

**THE UNIVERSITY OF WYOMING**

**BOARD OF TRUSTEES' MINUTES**

**May 14-16, 2003**

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

**TRUSTEES OF THE UNIVERSITY OF WYOMING AGENDA**  
**May 14-16, 2003**

**WORK SESSIONS**

1. Tenure and Promotion Process .....	2
2. Jacoby Expansion.....	3
3. Health Sciences Project Update .....	5
4. Moving Forward III/Academic Planning Process and Timeline .....	6
5. FY 2004 PLUS Budget Recommendations .....	8
6. FY 2004 Critical Maintenance Recommendations .....	10
7. Funding Options - Capital Facilities Projects .....	14
8. Ad Hoc Sub-Committee on Greek Review.....	17

**RECOGNITION**

1. Nordic Ski Team.....	21
2. Alpine Ski Team .....	22
3. Rifle Team National Championship .....	23
4. UW Debate Team National Championships.....	24
5. Tobin/Spitaleri Outstanding Senior Man/Woman .....	26

**EDUCATION**

1. Medical Education .....	29
2. Pharmacy Tuition Differential .....	30
3. Utility Expenses .....	31
4. Academic Year Calendars – AY 2004-2009 .....	32

**INFORMATION**

1. Tuition Comparisons.....	41
2. Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period January 1, 2003-March 31, 2003 .....	43
3. Internal Audit Plan for Fiscal Year 03-04.....	51
4. Quarterly Internal Financial Reports .....	53
5. Change Orders and Progress Reports .....	56
6. Sale of Property – Archer .....	60
7. Social Work Division Re-accreditation .....	61
8. Administrative Searches .....	62
9. Development Report .....	63
10. Draft Strategic Plan for Intercollegiate Athletics.....	65
11. Status of UW Leases impacted by Farm Bureau Building Purchase.....	66
12. Faculty Awards .....	67
13. Staff Awards .....	70

**BUSINESS MEETING – May 16, 2003**

<b>CALL TO ORDER .....</b>	<b>71</b>
<b>ROLL CALL .....</b>	<b>71</b>
<b>APPROVAL OF MARCH 6-8, 2003 MINUTES OF THE TRUSTEES .....</b>	<b>71</b>
<b>ELECTION OF OFFICERS.....</b>	<b>71</b>
President	
Vice President	
Secretary	
Treasurer	
<b>ELECTION OF TWO MEMBERS TO EXECUTIVE COMMITTEE .....</b>	<b>72</b>
<b>APPOINTMENT BY PRESIDENT OF ONE MEMBER TO     INVESTMENT COMMITTEE.....</b>	<b>72</b>
<b>APPOINTMENT OF ONE MEMBER TO FOUNDATION BOARD .....</b>	<b>72</b>
<b>APPOINTMENT OF AD-HOC COMMITTEE ON TRUSTEESHIP .....</b>	<b>72</b>
<b>REPORTS</b>	
ASUW.....	73
Staff Senate .....	73
Faculty Senate.....	73
<b>PUBLIC TESTIMONY .....</b>	<b>74</b>
<b>INVESTMENT COMMITTEE</b>	
1. Quarterly Report on Investments .....	75
2. Quarterly Report on Endowments .....	78
<b>COMMITTEE OF THE WHOLE (CONSENT AGENDA).....</b>	<b>80</b>
1. Approval of Contracts and Grants .....	80
2. Personnel.....	89
3. Approval of Master List of Degrees .....	103
4. Fiscal Year 2004 Budgets: W.R. Coe Estate, W.R. Coe School and Charles Chacey Kuehn Estate .....	111
<b>COMMITTEE OF THE WHOLE (REGULAR BUSINESS)</b>	
1. Authorization for Sale of Property at 22 <sup>nd</sup> and Harney.....	113
2. Approval for Easement Request at Afton .....	114
3. Authorization for Land Swap between UW Property at Bosler Pasture for State Land.....	115
4. Authorization to Purchase Property (SAREC Land Acquisition and Related Development).....	116

5. Approval for the Sale of Property at the Torrington R&E Center .....	121
6. FY 2003 Budget Adjustments for Group Health Insurance Premiums .....	123
7. FY 2004 Section I Operating Budget.....	125
8. FY 2004 Section II Operating Budget .....	129
9. ASUW Budget .....	132
10. ASUW Endowment .....	135
11. Student Publications Budget.....	137
12. Wyoming Union Budget.....	139
13. University of Wyoming Research Corporation Board Appointments .....	142
14. College of Health Science Naming Opportunity .....	143

**UNFINISHED BUSINESS.....146**

**NEW BUSINESS.....147**

Date of Board Retreat – August 8-10, 2003, Jackson, WY .....	148
Date of next meeting – September 11-13, 2003, Laramie, WY .....	148

**ADJOURNMENT.....148**

Tour of Washakie Center .....	149
-------------------------------	-----

Commencement Reception and Dinner, War Room, Rochelle Athletic Center

Saturday, May 17, 2003 – Commencement

**THE UNIVERSITY OF WYOMING**

**MINUTES OF THE TRUSTEES**

May 14-16, 2003

Trustees were hosted at a breakfast by the Faculty Senate at the UW Foundation House on Thursday, May 15, 2003. The Board attended a briefing on the review of process relating to colors and logos at breakfast on Friday, May 16, 2003 at the Foundation House. Members of the Board were also hosted at lunch by Vice President Bill Gern, Research, and subsequent tour of the Microscopal Facility on Friday, May 16. The commencement dinner and reception were held in the War Room of the Rochelle Athletic Center on Friday, May 16, and members of the Board attended.

Sessions for work, recognition, education, and information were conducted on Wednesday, Thursday and Friday. The Board held the Business Meeting on Friday, May 16, 2003.

**WORK SESSION: Tenure and Promotion Process**

Associate Vice President Myron Allen, Academic Affairs, met with members of the Board to review the tenure and promotion process.

**WORK SESSION: Jacoby Expansion**

President Philip Dubois introduced Bill Mentock, Mark Isakson, Dick Bailey, and Joe Jensen to the Board to speak on the golf course expansion. For the information of new Board members, the president related the origins of the golf course.

Historically, the City provides water at no charge for the golf course in exchange for allowing local residents to play golf and pay the same fees as UW faculty and staff. The land was developed through a federal recreation grant dedicated in perpetuity to the University, although some of the land can be reclaimed for recreational use. The University also owns the land that is located immediately east of the golf course. Further to the east is land that is currently being leased to Warren Livestock Corporation for grazing.

The discussion on the golf course developed approximately three years ago, when UW began reviewing possibilities for uses of the vacant land, and at the same time, decided to look at a possible expansion of the golf course. The University subsequently hired a golf course consultant to review the possibilities of adding another nine holes to the course, and included the Laramie Country Club and City of Laramie personnel in the discussions. Once the request for proposal had been issued, bids received, and a consultant hired, the process was underway. The resulting analysis was disappointing and did not address the actual population or demographics in Laramie, so the work was discontinued. The positive outcome of the analysis was the determination that the market in Laramie was strong for a 27-hole golf course. At this point, the Laramie Country Club withdrew from the discussions. President Dubois later met with Mr. John Easterbrook, Sr., Troon Management, and visited with him about the possibilities. Joe Jensen, Golf Pro at Jacoby Golf Course, spoke with Mr. Isakson and Mr. Bailey, having been familiar with the Powderhorn Course they had developed in Sheridan, WY. Mr. Jensen further described

that in order for expansion plans to proceed, the University will need to purchase the additional land that is currently owned by the State, and located east of the golf course, which could be accomplished by a land swap.

Jacoby Golf Course is important to Laramie and UW, and 35,000 rounds were played on the course last year. It is notably one of the busiest golf courses in the state, given the short playing season. UW is currently unable to host a tournament without closing the course down, and Mr. Jensen prioritizes those with season golf course passes over other events to maintain balance. The goal of a 27-hole golf course would be to draw state use, in addition to events that could be hosted there.

Mr. Isakson noted that the plan is a conceptual development plan. Their approach is conservative, and takes all the necessary factors into consideration. The primary focus to move the process is to gain additional land. The next element for consideration will be residential development. The overarching goal of this expansion will serve two purposes: to recruit people to the area to play and develop this as a breakeven agreement.

President Dubois indicated that the steps to move ahead would be to 1) go to the state land board for approval on the land swap, and 2) speak to the state recreation board. His purpose for the discussion at this meeting is not to ask the Board for approval of the design, but approval to begin work with the state land board for the land swap.

**WORK SESSION: Health Sciences Project Update**

Representatives from architectural firm of Malone, Belton and Abel presented the design for the renovation and additions to the Biochemistry and Pharmacy buildings creating the new Health Sciences facility. Construction drawings for the facility should be completed by the Board meeting and it is expected that construction of the facility will begin mid to late August.

President Dubois said that Roger Baalman would lead the discussion, and introduced Tim Belton and Steve Abel to the Board. He noted that there has been significant consideration given to the trees that are located on the east side of the building, and said they will probably not survive the construction project.

Mr. Baalman shared an overview of the plans that are being developed for the building. The Biochemistry and Pharmacy buildings will be combined structurally to provide a unified setting for all the units in the college of Health Sciences. The project was described in detail by Mr. Belton and Mr. Abel, and artists' renderings were shown to present a visual review of what the building will look like. The estimates for the base construction are \$14 million, with the addition estimated at \$300,000. The advertisement for bids will be published on or around early June, with bids received by early July. The Executive Committee of the Trustees will be asked for their approval to begin with the project once bids are received and a contractor selected. The University plans to have the project completed and the College in the building by Fall 2005.

**WORK SESSION: Moving Forward III/Academic Planning Process and Timeline**

*Moving Forward III*, which incorporates revisions and comments suggested during an extensive comment period, is the final charge to academic units to begin drafting unit-level academic plans for 2004-2009. The document has been distributed widely in hard copy and is also available on the web site listed below.

College deans, in concert with department heads and unit directors, are now in the process of developing draft plans that identify college- and department-specific issues and the action items needed to address them. These draft plans will be available for review on college web sites currently under development (e.g. College of Arts and Sciences web site noted below). Academic Affairs will review department- and college-level draft plans during summer 2003. Final department and college plans are due during fall semester 2003. Concomitantly, Academic Affairs will begin drafting the institution-wide plan during fall 2003. A final version of the institution-wide plan will be available by March 1, 2004. The plan will be subject to review by the Board of Trustees, with final approval requested in May of 2004.

Related Web Sites:

*Moving Forward III:*

[http://www.uwyo.edu/AcadAffairs/Acad\\_Plan\\_Implementation/Acad\\_Plan\\_Implementation.htm](http://www.uwyo.edu/AcadAffairs/Acad_Plan_Implementation/Acad_Plan_Implementation.htm)

College of Arts & Sciences Academic Planning:

[http://uwadmnweb.uwyo.edu/A&S/Faculty/AP-title\\_page.htm](http://uwadmnweb.uwyo.edu/A&S/Faculty/AP-title_page.htm)

Moving Forward III Timeline:

	<b>Dept./Unit Planning</b>	<b>College Planning</b>	<b>Academic Affairs Planning</b>
Draft Due	July 1, 2003	September 1, 2003	December 1, 2003
Final Due	October 1, 2003	December 1, 2003	March 1, 2004

Vice President Tom Buchanan, Academic Affairs, reviewed the process that is underway and commented that it is on schedule. As noted in the table, the department drafts are due in Academic Affairs by July 1. Approximately half of the departments have already submitted their drafts, which are available on the web site. Academic Affairs will continue to use the education sessions during the Trustees' meetings to brief the Board on the progression of the planning process. President Hunt reminded the Board that this topic is on the agenda for the retreat in Jackson in August.

