i>Department of Art</i>		
Grame, Robert E.	Assistant Professor	2
<i>Department of Art</i>		
Klages, Ricki L.	Assistant Professor	4
<i>Department of Botany</i>		
Herbert, Stephen K.	Associate Professor	5
Sylvester, Anne W.	Associate Professor	5
<i>Department of Communication & Mass Media</i>		
Price, Cynthia J.	Assistant Professor	2
<i>Department of English</i>		
Parolin, Peter A.	Assistant Professor	4
Romtvedt, David M.	Assistant Professor	5
<i>Department of History</i>		
Kamp, Marianne R.	Assistant Professor	2
<i>Department of Mathematics</i>		
Chen, Hongsen	Assistant Professor	3
Denny, Diane L.	Assistant Professor	2
Fu, Siqi	Assistant Professor	5

TENURE-TRACK REAPPOINTMENTS
College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Mathematics</i>		
Furtado, Frederico C.	Assistant Professor	5
<i>Department of Modern & Classical Languages</i>		
Neemann, Harold P.	Assistant Professor	3
<i>Department of Music</i>		
Zook, Katrina J.	Assistant Professor	2
<i>Department of Physics & Astronomy</i>		
Dahnovsky, Yuri	Assistant Professor	3
<i>Department of Psychology</i>		
Bourgeois, Martin J.	Assistant Professor	5
Jennings, Peggy	Assistant Professor	5
Scott, Walter D.	Assistant Professor	4
<i>Department of Statistics</i>		
Wulff, Shaun S.	Assistant Professor	2
<i>Department of Zoology & Physiology</i>		
Ben-David, Merav	Assistant Professor	3
Boitano, Scott A.	Assistant Professor	4
<i>Department of Zoology & Physiology</i>		
Hall, Robert O. Jr.	Assistant Professor	3
McDonald, David	Assistant Professor	5
Wade, Paul R.	Assistant Professor	4

College of Business

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Economics & Finance</i>		
Godby, Robert W.	Assistant Professor	4
Hultberg, Patrik T.	Assistant Professor	3
Stamland, Tommy	Assistant Professor	5

TENURE-TRACK REAPPOINTMENTS
College of Education

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Adult Learning & Technology</i>		
Westhoff, Guy M.	Assistant Professor	3
<i>Department of Counselor Education</i>		
Becker, Kent W.	Assistant Professor	4
Dahlen, Penny L.	Assistant Professor	4
Loos, Michael D.	Assistant Professor	3
<i>Department of Educational Leadership</i>		
Neely, Robert O.	Assistant Professor	2
<i>Department of Secondary Education</i>		
Dambekalns, Lydia	Assistant Professor	4
Lipsett, Laura R.	Assistant Professor	2
<i>Dept. of Elementary/Early Childhood Education</i>		
Buchanan, Michelle L.	Assistant Professor	5
Buss, Alan Richard	Assistant Professor	4
Roberts, Amy C.	Assistant Professor	3

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Atmospheric Science</i>		
Geerts, Bart	Assistant Professor	2
<i>Department of Chemical & Petroleum Engineering</i>		
Gilcrease, Patrick C.	Assistant Professor	4
<i>Department of Civil & Architectural Engineering</i>		
Kiisk, Linda	Assistant Professor	4
Wilkerson, Gregory V.	Assistant Professor	2
Yavuzturk, Cenk	Assistant Professor	2
<i>Department of Electrical and Computer Engineering</i>		
Barrett, Steven F.	Assistant Professor	2
Muknahallipatna, Suresh	Assistant Professor	4
Pikal, Jon M.	Assistant Professor	2
<i>Department of Mechanical Engineering</i>		
Naughton, Jonathan W.	Assistant Professor	4

TENURE-TRACK REAPPOINTMENTS
College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Division of Communication Disorders</i>		
Chen, Yang	Assistant Professor	2
<i>Division of Kinesiology and Health</i>		
Jenkins, Jayne M.	Assistant Professor	2
Todorovich, John R.	Assistant Professor	2
Winnail, Scott D.	Assistant Professor	3
<i>Division of Social Work</i>		
Miller, Monte J.	Assistant Professor	3
Olson, Jeffrey J.	Instructor	2
Smith, James E.	Assistant Professor	2
<i>Family Practice Residency Program - Casper</i>		
DeBisschop, Michael E.	Assistant Professor	4
<i>Family Practice Residency Program - Cheyenne</i>		
Broomfield, James F.	Assistant Professor	2
Malm, Ronald L.	Assistant Professor	2
Triplett, Janice R.	Assistant Professor	2
<i>School of Nursing</i>		
Cumbie, Sharon A.	Assistant Professor	3
Stepans, Mary E.	Assistant Professor	5
<i>School of Pharmacy</i>		
DeBisschop, Michael E.	Assistant Professor	4
Dolence, Eric Kurt	Assistant Professor	2
Herner, Sheryl J.	Assistant Professor	3
Panning, Chad A.	Assistant Professor	2

College of Law

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
Courselle, Diane E.	Assistant Professor	4

EXTENDED-TERM APPOINTMENTS WITH PROMOTION

**1. Faculty
 Academic Affairs**

<u>Name</u>	<u>New Rank</u>	<u>Number of Extended Terms</u>
<i>American Heritage Center</i>		
Lane, Anne Marie	Associate Archivist	1
Shelstad, Mark L.	Associate Archivist	1
Thompson, D. Claudia	Associate Archivist	1

**2. Academic Professionals
 College of Agriculture**

<u>Name</u>	<u>New Rank</u>	<u>Number of Extended Terms</u>
<i>Cooperative Extension Service</i>		
Pelican, Suzanne	Associate Extension Educator	1
Smith, Denise E.	Associate Extension Educator	1

College of Arts & Sciences

<u>Name</u>	<u>New Rank</u>	<u>Number of Extended Terms</u>
<i>Department of Communication & Mass Media</i>		
Wiltse, Eric M.	Senior Lecturer	2
<i>Department of English</i>		
Zare, Bonnie Sue	Associate Lecturer	1
<i>Department of Modern & Classical Languages</i>		
McLean, Patricia	Associate Lecturer	1

EXTENDED-TERM APPOINTMENTS

**1. Faculty
 University Libraries**

<u>Name</u>	<u>Rank</u>	<u>Number of Extended Terms</u>
<i>Science Reference</i>		
Nelson, Michael L.	Associate Librarian	2

**2. Academic Professionals
 College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Number of Extended Terms</u>
<i>Cooperative Extension Service</i>		
Bastian, Chris Todd	Associate Extension Educator	1
Cullen, Margaret J.	Extension Educator	1
Cunningham, Ronald D.	Senior Extension Educator	2

EXTENDED-TERM APPOINTMENTS

**2. Academic Professionals
 College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Number of Extended Terms</u>
<i>Cooperative Extension Service</i>		
Daniels, Barbara S.	Senior Extension Educator	2
Gill, James R.	Senior Extension Educator	2
Gordon, Gail	Associate Extension Educator	1
Hininger, Scott	Associate Extension Educator	1
James, Susan	Senior Extension Educator	1
Panter, Karen L.	Associate Extension Educator	1
Peterson, Eric M.	Associate Extension Educator	2
Tatman, Wayne R.	Extension Educator	2
Whitman, Leanne M.	Extension Educator	2
<i>Department of Family & Consumer Sciences</i>		
Bittner, Mark T.	Assistant Lecturer	1
Melcher, Linda Marie	Senior Extension Educator	1

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Number of Extended Terms</u>
<i>Department of Communication & Mass Media</i>		
Tarantola, Carol L.	Senior Lecturer	2

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Number of Extended Terms</u>
<i>Department of Mechanical Engineering</i>		
Morton, Scott A.	Research Scientist	1

EXTENDED-TERM-TRACK REAPPOINTMENTS

**1. Faculty
 Academic Affairs**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>American Heritage Center</i>		
Bowers, Carol	Assistant Archivist	4
Kilander, Ginny L.	Assistant Archivist	2

College of Law

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
Person, Debora A.	Assistant Librarian	2

EXTENDED-TERM-TRACK REAPPOINTMENTS

**1. Faculty
 College of Law**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Law Library</i>		
Klink, Carol Ann	Associate Professor	1

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Cataloging Department</i>		
Collier, Carol Ann	Assistant Librarian	2
<i>Coe Reference Department</i>		
Mayer, Jennifer	Assistant Librarian	2
Powell, Katherine M.	Assistant Librarian	2

**2. Academic Professionals
 College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Cooperative Extension Service</i>		
Hayman, Vicki	Assistant Extension Educator	5
Keckler, Jeri	Assistant Extension Educator	3
Malcolm, Alexander M.	Assistant Extension Educator	5
Moline, Brett R.	Assistant Extension Educator	5
Sanchez, Dawn	Assistant Extension Educator	5
<i>Department of Renewable Resources</i>		
Larson, Richard M.	Research Scientist	3

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Anthropology</i>		
Weathermon, Rick L.	Assistant Research Scientist	5
<i>Department of Chemistry</i>		
Goodson, Patricia A.	Assistant Lecturer	2
Robinson, Jill K.	Assistant Lecturer	2
<i>Department of Communication & Mass Media</i>		
Stannard, Matthew J.	Assistant Lecturer	2

EXTENDED-TERM-TRACK REAPPOINTMENTS

2. Academic Professionals

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Computer Science</i>		
Anderson, Allyson	Assistant Lecturer	4
<i>Department of Criminal Justice</i>		
Burnett, Cheryl C.	Assistant Lecturer	4
<i>Department of English</i>		
Stebbins, Christine B.	Assistant Lecturer	4
<i>Department of Music</i>		
Griffith, Janet E.	Assistant Lecturer	4
<i>Department of Sociology</i>		
Ashley, Yarong J.	Assistant Lecturer	3
Nyhus, Sheila M.	Assistant Lecturer	3
<i>Department of Zoology & Physiology</i>		
Wade, Christine K.	Assistant Lecturer	3

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Atmospheric Science</i>		
Burkhart, Matthew D.	Associate Research Scientist	2
<i>Department of Mechanical Engineering</i>		
Peck, Ann Nancy	Associate Lecturer	2

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Division of Communication Disorders</i>		
Garcia, Teresa J.	Assistant Lecturer	3
<i>Division of Social Work</i>		
Hart, Mary B.	Assistant Lecturer	2
<i>School of Nursing</i>		
Miller, Holly E.	Assistant Lecturer	4

EXTENDED-TERM-TRACK REAPPOINTMENTS
2. Academic Professionals
Outreach School

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Community Service Education</i>		
Atwood, Sheila K.	Assistant Lecturer	4
<i>Outreach Credit Programs</i>		
Jansen, Lawrence A.	Assistant Lecturer	2
Miller, Jeffrey C.	Assistant Lecturer	2
<i>Outreach Regional Offices</i>		
Bass, Janet A.	Assistant Lecturer	2
Marine, Catherine	Assistant Lecturer	5
Martinez, Jeanie R.	Assistant Lecturer	2
McClure, Amy Lee	Assistant Lecturer	2
Woolcott, Michael L.	Assistant Lecturer	5

GLOSSARY OF PERSONNEL TERMS

Academic Professional

Person other than faculty, engaged primarily in activities that extend and support the teaching, research, extension, and service missions of the University. There are four categories of academic professional: 1. Extension Educators, 2. Lecturers, 3. Research Scientists, 4. Post-Doctoral Research Associates. Individuals belonging to any of the first three categories can hold extended-term-track appointments under certain

Academic-Year (AY)

Appointments in which the regular period of employment includes the fall and spring semesters (nine months) of each year, with no accrual of vacation leave. Most faculty members and academic professionals hold AY appointments. AY employees typically receive their nine-month salaries and benefits spread out over the 12 months of each calendar year.

Adjunct or Clinical Faculty

Indicates a non-financial appointment of an individual to an academic unit. Adjunct appointments can include qualified non-academic personnel or faculty with other academic affiliations. Adjunct appointments are made at all three faculty ranks (Assistant Professor, Associate Professor, Professor) based upon academic qualifications. Clinical appointments are always at the Professor level. Adjunct appointments are normally for three years, while clinical appointments are for one year.

Archive Faculty

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: 1. Assistant Archivist, 2. Associate Archivist, 3. Archivist. Promotion and appointment as Associate Archivist or Archivist carries with it the automatic award of a five-year

Assistant Professor

Indicates tenure-track appointments of individuals who hold the terminal degree in their discipline. This is the usual entry-level faculty rank.

Associate Professor

In addition to the qualifications of an Assistant Professor, Associate Professors have established a strong reputation in scholarship and teaching. Generally, faculty hired as Assistant Professors are promoted to the rank of Associate Professor at the time tenure is granted.

Development Leave

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University. Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

Emeritus Faculty

Emeritus status can be awarded to tenured faculty who retire after long and distinguished service. The designation is honorary. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=masculine, emerita=feminine, emeriti=plural.)

Extended-Term Appointment

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

periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and archivists who are in the probationary period are on the extended-term-track.

Extension Educator

The primary function of this academic professional is to provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant University Extension Educator, Associate University Extension Educator, Senior University Extension

Faculty

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing their terminal degrees. Certain librarians and archivists also hold faculty status, but they are eligible for extended terms instead of tenure.

Fiscal-Year (FY) Appointments.

Appointments in which the regular period of employment is the entire calendar year, with accrual of annual vacation leave. Faculty members who hold administrative positions with summer responsibilities often have FY appointments for the duration of their administrative terms.

Full-Time Equivalent (FTE)

A measure of the time commitment expected of an employee or a set of employees. For example, two full-time employees or four half-time employees constitute 2.0 FTE.

Instructor

Tenure-track faculty member who does not yet hold the terminal degree in the appropriate field. UW requires verification of degrees in the form of official transcripts. UW does not grant tenure to faculty members who hold Instructor status at the time of the decision.

Leave of Absence Without Pay

Academic and administrative personnel may request leaves without pay for periods normally not in excess of one year, for purposes consistent with the professional enhancement of the employee and the advancement of the University's stature.

Lecturer

A category of academic professional involved largely in classroom instruction. Lecturers may be appointed to three ranks: Assistant Lecturer, Associate Lecturer, Senior Lecturer.

Library Faculty

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian. Persons holding the rank of Assistant Librarian are appointed on an annual basis. Persons holding the ranks of Associate Librarian and Librarian are eligible for five-year extended-term appointments.

Part-Time Employee

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

Post-Doctoral Research

Post-Docs are persons who desire greater professional development and research investigation, after having received a doctoral degree but before obtaining permanent employment. Post-Doctoral appointments are temporary.

Probationary Employee

Refers to tenure-track faculty members who have not received tenure and to academic professionals, library faculty, and archive faculty who have not yet received an extended-term contract. The probationary term for academic

professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

Professor

In addition to the qualification of an Associate Professor, "full" Professors have demonstrated superior research contributions, have attained wide recognition in their professional fields for scholarship or other creative activity, and have gained recognition as teachers and contributors in their fields.

Research Professor

Person with demonstrated superior capacity for research contributions, who is employed solely on external funds, and who holds a terminal degree. These appointments are made only at the Professor level and for not more than one year at a time. They are renewable.

Research Scientist

An academic professional whose primary responsibility is to conduct research. There are four ranks for Research Scientists: 1. Assistant Research Scientist, 2. Associate Research Scientist, 3. Research Scientist, 4. Senior Research Scientist.

Review Year

Year in which a reappointment review occurs for probationary employees. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical.

Temporary Appointment

A short-term appointment without rights to tenure or extended term. Most temporary appointments are for one semester or one academic year.

Tenure-Track Appointment

Indicates a probationary faculty appointment prior to the award of tenure. Tenure-track positions generally require six years to tenure, but fewer years may be required based upon level of previous experience and accomplishments.

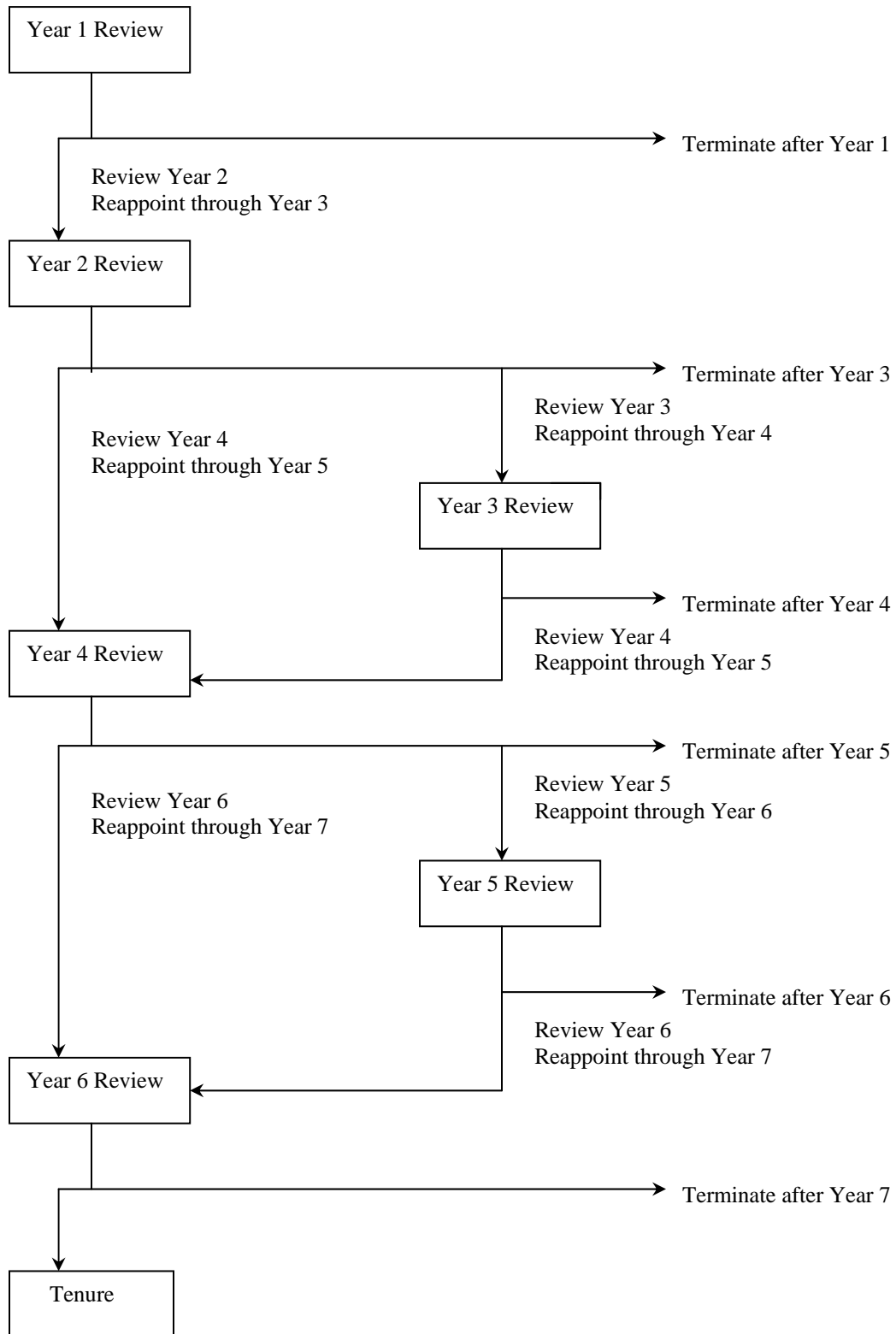
Terminal Degree

Typically the highest earned degree in a field of study. Examples include the Ph.D. (a variety of fields), the M.D. (medicine), the Ed.D. (education), M.F.A. (fine arts), and J.D. (law).

Visiting Appointment

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

FLOW CHART FOR FACULTY REAPPOINTMENTS



UniReg 5

March 6, 2001
Revised April 27, 2001

TO: Philip L. Dubois
President

Tom Buchanan
Vice President for Academic Affairs

FROM: David L. Baker
General Counsel

RE: UniReg 5

Following the November 2000 meeting of the Faculty Senate, our office provided you with some proposed revisions of UniReg 5. Since that time we received further comments and suggestions from Faculty and Staff Senates and the President's Advisory Committee on Minorities and Women Affairs (PACMWA). In addition Faculty Senate Chair Ken Gerow has provided a copy of a January 3, 2001 critique of UniReg 5 submitted by counsel for the American Association of University Professors (AAUP).

On February 9, I met with a subcommittee of PACMWA and received a report on some of its work. I was also provided with copies of sexual harassment policies the subcommittee collected from five institutions. There was considerable discussion of the AAUP letter, which appears to have figured significantly in the subcommittee's analysis. PACMWA will report further prior to the May meeting of the Trustees; however they have shared with me and I have carefully considered a list of ten "Items for Discussion and Continuing Research" relating to the last four sections of the UniReg.

The attached March 2001 revision of DRAFT UniReg 5 was prepared following consideration of all suggestions and comments received to date. It should replace the November 2000 proposed revisions sent to you previously. The balance of this memorandum will consist of a commentary on changes included in the March 2001 DRAFT, and some discussion of the consideration given to other issues not included. (Notations in **bold face** refer to changes in the attached edited copy of the UniReg; a "smooth copy" is also attached for your information and possible use.)

- Responsibility – PACMWA suggests that there should be a statement of institution-wide responsibility for understanding and preventing discrimination and harassment. This suggestion has been incorporated into the statement of purpose. **(Insert 1)**
- Academic Freedom – PACMWA and AAUP expressed a desire for a cross-reference to the University's policy on academic freedom [Regulations of the Trustees, Chapter V, A. added

as Reference (b)] as well as a specific disclaimer on academic freedom, which has been included. **(Insert 2)**

- External Remedies – The November, 2000 draft included language to make clear that the remedies in UniReg 5 are in addition to and do not replace the rights of any individual to seek relief from outside state or federal agencies. This is now combined with the academic freedom disclaimer. **(Insert 2)**
- Discrimination Definition – PACMWA expressed concern that the definition is too broad; and could be interpreted to prohibit otherwise legal and customary discrimination, such as separate men’s and women’s athletic squads. Language has been added to indicate that the discrimination prohibited by the UniReg is that which would involve unfair treatment. **(Insert 3)**
- Harassment Definition – AAUP objects to the use of the term “employee” and prefers that the phrase “faculty members, staff and students” be adopted. This has been done – as has the expansion of the scope of the UniReg to include “agents” as suggested by PACMWA. **(Insert 4)**
- Statute of Limitations – The most controversial issue surrounding the UniReg has been the 30-day reporting requirement in the original draft. The draft has been changed to eliminate the 30-day reporting requirement; instead to follow the “prompt” reporting requirement suggested by AAUP and set out in the federal regulatory guidance. **(Insert 5)**
- External and Anonymous Complaints – PACMWA suggests that the policy be extended to cover complaints from members of the University community directed toward contractors on campus or affiliated entities where students or employees may be assigned. Also, further review by the legal staff revealed the earlier drafts omitted provision to receive and process anonymous complaints. These additional categories of complaints have been added, with specific responsibility assigned to the Employment Practices Officer. **(Insert 6)**
- Reporting – The revised reporting requirement adopts the “prompt without unreasonable delay” standard of the EEOC guidance. However, we have also accepted advice from several quarters that students be assured that they need not report a complaint until after a current term is completed. (Though this change increases the possibility of dispute as to the reasonableness of any particular delay in reporting, it articulates a legally acceptable reporting requirement.) **(Insert 7)**
- Cooperation with Investigations – Specific language in the Investigative Guidelines requiring cooperation in investigations has been moved into the body of the UniReg to emphasize the importance of this responsibility. **(Insert 8)**
- Representation -- Language in the original Draft regarding representation was taken from existing provisions in our grievance procedures. Since UniReg 5 will not involve adversarial fact finding, language concerning “representation” is not appropriate. All members of the University community are expected to cooperate with investigations, although they may seek any advice they desire at their own expense. **(Insert 9)**
- EPO Authority – Receipt and follow up on anonymous complaints and those directed against University-affiliated entities is assigned to the Employment Practices Officer. The University’s ability to provide relief in these cases will depend upon the nature of the contractual agreement U.W. maintains with the offending entity, the judgement of the EPO, legal advice from the Office of General Counsel and coordination with relevant University offices. Even though this provision is included in the Investigative Guidelines, EPO follow-

up in these areas will, of necessity, be ad hoc and would not necessarily follow the patterns established in the Guidelines for all other complaints. **(Insert 10)**

- Standard of Proof – A provision has been added, at the request of PACMWA, which would guide administrators in determining appropriate corrective action. This provision would not change the test of proof to be applied over-all for fact-finding: namely, the preponderance of the evidence standard. **(Insert 11)**

In addition to the dozen changes made in the DRAFT, we have received a number of suggestions that, though considered, did not result in changes in the document – the most notable of which are discussed below.