**WORK SESSION: FY 2004 PLUS Budget Recommendations**

**FISCAL YEAR 2004 – PLUS BUDGET ALLOCATION – PRESIDENT’S RECOMMENDATION**

Revenue Available for FY 2004 ..... **2,808,175**

VP Area	Amount Requested	RECOMMENDATION		FY 2004 TOTAL
		Continuing	One-Time	
Dubois	367,237	<b>141,637</b>	14,804	156,441
Aylward	1,276,000	0	500,000	500,000
Baccari	2,080,154	0	74,654	74,654
Blalock	40,218	0	19,440	19,440
Brigman	1,262,172	<b>24,000</b>	329,000	353,000
Buchanan	3,828,142	0	1,163,740	1,163,740
Gern	287,400	0	100,000	100,000
Harris	1,273,600	<b>27,100</b>	272,800	299,900
Miller	0	0	0	0
Moon	615,000	0	141,000	141,000
<b>Totals</b>	<b>11,029,923</b>	<b>192,737</b>	<b>2,615,438</b>	<b>2,808,175</b>

Balance Remaining ..... **0**

PLUS Budget Funding [ BOLD = Permanent Allocation ]	Request Type	Amount Recommended
<b>Revenue Available for FY 2004</b>		<b>2,808,175</b>
<b><u>President Dubois</u></b>		
<b>Aircraft Maintenance Technician (Pos #2254)-Atmospheric Science</b>	<b>Other</b>	<b>41,637</b>
<b>Farm Bureau Building Maintenance-Physical Plant</b>	<b>Other</b>	<b>100,000</b>
Distinction Campaign-Physical Plant-Physical Plant	Other	14,804
	Sub-total	156,441
<b><u>Aylward</u></b>		
Dark Fiber Lease (Internet Access)	Other	500,000
<b><u>Baccari - Main Request (\$255,154)</u></b>		
Campus Police Patrol Car	Equip	24,000
Environmental Health & Safety-Pickup Truck	Equip	21,000
Chemical Inventory Software	Equip	5,854
Environmental Health & Safety-Various Equipment	Equip	15,800
Centennial Complex Security Consultant (Joint w/Buchanan)	Other	8,000
	Sub-total	74,654
<b><u>Blalock</u></b>		
Foundation House Dining Room Chairs	Equip	19,440

<b><u>Brigman</u></b>		
Integrated Document Imaging (\$24,000/FY continues for 5 years)	Equip	353,000
<b><u>Buchanan</u></b>		
Various Equipment and Maintenance Projects	Equip+Maint	1,163,740
<b><u>Gern</u></b>		
Research King Air Engine Replacement	Equip	100,000
<b><u>Harris – Budget &amp; Planning Division</u></b>		
<b>Classroom Scheduling Software Maintenance Agreement &amp; IT Support (Facilities Planning)</b>	<b>Other</b>	<b>27,100</b>
Web Server Upgrade (OIA)	Equip	9,000
Color LaserJet Printer (OIA)	Equip	1,800
<b><u>Harris – University-wide Requests not tied to B&amp;P</u></b>		
Classroom Equipment	Equip	82,000
Exterior Building Signage	Maint	25,000
Health-Science Relocation Costs	Other	155,000
	Sub-total	299,900
<b><u>Miller -- NO REQUEST</u></b>		<b>0</b>
<b><u>Moon</u></b>		
Hydra Rims (Arena Auditorium)	Equip	21,000
Volleyball Locker/Team Room Renovation	Maint	120,000
	Sub-total	141,000
<b>TOTAL RECOMMENDED</b>		<b>2,808,175</b>
<b>Balance Remaining</b>		<b>0</b>
<b>Non-State (University Income Funds) PLUS Budget Recommendations</b>		
<b><u>Baccari</u></b>		
University Controller-Technical Support Position (#4315)	Other	71,200
<b><u>Brigman</u></b>		
Disabled Students – SEO/UDSS	Other	23,420

**WORK SESSION: FY 2004 Critical Maintenance Recommendations**

During the 2003 legislative session two initiatives were pursued to obtain legislative funding for critical maintenance and ADA projects. The University submitted a detailed request for funding \$5.9 million in deferred (or critical) maintenance and ADA projects and separately the University, community colleges and state government worked on legislation to provide a funding formula to address these needs on an annual basis.

Both Governor Geringer and subsequently Governor Freudenthal supported the legislative effort to create a formula based major maintenance approach resulting in a final appropriation that funded 50% of the calculated funding required to address critical maintenance needs for the University, community colleges and the various state agencies. The funding formula provided \$2.9 million to the University of Wyoming to address major maintenance priorities. The table below presents the President's recommendation for the use of the formula funded appropriation and the major maintenance projects that will be funded in FY 2004. While the recommendations address specific priorities that will be addressed, it is important to note that as circumstances change or additional major maintenance problems are encountered, it may be necessary to revise any given priority to address these needs.

**FY 2004 CRITICAL MAINTENANCE – PRESIDENT’S RECOMMENDATIONS**

**Total Formula - All Agencies**

**14,785,712**

Amount Appropriated - All Agencies - (50% of total formula)

7,392,856

**Amount Appropriated to UW (39.08% of 50%)**

**2,889,128**

***CRITICAL MAINTENANCE APPROPRIATION ALLOCATION  
 RECOMMENDATIONS***

Budget Requests Submitted to the President	VP Area	Priority	Plus Budget Request	\$5.9M Deferred Maint. Request	<b><i>Recommended</i></b>	Remarks
<b>Amount Appropriated to UW (39.08%)</b>					<b>2,889,128</b>	
Exit Light Replacement-Campus	Baccari	1/22	45,000	45,000	<b>45,000</b>	Part of emergency lighting systems
Sanitary Sewer Replacement-A&S	Baccari	2/22	45,000	80,000	<b>80,000</b>	Will do the complete sewer line. The 45 K was just part of the line on the south of the building
Electrical Distribution-Science Complex	Baccari	3/22	100,000	44,000	<b>100,000</b>	Increased scope to include more of the Science Complex
Backflow Prevention-Science Complex	Baccari	4/22	100,000	74,000	<b>100,000</b>	This number was increased from the critical Maintenance request because of additional work to isolate some specific labs from the building
Stream Trap/Control Valve Replacement-Campus	Baccari	5/22	100,000	100,000	<b>100,000</b>	domestic water included in steam and condensate on critical Maintenance
Ceiling System Replacement-Campus	Baccari	6/22	50,000	0	<b>50,000</b>	
Roofing-Centrex Building	Baccari	7/22	60,000	0	<b>60,000</b>	
Irrigation System-Fine Arts Well Repair	Baccari	9/22	150,000	0	<b>150,000</b>	
Irrigation System-Ivinson Street Replacement			25,000	25,000	<b>25,000</b>	
Irrigation system Wyoming Hall, McWhinnie & Ed			35,000	25,000	<b>35,000</b>	
Elevator Cab Upgrades-Campus	Baccari	13/22	28,000	28,000	<b>0</b>	

HVAC Equipment Repair-Coe Library	Baccari	14/22	110,000	50,000	<b>110,000</b>	Also includes motors and controls portion for the repair and replacement
Street Repairs-Campus	Baccari	15/22	150,000	150,000	<b>150,000</b>	
Exterior Painting-Hoyt Hall	Baccari	16/22	20,000	0	<b>20,000</b>	
Seating Replacement-Ag C	Baccari	17/22	60,000	60,000	<b>60,000</b>	
Seating Replacement-Education	Baccari	18/22	80,000	80,000	<b>80,000</b>	
HVAC Equipment Repair-Education	Baccari	19/22	105,000	25,000	<b>105,000</b>	Also includes motors and controls portion for the repair and replacement
Exterior Painting-Willett Bungalows	Baccari	20/22	15,000	0	<b>0</b>	
HVAC Equipment Repair-College of Business	Baccari	21/22	215,000	215,000	<b>215,000</b>	
Roofing-RMMC	Baccari	22/22	92,000	0	<b>0</b>	
<a href="#">Roofing Physical Sciences</a>				350,000	<b>350,000</b>	
Half Acre Cooling System	Brigman	3	125,000	125,000	<b>0</b>	Part of HVAC Request
Knight Hall-Concrete Repairs (joint request-Physical Plant)	Brigman	8a	50,000	0	<b>50,000</b>	
Kinght Hall-East Door Entry Expansion	Brigman	8b	34,000	0	<b>34,000</b>	
Elevator for Half Acre	Brigman	10	250,000	0	<b>0</b>	
Auditorium Remodel (Business)	Buchanan	5a	150,000	0	<b>0</b>	
History Classroom Upgrades	Buchanan	9c	40,000	0	<b>40,000</b>	
Roof & Leak Repair (AHC & Art Museum)	Buchanan		525,000	0	<b>0</b>	
Security System (AHC & Art Museum)	Buchanan		250,000	0	<b>0</b>	
Elevator Upgrade in Ag C (Ag C & WyGISC)	Buchanan		120,000	150,000	<b>150,000</b>	
Wainright Details (Art Dept.)	Buchanan		27,405	0	<b>27,000</b>	
AMK Research Station Quay Wall Construction	Gern	4	30,000	0	<b>0</b>	
ADA-Elevator Control Package (Fine Arts Center)	Harris		38,000	0	<b>38,000</b>	
ADA-Restroom Modifications (Fine Arts Center)	Harris		20,000	0	<b>20,000</b>	
ADA-Restroom Modifications(Education-Lab School)	Harris		20,000	0	<b>20,000</b>	
ADA-Main Floor Restrooms (Various Buildings)	Harris		161,000	0	<b>161,000</b>	
ADA-Elevator Control Packages (17 Locations)	Harris		646,000	0	<b>0</b>	
Handicap Lift-Farm Bureau Building	Harris		25,000	0	<b>25,000</b>	
Football Stadium Sound Tower Re-painting	Moon	4/9	25,000	0	<b>25,000</b>	
Replace Handicapped Stage Ramp	Moon	6/14	23,000	0	<b>23,000</b>	
Amount Reserved for Other Campus Input	Baccari		0	0	<b>441,128</b>	
<b>TOTALS</b>			<b>4,144,405</b>	<b>1,626,000</b>	<b>2,889,128</b>	

President Dubois advised the Board that over the last two budget sessions, UW received approximately \$9 million for the Plus budget. The money has been used for various needs, and a portion of it has been allocated to permanent transfers. UW primarily spends the money on a yearly basis for one-time needs. Due to the critical maintenance funding, allocations of funding from the Plus budget will now be covered within the maintenance funding source.

Vice President Phill Harris, Budget and Planning, briefly covered the major funding items that were enumerated in the table included in the report. Dr. Allen described some of the major funding requests that were listed, including remodeling of the Education Annex for academic needs, further development of science areas, a “smart” classroom in the College of Business, and a humidity control system. President Dubois added that leasing of the dark fiber link and a document imaging system are also included, and the Board will be asked to approve the budget during the Business Meeting.

**WORK SESSION: Funding Options – Capital Facilities Projects**

At the March meeting of the Board, information was presented showing the various revenue sources that could be utilized to fund capital facilities projects, replace the SIS system and acquire the property at 406 South 21<sup>st</sup> Street (Farm Bureau Building.) The schedule of funding sources assumed bond funding for the childcare project, Health Sciences and stadium repairs. Additionally, this presentation showed \$1 million in bank financing for the Farm Bureau acquisition to be repaid over a five-year period through PLUS budget allocations.

No action was taken on repairs to the stadium pending completion of an economic and market feasibility study to determine the level of premium seating and/or suites that might be constructed as part of a renovation or replacement of the facility. Additionally the Board approved acquisition of the Farm Bureau Building through university cash reserves contemplating replenishing this draw through PLUS budget allocations in future years.

With the changes that occurred at the March meeting and given the requirement to present bonded projects to the legislature for approval, it has become necessary to update the project funding scenario and contemplate a different funding strategy. The schedule shown on the following page updates material presented at the last meeting including funding the childcare facility and Farm Bureau acquisition through cash reserves, replenishing cash reserves beginning in FY 2005 for the Farm Bureau acquisition and moving forward with the SIS replacement and other capital facilities that were presented. This schedule will serve as the basis for discussing the funding options that may be utilized to address these capital facilities projects.

University of Wyoming  
 Project Funding Sources  
 FY 2004 to FY 2006

	<u>FMR Funds</u>	<u>UW Funds</u>	<u>All Funds</u>
UW Unobligated Cash Balance July 1, 2003 (estimated)	\$18,964,528	\$7,114,275	\$26,078,803
Add: FY 2004 Revenue	<u>\$13,400,000</u>		<u>\$13,400,000</u>
	\$32,364,528		\$39,478,803
Less: Section I Budget	-\$7,875,762		
Existing Debt Service, Capital Fund	-\$2,772,729	-\$10,648,491	-\$10,648,491
		<u>\$21,716,037</u>	<u>\$28,830,312</u>
Planning costs, steam tunnel, FB Building	-\$4,075,000		
Childcare Facility	-\$2,000,000		
Series 2005 Bond Issue - HS Project	-\$191,000		
Section I Fund swap for SIS replacement	-\$1,432,260	-\$7,698,260	-\$7,698,260
Ending Balance 6/30/04		<u>\$14,017,777</u>	<u>\$21,132,052</u>
Add: FY 2005 Revenue	<u>\$13,400,000</u>		<u>\$13,400,000</u>
	\$27,417,777		\$34,532,052
Less: Section I Budget	-\$7,875,762		
Existing Debt Service, Capital Fund	-\$2,869,901		
Series 2005 Bond Issue Classroom	-\$577,000	-\$11,322,663	-\$11,322,663
		<u>\$16,095,114</u>	<u>\$23,209,389</u>
Raze old power plant	-\$1,500,000		
Renovate backfill space from HS project	-\$2,100,000		
FB Internal Fund Swap	\$225,600		
Section I Fund swap for SIS replacement	-\$1,432,260	-\$4,806,660	-\$4,806,660
Ending Balance 6/30/05		<u>\$11,288,454</u>	<u>\$18,402,729</u>
Add: FY 2006 Revenue	<u>\$13,400,000</u>		<u>\$13,400,000</u>
	\$24,688,454		\$31,802,729
Less: Section I Budget	-\$7,875,762		
Debt Service	-\$3,457,435	-\$11,333,197	-\$11,333,197
		<u>\$13,355,257</u>	<u>\$20,469,532</u>
Facilities Planning Costs	??		
FB Internal Fund Swap	\$225,600		
Section I Fund swap for SIS replacement	-\$1,432,260	-\$1,206,660	-\$1,206,660
Ending Balance 6/30/06		<u><u>\$12,148,597</u></u>	<u><u>\$19,262,872</u></u>

Notes: Does not include bonding for stadium repairs of \$5.9 M with debt service of \$472 K per year.  
 \$19.3 M represents a cash reserve of approximately 10.5% of projected FY 2004 Section I budget.

Mr. Harris discussed how the university plans to address needs over a six-year budget. President Dubois and Mr. Harris have also talked about how to structure projects more efficiently, and how the next budget session will include an operating budget request, athletics and authorization for bonds for the first phase of the residence hall project.

## **WORK SESSION: Ad Hoc Sub-Committee on Greek Review**

### Report to the President of the Board of Trustees Kappa Sigma Ad Hoc Committee — April 3, 2003

At the Board of Trustees meeting of March 13/14, 2003, President Hunt appointed an ad-hoc committee to discuss several issues concerning the future of the Kappa Sigma house (as well as other Greek houses that the University owns and leases) with the charge of providing some recommendations to the whole Board of Trustees at its May meeting.

Serving on the committee were: Trustee Tom Spicer, chair, Trustee John Patrick, Trustee Judy Richards, Trustee Taylor Haynes, Brooks Paskett, IFC President, Samantha Muirhead, member of the Ad Hoc Committee on Fraternity Row, Dan Baccari, VP for Administration and Finance and Matt Caires, Assistant Dean of Students.

After some discussion, the following issues were placed on an agenda and were subsequently discussed by the committee by conference call on March 25th:

1. What is our level of commitment to Greek life on campus? Do Greek organizations add measurably to our mission of education/individual development? Specifically, should Greek organizations receive resource benefits beyond those provided to other groups (for example, Honors house, FIG's, dorm floors, athletes)?

Consensus answer: We believe that the Greek organizations add measurably to the university experience; as recognized student organizations, they should be supported at a level consistent with other student groups and consistent with their contribution to the university's mission. In addition, Greek organizations are unique when compared to other recognized student organizations because they house, feed, and provide social and leadership opportunities for their membership. As a result, the University recognizes the need to provide additional institutional support and direction to assist them in their efforts to fulfill their expanded student development role and the University's mission.

1a. Can we determine a formula to recommend to the whole board for appropriate pricing of UW properties leased to small living groups?

Consensus answer: Living quarters leased by the university to small groups ought to be priced competitively with other university living arrangements and competitively with the Laramie market, understanding that there needs to be some flexibility with respect to value-added amenities and/or refurbishment.

2. To what extent can we expect the Greek organizations to be respectful of property and responsible for their actions/inactions? What steps ought we to take to ensure small groups meet their (financial) responsibilities?

Consensus answer: This is a subject that needs further input. As a committee, we recommend that the university president appoint a "Greek Life Work Group" to outline the expectations and standards that exist between the University and the Greek chapters. See the specific proposal below for development of a "UW/Greek-Life Statement of Expectations and Responsibilities".

3. Are we committed to the following priority for the use of the Kappa Sigma house?

- #1 Greek Organizations,
- #2 Other student residential living groups,
- #3 Other uses requiring a more expensive upgrade to the house to bring it to code (Greek Community Center, Hotel for campus guests, etc.)

Consensus answer: In general, "Yes." However, the outcome of the development of a "UW/Greek-Life Statement of Expectations and Responsibilities" may affect the immediate use of available properties (Kappa Sigma and Delta Chi) and assigning those houses to another use ought to be respectful of that "Greek Life Work Group" process.

4. What group qualifications would be required to change uses if a higher priority use becomes a possibility; i.e. what conditions/membership requirements would be required for a Greek organization to request the house thereby displacing an "Honors house"? If such were to occur, what time frame for the change in use is appropriate ---a year? longer? or shorter? (As a starting point, I would suggest we all review the conditions that were outlined in the Baccari Ad Hoc Committee report plus a few additional possibilities contributed by me, which are paraphrased as follows:

1. Requirement for all members to live in the house as long as there are unfilled beds within the house.
2. Requirement that the house be leased to a chapter or house corp., not to individuals by the room.
3. Requirement that each resident sign a contract with the leasing chapter/house corporation.
4. Alcohol free?
5. Deposit to fund unpaid utility expenses/lease payments?
6. A requirement to meet some financial "means test?"
7. Minimum membership of- individuals? (Perhaps 75-80% of house's capacity)

Consensus answer: The committee recommends that there be developed a specific set of requirements and conditions and a time frame which would allow a Greek organization to reclaim a Greek property whose use was diverted to another use. This list of conditions and requirements would be one charge of the "Greek Life Work Group", proposed below.

### A Proposal Greek Life Work Group April, 2003

In 1999, the Greek Life Task Force (GL TF), with leadership from President Dubois, developed ten strategic recommendations to improve and enhance the culture among UW fraternities and sororities. The Vice President for Student Affairs and the Office of Student Life have completed their work on these initiatives; all GL TF recommendations are now implemented and currently underway. These strategic initiatives have already enhanced the culture that exists in the UW Greek community.

Beyond the recommendations from the GL TF, the next step in improving the relationship between the University and the UW Greek community is to create a public document that outlines the expectations and standards that exist between the University and the Greek chapters. A Greek "Relationship Statement" is an agreed upon document between each recognized Greek house and the host institution, and is commonly used to guide policy decisions and direction setting for both Greek chapters and the University when questions arise.

The development and implementation of a Relationship Statement of Standards and Expectations between the UW Greek community and the University would significantly assist the institution in setting policy concerning the fraternities and the sororities.

To this end, it is recommended that the President of the University of Wyoming appoint a "Greek Life Work Group" to develop a process to create a UW / Greek Community Relationship Statement of Standards and Expectations for implementation by the end of the Fall 2003 semester. This charge will include:

- A review of other peer institution's relationship statements
- Research and investigate national best-practices regarding student and alumni expectations of institutional support for fraternities and sororities
- Research and investigate national best-practices regarding college and university expectations and standards of Greek-letter organizations and their students
- Develop a UW/Greek-Life Statement of Expectations and Responsibilities to be implemented by the conclusion of the Fall 2003 semester

To support this charge, a small work-group should be convened throughout the summer and Fall 2003. Membership on this work-group should include, but not limited, to:

Dean of Students (chair) Representative(s) of IFC  
Representative(s) from Panhellenic Representative from ASUW  
Representative from Academic Affairs  
Representative from Administration and Finance UW Greek alumni chapter adviser(s)  
Assistant Dean of Students for Leadership Development and Greek Life (staff member to the work-group)

This work-group should consider seeking support from an outside consultant during their work. A suggestion would be to bring a national expert on Greek Affairs to campus in early Fall 2003 (after the initial organizational meetings and initial discussion of the committee "charge") to serve as a consultant on national best-practices for fraternity/sorority affairs and to assist in developing the new UW / Greek Community Relationship Statement of Standards and Expectations.

Trustee Spicer spoke on behalf of the ad-hoc sub-committee and their review of the Greek system. The committee recognized that there are special organizations, such as these, that add to the college experience. They feel that UW needs to develop future uses of the Kappa Sigma house for Greek living, and recommended to the Board that a Greek life board be established to review the opportunities and responsibilities for both sides. President Dubois recently hosted Greek leaders at a dinner in his home, and had discussions on Delta Chi, Kappa Sigma, among other issues. Brooks Pascatt was present at the Board meeting, and expressed his thanks to the Board for their assistance and guidance to the Greek community. He emphasized that they are working hard to foster and develop their programs further.

Trustee Edwards spoke to the Board and commented that he is not Greek, and he realizes the job as ASUW President requires him to work with many different groups on campus. He appreciates the Greek community and is happy to work with them. Trustee Hunt added that she had been a Greek while at UW and her experience significantly contributed to her career.

**RECOGNITION: Nordic Ski Team**

WHEREAS, the University of Wyoming Nordic Women's Ski Team won the overall 2003 national championship of the United States Ski and Snowboard Association; and

WHEREAS, Jennifer Kinner, of Casper, won all three individual races, making her the overall individual national champion; and

WHEREAS, the University of Wyoming Nordic Men's Ski Team placed second overall at the 2003 national championship of the United States Ski and Snowboard Association; and

WHEREAS, five members of the two teams - Jennifer Kinner, Jordie Weller, Jeff Bean, Ava Bell, and Brooke Umphlett - earned United States Ski and Snowboard Association Academic All-American status with cumulative grade point averages of at least 3.30; now

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize the University of Wyoming Nordic Ski Team members and coaching staff for their fine 2003 season. We extend our best wishes for continued success in the future on the trails and in the classroom. GO POKES!

**RECOGNITION: Alpine Ski Team**

WHEREAS, the University of Wyoming has a long and storied tradition in the sport of alpine skiing; and

WHEREAS, University of Wyoming skiers have a time-honored tradition of excellence on the slopes and in the classroom; and

WHEREAS, ten University of Wyoming students competed in alpine skiing at the 2003 national championship of the United States Ski and Snowboard Association; and

WHEREAS, five members of the men's and women's Alpine Ski Team teams – Laura Coleman, Dana Steidtmann, Thor Hallingbye, Laura Linn, and Brandie Yeik – earned United States Ski and Snowboard Association Academic All-American status with cumulative grade point averages of at least 3.30; and

WHEREAS, the University of Wyoming Alpine Ski Team, in conjunction with the University of Wyoming Nordic Ski Team, won the United States Ski and Snowboard Association President's Award; now

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize the athletic and academic accomplishments of University of Wyoming Alpine Ski Team members and coaches for their outstanding 2003 season. We extend our best wishes for continued success in the future on the slopes and in the classroom. GO POKES!

Vice President Leellen Brigman read the resolutions for the Nordic and Alpine Ski Teams, and President Hunt thanked them on behalf of their efforts in skiing and academics.

**RECOGNITION: Rifle Team National Championship**

WHEREAS, the University of Wyoming Rifle Team scored 4,452 points to win the 11-team college club title at the 2003 National Rifle Association Intercollegiate International 3-Position Small-bore national sectional championships; and

WHEREAS, UW finished 112 points ahead of the next highest scoring team; and

WHEREAS, Jonathan Thompson, a UW criminal justice senior, who competed in small-bore and air rifle competitions, was the individual club division champion with 1,152 points among the 50 club shooters; and

WHEREAS, teammates Nathan Smith, a UW wildlife and fish biology and management senior; Walter Alvarez, a UW management information system senior; and Brent Gurnsey, a UW business administration senior, finished among the top 14 participants;

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize the University of Wyoming Rifle Team members and coaches for their outstanding 2003 season. We extend our best wishes for continued success in the future. GO POKES!

President Hunt read the resolution and congratulated the team on behalf of the entire Board.