- Dissemination – PACMWA suggests that the dissemination of the policy be discussed in the text of the UniReg. This is not necessary since all UniRegs are promulgated in the same manner. It is important, however, that UniReg 5 be included in our employee orientation and training materials in a prominent manner.
- Availability of Training – PACMWA expressed concern that the training to be made available to carry out the policies of UniReg is not spelled out. While the UniReg requires that a program of education and training take place, the details of that training does not fall within the scope of the DRAFT.
- Subcategories of Sexual Harassment – PACMWA request for a discussion of the various subcategories of sexual harassment was deemed to be inconsistent with the scope of the UniReg: such discussion would necessitate a similar discussion of the various other forms of discrimination. This is an important topic for our training programs, but not necessary to include in a statement of policy and procedure such as UniReg 5.
- Prohibition against False Claims – Several institutions cited by PACMWA express prohibitions against the filing of false claims or giving false information in sexual harassment cases. It was determined, however, that such a provision could have a chilling effect on good faith complaints, especially when a “victim” of harassment or discrimination proves to be mistaken in her or his perception. There is no prohibition, however, against applying ordinary standards of employee discipline to anyone who unreasonably disrupts the workplace under any circumstances.
- Informal Resolution – Among the topics cited by PACMWA for “discussion and continuing research” is to provide for informal resolution of cases of discrimination and harassment. Recent changes in the law and our own past experience demonstrate that this approach is problematic. All complaints must be investigated, even though some may be disposed of in summary fashion.
- Reporting Lines – A “discussion and continuing research” topic for PACMWA is the problematic nature of reporting lines for complaints, although – to date – PACMWA has not suggested alternatives.
- Representation/Indemnification – Both AAUP and PACMWA, in its “discussion and continuing research” category urge the inclusion of a statement on indemnification in sexual harassment policies. While it is important that institutions spell out their policies on indemnification (something which UW has not done with much clarity, it might be noted), it is submitted that a regulation on discrimination and harassment is not the appropriate vehicle to use to promulgate such a policy.

- Due Process – Both AAUP and PACMWA, in its “discussion and continuing research” category make reference to the broad AAUP-developed doctrine that faculty have a so-called “due process” right in be consulted on and be involved in every step of decision making involving the treatment of a faculty member. AAUP does acknowledge, however, that reliance on established appeals processes in UniReg 5 provides legal due process.
- Consensual Relationships – PACMWA, in one of its items for “discussion and continuing research” asks if UW should include a statement on consensual relationships in UniReg 5. Aside from the fact that UW has not adopted a policy on consensual relationships (though the College of Arts and Sciences has itself promulgated a statement on the subject), it would seem that the development of such a policy would be outside UniReg 5. It should, however, if it were to be developed, be included in the University’s education and training program.
- Investigative Guidelines as Part of the UniReg – Objections have been raised by a number of individuals and groups that the Guidelines are not part of the UniReg. While this objection could be accommodated easily, it is recommended that the Guidelines be kept separate from the UniReg – precisely because they would become permanent. Since this is a new procedure, it is expected that – at least in the early stages of implementation – we be open to modifying any portions of the proposed guidelines that are not effective. It would be unnecessarily cumbersome to take each such change through a process to the Trustees for approval.

CONCLUSION

In the time elapsed since the November, 2000 meeting of the Faculty Senate, a large number of observations and suggestions have been received by this office. A dozen changes in the proposed UniReg have been made and now constitute the attached March, 2001 revision of DRAFT UniReg 5. Numerous suggestions, including many specific changes of wording, have not found their way into the attached DRAFT. Ten of the most substantive of these eschewed suggestions are discussed in this memorandum. In addition three general areas of concern seem likely to persist, even in light of the substantial modifications being proposed in response to campus input:

- Persistence in viewing the proposed UniReg solely as a sexual harassment regulation despite its broader intended applicability.
- Employee skepticism associated with substitution of a management-driven investigative process for the adversarial fact-finding model of the peer Civil Rights Review Board.
- Professional (as contrasted with legal) due process issues, largely related to AAUP policy statements calling for guaranteed levels of faculty peer involvement in any case that could conceivably touch on academic freedom – particularly sexual harassment issues.

Note A – Following discussions between PACMWA and President Dubois it was determined that investigations would be handled at the vice presidential level, not at the level of appointing authorities. An exception to this practice would be applied to the Division of Academic Affairs, where investigations are delegated to college deans. The document has been edited to reflect this change. (April 27, 2001)

ENCLOSURE

THE UNIVERSITY OF WYOMING
Laramie, Wyoming

UNIREG 5
April 2001

UNIVERSITY REGULATION 5

Initiating

Authority: President of the University

Subject: Discrimination and Harassment

References:

- (a) Regulations of the Trustees, Chapter VII, A.
- (b) Regulations of the Trustees, Chapter V, A.
- (c) University Regulation 3, Revision 1 (October 17, 1977)
- (d) University Regulation 4 (October 11, 1977)
- (e) University Regulation 42, Revision 1 (August 12, 1999)

1. **PURPOSE.** This University Regulation supersedes the policies established for Civil Rights Claims (University Regulation 4) and Sexual Harassment (University Regulation 42) and restates the University policy relating generally to discrimination and harassment in the work and educational environment. It sets forth administrative procedures for expeditiously handling all claims of discrimination or harassment in either University employment or program access.

The University is committed to protecting the rights and dignity of all members of the University community. Every member of the University community has a responsibility for understanding and preventing discrimination and harassment. **(Insert 1)** training and informational programs support the University's desire to create a work environment for faculty and staff and an educational environment for students that fosters career and educational goals based on factors such as ability, performance and equal opportunity. Discrimination and harassment are subversive to the creation of this environment. Discrimination or harassment of an individual whose status is protected by law is also illegal. The University will take prompt remedial action in response to acts of discrimination or harassment without regard to whether the offence amounts to a violation of federal or state law. Nothing contained in this policy shall be construed to infringe upon the academic freedom of any member of the University community, nor to diminish any individual's right to make a legal claim under state or federal statutes. **(Insert 2)**

2. DEFINITIONS.

- a. Discrimination – Unfair treatment resulting from (Insert 3) distinction, segregation or classification in allotment of opportunities because of race, sex, color, religion, national origin, disability, age, veteran status, sexual orientation, political belief or other status protected by state and federal statutes or University Regulations.
- b. Employment Discrimination – Discrimination in hiring, discharge, compensation, promotion, terms and conditions of employment or other treatment which adversely affects employment status.
- c. Program Discrimination – Discrimination which serves to exclude from or deny to its clientele equal access to the University's programs or activities or their benefits.
- d. Harassment -- Unwelcome physical or verbal contact under the authority of or permitted by the University, including by ~~an employee, or a faculty member, staff, student or agent,~~ **(Insert 4)** that causes alarm or abuse, serves no legitimate purpose of the actor and results in a significant change in the employment or student status or creates an intimidating, hostile or offensive work or learning environment.
- e. Retaliation –Adverse action or threat made in reprisal against any individual who participates as an actual or potential party, witness or representative relating to a report of discrimination or harassment as authorized by this policy.

3. POLICY. It is a violation of University policy to abuse the dignity of any member of the University community.

- a. Employment and program discrimination are specifically prohibited.
- b. Harassment of any member of the University community will not be tolerated.
- c. Violations of this policy will be addressed promptly, with appropriate corrective action taken; violations of a severe or persistent nature are considered serious and may result in separation from the University.
- d. Any act of retaliation will result in disciplinary action and may result in separation.

4. RESPONSIBILITY. It is the responsibility of any person subjected to discrimination or harassment to make a report, ~~within 30 days of~~ promptly following (Insert 5) the occurrence of the remarks or behavior, to the Employment Practices Officer or other appropriate University officials specifically including the Dean of Students. University officials, including every administrative officer, dean, director, department head, supervisor, and all instructional personnel, shall strive to ensure a work and learning environment free of discrimination or harassment. Any report of discrimination or harassment reported to a University official shall be forwarded to the next level of University administration and submitted to the Employment Practices Officer, who is responsible for coordination of this policy. Individuals with complaints against their instructors or immediate supervisors are expected to take the matter directly to the Employment Practices Officer, dean, or appointing authority. The Employment Practices Officer shall act upon any complaint against a contractor or vendor, and all anonymous complaints. Requests for confidentiality or anonymity (Insert 6) shall be respected consistent with the University's commitment to investigate all reports of discrimination or harassment and prevent recurrence of offending behavior.

5. **PROCEDURES.** The University has established procedures for receiving, investigating and responding to all reports of discrimination or harassment.
- a. ~~An individual who fails to report acts of discrimination or harassment within 30 days shall have waived the benefits of this policy. (However, the Employment Practices Officer in the interest of fairness may extend the time limit when it is deemed to be in the best interests of the individual and the University.)~~ Acts of discrimination or harassment must be reported promptly and without unreasonable delay. Student complaints should normally be reported within one semester following any occurrence. **(Insert 7)**
 - b. The University's Employment Practices Officer shall develop investigative and disciplinary guidelines for the administration of this procedure; shall be available as a resource to assist in carrying out said guidelines; and shall monitor the timeliness of any actions prescribed.
 - c. ~~Reports shall be investigated pursuant to the guidelines described in 5.b. above under the authority of the vice president dean or appointing authority of the unit in which the incident occurred in a manner established pursuant to University guidelines. except that in the Division of Academic Affairs, these duties shall be assigned to the dean of the academic unit in which the incident occurred. (Note A)~~
 - d. All members of the University community, including faculty members, staff, students and supervisors are required to cooperate with and be available to any investigator seeking records, interviewing witnesses or collecting other evidence. (Insert 8)
 - e. The vice president/dean or appointing authority shall promptly address any instance of discrimination or harassment identified in the investigation.
 - f. The vice president senior University officer to whom the dean or appointing authority reports must authorize any disciplinary action.
 - g. The vice president/dean or appointing authority shall meet with any individual accused of discrimination or harassment to discuss issues raised in the investigation and any disciplinary action which might be contemplated.
 - h. The vice president ~~senior University officer to whom the dean or appointing authority reports~~ shall provide written notice of any disciplinary action imposed.
 - i. Any discipline imposed as a result of discrimination or harassment shall be subject to applicable faculty, staff and student dispute resolution, grievance or appeals processes.
 - h. ~~The University's Employment Practices Officer shall develop investigatory and disciplinary guidelines for the administration of this procedure; shall be available as a resource to assist in carrying out said guidelines; and shall monitor the timeliness of any actions prescribed.~~
6. **ADVISORS:** Individuals who participate in this procedure may choose to be advised by another University faculty member, staff or student, or may elect to secure outside legal advice, with any cost incurred to be borne by the individual. **(Insert 9)**
7. **DISPOSITION OF THE RECORD.** All records concerning any discrimination or harassment complaint shall be considered a Personnel record and closed to the public in accordance with Wyoming law. Student records shall be closed in accordance with federal

and Wyoming law. The Employment Practices Officer shall be the custodian of the official record of all such complaints.

APPROVED:

Philip L. Dubois
President

Investigative Guidelines

1. Any member of the University Community – i.e. student, staff, faculty member, campus visitor – is encouraged to ~~ledge a complaint alleging~~ report acts of discrimination or harassment ~~with~~ to the Employment Practices Officer (EPO), the Dean of Students or other University official, including any dean, director or department head.
 - Other University personnel who are informed of complaints of discrimination or harassment are obliged immediately to forward the information to their administrative supervisor pursuant to this process.
 - The EPO shall receive and resolve in a manner appropriate to the circumstances, all anonymous complaints and any complaint against a University contractor, vendor or affiliate in cooperation with the Office of General Counsel. (Insert 10)
2. University officials shall gather the following specific, essential information from the complainant:
 - complainant's name and status (i.e., student, faculty, staff, visitor)
 - name and status of the accused
 - a brief description and chronology of the alleged offense, and
 - the remedy sought.
 - An intake form has been developed by the EPO to assist in the receipt of complaints. (Attachment A)
3. Any University official who receives a complaint shall forward the complaint to the EPO for referral to the appropriate vice president/dean/director (of the accused) who in turn shall inform the President of the University or the cognizant Vice President for Academic Affairs. The EPO is responsible for coordinating the investigation process with the vice president/dean/director, who shall:
 - Present the complaint to the accused who shall ~~provide~~ respond to the vice president/dean/director a response in not less than three working days.
 - In consultation with the EPO, make a preliminary determination as to whether any party should be reassigned or granted paid leave during the pendency of the investigation
4. The vice president/dean/director is responsible for establishment of a plan and timetable for the investigation following consultation with the EPO. Investigative timetables shall ordinarily be for ten working days or less; any subsequent extension of time must be approved by the President or Vice President for Academic Affairs. The vice president/dean/director may either:
 - In consultation with the EPO, conduct the investigation and prepare the written report of findings, or

- Request that this task be carried out by an investigator from the Employment Practices Office.
 - In addition to the staff of the Employment Practices Office, selected senior staff members shall receive UW training in ~~conducting~~ the conduct of investigations and be available for assignment to ~~conduct~~ investigations under the supervision of the EPO.
5. The investigator shall review all pertinent records, conduct interviews, and prepare a written report which is fully documented.
- interviews must be conducted with the complainant and the accused; other ~~parties~~ individuals may be interviewed as needed (e.g., witnesses, supervisor/department head).
 - each interview shall be summarized in writing and the summary of the interview of any party shall be provided to the interviewee for additional comment which shall be included with the investigative report.
 - no recording devices are to be used during the investigation.
 - confidentiality shall be respected consistent with the University's commitment to investigate all reports of discrimination or harassment and prevent recurrence of offending behavior.
 - Timeliness is essential in all investigations. ~~All members of the University community, including students, employees and supervisors are required to cooperate with and be available to any investigator seeking records, interviewing witnesses, or collecting other evidence in an investigation.~~
6. The investigator's written report shall include the following:
- background description
 - synopsis of the charges, and of the response of the accused
 - discussion of the issues
 - findings of fact
 - conclusions
 - The report shall not contain a recommendation for action (imposition of discipline or dismissal of the complaint).
 - The report with full documentation (interview summaries with any comments thereon by any party, memos, evidence, etc.) shall be submitted only to the vice president/dean/director.
7. The vice president/dean/director shall consider any instance of discrimination or harassment identified in the written report and from any other information available. The vice president/dean/director shall make a determination and a recommendation of discipline, if any, or for dismissal of the charges, which shall be forwarded to the President or Vice

President for Academic Affairs along with the investigative report. The EPO is available for consultation and is copied on the letter to the vice president.

- In determining the appropriateness of corrective action, consideration will be given to all relevant circumstances, including the context in which the conduct occurred. Facts will be considered on the basis of what is reasonable to a person of ordinary sensitivity.
(Insert 11)

8. The vice president shall determine, based upon the investigation, what discipline will be imposed, or whether the complaint will be dismissed.
9. The vice president shall provide written notice to the accused of any discipline or dismissal of the complaint. A letter of discipline should state:
 - specific discipline imposed and effective date
 - harassment/discrimination offenses are cumulative and become a permanent record.
 - appeal of disciplinary action is available through established procedures (i.e. UniRegs 35, 174, 230, 232 or 801 as appropriate).
 - retaliation will not be tolerated.

Letters of discipline or dismissal of complaint are copied to the dean/director and the EPO.

10. After the accused has been notified of the vice president's action, the vice president/dean/director shall inform the complainant, in a letter, of the disposition of the complaint. The letter to the complainant shall state:
 - whether a finding of harassment or discrimination was made leading to disciplinary action, or
 - whether the charge was dismissed, and
 - University policy against retaliation and provide instructions for reporting retaliationThe President or Vice President for Academic Affairs, the EPO and the accused are copied on this letter to the complainant.
11. If a complainant effectively has been denied educational program access or has been disadvantaged in a tangible employment decision because of harassment or discrimination, the vice president and EPO shall also meet with the complainant to take further corrective measures.

Trustee Haynes reported UniReg 5 will come before the Board in July for final discussion and approval.

Health Insurance Report



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February 27, 2001

President Philip Dubois
Vice President Daniel Baccari
University of Wyoming
Laramie, WY 82071

Dear President Dubois and Vice President Baccari:

We are enclosing with this letter the final report of the University of Wyoming Retirement and Insurance Committee regarding the State of Wyoming Employee's Group Health Insurance Program (Program). The review that formed the basis of this report was a long process and we want to express our appreciation of your support throughout that time. In particular, we wish to thank you for authorizing the hiring of Watson Wyatt Worldwide as a consultant to assist us in this process.

We would like to list briefly for you the conclusions and recommendations that the Committee is making in this report.

- The Committee finds that the cost of health insurance under the Program is higher than the cost in almost any other plan the Committee reviewed. In particular, the cost of family and employee plus one coverage is extremely high when compared to the cost of the same coverage in other plans.
- The Committee finds that most other employers in our review make substantially higher contributions toward the health insurance premiums of their employees, especially for the family and employee plus one coverages.
- The Committee believes that the Program suffers from a condition known as "adverse selection," as well as a lack of staffing, support and vision to deal with the issues confronting it.

- The Committee does not recommend that the University withdraw from the Program, at least at this time.
- The Committee recommends that the University request certain changes be made in the Program:
 - Reconsider the method of prescription drug reimbursement;
 - Adjust the reimbursement rate for services provided by out-of-state non-network health care providers;
 - Consider adding optional additional coverages to the Program, perhaps as a part of a health care cafeteria plan; and
 - Maintain an accounting system that will enable the University to ascertain relevant financial and statistical data about the Program's experience.

We would like very much to meet with you and other University officials to discuss our findings and recommendations. Watson Wyatt Worldwide has also indicated that they would be willing to appear with us to present their findings and suggestions. We would also be pleased to make presentations about our findings and recommendations to such University organizations as you suggest.

Sincerely,
University of Wyoming
Retirement and Insurance Committee
Karen Bowyer
Kenyon Griffin
Duncan Harris
Vicki Henry
Joyce Lamb
Betty Long
James Pew
Arthur Gaudio, Chair
(original signed Arthur Gaudio)

UNIVERSITY OF WYOMING
RETIREMENT AND INSURANCE COMMITTEE
STATE OF WYOMING
EMPLOYEE'S GROUP HEALTH INSURANCE
REVIEW AND REPORT

**A Review of Cost and Benefit Considerations and Alternatives for the
University of Wyoming Faculty and Staff**

I. EXECUTIVE SUMMARY

The Committee finds that the total cost of the Employee's Group Health Insurance Program (Program) is higher than almost all other plans that it reviewed. In many cases the cost of the insurance was more than twice as high as that of other programs providing similar benefits. In particular the Committee notes that the cost of family and employee plus one coverage is extremely high when compared to the cost for the same coverage elsewhere.

The Committee finds that the quality of the benefits depends considerably on the particular benefit item being evaluated. However, the Committee notes concern with regard to the current method of reimbursement for prescription drug expenditures under the Program.

The reasons for the costs being as high as they are is not totally ascertainable. However, the Committee believes that it likely involves two factors. The membership of the group insurance program is affected by a condition known as "adverse selection." As will be described in the body of this report, adverse selection exists when the composition of the insured group itself causes it to have higher costs. In particular, this may arise from the fact that the group has more older participants than younger ones, and also from the fact that the group does not attract participation by employees with dependents. Adverse selection is a condition that the Management Audit Committee Report describes in detail. The other factor that may be involved is the apparent fact that the Employee's Group Health Insurance Board (Board) has not had the staffing level, support or vision to deal with the issues of high costs and benefit dissatisfaction.

The Committee does not recommend that the University withdraw from the Program, at least at this time. Since the functions of the Board will be assimilated into the State of Wyoming's Department of Administration and Information (A & I), the Committee recommends that A & I be allowed a reasonable time to deal with the cost and benefit issues discussed in this report, to cure the problem of adverse selection, and to provide proper guidance and vision to create a healthy and competitive health insurance program.

The Committee finds that most other employers, whether other states, universities or localities, make substantially higher contributions towards the health insurance premiums of their employees. In many cases the employer's contribution covers all (or nearly all) of an individual employee's premium, as does the State of Wyoming. However, in most cases other employers

make higher contributions toward family or employee plus one coverage.¹ The Committee also finds that, when compared to many other health insurance plans, the Wyoming Program requires higher premiums for family and employee plus one coverage. The combination of low contributions and high costs raises ethical and social issues for the Committee. Consequently, the Committee recommends that the University request the A & I and/or the Wyoming legislature to adjust the State contributions toward, and/or high cost of, family and employee plus one coverage.

The Committee also recommends that the University request that A & I to perform the following: (i) reconsider the method of prescription drug reimbursement; (ii) adjust the reimbursement rate for services provided by out-of-state non-network health care providers so that it is comparable with the rate applied to in-state non-network providers; (iii) consider adding optional additional coverage, perhaps as part of a health insurance cafeteria plan program; and (iv) maintain an accounting system that will enable the University and other units of the Program to ascertain relevant financial and statistical data about their experience.

II. HISTORY AND REVIEW PROCESS

During the Spring and Fall semesters of 1999 concerns were aired among the faculty and staff at the University of Wyoming concerning the health insurance program provided by the State of Wyoming's Employee's Group Health Insurance Board. Simply stated these concerns fell into the categories of high premium cost and low benefit provision. In the Fall the University of Wyoming's Retirement and Insurance Committee was asked to review these concerns.

After considering various preliminary issues the Committee gathered available data and information relating to the State Employee's Group Health Insurance Program. It collected statistical and economic data, and it also reviewed the Program's health insurance prospectus for coverage and benefit information. It held meetings with two of the public members of Board, who are also staff employees at the University. Finally, it conducted a conference with the Board's Executive Director to determine more information about the program.

The Committee believed very strongly that the information and data were beyond its ability to collect and evaluate without expert advice and assistance. President Dubois and Vice-President Baccari agreed to fund the hiring of a consultant to collect and evaluate data and information about the Program, as well as to propose alternatives available to the University both inside and outside the existing health insurance Program.

In January, 2000 a Request for Qualifications and Proposals for Health Insurance Program – Evaluation and Alternatives was circulated among a large number of health insurance consultants. In April, 2000 the proposals were received and the finalists were interviewed by the Committee and other University officials. In May, Watson Wyatt Worldwide was selected as the University's consultant.

¹ Under the Wyoming Program "employee plus one" coverage means coverage for either the employee and his or her spouse, or the employee plus a child or children.

Watson Wyatt met with the Committee to set an agenda for the review. In June, Watson Wyatt conducted focus group sessions with University employees. It also interviewed health care providers in the Laramie area. During the summer it further gathered data and information about the health insurance Program from the Board, its third party administrator, Great West Life and Annuity Insurance Company (Great West), and its dental care administrator, Delta Dental of Wyoming. Significant data regarding the health insurance Program's costs and participation, including separate information about the University of Wyoming's participation in the program, was limited or not available to the consultant.

In September, 2000 Watson Wyatt presented its report to the Committee, including suggestions and alternatives regarding the University's participation in the health insurance Program. The report included comparative cost and benefit data from Watson Wyatt's 50th percentile of national providers, the City of Laramie, Ivinson Memorial Hospital and a nearby State University.

After deliberation, the Committee decided that it would be beneficial to have cost and benefit information from several other comparable regional universities. On behalf of the Committee, the University's Human Resources Office was able to collect information from Colorado State University, The University of Colorado, Utah State University, The University of Utah, the University of New Mexico, and federal employees at the University of Wyoming.² This information speaks generally as of the end of the Fall Semester, 2000, but due to logistical difficulties some of it relates to an earlier date.

Meanwhile, in May 2000 the Management Audit Committee of the State of Wyoming's Legislative Service Office began an audit of the Board and its functions. In addition to its analysis of the costs and benefits provided by the Program, it surveyed four other states and four local government entities in the State of Wyoming to determine the costs and benefits of the health insurance that they provide. These government entities are the states of Alaska, Montana, North Dakota and South Dakota; the cities of Casper and Cheyenne; Laramie County; and the Laramie County School system. Their report was completed in December, 2000 and the Committee obtained a copy of it in January, 2001.