**RECOGNITION: UW Debate Team National Championships**

Josh Wilkerson, from Modesto, CA, and Michael Owens, from Sheridan, WY, won both parliamentary national championships this spring. At the National Parliamentary Tournament of Excellence, at Lewis and Clark College, Owens and Wilkerson defeated Cal State-Long Beach in the final round to finish first in the 36-team invitational tournament. Mike Owens was named top speaker at this tournament, and Josh Wilkerson was named 4th speaker. At the National Parliamentary Debate Association Championship at Portland State University, Mike and Josh finished first out of over 290 teams, defeating Pacific Lutheran University in the final round on a debate about the US-Iraqi war. For good measure, Mike was named 3rd speaker at the tournament, and Josh 7th. The ten-member UW parliamentary debate team also won the sweepstakes championship, meaning they accumulated the most total wins at the tournament.

WHEREAS, University of Wyoming debaters Mike Owens and Josh Wilkerson defeated Long Beach State University 57-9 to win the National Parliamentary Debate Tournament of Excellence championship; and

WHEREAS, the UW team lost only one match during the double elimination tournament – to UW’s ultimate victim, Long Beach State; and

WHEREAS, UW’s team proved to be the best among the nation’s top 36 parliamentary debate teams; and

WHEREAS, this was the second consecutive year that Mike Owens, a UW junior in communications and journalism was named the tournament’s top speaker; and the second year that Josh Wilkerson, a UW junior in political science was named the tournament’s fourth-best speaker;

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize parliamentary debaters Mike Owens and Josh Wilkerson and their coach, Matt Stannard, for their outstanding 2003 season. We extend our best wishes for continued success in the future. GO POKES!

Associate Vice President Rollin Abernethy, Academic Affairs, introduced Mr. Owens and Mr. Wilkerson, and President Hunt read the resolution. Members of the Board congratulated Mr. Owens and Mr. Wilkerson for their wins, and wished them continued success.

**RECOGNITION: Tobin/Spitaleri Outstanding Senior Man/Woman Outstanding 2003  
Graduates**

Each year, the Rosemarie Martha Spitaleri Award and the Tobin Memorial Award recognize the outstanding woman and man graduating from the University of Wyoming. This recognition is based on outstanding scholarship, leadership, character, and contributions to the university. UW faculty, staff, and recognized student organizations submitted nominations for 19 men and 33 women representing every undergraduate college and 46 academic disciplines.

The 2003 Rosemarie Martha Spitaleri Award is presented to Ms. Aura Newlin of Riverton, Wyoming. Aura has pursued a self-designed major in ethnomusicology. Her interests in world music is exemplified by her involvement in the Wyoming Cultural Flute Book project that took her to Peru and Japan to study, conduct research, and perform. She has brought the music of these diverse cultures to Laramie through her organization and coordination of performers and concerts on the UW campus.

Since her early teens, Aura traveled to Central America for a week as a volunteer Spanish interpreter and medical assistant with international medical volunteer programs. To share her knowledge and experience, she serves as an instructor and guest lecturer in many UW classes in support of her strong belief in facilitating intercultural communication and understanding. Aura has received many talent and academic scholarships and was recognized this spring as one of the top 20 undergraduates in the nation by being named to USA Today's 2003 All-USA College Academic First Team.

The recipient of the 2003 Tobin Memorial Award is Mr. Adrian Molina of Rawlins, Wyoming. A double major in criminal justice and sociology, Adrian will continue his studies this fall in UW's College of Law. Adrian has a great capacity for academics and volunteerism;

he has served an ASUW Senator at Large, a columnist for the Branding Iron, a workshop presenter and speaker, a peer mentor, and a new student orientation leader. He has been a leader in campus and community organizations including United Multicultural Council, MEChA, Minority Student Leadership Initiative, Wyoming Latino/Latina Coalition, and LaJunta Committee.

In May, Adrian will coordinate the Multicultural Pride Youth Conference for 150 Wyoming high school students. To put his beliefs into action, Adrian created a non-profit corporation, Student for Progressive Action, to empower Wyoming youth politically, socially, and educationally. He has accomplished many things since enrolling at UW while maintaining a record of academic excellence and earning numerous scholarships and awards.

Dr. Brigman introduced Ms. Newlin and Mr. Molina to the Board. The Board congratulated them on their outstanding achievements.



**EDUCATION: Medical Education**

A compilation of information on the Medical Education Program at the University of Wyoming was prepared by the Office of Academic Affairs and distributed separately to members of the Board of Trustees.

Dr. Buchanan spoke to the Board about the College of Health Science regarding the medical education program. His presentation covered the three aspects of medical education, including WICHE, WWAMI, and the family practice centers in Wyoming. He also reviewed the costs that are involved with the programs.

President Dubois told the Board that he and members of his administration will pursue conversations with legislators to educate them on the different programs. Trustee Spicer talked of the importance of legislators understanding that there is an obligation and costs to provide education to students who want to pursue medical education.

### **EDUCATION: Pharmacy Tuition Differential**

In December 2002, a site-visit team representing the American Council on Pharmaceutical Education visited the School of Pharmacy for an on-site evaluation of the Pharm.D. degree program. The ACPE's "Focused On-Site Evaluation Report" and "Accreditation Action and Recommendations," distributed separately to members of the Board of Trustees, listed a wide variety of findings, recommendations, terms, and conditions. Among them are several recommendations requiring increases in resources dedicated to the Pharm.D. program, along with suggestions of possible revenue streams to support those increases. The purpose of this session is to discuss possible strategies for responding to the ACPE's reports.

President Dubois spoke about the accreditation and difficulties that have arisen with their process. Dr. Allen talked about the set of potential institutional responses that UW is working on with regard to the ACPE's findings. The Board was advised that UW is undertaking an evaluatory process. Some of the issues that are being addressed after the visit include faculty/student ratio, funding mechanisms, and staffing solutions. Dr. Paul Ranelli and Dr. Robert Kelley were also present at the meeting to answer questions. Dr. Kelley explained what is ahead in June since there will be no reaccreditation at this time, and said that the draft response to the ACPE will be sent to the Board for their information.

**EDUCATION: Utility Expenses**

The report was deferred to a future meeting.

## **EDUCATION: Academic Year Calendars – AY 2004-2009**

The ad hoc Academic Calendar Committee developed calendars for AY 2004-2005 through 2008-2009 following the *University of Wyoming Calendar Principles–2004*. Fall and spring semester class starting dates are consistent with expressed student survey preferences and that of other regional universities. A fundamental intent of the calendar principles is to maximize the number of full 5-day class weeks to achieve a minimum of 70 class days each semester. Consistent time on task is correlated with learning. All seven Academic Colleges, Libraries, Outreach School, Faculty Senate, Student Affairs, ASUW, UW staff, Albany County School District One and the Wyoming Community College Commission were represented on the Calendar Committee.

### **University of Wyoming Calendar Principles – 2004**

Principles to provide long-term guidelines for the development of the University of Wyoming academic calendars were first established in 1994. Principles for the upcoming decade are as follows:

1. There shall be a minimum of 70 instructional days each semester.
2. A full 5 day week of instruction will be provided whenever possible.
3. There shall normally be a minimum of 15 instructional weeks for classes, with a minimum of 14 class days for each day of the week.
4. The final examination period shall be 5 days.
5. Classes will begin the last Monday in August. The semester shall be completed no later than December 20 each year. New faculty/lecturer and continuing faculty/lecturer fall semester reporting date will normally be three workdays and one workday, respectively, prior to fall registration.
6. Spring semester classes will begin the Monday before Martin Luther King/Equality Day.

7. Spring Break shall be scheduled the second calendar week after the mid semester date in March.
8. Advising Week will be scheduled the second instructional week after the mid semester date.
9. Commencement shall be no later than the second Saturday in May.
10. MLK/Equality Day will be recognized as an official holiday in January.
11. The university calendar shall be the calendar followed for university outreach programs, with the exception of UW/CC, which shall follow the academic calendar of Casper College.
12. The University and the Wyoming community colleges should work toward the long-term goal of establishing a common calendar for post-secondary education in Wyoming.

2004-2005 Academic Calendar

August	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

September	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		

October	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

November	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

December	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

**Fall 2004:**

- New Faculty Reporting Date- August 24
- New Faculty Orientation- August 25-26
- Returning Faculty Reporting Date- August 26
- Registration- August 27
- Classes Begin- August 30
- Labor Day- September 6
- Mid Semester- October 22
- Advising Week- November 1-5
- Thanksgiving Break- November 24-26
- Last Class- December 10
- Finals- December 13-17
- 71 Class days
- 14M, 15T, 14W, 14R, 14F

January	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

February	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28					

March	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

April	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

May	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

**Spring 2005:**

- Registration- January 10
- Classes Begin- January 10
- MLK/Equality Day- January 17
- Mid Semester- March 4
- Spring Break- March 14-18
- Advising Week- March 21-25
- Last Class- April 29
- Finals- May 2-6
- Commencement- May 7

74 Class Days  
 14M, 15T, 15W, 15R, 15F

2005-2006 Academic Calendar

August	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
September	S	M	T	W	R	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
October	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
November	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
December	S	M	T	W	R	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

January	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
February	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28				
March	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
April	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
May	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

**Fall 2005:**

- New Faculty Reporting Date- August 23
- New Faculty Orientation- August 24-25
- Returning Faculty Reporting Date- August 25
- Registration- August 26
- Classes Begin- August 29
- Labor Day- September 5
- Mid Semester- October 21
- Advising Week- October 31-November 4
- Thanksgiving Break- November 23-25
- Last Class- December 9
- Finals- December 12-16
- 71 Class days
- 14M, 15T, 14W, 14R, 14F

**Spring 2006:**

- Registration- January 9
- Classes Begin- January 9
- MLK/Equality Day- January 16
- Mid Semester- March 3
- Spring Break- March 13-17
- Advising Week- March 20-24
- Last Class- April 28
- Finals- May 1-5
- Commencement- May 6

74 Class Days  
 14M, 15T, 15W, 15R, 15F

2006-2007 Academic Calendar

August	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
September	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
October	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
November	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
December	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

**Fall 2006:**

- New Faculty Reporting Date- August 22
- New Faculty Orientation- August 23-24
- Returning Faculty Reporting Date- August 24
- Registration- August 25
- Classes Begin- August 28
- Labor Day- September 4
- Mid Semester- October 20
- Advising Week- October 30-November 3
- Thanksgiving Break- November 22-24
- Last Class- December 8
- Finals- December 11-15
- 71 Class days
- 14M, 15T, 14W, 14R, 14F

January	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
February	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28		
March	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
April	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30					
May	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

**Spring 2007:**

- Registration- January 8
- Classes Begin- January 8
- MLK/Equality Day- January 15
- Mid Semester- March 2
- Spring Break- March 12-16
- Advising Week- March 19-23
- Last Class- April 27
- Finals- April 30 - May 4
- Commencement- May 5
- 74 Class Days
- 14M, 15T, 15W, 15R, 15F

2007-2008 Academic Calendar

August	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
September	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
October	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			
November	S	M	T	W	R	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	
December	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

January	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		
February	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	
March	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					
April	S	M	T	W	R	F	S
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30			
May	S	M	T	W	R	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

**Fall 2007:**

- New Faculty Reporting Date- August 21
- New Faculty Orientation- August 22-23
- Returning Faculty Reporting Date- August 23
- Registration- August 24
- Classes Begin- August 27
- Labor Day- September 3
- Mid Semester- October 19
- Advising Week- October 29-November 2
- Thanksgiving Break- November 21-23
- Last Class- December 7
- Finals- December 10-14

71 Class days

14M, 15T, 14W, 14R, 14F

**Spring 2008:**

- Registration- January 14
- Classes Begin- January 14
- MLK/Equality Day- January 21
- Mid Semester- March 7
- Spring Break- March 17-21
- Advising Week- March 24-28
- Last Class- May 2
- Finals- May 5-9
- Commencement- May 10

74 Class Days

14M, 15T, 15W, 15R, 15F

2008-2009 Academic Calendar

August	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						
September	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				
October	S	M	T	W	R	F	S
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	
November	S	M	T	W	R	F	S
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						
December	S	M	T	W	R	F	S
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

January	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

February	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28

March	S	M	T	W	R	F	S
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

April	S	M	T	W	R	F	S
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	

May	S	M	T	W	R	F	S
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

**Fall 2008:**

- New Faculty Reporting Date- August 19
- New Faculty Orientation- August 20-21
- Returning Faculty Reporting Date- August 21
- Registration- August 22
- Classes Begin- August 25
- Labor Day- September 1
- Mid Semester- October 17
- Advising Week- October 27-31
- Thanksgiving Break- November 26-28
- Last Class- December 5
- Finals- December 8-12

71 Class days  
 14M, 15T, 14W, 14R, 14F

**Spring 2009:**

- Registration- January 12
- Classes Begin- January 12
- MLK/Equality Day- January 19
- Mid Semester- March 6
- Spring Break- March 16-20
- Advising Week- March 23-27
- Last Class- May 1
- Finals- May 4-8
- Commencement- May 9

74 Class Days  
 14M, 15T, 15W, 15R, 15F

Dr. Abernethy reported on the academic calendar process, noting that it is a no-win issue. The committee that reviewed the academic calendar had representation from all the colleges. One of the goals of the committee is to have a common calendar to the greatest extent possible. They also discussed focusing on establishing principles within academic considerations, and the peer institution comparisons that were utilized in developing UW's calendar.



**INFORMATION: Tuition Comparisons**

University of Wyoming  
FY 2003  
Tuition, Fees and Room and Board Comparisons

**1. All Public Doctoral Institutions**

Average resident undergraduate tuition/fees	\$4,297
Wyoming resident undergraduate tuition/fees	\$2,997 17 <sup>th</sup> Percentile
Wyoming as a percent of average	69.7%
Average increase tuition/fees FY 2002 to FY 2003	9.5%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	6.8%
Average non-resident undergraduate tuition/fees	\$12,008
Wyoming non-resident undergraduate tuition/fees	\$8,661 18 <sup>th</sup> Percentile
Wyoming as a percent of average	72.1%
Average increase tuition/fees FY 2002 to FY 2003	9.2%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	4.6%
Average resident graduate tuition/fees	\$4,821
Wyoming resident graduate tuition/fees	\$3,585 29 <sup>th</sup> Percentile
Wyoming as a percent of average	74.4%
Average increase tuition/fees FY 2002 to FY 2003	9.3%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	5.8%
Average non-resident graduate tuition/fees	\$11,805
Wyoming non-resident graduate tuition/fees	\$9,273 27 <sup>th</sup> Percentile
Wyoming as a percent of average	78.6%
Average increase tuition/fees FY 2002 to FY 2003	8.5%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	4.7%

**2. Twenty Western Comparator Universities**

Average resident undergraduate tuition/fees	\$3,423
Wyoming resident undergraduate tuition/fees	\$2,997
Wyoming as a percent of average	87.6%
Average increase tuition/fees FY 2002 to FY 2003	8.0%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	6.8%
Average non-resident undergraduate tuition/fees	\$11,229
Wyoming non-resident undergraduate tuition/fees	\$8,661
Wyoming as a percent of average	77.1%
Average increase tuition/fees FY 2002 to FY 2003	8.3%

Increase in Wyoming tuition/fees FY 2002 to FY 2003	4.6%
Average resident graduate tuition/fees	\$4,130
Wyoming resident graduate tuition/fees	\$3,585
Wyoming as a percent of average	86.8%
Average increase tuition/fees FY 2002 to FY 2003	8.4%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	5.8%
Average non-resident graduate tuition/fees	\$11,120
Wyoming non-resident graduate tuition/fees	\$9,273
Wyoming as a percent of average	83.3%
Average increase tuition/fees FY 2002 to FY 2003	8.7%
Increase in Wyoming tuition/fees FY 2002 to FY 2003	4.7%

**3. Room and Board Rates Twenty Western Comparator Universities**

University of Arizona	\$6,568
University of Colorado – Boulder	\$6,272
University of Oregon	\$6,252
Oregon State University	\$6,160
Arizona State University	\$5,866
Colorado State University	\$5,780
University of Washington	\$5,607
Washington State University	\$5,530
Montana State University – Bozeman	\$5,314
University of New Mexico	\$5,300
<b>University of Wyoming</b>	<b>\$5,120 11th</b>
University of Montana – Missoula	\$5,090
University of Nebraska – Lincoln	\$4,875
University of Utah	\$4,818
University of Idaho	\$4,680
New Mexico State University	\$4,422
Idaho State University	\$4,300
Utah State University	\$4,180
University of South Dakota	\$3,278
South Dakota State University	\$3,210
University of Wyoming FY 2004	\$5,546

**INFORMATION: Internal Audit Activity Conducted in Accordance with the Audit Plan  
for the Period January 1, 2003-March 31, 2003**

The following audits and related activities have been completed:

1. Stores and Reimbursable Labor have been audited; these are the major self-sustaining operations within Physical Plant. The text of the audit report is on the following pages.
2. The audits of Salary Handling Accounts, which are self-sustaining operations, have been completed. The text of the audit report is on the following pages.
3. A supplemental review, in support of the external audit report for fiscal year 2001, of Financial Aid Title IV has been completed. Required work papers were sent to McGee, Hearne and Paiz, LLP, Certified Public Accountants, therefore, no formal audit report was prepared.

The following audits and related activities are in process:

1. The operational review of the combination of the business operations of Housing and Residence Life and Food Service, which have been merged to form Residence Life and Dining Services, is in progress.
2. An operational review of the Wyoming Union Information Desk, specifically the ticket sales area, is in progress.
3. Van Jacobson and Jim Byram have been participating in the implementation of the PeopleSoft Financial Management System, Asset Management System and the Human Resources Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems as they are being implemented and to assist with the implementation.

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

1. The Child Care Center audit report was issued in June of 2000. The audit recommendations will be fully implemented in July of 2003 when the deficit of \$70,629 has been completely eliminated. This will be accomplished in three annual installments beginning in July of 2001. An October 2002 cash transfer of \$23,505 reduced the deficit to \$23,581.
2. The endowment and scholarship reporting process audit report was issued in January of 2001. Audit recommendations from that report will be implemented during fiscal year 2002-03.
3. The golf course audit report was issued in October of 2003. The audit recommendations will be fully implemented by June of 2003.

**STORES AND REIMBURSABLE LABOR AUDIT**

U N I V E R S I T Y  
O F W Y O M I N G

**Internal Audit**

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

April 22, 2003

To the Board of Trustees  
of the University of Wyoming

Stores and Reimbursable Labor have been audited; these are the major self-sustaining operations within Physical Plant. Stores has an inventory of maintenance supplies, custodial supplies, office equipment and office supplies that can be purchased by Physical Plant and other University departments. Inventory purchases, work request and project material purchases, and Stores operating expenses have created a cash overdraft of 4 million dollars. Deposits from sales of inventory, and from reimbursable work requests and projects reduce the cash overdraft. It should be noted that the Physical Plant received 4.2 million dollars in deferred maintenance funding and 2.3 million dollars in plus funding in the last biennium resulting in the Stores account carrying a large portion of these material and contract costs. The majority of those projects are still not complete therefore the material amounts have not been reimbursed to the Stores account.

Reimbursable Labor is a funding mechanism within Physical Plant that generates revenue by charging a fee for labor when a variety of services are provided to University departments. This revenue is the source of funding for the salaries of many Physical Plant employees.

The purpose of the audit was to:

1. Establish a balance sheet for Stores and Reimbursable Labor.
2. Review the computerized systems that recorded accounts receivable, work in process, and inventory. These computerized systems are the FacilityFocus work order system that

maintains the work in process and inventory and Great Plains that maintains accounts receivable.

The FacilityFocus and Great Plains systems were not intended to be complete accounting systems and therefore do not produce monthly financial reports. The balance sheet that we examined was compiled and prepared by the Associate Director of Physical Plant. The following observations, recommendations and Physical Plant responses resulted from the audit: of that balance sheet.

**Stores Warehouse/Reimbursable Labor  
 Balance Sheet  
 February 2, 2002**

<u>Assets</u>	<b>Stores</b>	<i>Reimbursable Labor</i>	<b>Total</b>
Accounts Receivable	\$ 970,752.13	\$ 483,708.18	\$ 1,454,460.31
Reserve for Doubtful Accounts	(99,781.94)	(49,146.33)	(148,928.27)
Due from Work in Process	474,450.05		474,450.05
Inventory	690,925.33		690,925.33
Work in Process	2,747,825.15	912,953.54	3,660,778.69
<b>Total Assets</b>	<b>\$ 4,784,170.72</b>	<b>\$ 1,347,515.39</b>	<b>\$ 6,131,686.11</b>

<u>Liabilities &amp; Fund Balance</u>			
Cash Overdraft	\$ 4,720,222.65	\$ 737,663.46	\$ 5,457,886.11
Accounts Payable	432,622.29		432,622.29
Due to (from) Overtime/ Part time Due		5,568.94	5,568.94
		6,963.89	6,963.89
Sales Tax Due	0.86		0.86
Fund Balance	(368,675.08)	597,319.10	228,644.02
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 4,784,170.72</b>	<b>\$ 1,347,515.39</b>	<b>\$ 6,131,686.11</b>

1. PAST DUE ACCOUNTS RECEIVABLE

Observation

On February 2, 2002 accounts receivable totaled \$1,454,460. Of those accounts receivable there were \$271,376 that had been outstanding for more than a year and they had been outstanding an

average of 854 days. We contacted three departments to inquire as to the reason these invoices hadn't been paid. The first department has paid some of the outstanding accounts, the second department determined the charges did not belong to their department and forwarded the information to the proper department, the third department said they would not pay the invoices without some backup proving they are responsible, which was done.

We have worked with the Associate Director of Physical Plant and the Vice President for Finance to determine which accounts should be written off and an allowance for doubtful accounts. As of April 4, 2003 the status of past due accounts receivable totaling \$321,929.25 was: \$20,673.45 collected from departments; \$55,062.57 written off leaving an uncollected balance of \$246,193.23. A reserve for uncollectible accounts of \$148,928.27, 60%, of the \$246,193.23 has been established. These uncollected accounts have a substantial impact on the fund balances of Stores and Reimbursable Labor. The reserve for uncollected accounts is 65% of the Stores Warehouse/Reimbursable Labor fund balance as of February 2, 2002.

### Recommendation

A two-step approach should be taken to collect the remaining outstanding accounts receivable and to avoid this type of problem in the future.

- The Physical Plant Associate Director, in conjunction with the Vice President of Finance should work with the appropriate vice presidents to collect the outstanding balances
- In order to reduce the impact of uncollectible accounts in the future, all billable work orders should be directly charged to departments in the same manner as Copier Billing. When large jobs (greater than \$25,000) or jobs that will take more than a month to complete are being done, the accounting office should be consulted to determine the best way to guarantee the funding needed.

### Response

Prior to the conversion to Facilities Focus in September of 1999 all departments were provided with documentation related to outstanding balances. A reserve of approximately \$150,000 has been set up in the consolidated balance sheet as of March 2003. Currently I am working with the Vice President of Finance on \$165,381.63 of the outstanding amount that consists of three departments. We have implemented a policy that all capital projects in excess of \$25,000 are collected prior to the project beginning. Direct billing has been discussed as mentioned above. To implement this change the person calling in the work request to the service desk would have to know the correct fund and org prior to calling in a reimbursable work request. We have surveyed our customers on this process and are awaiting the results. We will work with the accounting office on larger projects that are not capitalized in excess of \$25,000. As of March 31, 2003 the fund balance in reimbursable labor and stores was \$273,443.07, which includes a reserve for doubtful accounts of \$150,000

## 2. CASH ACCOUNTS

### Observation

A work order is created for each job performed by Physical Plant. Hours worked and Stores materials used on each job are recorded on its work order. When the job is completed, departments receive a statement that is for total material and labor costs for that work order. Stores and Reimbursable Labor have been combined into one cash account as of July 1, 2002 in the university accounting system.

#### Recommendation

We recommend that monthly financial statements be prepared with a combined balance sheet and departmental statements of revenue and expenses for the different areas of billable labor, materials, utilities and equipment.

#### Response

A balance sheet and income statements on this account will be drafted monthly starting in August of 2002.

### 3. DELETED ITEMS ARE STILL BEING CARRIED IN THE INVENTORY SYSTEM

#### Observation

The inventory system in the FacilityFocus software on February 18, 2002 and July 11, 2002 contained several items that were marked as DELETED, yet the inventory system contains stock on hand for these items.

#### Recommendation

Items marked as DELETED should be recounted to establish the correct inventory. If there are items on hand the inventory records should be corrected to show the item as available for sale. Also in the future the DELETED items should be reviewed to ensure that the items are actually deleted, as occasionally deleted items are restocked.