This Report of the Retirement and Insurance Committee will attempt to incorporate the significant findings and recommendations made by Watson Wyatt and the Management Audit Committee with the information it collected from other comparable regional universities. The Report by Watson Wyatt is included with this Report as Appendix A; the Report of the Management Audit Committee is included with this Report as Appendix B.

III. BACKGROUND

The Program provides health insurance coverage for approximately 23,700 state employees, retirees and their dependents.³ Of these, 13,624 are employees, retirees or COBRA participants.⁴ Of the 13,624 total insureds, 2,523 are retirees and 152 are COBRA participants,

² The detail of this information varies depending on the university and will be described below.

³ Management Audit Committee Report, ch. 1 at 2.

⁴ *Id.* at 6.

leaving 10,949 current employees.⁵ Of the 23,700 insureds under the Program, 10,076 are dependents.⁶ The state entities that participate in the Program are the University of Wyoming, the community colleges, the Wyoming Community Development Authority and the executive, judicial and legislative branches of Wyoming State government.⁷ Of the 13,624 insureds, 2,530 are employees of the University of Wyoming, and approximately 60 are incentive early retirees and 470 are pre-Medicare and Medicare retirees from the University.⁸ Approximately 55% of the participating University or Wyoming employees are staff, 40% are faculty and 5% are administrative personnel.⁹

A. *Costs*

Employees have three options for coverage in the Program: individual employee, employee plus one (either a spouse or a child), and family. For the year 2001, the cost for individual coverage under the low deductible option is \$203.37/mo. and under the high deductible option it is \$178.31/mo. The cost for employee plus one coverage under the low deductible option is \$410.14/mo. and under the high deductible option it is \$357.42/mo. Finally, the cost for family coverage under the low deductible option is \$468.81/mo. and under the high deductible option it is \$408.21/mo. An employee may choose to supplement the dental care coverage provided under the basic plan with additional dental coverage. If that option is selected, there is an additional cost, ranging from \$7.79/mo. for individuals to \$18.27/mo. for employee plus one and families.¹⁰

For the year 2001, the State of Wyoming contributes \$225/mo. toward the health insurance premiums paid by an employee.¹¹ Thus, the state contribution covers the entire health insurance premium for an individual employee under either the low or high deductible option. An employee plus one must pay an additional \$185.14/mo. under the low deductible option and an additional \$132.42/mo. under the high deductible option. Finally, an employee purchasing family coverage must pay an additional \$243.81/mo. under the low deductible option and an

⁵ *Ibid.*

⁶ Although 42.5% of the insureds are dependents, only 33% of the employees statewide carry dependent coverage. *Id.*, ch. 2 at 4.

⁷ *Id.*, ch. 1 at 5.

⁸ *Id.* at 6; Watson Wyatt Report at 4. The Watson Wyatt Report at 10 states the number of UW employees participating in the Program as 2,629. The number of participating University employees varies monthly and the most current information, according to the University's Human Resources Department, is that 2,470 University employees participate in the Program.

⁹ Watson Wyatt Report at 4.

¹⁰ Insurance Update at 1 (see Appendix C).

The Management Audit Committee Report, ch. 1 at 6 states that 77% of the participants in the low deductible option have selected individual coverage and only 23% have selected family coverage; 54% of the participants in the high deductible option have selected individual coverage and 46% have selected family coverage. The Watson Wyatt Report at 10 states that only 30% of University of Wyoming participants have selected family coverage (70% select individual coverage); it also states that the statewide participation in family coverage option for the combined high and low deductible options is 28%.

¹¹ This has recently increased from \$200. Any excess state contribution over the cost of an employee's health insurance premiums may be used for other premiums, such as optional dental and life insurance premiums. However, any excess not so expended may not be paid to the employee as additional compensation.

additional \$183.21/mo. under the high deductible option.¹² Eighty-two percent of the statewide participants have selected the low deductible option.¹³

B. Benefits

As stated above the Program has two plans – a low deductible plan and a high deductible plan. Under the low deductible plan and individual participant must pay for the first \$350 of covered health expenditures. A family participant must pay for the first \$700 of covered health expenditures. The additional annual out-of-pocket maximum expenditure that a participant will have to pay prior to receiving 100% benefits under the low deductible plan is \$2,000 for an individual and \$4,000 for a family. The maximum lifetime benefit is \$2,000,000. There is also a \$300/yr. wellness benefit that is not subject to a deductible.

Under the high deductible plan and individual participant must pay for the first \$750 of covered health expenditures. A family participant must pay for the first \$1,500 of covered health expenditures. The annual out-of-pocket maximum expenditure that a participant will have to pay prior to receiving 100% benefits under the high deductible plan is \$3,000 for an individual and \$6,000 for a family. The maximum lifetime benefit is \$2,000,000. There is also a \$300/yr. wellness benefit that is not subject to a deductible.

The Program provides maximum coverage (lowest co-insurance rates) for participants who use an in-state preferred-provider organization (PPO). The Program has contracted with these health care providers who limit their charges or provide discounts. If a participant uses an in-state health care provider who is a member of the in-state network, the Program will pay 85% of the cost of services after the participant meets all relevant deductible amounts. If the participant uses an in-state health care provider who is not a member of the in-state network or uses an out-of-state health care provider who is a member of the out-of-state network, the Program will pay 80% of the cost of services after the participant meets all relevant deductible amounts. If the participant uses an out-of-state health care provider who is not a member of the out-of-state network, the Program will pay only 60% of the cost of services after the participant meets all relevant deductible amounts.¹⁴ The above percentages apply to physicians' office visits, outpatient services and inpatient services. Similar provisions apply to inpatient and outpatient treatment of mental and nervous disorders and substance abuse, but with a days of care or number of therapies limitation.¹⁵

The Program has a different type of coverage limitation, in the form of co-payments, that applies to prescription drug expenses. Until 1999, the costs of prescription drugs were added to the other health care expenses and, when they exceeded the then-existing deductible amounts,

¹² In addition, an employee may pay an additional \$7.79/mo. or \$18.27/mo. for the optional dental coverage (depending on type of coverage).

¹³ Management Audit Committee Report, ch. 1 at 6. The Watson Wyatt Report at 10 states that 92% of statewide participants have selected the low deductible option, while 90% of University of Wyoming participants have selected the low deductible option.

¹⁴ Management Audit Committee Report, ch. 1, at 9; *see also* Watson Wyatt Report at 8, col. 1.

As will be discussed below, these percentage limits on out-of-state providers can be a significant issue because of the limited nature of health care services available in Wyoming.

¹⁵ Beginning March 1, 2001, specified therapies will have a calendar-year dollar limit

were paid in accordance with existing co-insurance rates. During 1999, prescription drug expenses were moved into a separate \$250 deductible category; until the prescription drug expense exceeded that amount no coverage, at co-insurance rates, was available, even if the general health care deductible had been exceeded. Finally, in 2000, prescription drugs were separated entirely from the deductible/co-insurance approach and the co-payment approach was instituted. A participant must pay \$10 toward the cost of filling each generic drug prescription, \$20 toward the cost of filling each preferred brand name drug prescription, and \$40 toward the filling of each non-preferred brand name drug prescription.¹⁶

IV. COMPARISON OF INSURANCE COSTS AND BENEFITS

According to the Management Audit Committee Report and the Watson Wyatt Report, as well as the Committee's own inquiry of comparable regional universities, participants in the State of Wyoming's Employee's Group Health Insurance Program pay considerably more for health insurance coverage than do participants in other programs.¹⁷ In addition, in many cases the benefits provided by comparator programs were better than those provided by the Wyoming Program.¹⁸

A. Costs

1. A review of the costs of the comparator plans discussed in the Watson Wyatt Report reveals the following information:

a) Watson Wyatt compared the cost of low deductible coverage under the Wyoming Program with the 50th percentile of national programs in its own database.¹⁹ The comparison showed that individual employee coverage at national comparator rates is actually slightly more expensive. Individual contributions average \$23/mo. while individuals participating in the Wyoming Program do not make any payments.²⁰ However, the cost of family coverage under the Wyoming Program is significantly higher than national comparator rates. Wyoming Program participants pay \$243.81/mo. as compared to only \$91/mo. in the national comparator database.²¹

¹⁶ Management Audit Committee Report, ch. 1, at 9 & 10; *see also* Watson Wyatt Report at 8, col. 1.

As will be discussed below, this co-payment approach to prescription drug expense coverage tends to have an inordinate effect on insureds having chronic conditions requiring regular or daily medication, especially if the drug is not in the generic category.

¹⁷ Management Audit Committee Report, ch. 2 at 1; Watson Wyatt Report at 8, cols. 1 & 2; *see generally* Comparable Regional University Health Insurance Programs (Appendix D).

¹⁸ *See generally* Management Audit Committee Report, ch. 2 at 1-3.

¹⁹ Watson Wyatt Report at 8. No information is provided for national employee plus one, i.e. plus spouse or child.

²⁰ The Watson Wyatt Report at 9 also states that the median cost of optional dental coverage under national programs is \$3/mo. compared to \$7.79/mo. for Wyoming Program coverage.

²¹ The Watson Wyatt Report at 9 also states that the median cost of optional dental coverage under national programs is \$14/mo. compared to \$18.27/mo. for Wyoming Program coverage.

b) The Watson Wyatt Report also provides information on the cost of the City of Laramie health insurance plan for the year ending July 31, 2000.²² Similar to the Wyoming Program the City of Laramie plan does not have any participant cost for individual coverage. However, the costs for employee plus one or family coverage again depart significantly. Under the City of Laramie plan employee plus child costs \$58.65/mo. and employee plus spouse costs \$75.65/mo. By comparison, employee plus one coverage under the Wyoming Program costs \$185.14/mo. Under the City of Laramie plan family coverage costs \$168.30/mo. while family coverage under the Wyoming Program costs \$243.81/mo.²³

c) Cost information concerning health insurance programs at Iverson Memorial Hospital was not available.

2. A review of the costs of the various comparator plans studied by the Management Audit Committee reveals the following information:²⁴

a) The total monthly premium for individual coverage in the out-of-state comparator plans ranged from \$227/mo. under the Montana high deductible plan to \$597/mo. under the Alaska plan. The state contribution ranged from \$268.95/mo. under the two South Dakota plans to \$515/mo. under the Alaska plan. The employee share of the premium ranged from \$0 under the six plans offered by North Dakota, South Dakota and Montana to \$82 in the Alaska plan. The percent paid by the employer ranged from 86% under the Alaska plan to 100% under all the others.²⁵

The total monthly premium for family coverage in the out-of-state comparator plans ranged from \$176.51/mo. under the South Dakota high deductible plan to \$597/mo. under the Alaska plan. The state contribution ranged from \$268.95/mo. under the South Dakota plan (in excess of premium) to \$515/mo. under the Alaska plan. The employee share of the premium ranged from \$0 under the four North Dakota and South Dakota plans to \$82/mo. under the Alaska plan. The percent paid by the employer ranged from 82% under the Montana low deductible plan to 100% under the four North Dakota and South Dakota plans.²⁶

b) The total monthly premium for individual coverage in the in-state comparator plans ranged from \$149/mo. under the Laramie County School District plan to \$218.86 under the Laramie County plan. The employer contribution ranged from \$109.87/mo. under the City of Casper plan to \$196.11/mo. under the Laramie County plan. The employee share of the premium ranged from \$11.92/mo. under the Laramie County School District plan to \$44.88/mo. under the City of Casper plan. The percent paid by the employer ranged from 71% under the City of Casper plan to 92% under the Laramie County School District plan.

²² Subsequent to the Report the costs under the City of Laramie plan increases by 38%. Under the new schedule the employee plus child coverage cost is \$80.94/mo., the employee plus spouse coverage cost is \$104.40/mo., and the family coverage cost is \$232.25/mo.

²³ Watson Wyatt Report at 8. No information is provided for optional dental coverage.

²⁴ Management Audit Committee Report, App. D.

²⁵ The Montana state contributions are listed at 116% and 126% since the amount available exceeds the cost of individual coverage.

²⁶ The South Dakota state contributions are listed at 107% and 152% since the amount available exceeds the cost of family coverage.

The total monthly premium for family coverage in the in-state comparator plans ranged from \$353.60/mo. under the City of Casper plan to \$562.52/mo. under the City of Cheyenne plan. The employer contribution ranged from \$251.06/mo. under the City of Casper plan to \$460.52/mo. under the City of Cheyenne plan. The employee share of the premium ranged from \$39.76/mo. under the Laramie County School District plan to \$102.54/mo. under the City of Casper plan. The percent paid by the employer ranged from 71% under the City of Casper plan to 92% under the Laramie County School District plan.

The Management Audit Committee found that participants in the Wyoming Program paid the highest dollar amount for family coverage of all the plans evaluated. A Wyoming participant paid \$226/mo. (at year 2000 rates) under the low deductible plan, which was \$123/mo. (119%) more than the similar cost from the next highest comparator plan (City of Casper). The Wyoming figure was \$144/mo. (176%) more than the similar cost from the next highest out-of-state comparator plan, Alaska.

3. The Committee's own review of the costs of several regional comparable university plans reveals the following information:

a) Colorado State University provides different health insurance programs for faculty (including administrative professionals) and staff. There are a significant number of plans available to each group making some comparisons difficult.²⁷ The University provides two major medical plans, three HMO plans and one point-of-service medical plan for faculty; it also provides two PPO plans and seven HMO plans for staff.

Individual coverage for faculty ranges from \$72/mo. under a high deductible plan to \$211.33/mo. under the point of service plan; the cost of low deductible coverage in a plan similar to that in the Wyoming Program is \$142/mo.²⁸ The University contribution also varies depending on the category in which the faculty member falls; in each category it is based on a combination of a percentage of average academic faculty salaries and a percentage of the employee's own base salary. Assuming an average faculty salary of \$50,000 and using the (apparently) common category, such a faculty member would receive \$240.42/mo. toward the cost of individual coverage, an amount that is in excess of even the highest rate.

Employee plus one coverage for faculty ranges from \$162/mo. under a high deductible plan to \$421.93/mo. under the point of service plan; the cost of low deductible coverage in a plan similar to that in the Wyoming Program is \$320/mo. Applying the same contribution rate for the assumed \$50,000 average salary, the faculty member would receive \$242.42/mo. toward that cost. This contribution is in excess of the low figure but is less than the comparable low deductible and point of service figures. The assumed faculty member purchasing the low deductible employee plus one policy will pay \$77.58/mo. Under the point of service plan the faculty member will pay \$179.51/mo.

Family coverage for faculty ranges from \$216/mo. under a high deductible plan to \$619.97 under the point of service plan; the cost of low deductible coverage in a plan similar to

²⁷ Colorado State University (like the University of Wyoming) has personnel located in a number of locales throughout the State of Colorado. Some of the plans are provided simply because of the limited availability or non-availability of other plans in some locales.

²⁸ These figures are based on academic year 2000 rates; academic year 2001 rates were not provided.

that under the Wyoming Program is \$426/mo. Applying the same contribution rate for the assumed \$50,000 average salary, the faculty member would receive \$242.42/mo. toward that cost. This contribution is in excess of the low figure but is less than the comparable low deductible and point of service figures. The assumed faculty member purchasing a low deductible family policy will pay \$183.58/mo. Under the point of service plan the faculty member will pay \$377.55/mo.

Individual coverage for staff ranges from \$144.14 under a Blue Cross Blue Shield PPO plan to \$250.42/mo. under an HMO plan. The University contribution toward an individual policy is \$141.74/mo., resulting in an employee cost of \$2.40/mo. under the BCBS plan, but \$108.69/mo. under the HMO plan.

Employee plus one coverage for staff ranges from \$250/mo. under a Blue Cross Blue Shield PPO plan to \$498.44/mo. under an HMO plan. The University contribution toward an employee plus one policy is \$211.74/mo., resulting in an employee cost of \$38.26/mo. under the BCBS plan, but \$286.70/mo. under the HMO plan.

Family coverage for staff ranges from \$374.44/mo. under a Blue Cross Blue Shield PPO plan to \$659.70/mo. under an HMO plan. The University contribution toward a family policy \$297.74/mo., resulting in an employee cost of \$76.70/mo. under the BCBS plan, but \$361.96/mo. under the HMO plan.

b) The University of Colorado also provides different health insurance programs for faculty (including exempt professionals) and staff. There is also a large number of plans available to each group making some comparisons difficult.²⁹ The University provides three HMO plans, two point-of-service plans and two PPO plans for faculty; it also provides staff with two PPO plans, seven HMO plans, and three of the plans provided for faculty.

Individual coverage for faculty ranges from \$149.22/mo. under an HMO plan to \$225.75/mo. for a PPO plan.³⁰ The University contributes \$129.15/mo. toward the cost of the policy, leaving an employee cost of \$20.15/mo. under the HMO plan and \$96.60/mo. under the PPO plan.

Employee plus child(ren) coverage for faculty ranges from \$280.28/mo. under an HMO plan to \$427.04/mo. under a PPO plan.³¹ The University contributes \$165.29/mo. toward the cost of the policy, leaving an employee cost of \$114.99/mo. under the HMO plan and \$261.75/mo. under the PPO plan.

Employee plus spouse coverage for faculty ranges from \$294.84/mo. under an HMO plan to \$449.40/mo. under a PPO plan.³² The University contributes \$165.29/mo. toward the cost of

²⁹ The University of Colorado (like the University of Wyoming) has personnel located in a number of locales throughout the State of Colorado. Some of the plans are provided simply because of the limited availability or non-availability of other plans in some locales.

³⁰ This plan is somewhere in between the Wyoming low deductible and high deductible options. It has an individual deductible of \$400, but a \$1,200 family deductible. In addition, there is a catastrophic plan which costs \$40.32/mo. (totally paid by the employer), but has an individual deductible of \$3,000 and a family deductible of \$9,000.

³¹ The cost of the catastrophic plan for employee plus child(ren) is \$91.81/mo., with \$81.81/mo. paid by the University and \$10/mo. paid by the employee.

³² The cost of the catastrophic plan for employee plus spouse is \$96.54/mo., with \$85.54/mo. paid by the University and \$11/mo. paid by the employee.

the policy, leaving an employee cost of \$129.55 under the HMO plan and \$284.11/mo. under the PPO plan.

Family coverage for faculty ranges from \$411.34/mo. under an HMO plan to \$628.31/mo. under a PPO plan.³³ The University contributes \$239.29/mo. toward the cost of the policy, leaving an employee cost of \$172.05/mo. under the HMO plan and \$389.02/mo. under the PPO plan.

Three of the plans provided for staff are the same as provided for faculty, including the low cost HMO and the catastrophic plan mentioned above. In addition, there are nine other plans. They range from a PPO with a cost slightly below the HMO plan described for faculty to a PPO with a cost slightly higher than the PPO plan described for faculty. The coverage categories only include individual, employee plus one, and family. The University contributions are \$1.33/mo. higher than faculty rates in all categories.

c) Utah State University provides a single health insurance plan for both faculty and staff. It has no deductibles but requires various co-payments for hospital, out-patient surgery, physicians visits and prescription drugs.

Individual coverage costs \$177/mo., with the employer contributing \$172/mo. and the employee paying \$5/mo.

Employee plus one coverage costs \$399.30/mo., with the employer contributing \$388/mo. and the employee paying \$11.30/mo.

Family coverage costs \$576.35/mo., with the employer contributing \$560/mo. and the employee paying \$16.35/mo.

d) The University of Utah provides five health insurance plans for both faculty and staff. These include a Blue Cross Blue Shield plan, an HMO plan, two PPO plans and a plan with the University of Utah Health Network.

Individual coverage ranges from \$192.22/mo. under the Blue Cross Blue Shield, HMO and University of Utah plans to \$200.22/mo. under two PPO plans. The employer contribution is \$192.22/mo., leaving no employee cost under the BCBS, HMO and University of Utah plans and an employee cost of \$8/mo. under the two PPO plans.

Two party coverage (employee plus one) ranges from \$320.33/mo. under the BCBS and University plans to \$336.33/mo. under the two PPO plans. The employer contribution is \$320.33/mo. leaving no employee cost under the BCBS and University plans and an employee cost of \$16/mo. under the two PPO plans.

Family coverage ranges from \$429.83/mo. under the BCBS and University plans to \$454.83/mo. under the two PPO plans. The employer contribution is \$429.83/mo. leaving no employee cost under the BCBS and University plans and an employee cost of \$25/mo. under the two PPO plans.

³³ The cost of the catastrophic plan for a family is \$134.31/mo., with \$119.31/mo. paid by the University and \$15/mo. paid by the employee.

e) The University of New Mexico provides three HMO plans and one PPO plan for both faculty and staff. The cost of the various plans was not provided. The University's contribution varies depending on the base salary of the employee. For employees with a base salary below \$15,000, the University contributes 75% of the cost of the plan; for a base salary between \$15,000 and \$19,000, the University contributes 70% of the cost of the plan; for a base salary between \$20,000 and \$24,000, the University contributes 65% of the cost of the plan; and for a base salary above \$25,000, the University contributes 60% of the cost of the plan.

f) The Committee obtained information on the cost of health insurance for federal employees at the University of Wyoming. It is our understanding that most of these employees participate in a Blue Cross Blue Shield plan.³⁴

Standard individual coverage costs \$261.84/mo.; the federal government pays \$187.61/mo. and the employee pays \$74.23/mo. High individual coverage (apparently low deductible) costs \$339.58/mo.; the federal government pays \$187.61/mo. and the employee pays \$151.97/mo.

Standard family coverage costs \$599.58/mo.; the federal government pays \$424.28/mo. and the employee pays \$175.30/mo. High family coverage (apparently low deductible) costs \$726.14/mo.; the federal government pays \$424.28/mo. and the employee pays \$301.86/mo.

B. Benefits

1. The Watson Wyatt Report provided benefit information for three separate health insurance programs -- the 50th percentile of national programs in its own database, the City of Laramie, and Iverson Memorial Hospital.³⁵

a) Health insurance programs in Watson Wyatt's 50th percentile require a deductible of \$100 for an individual subscriber and \$250 for a family subscriber. The out-of-pocket maximum that an individual will need to pay prior to 100% coverage is \$1,000; the maximum for a family is \$2,100. The method of covering physicians' office visits is expressed not in terms of a co-insurance percentage, but rather in terms of a co-payment. The employee cost at the 50th percentile is a \$10 co-payment per office visit. Outpatient and inpatient services are covered at 90% of the expenditure. Reimbursement for inpatient treatment of mental and nervous disorders and substance abuse is at a similar 90% rate while outpatient treatment is at an 83% rate; there are also days of treatment and number of office visits limitations. Prescription drugs are reimbursed with a \$5 co-payment for generic drugs and a \$10 co-payment for brand name drugs.

b) The City of Laramie health insurance program provides a deductible of \$250 for an individual subscriber and \$500 for a family subscriber. The out-of-pocket maximum that an individual will need to pay prior to 100% coverage is \$2,500; the maximum for a family is \$5,000. Physicians' office visits are reimbursed at an 80% rate, but routine physical exams are covered at 100%. Outpatient and inpatient services are covered at 80% of expenditures. Reimbursement for inpatient treatment of mental and nervous disorders is at a similar 80% rate

³⁴ The Committee was not provided with benefit information in order to further characterize and evaluate these costs.

³⁵ Watson Wyatt Report at 8.

while inpatient treatment of substance abuse is at a 90% rate. Outpatient treatment of both mental and nervous disorders and substance abuse is at a 50% rate. There are also days of treatment and number of office visits limitations for treatment of mental and nervous disorders and substance abuse. Prescription drugs are reimbursed with a co-payment of \$3 plus co-insurance of 20% of cost for generic drugs and a co-payment of \$8 plus co-insurance of 20% of cost for brand name drugs.

c. The Iverson Memorial Hospital health insurance program has no deductible for network health care providers, but a \$250 per member deductible for out-of-network providers. The program covers 100% of all health care provider costs if network providers are used; if out-of-network providers are used there is an annual out-of-pocket maximum that a member will need to pay prior to 100% coverage of \$2,250. Network physicians' office visits require a \$5 co-payment, but out-of-network visits are reimbursed at a 70% rate. Network outpatient services require a \$5 co-payment; out-of-network outpatient services are reimbursed at a 70% rate. Network inpatient services are reimbursed at a 100% rate after an initial \$250 co-payment; out-of-network inpatient services are reimbursed at a 70% rate. Reimbursement for inpatient treatment of mental and nervous disorders is generally 100% if the service is provided by a network provider and 70% is provided by an out-of-network provider. Prescription drugs are reimbursed with a co-insurance of 20% of cost for generic drugs and a co-payment of \$5 plus co-insurance of 20% of cost for brand name drugs.