#### Response

As of the audit date there were 56 items with a value of \$2,468.00 that were marked deleted and still being carried in inventory. All of these items are still available for sale and coded on the system as available. It was agreed upon with the department managers that these items would be deleted when the current inventory was sold. We will recount the 56 items, create a new inventory category, and code them with the new inventory category.

### 4. INVENTORY ITEMS RECORDED AS NEGATIVE

#### Observation

While reviewing the inventory recorded in FacilityFocus on July 11, 2002 the following valuation errors were noted:

- Part number HWA0075 had an inventory valuation of a negative nine cents each giving an inventory valuation of (\$69.66)
- Part number ECF0715 has an inventory count of 0 in FacilityFocus, when the inventory is calculated using the beginning balance and all transactions the inventory count is negative 21.

Recommendation

A periodic review of the carrying value and count of inventory items should be performed to determine that the dollar value of inventory is correct. All adjustments to the count or valuation of the inventory should be made by the Associate Director of Physical Plant through the inventory system so that there is an audit trail for the adjustments.

Response

Both of the above inventory items have been adjusted to actual. We currently have approximately 7500 separate stock items in the warehouse. Rotating bin counts are performed on a daily basis and adjustments to stock quantities are made as necessary by our Stores Manager. The Stores inventory value is carried at cost. Adjustments to the valuation of stock items to lower of cost or market are approved by the Director of Physical Plant and adjusted by the Associate Director, Physical Plant. The Stores Warehouse Inventory value and sales of stock items is reviewed on a monthly basis by the Associate Director Physical Plant.

Van Jacobson  
Internal Auditor

Jim Byram  
Auditor

Copy: Philip Dubois, President, University of Wyoming

Richard Byers, Director, Physical Plant

Stan Hobbs, Associate Director, Physical Plant

**SALARY HANDLING ACCOUNTS**

UNIVERSITY  
OF WYOMING

**Internal Audit**

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

February 26, 2003

To the Board of Trustees  
University of Wyoming

We have reviewed the salary handling accounts with negative balances greater than \$75,000 on November 30, 2002. Salary handling accounts are designed to ease the burden of all parties involved in the payroll process where individual salaries are funded by multiple grant sources.

Each of the departments we reviewed handled the process slightly different, however, the basic process is as follows:

- The funding source for the affected employees is designated as the appropriate salary handling account. The salary and benefits for the affected employees is paid each month from the department's salary handling account. This ensures that the individuals will receive their payroll check without delay.
- Each person's time is allocated to the different grants they worked on during the month on either a percentage or actual time spent working on each grant.
- At the end of the month a Personal Activity Report (PAR) is prepared for each employee indicating the proper amount to be charged for work performed on a grant. The PAR is submitted to the Payroll department where it is entered into the payroll system. The software prepares the necessary entries to re-allocate the salary costs from the payroll handling account to the individual grants.

The purpose of our review was to determine that proper controls are in place to prevent salaries being paid from the salary handling account without actual funding from a grant source.

Three of the salary handling accounts had controls adequate to ensure that there were grant funds available to reimburse the salary handling account. The fourth salary handling account had, in the past, paid salaries without having actual grant funding resulting in a permanent deficit

balance. The department prior to our review acknowledged this and has set in motion a plan to pay off the deficit by the end of the fiscal year. In addition they will no longer use the salary handling account in question.

Jim Byram  
Auditor

cc: Philip Dubois, President, University of Wyoming  
Dan Baccari, Vice President Administration

**INFORMATION: Internal Audit Plan for Fiscal Year 03-04**

The goal of Internal Audit is to audit as many areas of the University as possible and to provide audit services to certain affiliated organizations. 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 when they are revised within existing systems.

The Internal Audit Plan for the year ending June 30, 2004 consists of the following:

- A. Participation in the implementation of the PeopleSoft Financial Management System, Asset Management 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 and to assist with the implementation. A major software and hardware upgrade will be completed at the beginning of the year.
- 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, 2003.
  2. The Wyoming State 4-H Foundation will receive a limited examination for the fiscal year ending September 30, 2003.
- C. NCAA rules compliance will be audited for activity in fiscal year 2002-03 in the areas of Financial Aid, Playing and Practice Seasons, Coaching Staff Limits and Contracts. This is the second audit in a series of three annual audits that will cover all NCAA rules compliance areas.

- D. Audits of self-sustaining operations will continue. Self-sustaining operations typically involve one or more of the following: cash handling, sales, expense reimbursement, accounts receivable and inventory. Specific operations to be audited in the coming year are: Cheyenne Family Practice Center, Campus Recreation, Admissions, PC Sales and Maintenance, and Insurance handling accounts.
- E. The Cooperative Extension Service will be audited with a focus on the 4-H program.
- F. Cash counts will be performed when appropriate.
- G. 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.

**INFORMATION: Quarterly Internal Financial Reports**

**University of Wyoming  
 Trustee Report  
 FY 2003 Estimated and Realized Revenues  
 March 31, 2003**

<b>REVENUE SOURCES</b>	<b>FY 03 Estimated Revenues</b>	<b>Adjustments to Estimates</b>	<b>Realized Revenues Year-to-Date 3/31/03</b>	<b>% Realized Revenues</b>
<b>State Funds</b>				
Ag College Land Income	500,000		304,377	61%
University Land Income	785,000		451,234	57%
Mineral Royalties	7,875,762		7,875,762	100%
General Fund Appropriations	122,388,977		122,388,977	100%
<b>Total State Funds</b>	131,549,739	-	131,020,350	100%
<b>Local Funds</b>				
<b>University Income Fund</b>				
Student Fees-Reg Term & Health	30,540,391		28,356,737	93%
Student Fees-Summer School	1,655,497		301,321	18%
Student Fees-Special Course Fees	992,700		1,014,366	102%
Student Fees-Miscellaneous	260,000		178,292	69%
Agricultural Sales	77,800		56,828	73%
Athletic Income	1,832,500		863,437	47%
<b>Subtotal-Univ Income Fund</b>	35,358,888	-	30,770,981	87%
<b>Sales &amp; Services</b>	2,810,000		1,959,630	70%
<b>Family Practice Clinic Income</b>	1,505,500		1,129,698	75%
<b>Medical Contract Income</b>	1,013,803		1,013,803	100%
<b>Foundation Income</b>	395,163	(5,000)	291,372	75%
<b>Total Local Funds</b>	41,083,354	(5,000)	35,165,484	86%
<b>Federal Funds</b>				
<b>McIntire-Stennis</b>	118,585		53,348	45%
<b>Hatch Fund</b>	793,118		416,700	53%
<b>Federal Regional Research</b>	438,297		230,669	53%
<b>Federal Smith-Lever</b>	1,107,809		458,381	41%
<b>Total Federal Funds</b>	2,457,809		1,159,098	47%
<b>TOTAL ESTIMATED AND REALIZED REVENUES</b>	175,090,902	(5,000)	167,344,932	96%

**UNIVERSITY OF WYOMING  
 TRUSTEE REPORT  
 SCHEDULE OF CURRENT, ENDOWMENT AND PLANT FUND BALANCES  
 as of March 31, 2003**

**SCHEDULE J**

	Balances July 1, 2002	General Fund Reversions	Transfers and Other Adjustments	Income to Date	Expenditures to Date	Current Balances
<b>SECTION I FUNDS</b>						
<b>State funds</b>						
Ag College Land Income	\$1,646,135.62			\$304,377.13	\$323,054.33	\$1,627,458.42
University Land Income	2,105,149.01			451,234.22	710,719.53	1,845,663.70
University Building Excess Royalty Fund	19,973,599.99		\$(2,426,158.07)	9,189,866.50	5,147,651.11	21,589,657.31
State General Fund Appropriations (Block Grant)	4,526,240.01			122,388,977.00	93,838,880.63	33,076,336.38
Capital Facilities funds:						-
State Appropriations - FY01	4,178,553.70				1,614,731.39	2,563,822.31
State Appropriations - FY03	-			125,000.00	65,617.20	59,382.80
<b>Total state funds</b>	<b>\$32,429,678.33</b>	<b>\$-</b>	<b>\$(2,426,158.07)</b>	<b>\$132,459,454.85</b>	<b>\$101,700,654.19</b>	<b>\$60,762,320.92</b>
<b>Local funds</b>						
General University funds:						
Family Practice Clinic Income	\$(506,919.30)		\$339,797.45	\$1,129,230.10	\$1,178,208.23	\$(216,099.98)
Sales and Services	4,443,086.33		1,959,630.01		2,044,214.68	4,358,501.66
Foundation Income	-			291,372.25	235,724.80	55,647.45
Medical Contract Repayments	-		1,013,803.00	-	657,453.78	356,349.22
University Income fund	(3,408,820.23)			30,770,981.21	24,851,947.96	2,510,213.02
<b>Total local funds</b>	<b>\$527,346.80</b>	<b>\$-</b>	<b>\$3,313,230.46</b>	<b>\$32,191,583.56</b>	<b>\$28,967,549.45</b>	<b>\$7,064,611.37</b>
<b>Federal funds</b>						
McIntire-Stennis Cooperative Forestry Research	\$2,502.76		\$53,348.02		\$53,348.02	2,502.76
Hatch fund	22,118.24		416,699.92		416,699.92	22,118.24
Regional Research	12,489.19		230,668.93		230,668.93	12,489.19
Federal Smith-Lever, amended 1953	11,685.47		458,381.02		458,381.15	11,685.34
<b>Total federal funds</b>	<b>\$48,795.66</b>	<b>\$-</b>	<b>\$1,159,097.89</b>	<b>\$-</b>	<b>\$1,159,098.02</b>	<b>\$48,795.53</b>
<b>Total Section I funds</b>	<b>\$33,005,820.79</b>	<b>\$-</b>	<b>\$2,046,170.28</b>	<b>\$164,651,038.41</b>	<b>\$131,827,301.66</b>	<b>\$67,875,727.82</b>

**UNIVERSITY OF WYOMING  
 TRUSTEE REPORT  
 SCHEDULE OF CURRENT, ENDOWMENT AND PLANT FUND BALANCES  
 as of March 31, 2003**

**SCHEDULE J**

**SECTION II FUNDS**

**Federal funds**

Hatch fund	\$(143,305.30)	\$(416,699.92)	\$633,499.32	\$132,017.71	\$(58,523.61)
Federal Smith-Lever, amended 1953	(304,198.24)	(458,381.02)	920,351.65	459,208.78	(301,436.39)
Federal Nutrition	23,950.54		81,000.00	127,512.09	(22,561.55)
Animal Health	(650.00)		16,156.80	33,010.00	(17,503.20)
McIntire-Stennis Cooperative Forestry Research	(14,479.77)	(53,348.02)	150,396.15	83,057.13	(488.77)
Regional Research	(101,124.20)	(230,668.93)	383,615.16	83,591.87	(31,769.84)
Federal Work Study	(31,310.53)		555,653.66	524,338.90	4.23
Federal Contracts and Grants	(2,226,793.18)	(56.42)	27,613,552.00	27,067,420.69	(1,680,718.29)
Indirect Cost Allocations	10,732,403.37	\$(1,434,564.99)	3,898,991.22	1,016,201.92	12,180,627.68
<b>Total federal funds</b>	<b>\$7,934,492.69</b>	<b>\$(2,593,719.30)</b>	<b>\$34,253,215.96</b>	<b>\$29,526,359.09</b>	<b>\$10,067,630.26</b>

**Local funds (on deposit with University Treasurer):**

Release time funds	\$2,812,069.36			\$257,566.94	\$2,554,502.42
Sales and services (General Unrestricted)	12,262,486.38	\$10,935,157.29	\$11,718,117.18	13,677,001.78	21,238,759.07
Auxiliary Enterprises - Note 1	11,335,412.35	(1,158,918.32)	31,120,371.52	26,331,507.56	14,965,357.99
ASUW fund	712,716.54	(49,864.41)	875,272.26	643,693.21	894,431.18
Pledged Revenues Gross Income fund	47,254.54	(1,422,259.06)	1,412,604.51	255.65	37,344.34
Non-federal Contracts and Grants	7,015,345.08	525,522.65	11,869,681.98	13,448,456.78	5,962,092.93
Scholarships and Other Restricted Gifts	3,549,785.88	(133,062.25)	4,070,272.70	3,720,797.28	3,766,199.05
Unrestricted Gifts	3,762,586.62	76,396.63	1,831,346.15	2,457,369.04	3,212,960.36
Endowment fund	44,257,973.20	102,467.57	(1,592,722.70)		42,767,718.07
<b>Total local funds</b>	<b>\$85,755,629.95</b>	<b>\$8,875,440.10</b>	<b>\$61,304,943.60</b>	<b>\$60,536,648.24</b>	<b>\$95,399,365.41</b>
<b>Total Section II funds</b>	<b>\$93,690,122.64</b>	<b>\$6,281,720.80</b>	<b>\$95,558,159.56</b>	<b>\$90,063,007.33</b>	<b>\$105,466,995.67</b>

**PLANT FUNDS**

Miscellaneous Revenue Bond Funds	\$8,266,858.89	\$749,440.12	\$112,407.48	\$7,091,171.75	\$2,037,534.74
Miscellaneous Renewal & Replacement Projects	1,380,286.50	1,826,967.45	653,201.66	2,383,046.14	1,477,409.47
Miscellaneous Building Projects	2,237,423.37	(187,729.24)	151,300.92	1,251,442.64	949,552.41
<b>Total plant funds</b>	<b>\$11,884,568.76</b>	<b>\$2,388,678.33</b>	<b>\$916,910.06</b>	<b>\$10,725,660.53</b>	<b>\$4,464,496.62</b>

<b>Total Current, Endowment and Plant Funds</b>	<b>\$138,580,512.19</b>	<b>\$-</b>	<b>\$10,716,569.41</b>	<b>\$261,126,108.03</b>	<b>\$232,615,969.52</b>	<b>\$177,807,220.11</b>
---	-------------------------	------------	------------------------	-------------------------	-------------------------	-------------------------

**INFORMATION: Change Orders and Progress Reports**

The following gives an accounting of the progress and activity of construction since the March 2003 Trustees meeting. Also reported are approved change orders to the Powell Seed Analysis Laboratory, Washakie Center Additions & Renovations.