2. The only health care benefit information provided by the Management Audit Committee Report that can be used in a comparative format involves the annual deductibles and the annual maximum out-of-pocket expenditures necessary prior to coverage at 100% of expenditure for *family* coverage.³⁶

<u>Program</u>	<u>Deductible</u>	<u>Out-of-Pocket Maximum</u>
Alaska	\$500	\$1,000
Montana (low deductible)	\$600	\$2,100
Montana (high deductible)	\$1,500	\$4,000
North Dakota (basic)	\$600	\$2,500
North Dakota (PPO)	\$600	\$1,500
South Dakota (low deductible)	\$1,250	\$1,500
South Dakota (high deductible)	\$2,500	\$1,500
City of Casper	\$900	\$2,000
City of Cheyenne	\$300	\$2,000
Laramie County	\$500	\$2,000
Laramie County School District	\$400	\$2,000

3. In many cases only limited information was provided by some of the universities regarding the benefits of their health insurance plans. Also, as described above, many of them

³⁶ Management Audit Committee Report, ch. 2 at 2.

provided more than one plan for employees, and some provided different plans for faculty and staff. Therefore, the following synopses of benefits will, of necessity, be brief and in some cases superficial.

a) One of the Colorado State University faculty Blue Cross Blue Shield plans³⁷ provides deductibles of \$400 for individuals and \$800 for employee plus one and for families. The second Blue Cross Blue Shield plan³⁸ provides deductibles of \$800 for individuals and \$1,600 for employee plus one and for families (low cost plan). The various HMO plans provide differing co-payments for various services. The point of service plan (high-cost plan) provides basic HMO coverage with freedom to use non-HMO health care providers at 70% of usual, customary and reasonable charge (UCR) after a \$250/\$500 deductible.

The staff Blue Cross Blue Shield plan (low cost) provides a deductible of \$1,000 for individuals and families, after which it covers 90% of in-network costs and 70% of out-of-network costs. It also covers vision care and other services at the same rates. It requires a \$15 co-pay for generic prescription drugs, a \$25 co-pay for formulary brand name prescription drugs and a \$40 co-pay for non-formulary brand name drugs. The various HMO plans do not have deductibles, but commonly provide a co-pay of \$15 per physician or eye care office visit and have prescription drug co-payments similar to those in the Blue Cross Blue Shield plan.

b) The University of Colorado faculty HMO plans, including the low cost plan, generally provide for a \$10 to \$15 co-pay per physician office visit and generally have prescription drug co-payments of \$10 for generic prescription drugs, \$15 for brand name drugs if no generic is available and \$15 for brand name drugs plus the difference between the cost of the generic drug and brand name drug, if a generic is available; most also have a \$10 co-pay for chiropractor services.

The high-cost faculty PPO plan provides a \$400 individual deductible and a \$1,200 family deductible. If a non-network physician is used, the insured must first satisfy an additional \$1,000 individual deductible and a \$3,000 family deductible. Thereafter the plan pays 80% of URC charges for network physicians and 60% of URC charges of non-network physicians. The plan pays 100% of expenses after \$3,000 of individual network costs (\$9,000 family), or \$4,000 of individual non-network costs (\$12,000 family).

The low cost faculty catastrophic plan has \$3,000 individual and \$9,000 family deductibles. Thereafter it pays 80% of network and 60% of non-network costs. It covers 100% of costs after \$10,000 for an individual and \$30,000 for a family.

The staff HMO plans generally have a \$15 co-payment for physicians' office visits and a \$10 (generic), \$20 (formulary brand name) and \$35 (non-formulary brand name) co-payments for prescription drugs. They also generally provide a \$200 co-payment for inpatient hospital service, and co-payments in various amounts for mental illness. They also provide \$10 to \$15 co-payments on vision exams.

The staff PPO plans have varying deductibles. The higher cost one provides for a \$250 individual deductible and a \$500 family deductible for in-network service providers

³⁷ Approximates Wyoming low deductible plan.

³⁸ Approximates Wyoming high deductible plan.

(\$500/\$1,000 for out-of-network). Thereafter the in-network out-of-pocket maximum is \$1,500 and the out-of-network maximum is \$4,500. The lower cost plan provides for a \$1,000 deductible, whether individual or family, for both in-network and out-of-network service providers. The annual out-of-pocket maximum is \$5,000 for in-network providers and \$10,000 for out-of-network providers. Both plans cover in-network doctors' visits at 90% and out-of-network doctors' visits at 70%. Generic prescription drugs and brand name prescription drugs where no generic drug exists are covered at 90%, but if a generic drug exists, brand name drugs are only covered at 70%. Inpatient hospital service is covered at 90% for in-network providers and at 70% for out-of-network providers. Mental health is covered at 90% for limited time of service or visits. Vision care is covered at 90% for in-network providers and 70% for out-of-network providers.

c) The Utah State plan is administered by Blue Cross Blue Shield. There are no deductibles. There is a \$15 per physician visit co-payment. There is a \$100 co-payment for the first hospital admission and a \$50 co-payment for each outpatient surgery admission. Thereafter all hospital expenses are covered at 90%. Non-preferred service providers are covered at lower rates. Prescription drugs are covered with a 25% co-insurance with preferred providers and a 35% co-insurance with non-preferred providers. The maximum out-of-pocket expense for prescription drugs is \$857 per year. The maximum major medical out-of-pocket costs are \$1,000 per year per individual and \$2,000 per year per family.

d) The University of Utah Blue Cross Blue Shield plan has a deductible but the amount is not provided. Thereafter most services, including prescription drugs, are covered at 80% of cost. The other plans require a \$10 to \$15 co-payment for each doctor's office visit and a \$50 co-payment for each emergency room visit. Accidental injuries require various co-payments. Maternity coverage varies from 90% to 100%. Prescription drugs are covered at differing amounts. The University of Utah Network Plan requires the employee to pay 10% of AWP plus \$6 for each prescription.

e) Insufficient information was provided to describe the benefits under the University of New Mexico health plan.

f) Insufficient information was provided to describe the benefits under the Blue Cross Blue Shield plan for federal employees at the University of Wyoming.

C. Costs and Benefits Combined

The Management Audit Committee Report provided an interesting summary statistic that combined both costs and benefits. It determined the out-of-pocket costs that an employee with family coverage might incur under the Wyoming Program and under the various comparator plans. The out-of-pocket costs are maximum obligation (i.e., premiums, deductibles, co-insurance and co-payments) that a participant would be expected to contribute annually before the plan would pay 100% of covered services. It found that under the Wyoming low deductible plan the annual amount was \$6,415 and under the high deductible plan the amount was \$6,488. By comparison, the next highest amount in a comparator program was \$5,848 under the Montana

high deductible plan.³⁹ The lowest amount was \$2,100 under the South Dakota PPO plan.⁴⁰ The average was \$3,375.91 and the median was \$3,100. The Report's caption states that "the annual liability for [Wyoming Program] participants is double that of most of the comparator plans."⁴¹

V. *SIGNIFICANT FACTORS*

The Committee believes that there are two significant factors that affect the cost of health insurance under the Employee's Group Health Insurance Program (Program) and the benefits that University faculty and staff receive from it. In the final analysis, these factors also affect the alternatives that are available to the University in deciding how to provide health insurance for its employees.

A. *Adverse Selection*

It appears quite likely that one of the major factors causing or contributing to the high cost for participants in the Wyoming Program is a phenomenon known as adverse selection. Adverse selection is a situation occurring when the composition of the insured group itself causes it to have higher costs. Factors that might be involved in this self-selection process include younger employees deciding not to insure themselves under the Program, and some insured employees choosing not to insure their dependents under the Program.⁴² As stated by the Management Audit Committee:

[W]hen a plan tends to attract older persons or those with health problems who are more expensive to insure, it has adverse selection. In other words, younger, healthier and less costly individuals elect not to be part of the plan. . . . [H]ealthy individuals can typically obtain less expensive coverage in the private market. . . . Older and less healthy people are not likely to get cheaper coverage in the private market, so they have an incentive to stay in the plan, which in turn makes the plan more costly.⁴³

In a standard demographic distribution of persons insured under health care plans, only 33% should be over age 45.⁴⁴ In the statewide profile of the participants in the Wyoming Program, 46% of the participants are 45 or older.⁴⁵ When comparator programs selected by the Management Audit Committee are considered, Wyoming has the highest percentage of persons age 45 and older.⁴⁶

³⁹ The next highest amount was \$4,130 under the City of Casper plan.

⁴⁰ The next lowest amount was \$2,484 under the Alaska plan.

⁴¹ Management Audit Committee Report, ch. 3 at 2.

⁴² *Ibid.*

⁴³ *Ibid.*

⁴⁴ Watson Wyatt Report at 11.

⁴⁵ Management Audit Committee Report, ch. 3 at 3. According to the Watson Wyatt Report at 11, 51% of the participants are over age 45.

⁴⁶ Management Audit Committee Report, ch. 3 at 3 & 4.

The Committee wishes to make special note here that it is not suggesting that retirees should be excluded from participation in the Program in order to lower the age composition of the group. It merely wishes to observe that due to various facts the age of participants in the Program is unusually high. As will be discussed below, the

Furthermore, statewide the number of employees who have selected dependent coverage has decreased by 20% since 1996.⁴⁷ In fact, only 33% of employees statewide carry dependent coverage. This is the reverse of the ideal ratio in which 30% are employees and 70% are dependents. When comparator programs selected by the Management Audit Committee are considered, Wyoming has the lowest percentage of employees purchasing dependent coverage.⁴⁸

As noted by the Management Audit Committee, adverse selection has a compounding effect.

[H]aving an older pool results in higher costs to the plan, and higher plan costs result in increased premiums. When young and healthy individuals can obtain coverage for less on the private market, they tend to do so. Remaining individuals who cannot get less expensive coverage elsewhere, stay in the plan. This again contributes to higher plan costs, and the cycle continues.⁴⁹

B. Strategic Perspectives

As of the beginning of the 2001 calendar year, the State of Wyoming's Employee's Group Health Insurance Board is a separate entity charged with the job of providing and administering health, dental and life insurance for state employees.⁵⁰ It does not have authority over, or input into, other aspects of employee compensation.⁵¹ Furthermore, the funding of the Program is a totally separate matter from all other forms of employee compensation, whether direct or deferred. As a result, the interrelation of health insurance to other forms of employee compensation is beyond the scope of the Board.

The attractiveness of a position is based on a composite of all forms of compensation. To the extent that all forms of compensation are not considered in the funding of a position, there is the potential to lose the best qualified person for the position.⁵²

The Board is also a very small administrative entity with few employees and few resources to conduct broad and visionary functions. The Board is composed of seven members, three of whom are elected and serve two year terms.⁵³ The Board employs an Executive Director and six other full-time staff members. Only the Executive Director has technical expertise in the health insurance field.⁵⁴ The Board employs a third-party claims processor (Great West Life and

age composition may be changed by serious attention to the state contribution toward health insurance coverage. If the contribution is sufficiently high, then younger participants may be influenced to participate in the program without any effect on retirees. In effect, the Legislature will have to decide whether on ethical and social grounds it should subsidize the health insurance for retirees who have given many years of service to the State of Wyoming.

⁴⁷ Management Audit Committee Report, ch. 3 at 3.

⁴⁸ *Id.* at 4.

⁴⁹ *Id.* at 4 & 5.

⁵⁰ W.S. §§ 9-3-201 to 213.

⁵¹ *See, e.g.*, §§ 9-3-401 to 430 (retirement); §§ 9-3-501 to 507 (deferred compensation).

⁵² Management Audit Committee Report, ch. 4 at 5-6.

⁵³ As a consequence Board members do not serve long enough to develop expertise. *Id.* at 8.

⁵⁴ *Id.* at 7.

Annuity Insurance Co.) for processing claims. It also contracts with a benefits consultant (Segal Co.) to provide technical assistance.⁵⁵

The Management Audit Committee recommended in its Report that the Employee's Group Health Insurance Board be disbanded as an autonomous board. It also recommended that the Board's functions be assimilated as a part of the Department of Administration and Information.⁵⁶ The purpose of the reorganization would be to provide a more strategic and unified approach to the total employee compensation issue. It would also provide more personnel for the administration of the Program. During the 2001 legislative session, the Wyoming Legislature adopted a bill to accomplish that result.⁵⁷ The Committee is of the opinion that this approach has the potential of significant benefits to the University of Wyoming, but also carries with it some serious concerns.

Under the new organizational structure A & I will be able to analyze and respond much better to major issues such as adverse selection. In the past the Board has not been able to do so. Assuming that A & I's findings are as suggested in this Report, it will be able to design a health insurance package that will be more attractive to younger employees and also to employees with dependents. Furthermore, since such a package will almost undoubtedly carry a higher state contribution, its closer association with state government and ability to provide more effective advocacy will permit easier adoption of enhanced contributions.

However, there are several concerns. Of course, at this time there is no way to know what any renovated compensation package may look like. For example, it might provide a greater attractiveness to younger employees without providing for increased state contributions.⁵⁸ Another possibility might be that it would suggest the adoption of some form of HMO coverage.⁵⁹ Neither of these is attractive to University of Wyoming faculty and staff.

A further concern arises from the fact that University of Wyoming employees compose only 19% of the total participants in the Program.⁶⁰ Different issues may be present when determining a total compensation package that may be attractive to a prospective faculty member than may be attractive to a prospective state government employee. Hopefully, such dichotomous perspectives may be dealt with through the use of employee advisory boards as is suggested in the Management Audit Committee Report.⁶¹

⁵⁵ See generally *id.*, ch. 1 at 2-4.

⁵⁶ *Id.*, Executive Summary at 2.

⁵⁷ S.F. 112.

⁵⁸ Although that is highly unlikely, it is possible. Possibly the cost to families could be reduced significantly and the cost to individuals increased.

⁵⁹ HMO – Health Maintenance Organization. An HMO is hired to provide health care to a group at a fixed or formula price. The risks of providing benefits is placed upon the HMO. As a consequence it manages care much more closely than does a health insurer, sometimes with the adverse consequences that have been reported recently for such organizations. The chances for adopting such an approach in Wyoming are very small because of the small number of health care providers and the widely distributed nature of the Wyoming population. It should also be noted that the Committee was of the strong opinion that such a program would not be in the best interests of the faculty and staff of the University.

⁶⁰ It should also be noted that community college employees compose another 10% of the participants. On health insurance matters there may be a coincidence of interests among the University and the various community colleges.

⁶¹ Management Audit Committee Report, ch. 4 at 10.

VI. ALTERNATIVES

A. *Should UW "Go It Alone" On Health Insurance Matters?*

One alternative that the Committee considered at length was should the University of Wyoming seek permission to withdraw from the State of Wyoming's Employee's Group Health Insurance Program and provide health insurance coverage through its own program? In the alternative, should the University seek to join with a program sponsored by another university or organization?

Certain factors might tend to suggest that the University withdraw. Among these is the apparent high level of adverse selection in which the group currently finds itself. Another factor is the apparent inability of the Board to address this and related issues and provide a vision for improving the Program and overall employee benefits. A further factor, not previously mentioned, is the fact that faculty and staff at the University apparently paid \$112,000 more into the Program⁶² that it received in benefits during the year ending June 30, 2000.⁶³

Nonetheless the Committee was unanimously of the opinion that the University should not seek to withdraw from the Program, at least at this time. The problem of adverse selection is well described and reported in the Management Audit Committee Report, as is the problem of lack of vision to improve the Program or to deal with the issue of overall employee benefits. As stated previously, the Management Audit Committee Report recommended that the Employee's Group Health Insurance Board be disbanded as an autonomous board and that its functions be assimilated as a part of A & I. Such a proposal has been passed by the Wyoming Legislature. The clear objective of this reorganization is to resolve these problems. After a brief but reasonable time a further audit of the Program should be made to determine whether these problems have indeed been resolved by A & I.

The issue of excess contributions into the system may be real or may merely be a product of the year selected for analysis. Just prior to the beginning of the selected period, the Board had changed its method of reimbursing participants for prescription drug expenditures. The change apparently was very successful and produced a surplus, not only from contracts with University employees but also contracts with other state employees. In fact, after realizing this last year the Board increased benefits, including a \$300/yr. per participant wellness benefit. Furthermore, it did not increase premiums this year. The effect of increased benefits and no increase in costs may quickly diminish the surplus. The Watson Wyatt Report suggests that benefits paid to University employees during the next year might actually exceed contributions by \$28,000.

The Watson Wyatt Report suggests that the University should continue to monitor the situation for at least another year and again evaluate it at that time to decide whether the costs and benefits of the plan have improved, at least in comparison to alternatives that are available. This recommendation is made all the more relevant by the fact that the Board's functions have

⁶² In the form of State contributions and employee payments for health and dental coverage. This figure does not account for administrative costs or the cost of insuring University of Wyoming non-incentive retirees.

⁶³ Watson Wyatt Report at 19.

been moved to A & I. It would be foolish to make any withdrawal decision when an new approach is already being attempted.

There are further negative factors to making a decision to “go it alone” that have nothing to do with waiting another year. Adverse selection is not only a characterization that can be applied to the Program as a whole. It also applies to the University’s current membership in the Program. The average age of University participants is 45 years, and only 30% of the University’s participants purchase family coverage.⁶⁴ Any group composed of current University participants would also be subject to the phenomenon of adverse selection. In addition, were the University to appoint a board to supervise the health insurance program, there is no reason to believe that it would have any more vision or any greater ability to deal with the problems facing the Program than does the current Program Board.

Furthermore, the 2,530 University participants make up only 19% of the entire group of 13,624 participants.⁶⁵ “Going it alone” with only 2,530 participants might form an even more adverse group. A high benefit experience with only a few participants might cause severe problems for such a small group. The only alternative would be to reinsure, which itself is costly.

Finally, the University would have to hire employees to perform the same duties that are now performed by the staff of the State of Wyoming Employee’s Group Health Insurance Program (or will be performed by A & I). That seems to be highly inefficient. The per capita overhead cost might have a greater negative effect than any benefits it might achieve.

B. Other Alternatives Within the Existing Program

Since the Committee was of the opinion that the University should not withdraw from the Program at this time, it considered other alternatives within the system. It considered alternatives involving both Program costs and Program benefits. In its review of the information available to it from the Watson Wyatt Report, the Management Audit Committee Report and its own review of other regional comparable university plan, the Committee is of the opinion that the greatest inequities and competitive disadvantages lie in certain aspects of Program costs. Nevertheless, the Committee also would like to suggest some alternatives in Program benefits.

1. Program Costs

The Program must revise its premium schedule to reduce the costs of family and employee plus one coverage. As is clear from the Management Audit Committee, Watson Wyatt and our own review, the costs of family coverage under the Wyoming Program are excessive. They are twice as high (or more) than similar costs in other programs. Indeed, it is our opinion that this is part of the endless cycle of adverse selection. With costs so high for family coverage, employees opt not to insure their dependents under the Program, thus leaving only higher cost, more senior participants in the Program, and thus driving up the costs of the Program once more, and on and on in a continuous cycle.

⁶⁴ *Id.* at 10.

⁶⁵ Management Audit Committee Report, ch. 1 at 6.

We are further of the opinion that this is not only a product of the Board and its lack of vision, but also a lack of vision on the part of the State of Wyoming itself. Years ago the State decided to supply health insurance to its employees and has provided funding in an amount basically sufficient to pay for individual coverage only. With a directive that the Board should provide coverage for individuals and with a limited amount of funds, the only alternative open to the Board was to provide high-cost insurance for dependents. Not only does this decision contribute to the adverse selection effect, but it fails to recognize the ethical, social and economic need to provide fairly priced family coverage. The future of this State lies significantly in the people it is able to attract and retain in its University, community colleges and governmental offices. Fairness and human justice also demand that the State not solely be concerned about the health of its employees, but also about the health of their families. To be specific the State must increase its contribution to the program significantly, as have other states and universities the Committee has reviewed. In fact, the State should provide greater contributions for family and employee plus one participants than it does for individual participants. That is exactly what most other states and universities in our review have done. However, the Committee is of the belief that the State support for individuals should continue at the full cost of coverage. Again that is what most other states and universities in our review have done.

The Committee believes strongly that greater support from the State Legislature will have benefits for the program and, in the long run, save even greater costs for the State. By drawing more dependents and younger employees into the Program the effects of adverse selection will be overcome, thus ultimately reducing, or restraining increases in, the cost of health insurance. By keeping down the costs of health insurance the State will, in the long run, experience lower contributions to the Program.

The Committee would also like to recommend the following for consideration by the University. It is important to the University to be able to attract and retain faculty of the highest caliber. Prospective faculty candidates are not only attracted by the level of salary, but also by the quality of fringe benefits, such as health care. Many of the most attractive faculty candidates are young men and women who have families. It therefore is important to the University to have family coverage available at reasonable cost. If the State should not make increased contributions to the Program for family and employee plus one participants, the University might find it attractive to do so itself. This is certainly one of the strategic considerations that the University should consider when deciding how best to allocate its funds.

2. Program Benefits

The health insurance issue that most immediately gave rise to the appointment of the Committee was the Board's change in the method of reimbursing prescription drug expenses. In reviewing the programs from other universities and states, the Committee notes that the Board's new approach of requiring co-payments is not all that uncommon. However, the Committee notes that such an approach is more frequent with HMO plans than with PPO plans such as ours. The Committee also notes that in many plans the co-payments are less than those under our Program. For example, it is not uncommon that they are \$5/\$10/\$20 instead of our \$10/\$20/\$40.

In our opinion the problem is not that the approach is totally lacking in logic, but rather that it potentially adds to the costs of those who may not be able to afford them. In particular, it affects those people with chronic illnesses that require regular daily medication. It further affects

those who require newer, non-generic prescription drugs more than others. Thus, the effect that it may have is that a person with a significant illness along with considerable other expenses may find a ratcheting effect. Now she must pay more for the prescription drugs that she requires.

The Committee would recommend that the University suggest to A & I that it review the prior decision on this matter. In the event that A & I should decide that the current approach to prescription drug reimbursement is the correct one, then the Committee would suggest that A & I consider a \$5/\$10/\$20 approach rather than the current \$10/\$20/\$40 approach. In any event the Committee recommends that the University suggest to A & I that it adopt an independent maximum on prescription drug costs, such as that adopted by Utah State University. In effect, this would put a fair and ethical limit on the prescription drug expenses that a person might have to bear.

Another benefit issue involves the need for many participants to consult out-of-state non-network health care providers. Wyoming is a State with a relatively small health care provider population. When a participant or her dependent incurs a serious or unusual medical condition, she may find it necessary to consult out-of-state non-network health care providers. It is understandable that services performed by non-network health care providers would not be compensated at the same rate as those performed by network providers. However, what is not understandable is why services performed by out-of-state non-network providers are reimbursed at 60% while services performed by Wyoming non-network providers are reimbursed at 80%.

This issue should not be addressed by asserting that out-of-state providers charge more than Wyoming providers. First of all, there was no evidence presented to the Committee indicating that out-of-state providers in fact charge more. More importantly, however, the reimbursement is limited to the usual, customary and reasonable cost of the service. Even if the charge were more, if it were not above the usual, customary and reasonable cost of the service, there is no reason to deny its reimbursement at equal rates.

Therefore, the Committee would suggest that the University ask A & I to alter the Program so as to allow reimbursement of both Wyoming and out-of-state non-network providers at the same percentage rate. Preferably this should be at the 80% rate as is now provided for Wyoming non-network providers.

Another issue discussed at length by the Committee was the lack of significant choice in the types of coverage and benefits available to participants in the Program. In some Universities variety is provided by the availability of several health insurance providers. That is not a likely alternative with the limited number of health insurers in Wyoming. It is further limited by the low population density of the State of Wyoming. However, the Wyoming Program might include a number of additional benefits or coverages as employee paid options for those seeking such benefits or coverages. For example, vision care should be offered as an option, as should orthodontia coverage. Other options might include alternative coverages such as catastrophic coverage rather than regular coverage. The decision on such additions should be made only after significant consultation with employees of all governmental entities forming a part of the insured group.

The Committee would also strongly suggest that the University ask A & I to maintain an accounting system that will readily enable this Committee or the University to obtain financial

and statistical data on the cost and benefits for University employees⁶⁶ under the Program. This will enable the Committee or University to monitor the experience that University employees have under the Program.

⁶⁶ As well as the costs and benefits for other units under the Program.

Art Gaudio, chair of the Retirement and Insurance Committee charged with reviewing insurance benefits, was available for questions. The summary letter and report from the committee found in the Report details the findings of the committee.

Recommendations of Committee Re: Trustee Awards

Trustee Haynes stated two categories of Trustees' Awards have been suggested: an award given by the Trustees; and, an award warranted by service. Trustee Haynes outlined the qualities to be evaluated for the awards and discussed the criteria to be used for selection. It is suggested that nominations be made in January, presented to the Board and a decision made in March with awards made in May.

President Spicer pointed out the purpose of the process was to determine what awards the Board wanted to present and to reaffirm the merits of such awards. Trustee Haynes noted the intent of awards is for recognition of individuals that are truly dedicated in their respective areas. President Dubois noted the item would appear on the July agenda for further discussion. A draft of the proposed Trustees' Award of Merit follows.

TRUSTEES' AWARD OF MERIT

President Spicer reminded the Personnel Committee to address process and criteria for awards to be further discussed at the May Board meeting.

Two categories of awards were suggested:

- **TRUSTEES' AWARD OF MERIT** recognizing a contribution for a specific event/endeavor that advanced the mission of the institution.
- **TRUSTEES' AWARD OF SERVICE** recognizing long term commitment dedication and service to the University of Wyoming. This award would not necessarily be given only at retirement.

CRITERIA

- Consistently and persistently performing above and beyond the norm and one's peers.
- Distinguished achievement attaining state, regional, or national acclamation.
- Exceptional classroom or laboratory work furthering the academic mission of the University of Wyoming. Again, surpassing expectations and one's peers.
- Dedicated support to students, faculty, staff, or the missions of the University of Wyoming.
- Successful completion of complex committee work or special assignments.
- Outstanding service to the University of Wyoming or its constituencies through:
 - the exemplary performance of a specific duty or obligation;
 - superior level of performance over a period of time;
 - effective representation of student faculty, staff and alumni; or
 - exceptional contributions to the growth and well being of the institution.

PROCESS

These criteria will be distributed University-wide. The nominations will be received by the Personnel Committee by January 31 of each year. The applications will be ranked by the committee and forwarded to the full Board for selections to be decided at the March meeting. Presentation of awards will be at the May meeting.

PHYSICAL PLANT AND EQUIPMENT COMMITTEE

The Physical Plant and Equipment Committee met on Thursday, May 10 for a briefing and again on Friday, May 11 to conduct committee business. The following members were present: Trustees Pete Jorgensen, Chair; Taylor Haynes, Jim Neiman, and Hank True. Trustee John Patrick was unable to attend the meeting. The following items were discussed.

Water Pipeline Easement for Binford Apartment Complex

By virtue of an April 2, 1966 Water Pipeline Easement between the University and the City of Laramie, the City installed a 10-inch water pipeline through a portion of University lands in the NW1/4 of Section 34, T. 16N, R73W and north into the SW1/4 of Section 27. Said SW1/4 of Section 27 is where the proposed Binford Apartment Complex will be constructed. The developer of this complex is asking that the last 26 feet of the east-west portion of the pipeline and easement in Section 34 (UW) land be abandoned and a new pipeline proceed north from that point into Section 27.

It is recommended that the Trustees of the University of Wyoming grant an approximately 22 foot long north-south easement, 40 foot wide for construction and 15 foot wide after construction, for the relocation of the westerly most 26 feet of the east-west April 2, 1966 waterline easement. Granting of this new easement would be contingent upon the developer (1) having the April 2, 1966 easement amended to reflect both the deleted easement segment and the new easement segment and (2) all water pipeline abandoned on UW property be removed at no cost to the University. A copy of the map showing the water line and old and new easements is shown on the next page.

Trustee True moved to approve the easement for the Binford Apartment complex and to include the item on Consent Agenda. Trustee Haynes seconded the motion. The motion carried.

Bicycle Trail Easement

The City of Laramie has requested an easement 20 feet in width to accommodate a bicycle trail linking the new Binford Apartment complex with Harney Street. The City is supporting the bicycle trail as an alternative safe route for bicycles and pedestrians to commute to and from campus. Since the developer is building the Binford Complex specifically for the college market, it's in the University's interest as well to support the bicycle trail. It offers the potential of helping to alleviate campus parking congestion, at least when the weather is mild.

The developer, Dinerstien Development Companies, has made an offer to construct and pave a 10-foot wide bicycle trail connecting 17th Street to 19th Street at their cost. Their offer is subject to the following conditions:

1. The City of Laramie secure an easement from the University. The centerline for the easement would generally be located 10 feet south of the north boundary line of the University's property and run from the centerline of 17th Street to the existing waterline easement and would follow the waterline easement south to Harney Street.
2. The City of Laramie secure a location near the northwest corner of the University's Harney Street tract to store approximately 25,000 cubic yards of fill material by June 1, 2001. The City is interested in acquiring the fill material for various landscaping, construction and fill projects. The City would like to lease approximately three (3) acres of land for a period not to exceed five years to store the fill material. The

material will be hydroseeded to protect it from erosion, and will not exceed six feet in height.

The site selected to store the fill material has been inspected, and is an acceptable location for the temporary storage. The request for an easement 20 feet wide is more than what is required for a bicycle trail 10 feet in width; a 15-foot easement would suffice.

It is recommended that the Trustees of the University of Wyoming grant an easement to the City of Laramie 15 feet wide for the purpose of constructing a paved bicycle trail, and to authorize the lease of three (3) acres to the City for a period not to exceed five years for the purpose of storing up to 25,000 cubic yards of fill material.

Trustees Haynes moved to approve easement as presented and to place item on Consent Agenda. Trustee Nieman seconded the motion. For clarification, Mr. Baccari reported there is a gas line and a cable TV easement in the area as well. He also explained the area is one of high density where many students live and the easement could provide additional access for students located in the apartment complex. If necessary, the easement for the bike trail could be relocated in the future. Trustee McCue questioned who accepts the liability for the easement. UW covers liability to the point that it is the University's responsibility. The motion carried.

Annex of University Property Adjacent to Airport

Trustee Jorgensen requested information from Mr. Baccari on this item. It was reported the City Manager is interested in expediting the process and the annexation will most likely be on the agenda in July. President Dubois noted UW owns property in that area and is looking at a proposal to sell it.

Change Orders and Progress Report

The following gives an accounting of the progress and activity of construction since the March, 2001 Trustees meeting. Also reported are approved change orders to the Wyoming Union Additions and Renovations, Mary Mead Addition to the Hansen Livestock Teaching Arena and the Rochelle Athletics Center.

PROJECTS IN CONSTRUCTION

1. Studio Addition for Fine Arts Building

Contractor: Spiegelberg Lumber and Building Company, Inc.
 Bid Price: \$972,300.00
 Original Completion Date: 27 June 2000
 Contract Substantial Completion Date: 6 July 2000

	Total	Design	Construction	Contingency	Adminis	Equipment	Misc
Budget	\$1,685,831.41	\$87,900.00	\$979,800.00	\$121,886.41	\$32,415.00	\$452,000.00	\$11,830.00
Expended	1,551,453.54	87,900.00	\$979,800.00	56,440.84	23,554.48	399,791.54	3,966.65
Obligated	33,076.39	-0-	-0-	-0-	-0-	33,076.39	-0-
Un-obligated	101,301.51	-0-	-0-	65,445.57	8,860.52	19,132.07	7,863.35

Remarks: The only punch list item not corrected is a projection screen that wrinkles when rolled up. The University is holding \$3,300.00 of the contractor's retainage until this problem is satisfactorily corrected. The University has been advised by a second-tier contractor that they have not been paid some \$3,259.88. This dispute arose because Spiegelberg, upon request from the Wyoming Department of Revenue, paid sales taxed owed by the first-tier subcontractor. Between the two subcontractors, they are having a difficult time sorting out the process to get the money to the correct party. The University feels there is more to this dispute than is being told.

2. Rochelle Athletic Center

Contractor: Spiegelberg Lumber and Building Company, Inc.
 Bid Price: \$6,618,200.00
 Original Completion Date: 15 June 2001
 Contract Substantial Completion Date: 19 June 2001

	Total	Design	Construction	Contingency	Adminis	Misc
Budget	\$8,427,592.00	\$608,936.00	\$7,050,000.00	\$378,041.00	\$297,042.00	\$93,573.00
Expended	5,010,487.93	530,697.70	4,398,187.00	5,360.00	67,846.73	8,396.50
Obligated	2,597,877.31	62,318.28	2,435,765.00	89,680.00	65.03	10,049.00
Un-obligated	819,226.76	15,920.02	216,048.00	283,001.00	229,130.24	75,127.50

Remarks: The exterior masonry is approximately 70% complete. Roofing membranes are now all in place. The metal windows and store fronts are 60% complete. Preparation for installation of sheet metal facia and panels has been completed. Mechanical and electrical rough-ins are approximately 99% complete. First floor east half is being painted. Installation of gypsum board, taping and texturing is progressing on the second floor. Exterior site work has begun.

3. Wyoming Union Renovation and Additions

Phase "0" Contractor: Spiegelberg Lumber and Building Company, Inc.

Phase "0" Bid Price: \$541,900.00

Phase "0" Original Completion Dates: Temporary Bookstore area - 24 July 2000
 Breezeway portion/East Addition - 18 August 2000
 Balance of East Addition - 15 September 2000

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

Phases 1 through 3 Contractor: Spiegelberg Lumber and Building Company, Inc.

Phases 1 through 3 Bid Price: \$9,318,600.00

Phases 1 through 3 Original Completion Dates: Phase 1 – 14 May 2001
 Phase 2 – 14 December 2001
 Phase 3 – 22 May 2002

Phases 1 through 3 Contract Substantial Completion Dates: Phase 1 – 14 May 2001
 Phase 2 – 14 December 2001
 Phase 3 – 22 May 2002

	Total	Design	Construction	Contingency	Adminis.	Misc
Budget	\$12,528,408.00	\$1,237,092.00	\$9,943,118.00	\$909,800.00	\$338,148.00	\$100,250.00
Expended	4,188,785.09	1,013,220.80	3,006,178.00	54,847.02	95,975.76	18,563.51
Obligated	7,416,260.77	216,496.32	6,936,940.00	250,869.00	11,955.45	-0-
Un-obligated	923,362.14	7,374.88	-0-	604,083.98	230,216.79	81,686.49

Remarks: Finish work is proceeding in the lower level. The tentative schedule has the lower level ready for occupancy by 1 May 2001. Taping and texturing are progressing on the first level. Painting on this level will begin soon. Drywall installation, as well as mechanical and electrical rough-in work is in progress on the second level. Concrete work at the west entrance has been completed except for hand rails. Concrete and stone work has been completed at the east entrance. Wall and roof work proceeding on canopy for east entrance. Masonry walls are in process on south addition. The tentative schedule for occupancy of the first level is 1 June 2001.

4. **University of Wyoming Hansen Livestock Teaching Arena Addition**

General Construction Contractor: Arcon Inc.

Bid Price: \$555,600.00

Original Completion Date: 12 April 2001 (160 days from date of Notice to Proceed)

Substantial Completion Date: 12 April 2001 (160 days from date of Notice to Proceed)

Pre-engineered Metal Building Materials Supplies: Westates Construction Co.

Bid Price: \$66,000.00

Original Completion Date: 6 January 2001 (75 days from date of UW Purchase Order)

Substantial Completion Date: 6 February 2001 (75 days from date of UW Purchase Order)

Grandstands – Materials and Install. Contractor: Southern Bleacher Construction Co.

Bid Price: \$132,800.00

Original Completion Date: 12 April 2001

Substantial Completion Date: 12 April 2001

	Total	Design	Construction	Contingency	Administration
Budget	\$821,400.00	\$40,000.00	\$754,400.00	\$16,000.00	\$11,000.00
Expended	314,666.81	40,000.00	269,292.00	-0-	5,374.81
Obligated	503,564.78	-0-	485,108.00	18,406.00	50.73
Un-obligated	3,168.41	-0-	-0-	(2,406.00)	5,574.41

Remarks: The Metal Building Is Approximately 95% Erected. The Poured Concrete Slab Is In place. Plumbing rough-ins for the restrooms is complete. The bleachers are in place.

5. **Powell Extension Office**

Contractor: Jim's Building Service, Inc.

Bid Price: \$233,251.00

Original Completion Date: 1 August 2001

Contract Substantial Completion Date: 1 August 2001

	Total	Design	Construction	Contingency	Administration
Budget	\$284,491.00	\$26,800.00	\$234,977.00	\$11,357.00	\$11,357.00
Expended	27,516.23	19,420.00	4,500.00	-0	3,596.23
Obligated	236,181.00	7,380.00	228,751.00	-0-	50.00
Un-obligated	20,793.77	-0-	1,726.00	11,357.00	7,710.77

Remarks: Footings and foundation walls are in place. Plumbing, backfill and concrete slab scheduled for completion by first week of May, 2001.

Wyoming Union Additions and Renovations

Change Order No. 4

Item 1	Electrical revisions related to Wyoming State Fire Marshall's code review	Add:	\$19,127.00
Item 2	Wall furring in Art Gallery	Add:	800.00
Item 3	Waste line modifications at temporary Bookstore, roof drainline work	Add	11,093.00
Item 4	Shoring of existing steel beam at 1938/1960 building – 1 st Level	Add:	1,867.00
Item 5	Delete Dok-Lok and change edge-of-dock leveler to mechanical operation	Deduct:	(2,970.00)
Item 6	Soffit work at Copy Center ceiling to accommodate existing conduit	Add:	1,093.00
<u>Total Change Order No. 4</u>			ADD \$ 31,010.00

Change Order No. 5

Item 1:	Door window, wall and hardware revisions (code items)	Add:	\$29,662.00
Item 2:	Change item #10 – door @ Hair Salon to have no sidelite	Deduct:	(3,504.00)
Item 3:	Sprinkler, plumbing & fire damper revision (code items)	Add:	21,890.00
Item 4:	Increase contract time	Add:	7 calendar days
<u>Total Change Order No. 5</u>			ADD: \$48,048.00 & 7 calendar days

Change Order No. 6

Item 1	Addition of porcelain tile at the lower level as originally described in Bid Alternate No. 5c	Add:	\$90,900.00 7 calendar days
<u>Total Change Order No 6</u>			ADD \$90,900.00 & 7 calendar days

Change Order No. 7

Item 1	Extend wall at stair in Bookstore, add door at Buy-Back	Add:	\$ 993.00
Item 2	New light fixtures for those specified to be salvaged from PH 2 for PH 1 area	Add:	
Item 3	Provide new door, in existing frame, into Women 110	Add:	1,172.00
Item 4	Remove junction box at Panel RB, provide new feeder and conduit	Add:	1,939.00
Item 5	Carpet revisions	Add:	16,690.00
<u>Total Change Order No 7</u>			ADD: \$21,094.00

Change Order No. 8

Item 1	Remove wood framed wall at Union Admin. & Elev. Mech., provide new steel stud wall	Add: \$ 2,272.00
Item 2	Add coiling fire doors at windows in Bookstore 118 (code related)	Add: 20,216.00
Item 3	Add soffit at north end of the Rec Center, to conceal ductwork; modify ductwork	Add: 1,443.00
Item 4	Provide access panel in gypsum soffit in Lobby C001; patch wall at unit ventilators	Add: 2,754.00
Item 5	Provide new magnetic hold-open devices	Add: 2,483.00
Item 6	Provide gypsum board overlay on north wall of Janitorial Closet 001B	Add: 414.00
Item 7	Provide access doors by Mailroom; provide gypsum board closures at top of walls along C103	Add: 1,735.00
Item 8	Provide power and data (floor & wall) outlet modifications in Bookstore 118	Add: 13,094.00
Item 9	Fan coil unit modifications in Computer Lab 033	Add: 2,265.00
Item 10	Provide removable gypsum board panels for installation of future Ballroom movable walls	Add: 1,185.00
Item 11	Modify door frames at west entrance	Add: 359.00
<u>Total Change Order No. 8</u>		ADD: \$48,220.00

Change Order No. 9

Item 1	Additional fire/smoke dampers – mechanism work on T and M	Add: \$35,420.00
Item 2	Electrical modifications at Panel N	Add: 13,387.00
<u>Total Change Order No. 9</u>		ADD: <u>\$48,807.00</u>

Statement of Contract Amount

Original Contract Amount \$9,318,600.00
 Total Change Orders Nos. 1-3 + 341,769.00
 Adjusted Contract Price \$9,660,369.00

Wyoming Union Renovation Phase “0”

Change Order No. 4

Item 1	Change the five electrical outlets along the east wall to grounded circuits; install outlet at Wall F-35 and provide supports for existing 4” conduit along north wall	Add: \$ 1,110.00
<u>Total Change Order No. 4</u>		ADD: <u>\$ 1,110.00</u>

Statement of Contract Amount

Original Contract Amount \$541,900.00
 Total Change Orders Nos. 1-4+ 33,556.00
 Adjusted Contract Price \$575,456.00

Mary Mead Addition to the Hansen Livestock Teaching Arena

Change Order No. 1 – General Construction Contract

Item 1. Modifications requested by code authorities and concrete on metal decking option	Add:	\$16,054.00
Item 2 Delete folding stairs and install fire rated ceiling access door and ladder	Deduct:	(\$ 2,235.00)
Item 3 Add gravel and geotech fabric below footings	Add:	<u>3,457.00</u>
	<u>Total Change Order No 1 Add:</u>	<u>\$17,276.00</u>

Statement of Contract Amount

Original Contract Amount \$555,600.00
 Total Change Orders No. 1 +17,276.00
 Adjusted Contract Price \$572,876.00

Mary Mead Addition to the Hansen Livestock Teaching Arena

Change Order No. 1 – Pre-Engineered Metal Building Contract

Item 1 Provide seaming tool and hand crimp for 30 days	Add:	\$ 1,280.00
Item 2 Change insulation thickness for 8” to 6” at walls	Deduct:	(150.00)
Item 3 Add 31 calendar days to Substantial Completion		
	<u>Total Change Order No. 1</u>	<u>\$ 1,130.00</u> & 31 calendar days

Statement of Contract Amount

Original Contract Amount \$ 66,000.00
 Total Change Orders No. 1 + 1,130.00
 Adjusted Contract Price \$ 67,130.00

Rochelle Athletics Center

Change Order No. 5

Item 1 Add third stair	Add:	\$68,208.00 & 4 days
Item 2 Overtime for third stair	Add:	\$ 2,500.00
<u>Total Change order No. 5 ADD:</u>		<u>\$70,708.00</u> & 4 calendar days

Change Order No. 6

Item 1 Install refrigerated drinking fountains in lieu of specified non-refrigerated units	Add:	\$ 6,396.00
Item 2 Change Ice/Water Room sink from terrazzo to stainless steel	Add:	1,117.00
Item 3 Add amplifier at locker room	Add:	4,765.00
Item 4 Provide domestic water isolation valve	Add:	1,982.00
<u>Total Change Order No. 6 ADD:</u>		<u>\$14,260.00</u>

Change Order No 7

Item 1 Revise lighting	Add:	\$ 2,362.00
Item 2 Revise water coolers to refrigerated	Add:	509.00
Item 3 Add laundry louver	Add:	2,877.00
Item 4 Provide exterior sheathing protection	Add:	3,240.00
Item 5 Provide penthouse room tube steel at west overhang	Add:	
Item 6 Shop drawing hardware revisions	Deduct:	(311.00)
<u>Total Change Order No. 7 ADD:</u>		<u>\$11,614.00</u>

Change Order No. 8

Item 1 Dirt quantity overrun	Add:	\$30,228.00
<u>Total Change Order No 8 ADD:</u>		<u>\$30,228.00</u>

Statement of Contract Amount

Original contract Amount	\$6,618,200.00
Total Change Orders 1-8	<u>+335,660.00</u>
Adjusted Contract Price	\$6,953,860.00

INVESTMENT COMMITTEE

The Investment Committee of the Board met on Friday, May 11, 2001. Trustees Jerry Saunders, Chair; and Ron McCue were in attendance. The following items were reviewed:

Fiscal Year 2002 Budgets: W. R. Coe Estate, W. R. Coe School, and Charles Chacey Kuehn Estate

Section 7-2 of Chapter VIII of the Bylaws of the Trustees of the University of Wyoming provides that "each year the President of the University shall submit recommendations for allocations to programs from income produced from the management of endowment funds to the committee for approval and submission to the Trustees for adoption."

The recommended fiscal year 2002 budget allocations for programs supported by the W. R. Coe and Charles Chacey Kuehn endowments are reported on the following page.

Trustee Saunders moved to approve the 2002 Budgets as presented and to place the item on the Consent Agenda. Trustee McCue seconded the motion. The motion carried.

Coe Kuehn Budgets

	Approved FY 2001	Proposed FY 2002	Percentage Change
W R Coe Estate Funds			
Expenditures			
American Studies Program	162,867	163,815	0.58%
Coe Chair	47,113	47,387	0.58%
Administrative Expenses	46,662	46,934	0.58%
Total	<u>256,642</u>	<u>258,136</u>	<u>0.58%</u>
W R Coe School Funds			
Expenditures			
American Heritage Center	234,492	235,893	0.60%
American Studies Program	11,265	11,332	0.59%
Administrative Expenses	54,613	54,939	0.60%
Total	<u>300,370</u>	<u>302,164</u>	<u>0.60%</u>
Charles Chacey Kuehn Estate			
Expenditures			
American Heritage Center	102,521	103,142	0.61%
American Studies Program	122,988	123,732	0.60%
College of Agriculture	104,428	105,060	0.61%
Administrative Expenses	73,319	73,763	0.61%
Total	<u>403,256</u>	<u>405,697</u>	<u>0.61%</u>
Total all Programs	<u>960,268</u>	<u>965,997</u>	<u>0.60%</u>
Summary of All Budgets			
American Heritage Center	337,013	339,035	0.60%
American Studies Program	297,120	298,879	0.59%
Coe Chair	47,113	47,387	0.58%
College of Agriculture	104,428	105,060	0.61%
Administrative Expenses	174,594	175,636	0.60%
Total all Programs	<u>960,268</u>	<u>965,997</u>	<u>0.60%</u>

Quarterly Report on Investments

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

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 1/1/01 - 3/31/01

	University Managed	
	Endowment Funds	University Funds
Beginning Balance 12\31\00	<u>303,115.35</u>	<u>72,567,591.88</u>
Ending Balance 3\31\01	<u>312,261.17</u>	<u>87,326,112.93</u>
Average Return	<u>6.25%</u>	<u>6.05%</u>

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 1/1/01 - 3/31/01

Investments, Beginning of Period		303,115.35
Add		
Received, Current Period	10,072.37	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	<u>(926.55)</u>	9,145.82
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
Investments, End of Period		<u><u>312,261.17</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.

Quarterly Report on Endowments

The quarterly investment report for the quarter ending March 31, 2001, provided by John A. Vann, Investment Advisor to the Investment Committee follows.

**UNIVERSITY OF WYOMING
 INVESTMENT COMMITTEE
 As of March 31, 2001**

Current Asset Allocation		
In Millions (\$000) & Percentage (%)		
Funds:	(\$000)	(%)
Fixed Income Pool – Fox	\$ 11.751	26.84%
Value Equity Pool		26.58%
Jurika & Voyles	6.725	
Rorer	4.914	
Growth Equity Pool		26.25%
Montag & Caldwell	6.144	
Wilshire	5.350	
Int'l Equity Pool – Brandes	8.900	20.33%
	\$ 43.784*	100.00

* not included in this total is \$785,481, which is held in the handling account at March 31, 2001. This will be distributed to the Growth Pool, per Trustee Investment Committee instructions.