**PROJECTS COMPLETED SINCE LAST MEETING**

**1. No Projects have been completed since January 2003 Trustee Meeting**

**PROJECTS IN CONSTRUCTION**

**1. Powell Seed Analysis Laboratory**

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

	Total	Administration	Construction	Technology	Design	Contingency
Budget	325,000	25,462	254,618	15,639	20,980	8,301
Expended	207,277	16,636	156,585	13,395	15,735	4,926
Obligated	105,522	-	98,033	2,244	5,245	-
Un-obligated	12,201	8,826	-	-	-	3,375

Remarks: The contractor will start priming and sealing the interior this week, followed by painting. Once this is accomplished, various other trades will trim out the facility. The casework contractor is building the required cabinets and shelving. The fume hoods were delivered last week to the site. The project is scheduled to be completed by 11 May 2003, according to the general contractor. One more change order is expected for the telecommunications cards necessary to add the new facility to the existing system.

**2. Washakie Center Additions & Renovations**

Construction Manager-at-Risk: Kloefkorn-Ballard Const./Div. Co., Inc.  
 Bid Price: \$8,865,466.00

Phase 1 through Phase 3 Original Completion Date: Phase 1 – 20 June 2003  
 Phase 2 – 20 June 2003  
 Phase 3 – 20 June 2003

Phase 1 through Phase 3 Contract Substantial Completion Date: Phase 1 – 26 June 2003  
 Phase 2 – 26 June 2003  
 Phase 3 – 4 July 2003

	Total	Administration	Construction	Design	Equipment	Contingency	Misc
Budget	13,291,517	368,650	8,865,466	1,361,480	1,807,436	746,965	141,520
Expended	8,824,811	215,313	6,588,039	1,131,012	358,061	532,386	-
Obligated	3,411,029	-	2,277,427	143,727	989,875	-	-
Un-obligated	1,055,677	153,337	-	86,741	459,500	214,579	141,520

**Remarks:** The office areas on the lower floor are currently being painted, and the contractor is installing the ceiling grid and other finishes. The tile flooring on the main floor is nearly completed and nearly one-half of kitchen equipment is installed. Finish work, hand railings, and ceilings are in progress. The exterior steps and ramps are in place, and the contractor is starting on the exterior sidewalks. Additional days have been added to the Substantial completion date for the contractor to complete the bakery portion of the project. The required bakery renovation extension is due to an unexpected substandard distribution system discovered during demolition.

### **3. Steam Tunnel Repair and Fuel Tank Removal**

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

Fuel Tank Contractor: Anchor Environmental, Inc.  
 Bid Price: \$53,156  
 Original Completion Date: 2 May 2003  
 Contract Substantial Completion Date: 2 May 2003

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Contingency</b>
Budget	1,500,000	32,500	1,300,000	60,000	107,500
Expended	-	-	-	-	-
Obligated	66,756	-	66,756	-	-
Un-obligated	1,433,244	32,500	1,233,244	60,000	107,500

**Remarks:** The underground fuel tanks have been removed and the contractor is preparing to back-fill the area vacated by the tank removal. The University Facilities Planning Office and Physical Plant have completed the architectural design and contract documents. The project will advertise starting 23 April 2003. There is a mandatory walk-thru of the project on 1 May 2003, and the project will bid 8 May 2003. The following items are being bid as part of this project:

1. All of the concrete work - includes excavation and backfill.
2. All of the Mechanical piping in the tunnel – the Physical Plant will do the majority of the work in the Lewis Street alcove and the tie into the existing steam lines.
3. The abandonment and slurry fill of the old tunnel.
4. A minor portion of the Electrical work – the majority to be completed by Physical Plant.
5. The asphalt and concrete finishing work, i.e. sidewalks, parking lot, etc.

University Information Technology will complete the telecommunications work. The estimated loss for the insurance claim falls within a range of value (\$400,000.00 - \$600,000.00). Based on this range of value, it is estimated that the University could be reimbursed approximately \$500,000.00.

## **PROJECTS IN DESIGN PHASE**

### **1. Health Science – Biochemistry Addition & Remodel**

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

	<b>Total</b>	<b>Administration</b>	<b>Construction</b>	<b>Design</b>	<b>Technology</b>	<b>FF &amp; E</b>	<b>Contingency</b>	<b>Misc</b>
Budget	16,984,000	675,000	10,300,000	1,577,460	1,866,000	915,000	1,500,540	150,000
Expended	855,226	43,131	-	-	812,095	-	-	-
Obligated	1,053,905	-	-	-	1,053,905	-	-	-
Un-obligated	15,074,869	631,869	10,300,000	1,577,460	-	915,000	1,500,540	150,000

**Remarks:** The Architectural firm has completed 90% of the construction documents. The Planning Team and Facilities Planning are refining construction cost estimates to align project estimates and the project budget prior to the 100% completion of the construction documents. Construction documents should be finalized by 1 May 2003 and advertisement for Bids should begin shortly after document completion.

**2. Pharmacy Building 4<sup>th</sup> Floor Remodel**

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

	Total	Admin	Construction	Design	Contingency	Misc
Budget	16,984,000	675,000	10,300,000	1,577,460	1,500,540	150,000
Expended	620,131	8,804	-	611,327	-	-
Obligated	966,133	-	-	966,133	-	-
Un-obligated	15,397,736	666,196	10,300,000	-	1,500,540	150,000

**Remarks:** Planning phase is temporarily on hold due to the urgency of the design team to complete the Health Science documentation.

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

**1. Powell Seed Analysis Laboratory**

**Change Order No. 1**

Item 1	Casework Modifications & Concrete Pad	Add:	460.00
Item 2	Replace Mullions with Astagals	Add:	(200.00)
Item 3	Electrical to MAU1	Add:	2,084.00
Item 4	Relocate MDP & Furnace Switches	Add:	1,181.00
Item 5	Deduct F9 Fixture	Add:	(102.00)
Item 6	Additional Bonding & Insurance	Add:	51.00
Item 7	Gas and Condensate	Add:	1,452.00
		<b><u>Total Change Order No. 1</u></b>	<b><u>ADD: \$4,926.00</u></b>

**Statement of Contract Amount**

Original contract Amount \$254,618.00  
 Total Change Orders 1 + 4,926.00

**Adjusted Contract Price \$ 259,544.00**

**2. Washakie Center Additions & Renovations**

**Change Order No. 18**

Item 1	Fire & Smoke Dampers	Add:	5,598.00
Item 2	Pipe and duct modifications	Add:	1,012.00
Item 3	Temperature control system modifications	Add:	21,986.00
Item 4	Provide Transfer Air Grilles	Add:	319.00
Item 5	Kitchen equipment per Duray	Add:	3,545.00
Item 6	Provide Hard Maple Wood Trim	Add:	4,899.00
		<b><u>Total Change Order No. 18</u></b>	<b><u>ADD: \$37,359.00</u></b>

**Change Order No. 19**

Item 1	Steam Piping in Bakery 51	Add:	12,969.00
Item 2	Change Storage 112 to Office 112	Add:	4,302.00
Item 3	Freight Elevator Shaft & Mechanical Room	Add:	19,805.00
Item 4	Duct Connection at Hood @ 218	Add:	1,243.00
Item 5	Fire Damper	Add:	867.00
Item 6	Custom Stainless Steel Floor Trough	Add:	476.00
			<hr/>
<b><u>Total Change Order No. 19</u></b>			<b>ADD: \$39,662.00</b>

**Change Order No. 20**

Item 1	Tunnel Door Hardware	Add:	6,402.00
Item 2	PR #37, Fire Dampers and Grease Duct Changes	Add:	960.00
Item 3	Up-charge Zodiac (Space Black) Countertops	Add:	14,689.00
Item 4	Trim Ring and Glass at 43 F16 Light Fixtures	Add:	2,339.00
Item 5	Paint Grid Behind Wood Ceilings	Add:	1,284.00
			<hr/>
<b><u>Total Change Order No. 20</u></b>			<b>ADD: \$25,674.00</b>

**Statement of Contract Amount**

Original contract Amount \$8,865,466.00  
 Total Change Orders 1-20 + 532,386.00

**Adjusted Contract Price \$9,397,852.00**

**3. Steam Tunnel Repair & Storage Tank Removal**

**Change Order No. 1**

Item 1	Back Fill Change	Add:	10,850.00
Item 2	Excavate Water Line East of Storage Tank	Add:	1,650.00
Item 6	Excavate Sanitary Sewer	Add:	1,100.00
			<hr/>
<b><u>Total Change Order No. 18</u></b>			<b>ADD: \$13,600.00</b>

**Statement of Contract Amount**

Original contract Amount \$53,156.00  
 Total Change Orders 1 +13,600.00

**Adjusted Contract Price \$66,756.00**

**INFORMATION: Sale of Property – Archer**

On April 11, 2003, several members of the Division of Administration and the College of Agriculture met with the Laramie County Commissioners, planner, and attorney to discuss Laramie County's desire to purchase the entire Archer R & E Center from the University of Wyoming. During the discussion, Laramie County explained their future needs for the site, and in turn, the University expressed the short-term needs for continued research and support of UW operations. Based on the discussions, it is understood that the University will arrange for a new property appraisal. The appraisal will be shared with the Laramie County Commissioners, which will serve as the basis for authorizing the property for its current value. According to Mark Reed, County Planner, the 976-acre site would be designed as a County Complex to accommodate the various Laramie County entities such as Fire & Rescue, Weed & Pest, Fair Board and Fairground, etc. The Trustees were presented with a request authorizing the sale of Archer to Laramie County after the property has been appraised and the Commissioners approve its purchase.

**INFORMATION: Social Work Division Re-accreditation**

The Council on Social Work Education (CSWE) has reaccredited the University of Wyoming Division of Social Work for the next eight years, the maximum term possible under the council's guidelines. The council is the nation's sole accrediting agency for social work education. The reaffirmation applies to both the bachelor's and master's degree programs. The Division of Social Work is part of the UW College of Health Sciences, where each year some 1500 students receive education and pre-professional experiences that prepare them to provide health care and human services for state residents. Social work students at both the bachelor's and master's levels must complete a required number of hours in social service agencies around the state. On campus they also work with students in other health science programs to develop clinical skills.

Dr. Buchanan mentioned that this is good news for UW.

**INFORMATION: Administrative Searches**

The Office of Academic Affairs has overseen two searches for academic deans during the 2002-2003 academic year. The two vacant positions are the Dean of the College of Business and the Dean of the Graduate School. As of late-April, the status of these searches is as follows:

- Dean of Business. After campus-wide interviews with two top-ranked candidates from a field of over 80 applicants an offer is outstanding.
- Dean of the Graduate School. There were four campus-wide interviews with candidates selected from a field of over 70 applicants. All interviewees have administrative experience and experience with graduate education at Carnegie research-doctoral-extensive universities. An offer is outstanding.