<u>Asset Allocation Goals as of February 11, 1999</u>	
Funds:	(%)
Fixed Pool	25.00%
Value Pool	30.00%
Growth Pool	30.00%
Int'l Pool	15.00%
	<u>100.00%</u>

UNIVERSITY OF WYOMING
Investment Committee - Performance (net of fees)
March 31, 2001

	Market Value	1st Qtr 2001	4th Qtr 2000	YTD	1 year	2 year	3 year	5 year	Inception to date
		%	%	%	%	%	%	%	%
Summary									
Total Assets	44,569,804	-8.07	0.21	-8.07	-7.01	5.30	5.74	12.30	175.23
75SP/25L BIGC custom index		-9.95	-7.53	-9.95	-18.97	-3.50	2.58	11.50	169.71
Other									
Handling Account	785,481								
Equity Funds									
Value Pool									
Jurika*	6,725,092	-6.24	4.48	-6.24	5.21	11.52	5.15	13.83	209.44
Benchmark Mid Value		-0.67	16.34	-0.67	23.14	10.83	0.41	10.15	128.77
Rorer^	4,913,830	-12.83	-6.27	-12.83	-12.95	3.94	8.12	N/A	104.96
Benchmark Lrg Value		-1.08	4.15	-1.08	10.18	0.42	0.64	N/A	66.48
Growth Pool									
Montag***	6,144,434	-15.53	4.99	-15.53	-18.95	-5.45	4.23	N/A	58.18
Benchmark Lrg Growth		-18.21	-14.47	-18.21	-35.57	-8.00	3.81	N/A	57.62
Wilshire Growth Fund^^	5,349,577	-18.00	-14.47	-18.00	-33.64	N/A	N/A	N/A	-14.19
Benchmark Lrg Growth		-18.21	-14.47	-18.21	-35.57	N/A	N/A	N/A	-14.38
International Equity Fund									
Brandes**	8,899,909	-7.69	5.11	-7.69	-1.91	15.69	12.41	18.95	179.75
European Australian & Far East		-13.66	-2.62	-13.66	-25.67	-3.45	-0.36	3.55	38.89

Fixed Income Fund												
Fox*			11,751,481		3.11	4.39	3.11	13.9	7.52	7.12	7.69	67.47
Lehman Bros Govt Corporate Bond Index					3.20	4.37	3.20	12.41	6.91	6.79	7.42	70.40
Inception	* 4/93	^ 7/96										
	** 4/94	^^ 3/99										
	*** 7/97											

Trustee Saunders suggested have John Vann speak to the Board in the near future. Trustee McCue noted that all Trustees are welcome at the Investment Committee meetings and the next one will be in Sheridan on August 6-7. Mr. Baccari noted the update indicated that Brandes' performance has improved. Approximately \$2 million was withdrawn from their account and has been reinvested. Trustee Saunders stated the allocation goals were a bit skewed and were readjusted at the Dallas meeting. Trustee Spicer asked about the University fund balances that are managed by UW. Mr. Baccari reported the balance of the treasury account was held by the State and was drawn quarterly; it is now transferred to UW in the block grant.

ATHLETIC COMMITTEE

The Athletic Committee of the Board met on Friday, May 11, 2001 with the following members in attendance: Trustees Ron McCue, Chair; Jerry Saunders, Greg Schaefer, and Hank True. Trustee Patrick was unable to attend. Trustee McCue noted the following items.

2001 Cowboy Joe Golf Series Revision

Spearfish Canyon Country Club Spearfish, SD June 30th 12:00 noon

2001 Cowboy Football Ticket Prices

**2001 Cowboy Football
 Ticket Prices**

Season Packages		Single Game Tickets	
Season Public	\$ 108.00	Furman	\$ 15.00
Season Faculty/Staff	\$ 93.00	Texas A&M	\$ 35.00
Family Plan (4 @ \$ 85)	\$ 340.00	CSU	\$ 25.00
		New Mexico	\$ 20.00
		UNLV	\$ 20.00
		BYU	\$ 25.00

Cowboy Combo

Cowboy Combo (3 games)

The Cowboy Combo is a three game pack. One game will be selected from each of the three groups.

Pick One	
Furman	✓
Pick One	
New Mexico	
UNLV	
Pick One	
CSU	
BYU	

Family Value Pack #

4 ticket per game. Based on availability

Furman	\$ 30.00
Texas A&M	\$ 140.00
CSU	\$ 60.00
New Mexico	\$ 45.00
UNLV	\$ 45.00
BYU	\$ 60.00

Knothole

Children under the ages of 18 can purchase one (1) general admission ticket located in the end zone for \$5.

The Family Value Pack was designed to accommodate families. This package is intended for families with a minimum of two children.

Keener Frye noted all game ticket prices are the same with the exception of the Texas A&M game. The only televised game that has been confirmed is Texas A&M on September 6 at 8:00 pm. President Dubois reported that walkway lights have been included in the proposed funded equipment list. Trustees Schaefer asked about Texas ticket sales and Mr. Frye reported they have 10,000 ticket to sell and there is a fairly large A&M alum group in the area.

Athletic Director's Award

TEAM SELECTION CRITERIA:

- Year team GPA (as determined by athletic counseling staff)
- Social behavior
- Community service projects
- Attendance at Life Skill functions
- Attendance at athletic events

Selection will be made each spring once grades are secured. Presentation to be made each fall by Director of Athletics.

Head coach to receive plaque.

One plaque to be hung in RAC Student Athlete Center.

SELECTION COMMITTEE:

Faculty Athletic Representative	(Janet Constantinides)
President-SAAC	(Ted Dibble)
Vice President-SAAC	(Christy Bacon)
Secretary-SAAC	(Mark Hamrick)
Life Skills Coordinator	(Jeff Meyer)
SWA-(non-voting member, administrative liaison)	(Barbara Burke)

Kenner Frye noted the new Director's Award will recognize a team that has excelled in their area incorporating GPA, community service, and social behavior.

NCAA Recertification Report

University of Wyoming
Peer-Review Team's Report

I. Peer-review team members:

Neil Bucklew, chair
Bill Morgan
Javaune Adams-Gaston
Frank Pergolizzi
Darlene Bailey

B. Peer-review visit dates: April 16-19, 2000

Part I. Evaluation of the Self-Study...

A. Broad-based participation in the self-study process:

The peer-review team concludes from ample evidence that there was extensive and broad-based participation in the self-study process. This observation is supported by the self-study reports and the associated supporting files, minutes and records. It was also verified during the campus visit and interviews.

The steering committee included representation from a diverse base of campus constituents. There were 26 members of this committee with representation from faculty, students and student athletes, staff, administrators, alumni, athletics and the foundation. There was a support staff of four individuals.

The steering committee organized its work into the four areas of certification review. These subcommittees, comprised of 44 members, prepared draft materials and recommendations for the steering committee.

The self-study timetable began in March 1999, and continued to the April 2000 visit of the peer review team. The steering committee met for 13 official meetings during that period. The four subcommittees met on numerous occasions to fulfill the written plan of action and associate assignments from the steering committee.

The committee established special steps to share the development of the self-study broadly across the institution. Leadership of the committee met with constituent groups to review the process and key findings.

A draft report and executive summary was presented to the key boards, councils and groups associated with the institution. These included the board of trustees, faculty senate, staff senate, student government (ASUW), etc. There were 15 such groups.

In addition, each of these organizations were asked to assign two representatives to read the draft reports and provide written comments for consideration by the steering committee.

The peer-review team found during campus interviews that individuals were aware of the major issues in the institution's self-study.

Broad-based participation was accomplished by the institution.

B. Accuracy of the self-study report:

The peer-review team found the self-study report to be complete and accurate with few exceptions. There were extensive supporting materials available to the team that assisted in verifying observations and findings of the institution. A full measure of cooperation was provided to the team when additional insight was sought.

There were a few areas where the initial self-study report provided a perspective or position that was modified by the introduction of additional information during the campus visit. One such area was the certification of academic standing. The initial impression formed by the peer-review team (based on reviewing the self-study report) was the process might be one of creation of the report by the athletics department with a cursory external review by the faculty athletics representative and the registrar. Subsequent information obtained in campus interviews illustrated the care and thoroughness of the review and approval of the faculty athletics representative and registrar.

A similar experience occurred on the relationship of the booster club (Cowboy Joe Club) and the institution. Campus interviews illustrated the organizational relationship in a more comprehensive and accurate manner than the self-study report alone.

Of special note is a substantive area with confusing information involving gender equity. The team determined that salary information may have been inconsistently reported. It appears that the full-salary of some coaches involved in both men's and women's teams were classified as fully attributed to women's athletics.

It appears that this pattern of reporting might misstate the degree of gender-equity compliance. The appropriate institutional offices were alerted to this issue.

Part II. Governance and Commitment to Rules Compliance...

A. Evaluation of the athletics program in relation to the operating principles.

1.1 Mission of the Athletics Program and the Institution.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The mission and goals of the athletics program are consistent with and supportive of the mission and goals of the institution. This is evident in the current athletics program mission statement and in the Director of Athletics Bulletin No. 1. This bulletin is a comprehensive policy document that includes a statement of philosophy and objectives. These documents are consistent with institutional commitment to the educational, academic and general welfare of students.

The self-study report acknowledges that the current athletics mission statement does not adequately speak to equitable opportunities for all students and staff including women and minorities. It also does not adequately cover principles of sportsmanship and ethical codes. The institution, under Plan for Improvement No. 1.1-A, commits

to a revision of the department of intercollegiate athletics' mission statement by the end of April 2000. The peer-review team reviewed materials relevant to this plan. A revised mission statement has been prepared that meets the standards of 1.1-A and is scheduled for final review and approval at the April meeting of the Athletic Planning Committee (APC).

The institution in its self-study report also expressed concern regarding widely distributing the mission statement. The institution, under Plan for Improvement No. 1.1-B, establishes a plan for accomplishing this distribution. The plan appears feasible to the peer-review team.

1.2 Institutional Control, Presidential Authority and Shared Responsibilities.

a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

b. Rationale to support the peer-review team's conclusion:

The board of trustees provides policy oversight and major program reviews/approvals for the institution's intercollegiate athletics program. These have included review and approval of a new athletics center, review and approval of the new conference arrangement, major personnel actions, approval of the gender-equity plan, etc. The board maintains a standing committee on athletics.

The president provides institutional executive leadership for athletics. In 1998, at the recommendation of the president, the board approved a revised reporting relationship. The athletics director now reports directly to the president. The president has exercised executive leadership in critical areas of development of the athletics program. These have included creation of the new conference arrangement, securing funds for the privately funded new athletics center and development of the final gender-equity plan for achieving equity requirements of the Office of Civil Rights.

The APC of the institution provides planning and policy guidance and advice to the president. This committee is chaired by the faculty athletics representative and includes faculty, deans, administrators, staff, students and student-athletes and the athletics director. The committee uses an active subcommittee structure modeled after the traditional areas of NCAA emphasis: equity, fiscal integrity, and academic integrity. There was ample evidence verified by the peer-review team that this committee represents an active and involved campus constituent arrangement.

1.3 Rules Compliance.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The Director of Athletics Bulletin No. 1 (University of Wyoming Policy for the Division of Intercollegiate Athletics) and the compliance handbook provide more than adequate evidence the institution does in fact have a set of written policies and procedures in place. These overlapping documents clearly provide information as to which staff member is responsible for each specific aspect of compliance, as well as narrative explanations of the compliance responsibilities by job title, including personnel outside the athletics department where applicable.

The interviews and observations made by the peer-review team indicated these printed policies and procedures are in operation and adhered to in the everyday operation of the athletics department.

The peer-review team did conclude, however, that statements assigning direct accountability for rules compliance to the individual the chief executive officer assigns overall responsibility for the athletics programs aspect of this operating principle could be stated more clearly. Both the organizational chart (contained in the compliance handbook) and the narratives (contained in the Director of Athletics Bulletin No. 1) imply accountability in the area of compliance to the director of athletics, yet such responsibility is not stated directly. The first page of the compliance philosophy section of the compliance handbook states that "The University of Wyoming has taken the stance that maintaining compliance with NCAA rules is the responsibility of every person within the athletics department and anyone on or off-campus who has direct access to student-athletes." A very worthwhile statement, but not a specific statement assigning direct accountability for rules compliance to the athletics director.

The Director of Athletics Bulletin No. 1 states that the authority of the president includes authority to select university personnel, including, but not limited to, the athletics director and all head coaches, and to establish standards of conduct for them. The peer-review team found nothing in the documentation provided that included assigning responsibility for compliance as part of the standards of conduct for the director. The Director of Athletics Bulletin No. 1 continues: "The athletics director is selected by the president ... [and] reports to the president of the university who is in charge of athletics for all matters relating to administration and the budget." Again, implication, but no direct statement of accountability for rules compliance is assigned to the athletics director.

The Director of Athletics Bulletin No. 1 states that the athletics director will be evaluated annually in accordance with the following criteria:

1. Commitment to health and safety of student-athletes;
2. Commitment to the academic performance of student-athletes;
3. Administration of the athletics program;
4. Administration of the athletics budget;
5. Knowledge of and observance of NCAA, conference, and university policies and rules;
6. Commitment to integrity;
7. Representation of the university;
8. Ability to recruit coaches who can be competitively successful and fulfill the goals and objectives of the university.

The athletics director is being evaluated on his "knowledge of and observance of ..." but not for his or her involvement in ensuring adherence by the athletics department to compliance with the rules and regulations of the NCAA, Mountain West Conference or the institution.

The vast majority of those interviewed by the peer-review team, including the president, expressed their understanding that the senior associate athletics director, not athletics director, was in fact accountable for the departments compliance to the NCAA regulations, with the ultimate accountability resting with the president. The senior associate athletics director's job description states that he is responsible to "administer compliance functions of the department."

The peer-review team does not feel that the lack of adherence to this portion of the operating principal should bring the athletics department to the level of not being in substantial conformity with this operating principle. The senior associate athletics director acknowledges that he is the focal point of the institution's compliance effort, but he and others attribute the backing he receives and the compliance atmosphere created by the athletics director as the foundation of the program.

The institution did not specifically state the athletics director's accountability for compliance. However, there is no question in the director's mind that he is in fact responsible, and it is apparent to the peer-review team that he has taken the responsibility very seriously.

The institution involves persons outside the athletics department in complying with this portion of the operating principle. Specific examples are the activities surrounding the handling of potential rule infractions, eligibility certification, monitoring of student-athlete financial aid, admissions and the activities of the APC. Additionally, the university's general counsel (special assistant to the president) also plays a role in sensitive and critical areas.

In the policies dealing with potential infractions, the department involves personnel outside the athletics department. Both the faculty athletics representative and the university counsel are involved in the reporting of secondary infractions. According to policy, if a violation is expected to be major, the first meeting conducted includes the following people outside of athletics: president (or his or her selected representative), faculty athletics representative and the chairman of the faculty athletics committee. One option for dealing with major infractions is to involve outside legal counsel to conduct the investigation.

The registrar is responsible for the eligibility certification of all student-athletes as well as monitoring full-time enrollment for eligibility. The faculty athletics representative also is actively involved in this process. The institution's self-study states the process followed for verifying student-athlete fulltime enrollment throughout the academic term is not formalized in writing. The peer-review team has been able to determine the plan for improvement has been formulated and worked on to allow the registrar and AADSS to meet the deadline of May 1. That aspect is problematic. There does not seem to be a means to accomplish the ability within the program system to prevent a student-athlete from making changes to his or her schedule on a consistent basis.

However, there may be some reluctance to separate the student-athlete from the general student body. Wyoming's system will not allow it to flag student-athletes to assure student-athletes will not be able to make a change in their schedule without approval. When asked to define regular reports, the peer-review team was told the plan would include daily reports.

The director of financial aid is responsible for all student-athlete financial aid distribution, as well as monitoring the department's compliance with individual and team financial aid limits per NCAA regulations.

The director of admissions is responsible for ensuring that all prospective student-athletes are admitted in the same manner and according to the same requirements as all other incoming students.

The university general counsel is described in both the Director of Athletics Bulletin No. 1 and the compliance philosophy section of the compliance handbook as having the responsibility for assisting the athletics department in areas of compliance and will review all reports to the NCAA regarding rules violations.

Another example of the involvement of persons outside of athletics in a critical and sensitive area is the Athletic Planning Committee (APC), an advisory to the president for the formulation of intercollegiate athletics planning. The APC is made up of the following presidential appointees:

1. Faculty athletics representative (chair); and
2. Two deans.

Eight representatives from the faculty that are nominated by the appropriate Dean consist of:

1. Two representatives from the student body;
2. Two representatives from the classified staff;
3. Three administrators (ex-officio); and
4. Athletics director (ex-officio).

Per policy, this committee is to review, formulate and initiate general and long-range goals, plans and policies pertaining to the division of intercollegiate athletics within the framework of its mission. The APC shall review and assess matters pertaining to NCAA compliance and applications of university rules and regulations for eligibility, scholarships and equity; review annually the status of the athletics department to determine needs; and submit findings to the president. Additionally, the committee gives reports on all critical and sensitive areas to the faculty senate, staff senate and student senate.

Wyoming appears to have an exemplary plan for educating coaches, staff members, student-athletes and their representatives of athletics interest. Although not expected to know every rule, staff members and coaches are expected to know the basic rules, be familiar with the NCAA Division I Manual and be able to identify problem areas within their sport programs and request the necessary interpretations before acting.

The institution's compliance coordinator is responsible for coordinating the educational program, which includes scheduled meetings and seminars involving the athletics department staff, coaches, student-athletes and members of their support groups. The compliance checklist assigns specific responsibility for educating the department's various constituents to different administrators in the department, including the athletics director. Ultimate responsibility for assuring the education of university personnel with compliance responsibilities is assigned to the athletics director in the Director of Athletics Bulletin No. 1.

Per policy, head coaches are required to attend monthly compliance education meetings as stated in both the Director of Athletics Bulletin No. 1 and compliance philosophy section of the compliance handbook. Assistant coaches are often included in these meetings. Newly hired coaches are required to attend a new coach's orientation session conducted by the compliance coordinator to review NCAA, conference and institutional rules and policies. In addition to the meetings, educational materials available from the NCAA (including the NCAA News) are provided to coaches and staff. The University of Wyoming's Guide for Boosters is mailed to all members of the Cowboy Joe Club and season ticket holders.

Interviews conducted by the peer-review team confirmed that the institution does in fact take great pains to make sure that its coaches, staff members, student-athletes and boosters are well educated in the area of NCAA rules compliance.

According to documentation provided to the peer-review team, the only disquieting information regarding rules education involved how many institutional staff members attend NCAA Regional Compliance Seminars.

"At least one institutional representative responsible for compliance and or eligibility certification attends one of the three NCAA regional seminars annually."

The interviews conducted by the peer-review team found that only the senior associate athletics director attends these seminars. It is understandable that the focal point of the compliance program attends the seminars and disseminates the information to the other staff members.

The institution very clearly states its commitment in several of its various policies surrounding the hiring and requirements for continuation of employment.

The Director of Athletics Bulletin No. 1 specifically states that the department will contact the NCAA to determine whether candidates for employment have been involved in rules violations. Background checks including the contact with the NCAA normally is done by either the senior associate athletics director or senior woman administrator, depending on the sport involved.

All personnel contracts in the athletics department contain statements requiring the adherence to NCAA, Mountain West Conference, and institutional rules and regulations as a requisite for continuation of employment. The following is an example of this text:

"If the Employee knowingly violates any applicable regulation of the Mountain West Conference, the University or its Board of Trustees, or any condition of his appointment, he is subject to corrective or disciplinary action to include suspension with or without pay, by the president of the

University. If during the period of this agreement any situation arises wherein the Employee is found to have knowingly participated in, encouraged or allowed major violations of existing NCAA rules and regulations or has demonstrated a pattern of negligence regarding NCAA legislation with repeated infractions of any kind (major or secondary), then the University's obligations covered by this Agreement will be terminated immediately. NCAA regulation violations by Employee may also subject Employee to corrective or disciplinary action under NCAA enforcement procedures."

It was very apparent from the interviews conducted by the peer-review team, that those employees interviewed were well aware that their continued employment was contingent on their adherence to the rules.

In regard to an outside evaluation of the rules compliance program, there exists an October 8, 1996, memo from the internal auditor, provided to the peer-review team as appendix A-10, arranging for a series of scheduled audits including the fiscal year and the compliance aspect to be audited each year. The institution embarked on a methodical effort to conduct comprehensive audits of its compliance program. This plan does not meet the operating principles once-in-every-three-years' aspect.

The institution's self-study states the following:

"Internal Audit. In addition to these individuals directly involved in the compliance process, the university's internal audit staff provides oversight and review of the athletics compliance process on an annual basis. In October 1996, the general counsel charged the internal audit staff with the responsibility to perform annual audits on major compliance areas, including student-athlete eligibility, financial aid, recruiting, etc. The detailed audit plan is included in appendix A-10. These audit reports are provided to the APC and the board of trustees for review. These audits have been productive and useful for identifying strengths and areas for improvement in the compliance program. (Appendix A-10 referred to in the self-study contains only the memo mentioned above.)"

The peer-review team reviewed audit reports conducted by the internal auditor and his assistant. The reports cover the areas of student-athlete eligibility and financial aid, and were found to be very thorough and informative, containing evaluation information and recommendations for improvement. The audits covering recruiting were being reviewed during the time the peer-review team was on campus and were not available for review.

When the peer-review team questioned the internal auditor about whether or not the five-year plan had been adjusted to meet the three-year requirement, he stated that he had raised this issue with the department and was told that it was not necessary. He

indicated that the department had obtained information that it would be in compliance with the rules without altering its' plans.

The senior associate athletics director provided documentation that had not been included in the self-study. Included in the documentation from the assistant commissioner of the Mountain West Conference was a facsimile letter dated April 14, 2000, providing confirmation of the audit of the compliance department she conducted last October. She confirmed that this conference audit would satisfy the requirements of NCAA Bylaw No. 23.2.1.3. The report from the audit by the conference office has not been provided to the institution as yet and, therefore, was not available for review by the peer-review team.

The senior associate athletics director stated it was his understanding the Mountain West Conference will audit each of its member's compliance department annually.

B. Evaluation of the institution's plan for improvement.

1. Recommendations for required actions based on the institution's plans for improvement:

Recommendation No. 1 (relating to Operating Principle No. 1.1):

The peer-review team concurs with the institution's recommendation to revise the current mission statement of the athletics program by the April 2000 meeting of the APC. These revisions incorporate specific references for equitable opportunities and a statement on sportsmanship and ethical conduct for minority women student-athletes and staff.

Recommendation No. 2 (relating to Operating Principle No. 1.1):

The peer-review team concurs with the institution's recommendation to widely distribute, to both internal and external constituencies, the revised mission statement.

Recommendation No. 3 (relating to Operating Principle No. 1.3):

The peer-review team concurs with the institution's plan for improvement regarding the formulation of a written process for monitoring full-time enrollment by the assistant athletics director for student-services and the registrar.

2. Peer-review team recommendations for additional required actions:

Recommendation No. 4 (relating to Operating Principle No. 1.3):

The peer-review team recommends the institution's president consider assigning specific accountability for rules compliance to the athletics director. [Perhaps consider including

a statement in the criteria by which the athletics director is evaluated to include a specific reference for his responsibility in the department's compliance to NCAA regulations.]

3. **Suggestions** from the peer-review team that should **not** be **required**, but that the institution **should consider** to further enhance the quality of its athletics program:

Suggestion No. 1 (relating to Operating Principle No. 1.3):

The peer-review team suggests the institution consider reviewing the two outstanding overlapping documents (Director of Athletics Bulletin No. 1 and the compliance handbook) that form the solid foundation for Wyoming's compliance program, with the goal of making them identical where they overlap (e.g., the university's general counsel as identified in the Director of Athletics Bulletin No. 1, and the special assistant to the president as identified in the compliance philosophy section of the compliance handbook; and rules seminars for coaches at least once every other month, per the Director of Athletics Bulletin No. 1 and every month per the compliance handbook of the philosophy section.)

Suggestion No. 2 (relating to Operating Principle No. 1.3):

The peer-review team suggests the institution consider providing the opportunity to attend the NCAA Regional Compliance Seminars to those institutional staff members who may gain additional insight into their assigned duties through their participation in this experience. Specifically the registrar, faculty athletics representative, financial aid director and senior woman administrator.

Part III. Academic Integrity...

A. Evaluation of the athletics program in relation to the operating principles.

2.1 Academic Standards.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The peer-review team concluded the institution admits only student-athletes who have a reasonable expectation of obtaining academic degrees. Admissions standards for student-athletes are consistent with the admissions standards for all students. The university has established three categories of admissions: assured admission, conditional admission and special exceptions. The university reports no students or student-athletes were admitted in the special exception category in the past three years. In conditional admissions, about 15 percent of the general student population

and seven percent of the student athlete population were admitted in this category. All other students were admitted under assured admissions.

Six-year graduation rates of student-athletes for 1990-91, 1991-92 and 1992-93 cohorts have been 37 percent, 41 percent and 57 percent respectively. These compare to a 45 percent, 45 percent and 48 percent six-year graduation rate for the general student body over the same years. The NCAA four-class average graduation rate reveals consistency in graduation of student-athletes and the general student population. The graduation rates of black student-athletes is consistently lower than white student-athletes. However, the graduation rates of black student-athletes consistently exceeds that of the general black student graduation rate.

Discussions with the admissions director, registrar, assistant athletics director for student services, faculty athletics representative and other campus representatives indicate that certification of academic standings and evaluation of academic performance of student-athletes is vested in the same agencies that have authority in these matters of the general student population. However, the assistant athletics director for student services has the responsibility for initiating many of the certification and admissions functions related to student-athlete eligibility. While there are clear checks and balances, there is tremendous confidence in and reliance on this individual. The system seems somewhat cumbersome and appears that development of computerized aids, particularly for certification and eligibility reports, would assist in carrying out this task.

If the academic profile of entering student-athletes, as a whole or for any student-athlete subgroup, is significantly lower than that of other student-athlete or comparable student-body groups, the contrast shall be analyzed and explained by appropriate institutional authorities.

If the graduation rate of student-athletes, as a whole or for any student-athlete subgroups, is significantly lower than that of other student-athlete or comparable student-body groups, this disparity is analyzed, explained and addressed (through specific plans for improvement) by appropriate institutional authorities.

2.2 Academic Support.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The peer-review team concluded that adequate academic support services are available for student-athletes and those student-athletes are encouraged and assisted in reaching attainable major and career goals. The Athletics Academic Counseling

Office (AACO) provides the academic support activities for student-athletes. This program has a director, two full-time academic counselors assigned to specific teams (one serves as the life skills coordinator), one project coordinator for academics and one graduate-assistant. The program also employs a number of undergraduate and graduate students to serve as tutors. The AACO is well respected on the campus at large and in the athletics department. The program is funded by the athletics department and reports to the associate athletics director and or the senior woman administrator.

The AACO is clearly space-limited. At present there are 11 computers and severely limited study table space for use by student-athletes. Study-table scheduling does not function optimally. Much of these shortcomings will be resolved when the new Rochelle facility is built, which will house a larger AACO office and will have 35 computers available for student-athletes. This will be a marked improvement.

The academic support service is highly respected and one by-product of this is the program is not approved or reviewed periodically by an academic authority outside of the athletics department. The director of AACO meets in an ex-officio role with the academic integrity subcommittee of the APC, but there is no direct oversight of the office. There is a proposed review plan for athletics academic counseling and student-athlete support. The plan is scheduled for discussion and review by the academic integrity subcommittee of the athletics planning council on April 28, 2000. Implementation of the plan should be high priority for the institution.

2.3 Scheduling.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The peer-review team concluded that the athletics department attempts to schedule athletics competition and practices to minimize conflicts between athletics participants and academic schedules. This includes coaches choosing non traditional practice times (6:30 a.m. for football or 6 a.m. for soccer) to accommodate the increasing number of classes held during the 3 to 6 p.m. time. The institution has a written policy that there are no competitions involving travel during final examinations. Student-athletes are provided authorized absence slips when they are engaged in out-of-town travel for sport purposes. This year the chair of the academic integrity subcommittee wrote a letter to all faculty reminding them of the university policy on class absences for student-athletes. Response from the faculty was favorable. The university policy states students are allowed to make up work without penalty in classes missed due to official authorized absences.

B. Evaluation of the institution's plan for improvement.

1. **Recommendations for required actions based on institutional plans** for improvement:

Recommendation No. 1 (relating to Operating Principle No. 2.2):

The peer-review team concurs with the institution's recommendation that the proposed review plan of athletics academic counseling and student-athlete support services be reviewed and implemented prior to the NCAA certification review. There should be a formal review plan and the academic integrity subcommittee should conduct regularly scheduled evaluations of the AACO.

2. Peer-review team **recommendations for additional required actions:**

None.

3. **Suggestions** from the peer-review team that should **not** be **required**, but that the institution **should consider** to further enhance the quality of its athletics program:

Suggestion No. 1 (relating to Operating Principle No. 2. 1):

The peer-review team suggests the responsibility for certification and eligibility of student-athletes rests in the office of the registrar. The development of a computerized reporting system of eligibility and certification generated from the registrar's office would provide the AACO and faculty athletics representative the ability to review certification and eligibility.

Part IV. Fiscal Integrity...

A. Evaluation of the athletics program in relation to the operating principles.

3.1 Financial Practices.

a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

b. Rationale to support the peer-review team's conclusion:

Review of selected materials and on-campus interviews indicate that the institution is in conformity with this operating principle.

All funds raised for and expended on athletics are subject to institutionally defined practices of documentation, review and oversight. All information indicates that the transition in control of the Cowboy Joe Club recommended in the first certification

cycle has been successfully completed. On-campus interviews confirm that all expenditures from any source are approved by the institution.

Budget procedures for athletics are exactly the same as those followed by the institution generally and are consistent with the provisions of NCAA Constitution No. 6.2.

The institution's annual budget for athletics is approved by the institution's chief executive officer or designee from outside the athletics department.

The institution's annual budget is approved by the president and submitted to the legislature as part of the university's regular planning process.

A qualified auditor who is not a staff member of the institution and who is selected by the chief executive officer or designee from outside the athletics department performs an annual financial audit.

3.2 Fiscal Management and Stability.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The institution does administer its athletics program in keeping with prudent management and fiscal practices. The management and fiscal practices of the institution are providing all student-athletes with relatively full and stable opportunities for athletics participation.

The athletics program is well managed fiscally. Supervision of all programs provides adequate attention to budgets. Revenue and expense data reported in the self-study show significant growth in departmental budgets. The department has been successful in reducing a cumulative budget deficit by 56 percent from the end of fiscal year 1997-98 to the end of fiscal year 1998-99. Significant strategies are being explored for new revenue sources that will not only eliminate the cumulative deficit but also allow the department to begin to develop reserve and/or endowment funds.

3.3 Established Fiscal Policies and Procedures.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

Oversight of the recruiting process by the senior associate director, other associate directors and the executive business manager includes policies and standard operating procedures to ensure that prospective student-athletes are not provided with impermissible recruiting inducements.

Also, oversight of all financial expenditures by the senior associate director, associate directors and the executive business manager includes policies and standard operating procedures to ensure that student-athletes are not provided with benefits that are expressly prohibited by NCAA legislation.

Finally, oversight of all financial expenditures by the senior associate director, associate directors and the executive business manager includes policies and standard operating procedures to ensure that all expenditures for athletics are handled consistently in accordance with NCAA, conference and institutional rules.

B. Evaluation of the institution's plan for improvement.

1. Recommendations for required actions based on the institution's plans for improvement:

Recommendation No. 1 (relating to Operating Principle No. 3.1):

The peer-review team concurs with the institution's recommendation to realign the reporting structure so that the department of intercollegiate athletics ticket office operation gets direct supervision and oversight by the department of intercollegiate athletics business office.

Recommendation No. 2 (relating to Operating Principle No. 3.3):

The peer-review team concurs with the institution's recommendation to begin using university deposit liability fund accounts for recording financial activity for sport camps.

2. Peer-review team recommendations for additional required actions:

None.

3. Suggestions from the peer-review team that should not be required, but that the institution should consider to further enhance the quality of its athletics program:

Suggestion No. 1 (relating to Operating Principle No. 3.3):

The peer-review team suggests the institution should consider requiring all summer-camp financial activity to be conducted through deposit liability accounts (rather than off-campus checking accounts).

Part V. Equity, Welfare and Sportsmanship...

A. Evaluation of the athletics program in relation to the operating principles.

4.1 Gender Issues.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The institution has made a number of strides in the effort to address gender equity issues since the previous self-study. The approved gender-equity plan from the previous self-study (Institutional Response, Title IX, submitted to the U.S. Department of Education, Office of Civil Rights November 15, 1993) has been implemented. The institution has been responsible for annual reports to the Office of Civil Rights annually since that time. All annual reports have been submitted, with the appropriate responses from the Office of Civil Rights. The most recent report was submitted October 29, 1999. Six areas were identified by the Office of Civil Rights that required attention and have been addressed by the institution.

Since 1994, the athletics equipment budget for female student-athletes has been increased significantly. Recruiting expenditures for women's sports teams also have increased. Additional courtesy vehicles have been provided to coaches of women's sports. Medical services for home women's basketball and women's volleyball contests were enhanced. Marketing and promotions budgets were increased for women's sports, and media guides were improved to be comparable with those for men's sports programs.

Two sports have been added for women: soccer in 1995 and tennis in 1996. A feasibility study regarding the addition of another women's sport was presented to the board of trustees in March 1999. In September, 1999, a women's sports interests and abilities survey was undertaken by the university.

Several other areas have been addressed since the 1994 self-study that were not included in previously referenced gender-equity plan. Scholarship offerings have been increased for women's sports programs. The institution now allocates funds for the maximum number of scholarships allowed by the NCAA. Coaching salaries have been increased for head and assistant coaches of all women's sports. As of July 1999, the institution has added four new assistant coaching positions to its women's sports program and elevated one position from part-time to full-time.

The University has instituted a travel policy that requires equitable treatment of student-athletes as related to modes of transportation, meals and lodging. Interviews with student-athletes indicated a perception that meal monies were not equitably distributed among sports.

Additional personnel in the areas of sports information, strength and conditioning and sports medicine are dedicated to women's sports programs. In most cases, the new individuals hired were women.

The specific actions referenced above indicate the institution is committed to, and has progressed toward, fair and equitable treatment of both male and female student-athletes and athletics department personnel. Interviews with members of the steering committee, equity subcommittee of the APC, athletics administrators, coaches and student-athletes validate an institutional commitment that is ongoing.

The peer-review team did discover some inconsistencies in the reporting of salary information for coaches. For fiscal year 1998-99, the salaries for the men's and women's track and field program were disproportionally attributed to women's athletics. A similar situation may have occurred in the sport of swimming in 1999-00. As a result, the reporting of progress toward gender equity in the area of coaching salaries can be misleading.

In addition, the appendix includes an attachment related to the salaries of women's sports' head and assistant coaches (Tables 8 and 9). There are not similar tables presented for men's sports' head and assistant coaches. Without comparison data, it was difficult for the peer-review team to evaluate the information as presented. The revision of several documents in the self-study and appendix and the subsequent rewriting of the report should clarify the actual progress in this area.

As further evidence of the institution's commitment to gender equity, the equity subcommittee of the APC routinely monitors actions of the intercollegiate athletics program related to gender-equity issues.

A written gender-equity plan for the future of the intercollegiate athletics program was submitted as part of the self-study report. In late February, an updated plan was submitted to further adhere to the required elements. The updated plan includes measurable goals the institution intends to achieve, necessary steps to achieve those goals, persons responsible and reasonable timetables for implementation. With the equity subcommittee of the APC's close and continuous monitoring, it is likely the institution will maintain its proactive philosophy with respect to equity. While the plan contains all the required elements, there is no written evidence that the plan has been adopted formally by the APC, the president of the institution or the board of trustees.

4.2 Minority Issues.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

The approved minority-opportunities plan from the previous self-study has not been fully implemented by the institution. Because of budgetary constraints, the institution was unable to designate two graduate assistantships for qualified minority former student-athletes. It was the intent that these graduate students would serve as mentors for current student-athletes. The institution has been able to designate graduate assistant positions in both men's and women's basketball in the effort to enhance minority opportunities. The position was not filled in women's basketball in 1999-00.

Other elements of the first minority-opportunities plan included efforts to recruit and retain additional student-athletes from under represented groups as well as to hire more minority coaches. There were not specific outcomes, persons responsible or timetables attached to this part of the plan. As a result, evaluation of its effectiveness is not possible.

The institution has made several specific advances since the last certification cycle in personnel hiring. In addition to the graduate assistants hired in men's and women's basketball, minorities have been hired in the following positions: assistant women's basketball, assistant academic counselor, assistant strength coach, assistant football coach and graduate assistant football coach.

Challenges remain for the institution in the area of recruiting minority student-athletes. As evidenced in data included in the self-study report (Table 5), the number of entering freshman minority student-athletes receiving athletics financial aid has decreased from 15 to 11 in the required three-year reporting period.

Interviews with the institution's various campus constituencies, in addition to athletics department personnel, indicate the institution is committed to the fair and equitable treatment of all minority student-athletes and athletics department personnel. All those concerned are interested in the development of additional strategies to recruit and retain minority students and staff in all areas of the university, not only intercollegiate athletics.

The minorities-opportunities plan has been revised since the first certification cycle. It was first revised in 1996 with an increased emphasis on the recruitment of minority student-athletes, coaches and staff members. In 1999, a more comprehensive race-relations plan was developed at the request of the equity subcommittee of the APC. The plan expanded the recruiting and hiring components of the previous plan.

In addition, it provided for diversity training for coaches, administrators and staff. Another updated version of the minorities opportunities plan was developed as part of the current self-study report. In February, an additional updated plan was submitted that further defines the steps the institution will take to achieve its goals regarding minority opportunities, persons responsible and timetables. While the plan contains all the required elements, there is no written evidence that the plan has been formally adopted by the APC, the president of the institution or the board of trustees. The fact that there are two campus documents (the race relations plan and the minority-opportunities plan) that appear to have some duplication was somewhat confusing for the peer-review team. Those interviewed also seemed to interchange the plans, again causing confusion.

4.3 Student-Athlete Welfare.

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

On-campus interviews and review of requested materials indicated that the intercollegiate athletics program is conducted in a manner that is designed to protect and enhance the physical and educational welfare of student-athletes. However, the peer-review team needs to make the institution aware of many concerns raised during a student-athlete forum that directly related to this operating principle.

The university has demonstrated a commitment to the fair treatment of student-athletes in their academic role as student. The department's academic counseling unit provides an extensive array of support services available to all student-athletes. The current academic support area does have some space limitations, but those limitations will be completely addressed in the construction of the new student-athlete center. In addition, the athletics planning subcommittee, through its academic integrity subcommittee, oversees academic issues related to student-athletes. The faculty athletics representative also maintains close contact with athletics administration, coaches and the academic counseling staff

The welfare of student-athletes and the fairness of their treatment is monitored, evaluated and addressed on a continuing basis. Both the academic integrity and equity subcommittees of the APC address and review student-athlete welfare issues on a regular and continuing basis. The student-athlete exit interview process involves all student-athletes who have exhausted eligibility or prematurely leave programs. The athletics department makes excellent use of the exit interview process to monitor, evaluate and address student-athlete welfare issues.

The department grievance and appeals procedures are available to student-athletes in appropriate areas. Those procedures have been used and are well publicized to student-athletes.

The institution has in place extensive programs that protect the health and provide a safe environment for its student-athletes.

4.4 Sportsmanship and Ethical Conduct...

- a. Decision regarding substantial conformity:

The institution is in substantial conformity with this operating principle.

- b. Rationale to support the peer-review team's conclusion:

On-campus interviews and review of submitted materials indicate that student-athletes, coaches and all others associated with the intercollegiate athletics program adhere to such fundamental values as respect, fairness, honesty and responsibility.

The institution has demonstrated that it is committed to the fundamental values of sportsmanship and ethical conduct. The existence of extensive policies and procedures substantiate and reinforce that commitment.

The institution has established a large number of written policies and procedures for the areas of sportsmanship and ethical conduct.

The institution has conducted a large number of educational activities related to sportsmanship and ethical conduct directed toward fans, alumni, student-athletes and coaches. Activities in this area are monitored, evaluated and addressed on a continuing basis via a number of activities, including student-athlete exit interviews, the evaluation process for coaches and staff and responses to actual violations of the code of conduct.

B. Evaluation of the institution's plan for improvement.

1. **Recommendations for required actions based on the institution's plans** for improvement:

Recommendation No. 1 (relating to Operating Principle No. 4.1):

The peer-review team concurs with the institution's recommendation related to the implementation of the approved gender-equity plan from the previous self-study. The institution has elected to reach "substantial proportionality" through implementation of a roster management plan by Spring 2000.

2. Peer-review team **recommendations** for **additional required actions**:

Recommendation No. 2 (relating to Operating Principle No. 4. 1):

The peer-review team recommends the institution formally adopt the written gender-equity plan submitted with the self-study.

Recommendation No. 3 (relating to Operating Principle No. 4.2):

The peer-review team recommends the institution formally adopt the written minority opportunities plan submitted with the self-study.

3. **Suggestions** from the peer-review team that should **not** be **required**, but that the institution **should consider** to further enhance the quality of its athletics program:

Suggestion No. 1 (relating to Operating Principle No. 4.1):

The peer-review team suggests the institution reorganize the approved gender-equity plan to follow the format of the Office of Civil Rights guidelines and combine some elements that are repetitive. The plan can be reorganized into three general areas of participation: opportunities, financial aid and program areas.

Suggestion No. 2 (relating to Operating Principle No. 4.2):

The peer-review team suggests the institution reorganize the race relations plan and the approved minority-opportunities plan into one document that meets the requirements of the institution as well as the NCAA certification process. It might be beneficial to organize the plan into three areas: general educational goals related to diversity, goals related to staff recruitment and hiring and goals related to student-athlete recruitment and retention.

Suggestion No. 3 (relating to Operating Principle No. 4.3):

The peer-review team suggests the institution conduct orientation activities with members of the student-athlete advisory committee about the importance of their role in facilitating communication between student-athletes and athletics administrators.

Suggestion No. 4 (relating to Operating Principle No. 4.4):

The peer-review team suggests the institution consider assigning the APC responsibility for reviewing and monitoring the effectiveness of its sportsmanship and ethical conduct policies and procedures.

Part VI. Summary of Recommendations and Suggestions...

Peer-review team recommendations:

Governance and Commitment to Rules Compliance

Recommendation No. 1 (relating to Operating Principle No. 1.1):

The peer-review team concurs with the institution's recommendation to revise the current mission statement of the athletics program by the April 2000 meeting of the APC. These revisions incorporate specific references for equitable opportunities, and a statement on sportsmanship and ethical conduct for minority, women student-athletes and staff

Recommendation No. 1 (relating to Operating Principle No. 1.1):

The peer-review team concurs with the institution's recommendation to widely distribute the revised mission statement to both internal and external constituencies.

Recommendation No. 3 (relating to Operating Principle No. 1.3):

The peer-review team concurs with the institution's plan for improvement regarding the formulation of a written process for monitoring full-time enrollment by the assistant athletics director for student-services and the registrar.

Recommendation No. 4 (relating to Operating Principle No. 1.3):

The peer-review team recommends the institution's president consider assigning specific accountability for rules compliance to the athletics director. [Perhaps consider including a statement in the criteria by which the athletics director is evaluated to include a specific reference for his responsibility in the department's compliance to NCAA regulations.]

Academic Integrity

Recommendation No. 1 (relating to Operating Principle No. 2.2):

The peer-review team concurs with the institution's recommendation that the proposed review plan of athletics academic counseling and student-athlete support services be reviewed and implemented prior to the NCAA certification review. There should be a formal review plan, and the academic integrity subcommittee should conduct regularly scheduled evaluations of the AACO.

Fiscal Integrity

Recommendation No. 1 (relating to Operating Principle No. 3.1):

The peer-review team concurs with the institution's recommendation to realign the reporting structure so that the department of intercollegiate athletics' ticket office operation gets direct supervision and oversight by the department of intercollegiate athletics' business office. Recommendation No. 2 (relating to Operating Principle No. 3.3):

The peer-review team concurs with the institution's recommendation to begin using university deposit liability fund accounts for recording financial activity for sport camps.

Equity, Welfare and Sportsmanship

Recommendation No. 1 (relating to Operating Principle No. 4.1):

The peer-review team concurs with the institution's recommendation related to the implementation of the approved gender-equity plan from the previous self-study. The institution has elected to reach "substantial proportionality" through implementation of a roster management plan by spring 2000.

Recommendation No. 2 (relating to Operating Principle No. 4.1):

The peer-review team recommends the institution formally adopt the written gender-equity plan submitted with the self-study.

Recommendation No. 3 (relating to Operating Principle No. 4.2):

The peer-review team recommends the institution formally adopt the written minority opportunities plan submitted with the self-study.

Peer-review team suggestions:

Governance and Commitment to Rules Compliance

Suggestion No. 1 (relating to Operating Principle No. 1.3):

The peer-review team suggests the institution consider reviewing the two outstanding overlapping documents (Director of Athletics Bulletin No. 1 and the compliance handbook) that form the solid foundation for Wyoming's compliance program, with the goal of making them identical where they overlap [e.g., the university's general counsel as identified in the Director of Athletics Bulletin No. 1 (page 3), and the special assistant to the president as identified on page 4 of the compliance philosophy section of the compliance handbook and Rules seminars for coaches at least once every other month, per the Director of Athletics Bulletin No. 1 on page 18, and every month per the compliance handbook on page 2 of the Philosophy section.]

Suggestion No. 2 (relating to Operating Principle No. 1.3):

The peer-review team suggests the institution consider providing the opportunity to attend the NCAA Regional Compliance Seminars to those institutional staff members who may gain additional insight into their assigned duties through their participation in this experience. Specifically the registrar, faculty athletics representative, financial aid director and senior woman administrator.

Academic Integrity

Suggestion No. 1 (relating to Operating Principle No. 2.1):

The peer-review team suggests the responsibility for certification and eligibility of student-athletes rests in the office of the registrar. The development of a computerized reporting system of eligibility and certification generated from the registrar's office would provide the AACO and faculty athletics representative the ability to review certification and eligibility.

Fiscal Integrity

Suggestion No. 1 (relating to Operating Principle No. 3.3):

The peer-review team suggests the institution should consider requiring all summer-camp financial activity to be conducted through deposit liability accounts (rather than off-campus checking accounts).

Equity, Welfare and Sportsmanship

Suggestion No. 1 (relating to Operating Principle No. 4.1):

The peer-review team suggests the institution reorganize the approved gender-equity plan to follow the format of the Office of Civil Rights' guidelines and combine some elements that are repetitive. The plan can be reorganized into three general areas of participation: opportunities, financial aid and program areas.

Suggestion No. 2 (relating to Operating Principle No. 4.2):

The peer-review team suggests the institution reorganize the race-relations plan and the approved minority-opportunities plan into one document that meets the requirements of the institution as well as the NCAA certification process. It might be beneficial to organize the plan into three areas: general educational goals related to diversity, goals related to staff recruitment and hiring and goals related to student-athlete recruitment and retention.

Suggestion No. 3 (relating to Operating Principle No. 4.3):

The peer-review team suggests the institution conduct orientation activities with members of the student-athlete advisory committee about the importance of their role in facilitating communication between student-athletes and athletics administrators.

Suggestion No. 4 (relating to Operating Principle No. 4.4):

The peer-review team suggests the institution consider assigning the APC responsibility for reviewing and monitoring the effectiveness of its sportsmanship and ethical conduct policies and procedures.

Part VII. Listing of Interviewees/Records Reviewed...

A. Individuals Interviewed on Campus:

Institutional Representatives:

Philip Dubois, chief executive officer
Rebecca Macon, registrar and governance subcommittee chair
Bill Lindberg, academic subcommittee chair
Maureen Ryan, equity subcommittee chair
Kathy Hunt, governing board member
Lee Moon, director of athletics
Keener Fry, senior associate director of athletics
Janet Constantinides, faculty athletics representative
Dan Baccari, fiscal subcommittee chair
Barbara Burke, senior woman administrator
Tom Rardin, Cowboy Joe Club executive
Dave Baker, Title IX officer/AEOC, legal counsel
Bill Sparks, athletics business manager, Cowboy Joe liaison
Pete Toyne, director of academic support for student-athletes
Scott Farris, steering committee chair
John Nutter, financial aid director
Tom Burman, director of athletics marketing and promotions
Klaus Hanson, chair of faculty senate
Vicki Seifert, coordinator of athletics tutors
Jeff Brookshire, football recruiting coordinator
Sara Axelson, director of admissions
Henrietta Shingleton, athletics tutor
Peter Hobson, athletics tutor
Bruce Hemphill, associate director of athletics
Jim Hurst, vice-president for student affairs
Cindy Fisher, head women's basketball coach
Steve McClain, head men's basketball coach
Anne Moore, head soccer coach
Larry Judge, head men's track coach
Bill Lyons, athletics trainer
Kevin McKinney, sports information director
Beth McCuskey, housing director
Roger Wilmot, associate vice-president for research

Bob Cochran, professor of statistics
Carolayne Henry, assistant commissioner Mountain West Conference
Karen Reasoner, staff senate executive committee
Rollin Abernethy, associate vice-president for academic affairs
Donna Bagby, special assistant to the president
Sylvester Brito, associate professor of english
Randy Welniak, associate director of athletics/Cowboy Joe director

Student-Athletes:

Jamie LaBrayere, women's swimming
Melody Freihauf, volleyball
Rachel Lau, volleyball
Jansen Siplon, volleyball
Jaime Burke, volleyball
Lindsay McPhail, tennis
Sofi Espinosa, tennis
Jon Aimone, men's golf
Matt Swanson, football
Derek Armah, football
Aaron Elling, football
Leo Caires, football
Rob Kellerman, football
Floyd Antwan, football
Pat Hirsch, football
Jon Levingston, football
Meredith Russo, soccer
Amanda Vandervort, soccer
Mimi Urish, women's golf
Alison McGuire, women's golf
Kelli Hanson, women's golf
Bobby Thoman, wrestling
Kevin Kessner, wrestling
Craig Rumsey, wrestling
Kelly McConville, wrestling
Josh Davis, men's basketball
Marc Bailey, men's basketball
Darci Arsene, women's basketball
Christy Bacon, women's basketball
Carrie Bacon, women's basketball
Cody Millemon, track
Bobbie Schriener, track
Julie Thomas, track
Elizabeth Nowak, swimming
Anne Haywood, swimming

Al Jarrell, swimming
Phil Rehard, swimming
Ted Dibble, swimming

Coaches Forum

Frank Hernandez, assistant football coach
Jim Pletcher, assistant football coach
Trina Wilson, assistant women's basketball coach
Steven Suder, head wrestling coach
Joe Stafford, assistant wrestling coach
Michelle Adams, cheerleading
John Adams, assistant men's basketball coach
Tom Johnson, head swimming and diving coach
Jane Barte, assistant swimming coach
Jason Baumann, diving coach
Jim Marshall, assistant football coach
Rusty Burns, assistant football coach
Bryan Bossard, assistant football coach
Jeff Brookshire, assistant football coach
Vic Koenning, head football coach
Tom Turchetta, assistant football coach
Robert A. Phenicie assistant football coach
Matt Wallerstedt, assistant football coach
Dan Yentes, track coach
Jim Sanchez, track coach
Mary Ann Falcosky A. Falcoshy, assistant women's basketball coach
Justin Byleveld, assistant football coach
David Simon, assistant volleyball coach
Chris Carroll, assistant women's basketball coach
Kim Murphy, assistant soccer coach
Anne Moore, soccer coach
Pam Davis, head tennis coach
Jill Johnson, women's golf coach
Susan Judge, head volleyball coach
Larry Judge, head track coach
Ileana Moschos, assistant soccer coach

B. Institutional Records Reviewed on Campus:

Subcommittee minutes (governance, academic, fiscal, equity)
Steering committee minutes
Documentation of rules compliance evaluation
Conference compliance manual
Policies and procedures manual for athletics

Booster guide

Article Nos. 1 and 2 of the Cowboy Joe Club

1998-99 and 1999-00 salaries for coaches (including t.v., radio, etc.)

November 1, 1999 report to the office of civil rights

1998-99 and 1999-00 squad lists for indoor track, outdoor track and cross country

1998-99 student-athlete exit interviews

Survey of interests and abilities conducted in response to the office of civil rights

March 1999 board of trustees meeting minutes (formal presentation regarding the Office of Civil Rights)

1999-00 admissions data for student-athletes regarding conditional vs. direct admits

Draft plan of the plan to review AACO

Athletics department mission statement

Circulation of the athletics department mission statement

Feasibility study: Title IX compliance, draft

1999-00 media guides - all sports

Study tables spring schedule and policy

Life skills: Alcohol awareness week materials

Case file: Student-athlete appeals committee

by the peer-review team members:

Chair: Neil Bucklew, past president, West Virginia University

Governance and Commitment to Rules Compliance: Bill Morgan, assistant athletics director, University of Arizona; and Mr. Bucklew

Academic Integrity: Javaune Adams-Gaston, assistant dean of undergraduate studies, University of Maryland

Fiscal Integrity: Frank Pergolizzi, director of athletics, East Tennessee State University

Equity, Welfare and Sportsmanship: Darlene Bailey, associate director of athletics, Southwest Missouri State University; and Mr. Pergolizzi

President Dubois reported UW athletics is in the second cycle of the second round of NCAA certification. He noted the NCAA committee has changed the process for recertification and given UW one year to respond to the issues in their original response. Once those issues have been addressed, certification will be forthcoming. Most of the recommendations are things UW suggested for self-improvement and the reports have been quite good. Two items need to be implemented to accommodate gender equity issues and the evaluation of some academic integrity issues. A draft document for the President's review is forthcoming.

COMMITTEE OF THE WHOLE

UW Research Corporation Board Appointments

It is recommended that the Trustees of the University of Wyoming reappoint the following members to UWRC Directors for one year terms:

Mr. Brent Erickson

Mr. Ovid (Gus) Plumb

Mr. Richard Willson

Dr. William Gern

Lt. General (Ret.) Thad Wolfe

Ms. Dolores Kern

Trustee McCue moved to approve the appointments of the UW Research Corporation Board as presented and that the item be placed on the Consent Agenda. Trustee Neiman seconded the motion. Vice President Gern reported that Tucker Fagan recently left the Board and is currently the Director of the Wyoming Business Council. Trustee True asked if there has been consideration for his replacement. Dr. Gern reported the Board is working with CEO Scott Smith on a short list of 2 or 3 names. The motion carried.

WEPCCC Appointment

President Dubois stated a change needed to be made in UW's representation on WEPCCC. He recommended the appointment of Pat McClurg, the incoming College of Education Dean, be appointed. Trustee Jorgenson so moved for the appointment of Dean McClurg to WEPCCC and placement of the item on the Consent Agenda. Trustee Richards seconded the motion. The motion carried.

Development Report

FY 2001 Monthly Gift Report through March 31, 2001

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

FUND	ALL GIFTS							ANNUAL FUND GIFTS						
	FY 2001	Month		FY 2001 to date		FY 2000 to same date		FY 2001	Month		FY 2001 to date		FY 2000 to same date	
	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL	GOALS	DNRS	AMOUNT	DNRS	TOTAL	DNRS	TOTAL
AGRIC	\$ 816,000	144	\$7,785	990	\$385,553	1227	\$614,395	\$ 131,000	92	\$4,655	887	\$119,687	937	\$105,432
AHC	\$ 995,000	13	\$13,675	193	\$101,048	249	\$909,903	\$ 47,000	10	\$675	183	\$15,222	237	\$32,051
ALUMNI	\$ 38,000	6	\$800	207	\$39,227	180	\$30,780	\$ -			21	\$1,695	28	\$6,805
A & S	\$ 2,000,000	190	\$552,937	2422	\$1,632,569	2511	\$1,061,691	\$ 451,000	92	\$ 11,152	2191	\$362,874	2200	\$315,263
ATHLETICS	\$ 3,304,000	418	\$55,607	4699	\$1,361,662	5005	\$2,905,135	\$1,100,000	402	\$47,462	4176	\$701,433	4513	\$819,125
BUSINESS	\$ 920,000	82	\$172,165	1046	\$1,263,208	1076	\$382,967	\$ 110,500	54	\$4,245	911	\$86,531	1000	\$89,103
EDUCATION	\$ 600,000	36	\$2,810	919	\$77,268	973	\$254,121	\$ 45,000	33	\$2,610	896	\$39,818	946	\$33,014
ENGINEERING	\$ 2,300,000	77	\$15,807	1650	\$554,506	1719	\$2,513,599	\$ 300,000	54	\$13,432	1486	\$198,253	1651	\$206,011
IENR	\$ 525,000			93	\$315,785	85	\$197,722	\$ 65,000			83	\$183,046	76	\$53,818
HEALTH SCI	\$ 1,000,000	43	\$37,912	677	\$256,519	766	\$243,327	\$ 65,000	40	\$4,105	635	\$55,777	725	\$46,947
KUWR	\$ 380,000	1088	\$40,016	5590	\$306,423	5074	\$280,738	\$ 360,000	1088	\$40,016	5590	\$306,423	5044	\$274,900
LAW	\$ 250,000	24	\$25,239	311	\$209,969	341	\$104,524	\$ 62,000	20	\$1,470	282	\$48,906	325	\$47,776
LIBRARY	\$ 100,000	21	\$1,301	345	\$57,390	397	\$96,840	\$ 38,000	20	\$680	331	\$23,324	388	\$25,656
STUD AFFRS	\$ 80,000	33	\$4,922	1264	\$40,566	1261	\$73,026	\$ 37,500	32	\$922	1252	\$28,616	1257	\$27,760
UW ART MUS	\$ 215,000	16	\$1,550	491	\$195,463	512	\$154,615	\$ 55,000	16	\$1,550	198	\$36,935	223	\$33,935
UNIV. FUND	\$ 165,000	56	\$4,986	1132	\$129,354	986	\$121,386	\$ 155,000	56	\$4,986	1128	\$126,092	983	\$119,877
OTHER	\$ 2,060,000	43	\$114,010	595	\$1,195,609	797	\$1,591,877	\$ 68,000	15	\$582	127	\$30,078	513	\$51,191
GIFTS NOT YET BOOKED					\$379,042									
TOTAL	\$ 15,748,000	2,252	\$1,051,521	19,450	\$8,501,158	19,515	\$11,536,646	\$3,090,000	1,993	\$138,541	18,061	\$2,364,708	18,336	\$2,288,663

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

Vice President Ben Blalock noted the numbers on the Monthly Gift Report are not current. The goal for this year will be surpassed with donations that are still coming in. The number of dollars received is just under \$21,000,000, and the number of individual donors indicates a broad base of support. The Annual Fund is even with the previous year at \$2.6 million. As an aside, Mr. Blalock mentioned many folks are waiting for their stocks to recover.

Integrated Marketing Campaign

One of the recommendations in the Enrollment Management Plan, completed in August 2000, was to hire a consultant to assist in developing an Integrated Marketing Communications plan (IMC). During the fall of 2000 the University began working with Educational Marketing Group, Inc (EMG) to develop an effective IMC program in order to achieve the following goals:

1. By September 2002, increase the number of full-time first-year students by 10 percent over Fall 2001.
2. By December 2002, improve UW's image as a high quality, nationally recognized research university among internal stakeholders as well as business and opinion leaders and alumni throughout Wyoming.
3. Provide image and development support for the capital campaign by improving donor awareness and perceptions of UW quality.

As the first step in the IMC program development, EMG conducted a Situational Analysis during August and September 2000 by interviewing faculty, staff, current and prospective students and alumni. EMG reviewed university publications, the UW Self-Study Accreditation Report, organizational charts, budgets, demographic data from the Western Interstate Commission on Higher Education (WICHE), the National Center for Educational Statistics (NCES), and the Department of Education.

The next step involved the President's Executive Council developing a positioning statement and key messages about the University based upon the input from faculty, staff and students during the Situational Analysis. The positioning statement and key messages were further refined by members of the campus Integrated Marketing Work Group and the campus Integrated Marketing President's Advisory Committee. The positioning statement and key messages are:

Positioning Statement

The University of Wyoming is a nationally recognized public research university focused on students who seek personalized learning in a Rocky Mountain environment. UW is the perfect size: big enough for great opportunities, small enough for students to become involved and to make a difference.

Key Messages (Reasons Why UW is the Best Choice)

1. UW is a national research university, which means that undergraduates can have hands-on experience in cutting-edge research and scholarship.
2. UW provides more than 180 programs of study that allow students to explore their options and find their own special niche.
3. UW students receive personalized education with every student having opportunities for individual interaction with faculty members.
4. UW promotes a culture that encourages students to become involved as active members of the campus community and develop their full potential.
5. UW students are part of an outstanding and diverse community that promotes high achievement.
6. UW offers students superior academic programs and opportunities for a wide range of activities and outdoor recreation that provide a challenging, healthy, enjoyable lifestyle.

7. UW's safe, residential campus in a friendly university community makes it a great place to live and study.

Based upon the positioning statement and key messages, a marketing campaign has been developed and tested with our prospective student target audience. At the Trustees' meeting, the conceptual development, response from the student focus groups, the visuals and the process for implementation will be shared.

Vice President Leellen Brigman mentioned highlights of the presentation and what the Enrollment Management Committee has been working on. Scott Van Horn and Noah Buckley, who are gathering information for the six areas of the presentation, were available for questions. Associate Vice President Sara Axelson gave a Power-Point presentation on integrated marketing.

Faculty Awards

President Spicer said he wanted to highlight some of the awards for the faculty as listed in the Report. He mentioned the retirement of Judy Powell and the contribution she has made to UW during her tenure on campus in various administrative roles. Staff Awards were mentioned by President Spicer as well.

Beatrice Gallatin Beuf Golden Apple

The Golden Apple Teaching Award was established in 1986 by Mrs. Beatrice Gallatin Beuf to recognize teaching excellence in freshman-level courses in the College of Arts and Sciences. The award includes a \$2,500 stipend. This year's recipient is David E. Estes, Associate Professor in the Department of Psychology.

John P. Ellbogen Meritorious Classroom Teaching Award for 2001

The John P. Ellbogen Meritorious Classroom Teaching Awards, which include grants of \$3,000 each, are made possible by a fund established in 1969 by John P. Ellbogen to "foster, encourage, and reward excellence in classroom teaching at UW." This year's recipients are: Carol D. Frost, Professor, Department of Geology and Geophysics; Rodney A. Garnett, Associate Professor, Department of Music; Harvey Gelb, Professor, College of Law; Duncan S. Harris, Professor, Department of English; Anthony F. McGann, Professor, Department of Management and Marketing; Ben G. Roth, Professor, Department of Mathematics; and, Sally J. Steadman, Lecturer, College of Engineering.

John P. Ellbogen Outstanding Graduate Assistant Award

Nominations for the John P. Ellbogen Graduate Teaching Assistant Awards were received from faculty, students, staff, and academic professionals. Criteria used in the selection process include teaching effectiveness as judged by students, department heads or chairs, and supervising faculty, ability to manage the teaching assignment, and efforts made by the assistant to improve his or her teaching effectiveness. Recipients of this year's awards and receiving grants of \$1,500 are: Doug Blackburn, Mathematics; Andy Del Negro, Chemistry; Ai Kuwabara, Modern & Classical Languages; Saib Suwilo, Mathematics; Creighton Litton, Botany; Jens Fehn - Modern & Classical Languages; Mark Greenwood, Statistics; Adrienne Sadovsky, Psychology; and, Alicia Wagner, Modern & Classical Languages.

Hollon Award for Teaching Excellence in Off-Campus Programs

The Hollon Award is given to an individual selected for outstanding teaching in the outreach program. The selection is made from student evaluations and letters of nomination.

This year's recipient is Ronald E. Beiswenger, Professor, Department of Geography and Recreation. Dr. Beiswenger will receive a \$1000 stipend.

George "Duke" Humphrey Distinguished Faculty Award for 2000

The Humphrey Award recognizes teaching effectiveness, distinction in scholarly work, and distinguished service to the University and State, and carries a \$3,500 stipend. This year's recipient is Arthur W. Snoke, Professor, Department of Geology and Geophysics.

President's Achievement Award

The President's Achievement Award is presented to faculty whose creative activities have brought credit and distinction to them and to the University. The award recipient was selected from nominations from across the campus. Norman R. Morrow, Professor, Department of Chemical and Petroleum Engineering, and Gabor Vali, Professor, Department of Atmospheric Sciences were selected for this year's award and will receive stipends of \$2,500.

UW Alumni Association/Student Alumni Association Outstanding Faculty Award

The University of Wyoming Alumni Association and the Wyoming Student Alumni Association are presenting this year's faculty award, which includes a \$500 stipend to Francis W. Flynn, Professor, Department of Psychology.

Staff Awards

Employee of the Year - Allen Fuller

Jody S. Humphrey Inspirational Staff Award - Lillian Wise

E. G. Meyer Family Award - Mike Moore and Marilyn Wood

Off-Campus Staff Award - Jerry Nachtman and Johnathan Despain

Skilled Craft/Service Award - Jim Rector

Staff Incentive Award - Vicki Seifert, Marjorie Jaeger, and Judith Turner

Staff Senator of the Year - Shannon Jaeger

Unsung Hero Award - Woody Lundmark and Terry Vialpando

ANNOUNCEMENTS

President Spicer mentioned that the May meeting would be Dave Baker's last meeting with the Board as he was retiring the end of June. He expressed appreciation to Mr. Baker for his years of service to UW on behalf of the Board.

Resolution of Appreciation - Nordic Ski Team

President Spicer recognized the members of the Nordic Ski Team. The team members present and introduced to the Board were: Dennis Feeney (individual freestyle champion), Erika Lore (individual freestyle and women's freestyle team champion) and Jamie Keller (women's freestyle team champion) all of Casper and Rebecca Watson (women's freestyle team champion) of Leadville, Colorado. Coaches Christi Boggs and Rachel Watson were introduced as well. A resolution was read by President Spicer and presented to the team. (See Resolution on page 205.)

Resolution of Appreciation - Kara Calvert

President Dubois presented Kara Calvert with a Resolution from the Board honoring her for her involvement in ASUW and her year of service on the Board. He also noted her accomplishments during her academic career at UW. (See Resolution on page 206.)

ASUW Report

ASUW Chair, Warnell Brooks, noted activities over the past year: the establishment of the Hurst and Davis scholarships; the development of the Safe Ride Program; and the development of a landlord/tenant guide for students. ASUW has worked this year on giving students an active voice by providing transportation to and from the polls. The future year of ASUW will include: housekeeping items; providing information accessibility to students; looking into childcare issues; and reviewing recruitment/retention efforts by connecting current and former students with future ones.

Trustee Schaefer welcomed Warnell to the Board. President Spicer echoed those sentiments on behalf of the Board.

Staff Senate Report

George Longpre reported that Staff Senate had been busy with elections and resolutions. The resolutions have addressed the retirement/insurance committee's report and the need to form an ad hoc committee to discuss some of the expendable income in the Foundation. UniReg 5 has been a continuous discussion as it has been reviewed extensively and Staff Senate has provided recommendations and concerns to the administration. The Outstanding Employee of the First Quarter is Robin Kniffen from the College of Law. George thanked everyone for their positive interactions as they have related to Staff Senate during the past year.

President Dubois thanked Mr. Longpre for his leadership and the growing relationship between Staff Senate and the Administration.

Faculty Senate Report

Ken Gerow expressed his thanks for the opportunity of being allowed to work with the Board and UW faculty. He noted that Faculty Senate business this year was the ongoing General Education review. He mentioned the conflict that arose in the education review and the need to look at the whole picture. He feels confident that the recommendations from Faculty Senate will develop as smaller pieces in the renovation of the program.

Date of Next Meeting

President Spicer announced the next meeting date is July 12-14, 2001.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

Trustee McCue moved that the base salary of President Dubois be increased by \$8,400/year, and that his housing and expense allowance be included in his base salary. Trustee True seconded the motion and stated the President Dubois performs at an excellent level with exemplary leadership. He also mentioned the improvement in UW's presence at the legislature and the positive results of that presence. The Board offered its gratitude and thanks to the President for his work during the past year. The motion carried. President Spicer asked that the record show the vote to approve the salary increase was unanimous. The Board also asked that the recognition and appreciation of Lisa Lewis Dubois and what she has contributed to the University be made public.

Trustee McCue expressed his appreciation for the work of Trustees Schaefer and Hunt on the President's review. He also stated that he was reminded of the tremendous work and sacrifices that Lisa Lewis Dubois gives to UW and that the Trustees appreciate her sacrifices and outstanding contributions to the University.

Trustee Schaefer talked about performance at the State Legislature this year and offered his accolades to President Dubois and Special Assistant Rick Miller for their work. Trustee Schaefer stated it was one of the best years that UW has had and each Board member needs to thank the Legislators for their support.

Trustee McCue thanked President Spicer for his year of service as President of the Board and looks forward to his upcoming year of leadership.

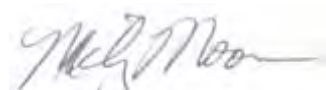
President Dubois noted that the Board would be invited to a special dinner at the President's Cabin during the July meeting and spouses and/or significant others are welcome to participate.

President Spicer noted the request that John Vann be invited to a subsequent meeting and asked that the arrangements be made.

ADJOURNMENT

Trustee McCue moved for adjournment at 2:30 pm. Trustee Jorgensen seconded the motion. The motion carried.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



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

*University of Wyoming Nordic Ski Club Resolution
May 11, 2001*

WHEREAS, the University of Wyoming Nordic Ski Club has brought home two individual and team honors from the recent United States Collegiate Snowsport Association national championships; and

WHEREAS, the UW club team members put forth a valiant effort in the face of adversity and gave a total UW team effort; and

WHEREAS, the UW club has distinguished itself in the area of sportsmanship as befitting Cowboy and Cowgirl tradition; and

WHEREAS, the UW Nordic Ski Club has completed an outstanding season that included seven UW team members earning All-America and Academic All-America status; and

WHEREAS, the UW Nordic Ski Club has brought national recognition to the University of Wyoming and the state of Wyoming; now

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize the University of Wyoming Nordic Ski Club for its outstanding season. We extend our best wishes for continued athletic and academic success.

UNIVERSITY OF WYOMING
RESOLUTION OF APPRECIATION

KARA NICOLE CALVERT
President, Associated Students of the University of Wyoming

WHEREAS, 27 years after the University of Wyoming was established by the Wyoming Legislature in 1886, the Associated Students of the University of Wyoming (ASUW) was created to provide a voice and leadership opportunities for University students;

WHEREAS ASUW is one of the premier student associations in higher education in the United States today;

WHEREAS Kara Nicole Calvert came to UW from Riverton, Wyoming and served UW's students throughout her undergraduate career—as Vice President of the Freshman Senate, Executive Assistant to the ASUW President for state relations and technology, and President of ASUW;

WHEREAS Ms. Calvert, a member of Delta Delta Delta Sorority, has served as a powerful role model for fellow students with her reputation for her forceful rhetoric, her compelling presence, her concern for others, and her unwavering commitment to the University of Wyoming;

WHEREAS, under President Calvert's leadership, ASUW developed the Safe Ride shuttle program to provide free transportation to and from campus locations for students and community residents in the evenings, as well as sponsoring "Rock the Vote" to enhance student participation in the voting process;

WHEREAS Ms. Calvert's commitment to academics is exemplified by her 4.0 grade point average in business administration, which enabled her to be listed on the President's Honor Roll all of her semesters at UW—overcoming obstacles such as having a friend's child write all over her class notes;

WHEREAS Ms. Calvert plans to study international business in Norway and will undoubtedly rule the world when she opens her Internet café in Egypt;

WHEREAS Ms. Calvert's achievements in scholarship, leadership, and service have been recognized in her selection as a Fulbright Scholarship finalist, her initiation into Golden Key, Phi Kappa Phi, Beta Gamma Sigma academic honor societies, her membership in each class honorary (Spurs, Iron Skull, and Mortar Board), and her selection as a member of *USA Today's* 2001 All-USA College Academic Team;

WHEREAS Ms. Calvert has provided an articulate expression of student perspectives on important UW committees examining important campus matters, including the Wyoming Drug and Alcohol Advisory Committee, the College of Business Student Advisory Council, and the Student Affairs Directors Council;

WHEREAS Ms. Calvert organized an effective and influential student presence in the halls of the State Capitol during the most successful legislative budget session in recent history—lobbying House Speaker Bebout most successfully, without ever having to utter the words, “Oh, come on now, Uncle Eli!”; and

WHEREAS, Ms. Calvert’s service on the UW Board of Trustees has been marked by intelligence, confidence, energy, and creativity.

THEREFORE, BE IT RESOLVED that the University of Wyoming Board of Trustees expresses its appreciation on behalf of the entire campus community to Kara Nicole Calvert for her profound commitment, dignity, and sincere leadership. In witness whereof, we have hereunto set our hands and caused the great seal of the University of Wyoming to be affixed this eleventh day of May, 2001.

Philip L. Dubois
President, University of Wyoming

(UW seal)

Thomas E. Spicer
President, UW Board of Trustees