President Dubois advised the Board that Elizabeth Hardin has been hired as the Vice President for Administration. Janet Lowe, University Controller, will serve as interim Vice President until Ms. Hardin arrives in August.

Dr. Buchanan talked about the dean of the Graduate School search, and the other searches that are in process.

**INFORMATION: Development Report**

**FY 2003 Monthly Giving Report through March 31, 2003**

		ALL GIFTS										
FUND	New Commitments FY 2003 GOALS	Current Month (cash received only)		FY 2003 to date						FY 2002 cash - YTD		
				Cash & Cash equivalent			New Commitments YTD			DONORS	FACE VALUE	
		DONORS	FACE VALUE	DONORS	OUTRIGHT	LIFE INCOME		PLEDGE PMTS	NEW PLEDGES			TOTAL
				FACE	NPV							
AGRIC	\$ 3,222,960	121	\$8,655	1008	\$534,225	\$50,100	\$21,474	(\$255,000)	\$200,200	\$529,525	950	\$286,056
AHC	\$ 513,450	71	\$3,835	235	\$132,494					\$132,494	257	\$164,531
ALUMNI				4	\$1,050					\$1,050	237	\$32,345
A & S	\$ 5,671,333	167	\$93,489	2482	\$2,122,159	\$717,266	\$252,466	(\$491,128)	\$190,000	\$2,538,297	2494	\$995,664
ATHLETICS	\$ 1,068,200	1029	\$166,320	5429	\$1,471,012	\$18,384	\$7,156	(\$223,916)	\$40,000	\$1,305,480	4995	\$1,762,905
BUSINESS	\$ 2,448,588	109	\$23,590	1093	\$380,204	\$16,545	\$6,440	(\$54,913)	\$3,500	\$345,337	1084	\$5,340,209
EDUCATION	\$ 2,003,221	93	\$32,872	980	\$192,822			(\$41,172)	\$105,000	\$256,650	983	\$137,383
ENGINEERING	\$ 3,362,461	147	\$242,778	1717	\$1,617,701	\$102,483	\$42,584	(\$1,380,070)	\$2,200,000	\$2,540,114	1698	\$759,069
IENR	\$ 1,106,170	5	\$2,555	122	\$324,523			(\$175,385)	\$200,000	\$349,138	107	\$388,499
HEALTH SCI	\$ 3,747,505	67	\$11,660	776	\$814,303			(\$535,882)		\$278,421	794	\$201,982
KUWR	\$ 455,700	1660	\$69,716	6049	\$390,472			(\$553)		\$389,920	5227	\$298,828
LAW	\$ 3,332,829	37	\$4,027	332	\$195,698			(\$70,000)	\$200,000	\$325,698	352	\$957,558
LIBRARY	\$ 371,482	21	\$1,400	286	\$39,154					\$39,154	258	\$479,752
STUD AFFRS	\$ 78,500	79	\$4,921	1036	\$81,004			(\$575)		\$80,429	771	\$38,675
UW ART MUS	\$ 392,968	19	\$1,062	587	\$237,013			(\$8,600)		\$228,413	547	\$271,129
UNIV. FUND	\$ 150,000	105	\$6,260	1344	\$157,741			(\$5,000)		\$152,741	1282	\$114,614
OTHER	\$ 2,074,633	96	\$469,148	943	\$3,011,624	\$420,908	\$169,797	(\$1,417,771)	\$14,046,500	\$16,061,260	986	\$2,406,574
GIFTS NOT YET BOOKED					\$6,470			(\$5,000)	\$50,000	\$51,470		
<b>TOTAL</b>	<b>\$ 30,000,000</b>	<b>3,643</b>	<b>\$1,142,288</b>	<b>20,678</b>	<b>OUTRIGHT &amp; FACE:</b>	<b>\$13,035,356</b>	<b>\$13,035,356</b>	<b>(\$4,664,965)</b>	<b>\$17,235,200</b>	<b>\$25,605,590</b>	<b>19,613</b>	<b>\$14,635,773</b>

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

**Annual Fund  
 FY 2003 Monthly Giving Report for the Annual Fund through March 31, 2003**

FUND	FY 2003 GOALS	Current Month		FY 2003 to date		FY 2002 to same date	
		DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL
AGRIC	\$ 81,100	115	\$3,470	875	\$59,276	867	\$68,745
AHC	\$ 27,900	30	\$1,635	171	\$20,559	239	\$23,158
ALUMNI	\$ -			3	\$50	17	\$695
A & S	\$ 348,800	152	\$ 20,864	2259	\$277,938	2180	\$238,895
ATHLETICS	\$ 1,043,200	831	\$97,644	4945	\$888,102	4460	\$763,317
BUSINESS	\$ 122,800	95	\$17,045	1010	\$125,170	1001	\$102,117
EDUCATION	\$ 56,800	76	\$4,600	916	\$37,589	920	\$41,285
ENGINEERING	\$ 241,600	117	\$8,938	1575	\$186,932	1560	\$184,473
IENR	\$ 107,000	5	\$2,555	107	\$36,088	92	\$98,223
HEALTH SCI	\$ 62,100	49	\$2,160	693	\$53,986	722	\$53,679
KUWR	\$ 455,700	1659	\$69,641	6034	\$366,582	5215	\$286,991
LAW	\$ 61,100	21	\$1,070	261	\$36,036	288	\$50,571
LIBRARY	\$ 35,900	19	\$1,300	279	\$23,476	252	\$28,185
STUD AFFRS	\$ 78,500	71	\$4,310	828	\$37,849	760	\$33,780
UW ART MUS	\$ 53,000	17	\$552	222	\$37,821	228	\$38,253
UNIV. FUND	\$ 150,000	105	\$6,260	1326	\$126,791	1279	\$107,114
OTHER	\$ 28,800	29	\$6,906	295	\$61,403	198	\$22,651
GIFTS NOT YET BOOKED							
<b>TOTAL</b>	<b>\$2,954,300</b>	<b>3,273</b>	<b>\$248,950</b>	<b>19,107</b>	<b>\$2,375,647</b>	<b>17,937</b>	<b>\$2,142,130</b>

**INFORMATION: Draft Strategic Plan for Intercollegiate Athletics**

President Dubois discussed the recent tour of Wyoming that he and Director Moon had been involved in, noting that a release of the athletics plan has been presented in Cheyenne, Casper and Laramie. The full plan is also available on the University website. The Casper Star published the information for public review, and Jay Fromkin will send out copies of the schedule of President Dubois' summer visits to the Board to allow members the opportunity to attend events in their respective areas.

**INFORMATION: Status of UW Leases impacted by Farm Bureau Building Purchase**

Mr. Shawn McGinnis, Contract Administrator, has advised that leases that may be affected by the purchase of the Farm Bureau building are as follows:

1. WYNOT staff from the Northgate Building will be moving to the Farm Bureau Building before September 2003.
2. Two other possible relocations would be the College of Law Offices in the Gagliardi Building on 1<sup>st</sup> Street, possibly summer 2003, and WYSAC from the Laramie Plains Civic Center, possibly in the fall 2003.

Further information will be provided to the Board as it becomes available.

## **INFORMATION: Faculty Awards**

### 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 James C. Ahern, Assistant Professor, Department of Anthropology.

### Excellence in Internationalization

The Award for Excellence in Internationalization was established by the International Board of Advisors in 2000 to recognize outstanding faculty commitment to internationalization. The award includes a \$2000 stipend. This year's recipient is Scott Shaw, Professor, Department of Renewable Resources.

### John P. Ellbogen Meritorious Classroom Teaching Award for 2003

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: Susanna L. Goodin, Associate Professor, Department of Philosophy; Patricia A. Goodson, Assistant Lecturer, Department of Chemistry; Philip G. Holt, Associate Professor, Department of Modern & Classical Languages; John H. Jackson, Professor, Department of Management & Marketing; John E. Spittler, Assistant Lecturer, Department of Mathematics; Margaret A. Stalder, Senior Lecturer, Department of Theatre & Dance; and, Suzanne Young, Associate Professor, Department of Educational Leadership.

#### 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: Nyla Jean Bailey, Department of Political Science; Emily T. Buller, Department of Modern & Classical Languages; Terri J. Johnston, Department of English; Nicole V. Novotny, Department of Political Science; Robert Jeffrey Sanford, Department of Modern & Classical Languages; and, Hiroshi Takagi, Department of Atmospheric Science.

#### 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 Susan L. Aronstein, Associate Professor, Department of English. Dr. Aronstein will receive a \$1000 stipend.

#### George "Duke" Humphrey Distinguished Faculty Award for 2002

The Humphrey Award recognizes teaching effectiveness, distinction in scholarly work, and distinguished service to the University and State, and carries a \$3,800 stipend. This year's recipient is Cedric D. Reverand, Professor, Department of English.

#### 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. Amanda Porterfield, Professor, Department of Religious Studies was selected for this year's award and will receive a stipend 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 Chang Yul Cha, Professor, Department of Chemical and Petroleum Engineering.

Wyoming Nominee for CASE Professor of the Year

The U.S. Professors of the Year program is presented by The Carnegie Foundation for the Advancement of Teaching and directed by the Council for Advancement and Support of Education (CASE). Associate Professor, Susanna Goodin of the Department of Philosophy, was selected as the 2003 University of Wyoming nominee for the CASE award. Selected by her peers, this nomination recognizes Susanna's extraordinary dedication to undergraduate teaching.

**INFORMATION: Staff Awards**

Employee of the Year	Rebecca Riley, History
Off Campus Award	Candis Lane, Small Business Dev. Center, Casper Warren Crawford, CES, Rawlins
Jody S. Humphrey Inspirational Staff Award	Josie Montez, Communication & Journalism
Skilled Craft/Service Award	Robin Dotson, Residence Life & Dining Services
UW Staff Incentive Award	Jesse Ballard, Information Technology Stephan Jackson, Information Technology Peggy McCrackin, Civil & Architectural Engr. Karen White, Molecular Biology
Unsung Hero Award	Bistra Anatchkova, Market/Survey Res. Center Plum Hull, News Service B. Lynnette McCann, Human Resources Tanaya Moon Morris, Multicultural Student Life James Trabing, Intercollegiate Athletics

## **BUSINESS MEETING, Old Main Boardroom**

The business meeting of the Board was called to order at 10:30 a.m. on Friday, May 16, 2003.

### **ROLL CALL**

Trustee Patrick took roll. The following were present: Trustees Richard Davis, Taylor Haynes, Kathy Hunt, Jim Neiman, John Patrick, Judy Richards, Peggy Rounds, Greg Schaefer, Tom Spicer, James Trosper, Hank True, and Howard Willson. Ex-Officio Trustees Philip Dubois and Jack Edwards were in attendance. Ex-Officio Trustees Dave Freudenthal and Trent Blankenship were unable to attend the meeting.

### **APPROVAL OF MARCH 6-8, 2003 MINUTES OF THE TRUSTEES**

Trustee Schaefer moved to approve the March 6-8, 2003 minutes as presented; Trustee Richards seconded. The motion carried.

### **ELECTION OF OFFICERS**

Trustee Schaefer reported for the nominating committee, and shared the recommended slate of officers with the Board. The nominations were: President, Kathy Hunt; Vice President, John Patrick; Secretary, Judy Richards; and Treasurer, Jim Neiman. Trustee Schaefer moved to approve the nominations as presented, Trustee Haynes seconded. Trustee True moved to cease any further nominations, Trustee Haynes seconded. The motions carried.

### **ELECTION OF TWO MEMBERS TO EXECUTIVE COMMITTEE**

President Hunt announced that Trustees True and Schaefer were nominated to serve. Trustee Neiman moved to approve the nominations, Trustee Davis seconded. The motion carried.

### **APPOINTMENT BY PRESIDENT OF ONE MEMBER TO INVESTMENT COMMITTEE**

President Hunt advised the Board that she believed it would be an advantage to have a fourth member on the Investment Committee. Trustee Davis had expressed his willingness to serve, and Trustee Spicer has agreed to serve one additional year. President Hunt announced the Investment Committee would consist of the following members with years of service noted: Thomas Spicer 1 year, 2003-04; Jim Neiman 1 year, 2003-04; Greg Schaefer 2 years, 2003-05; Dick Davis 3 years, 2003-06.

### **APPOINTMENT OF ONE MEMBER TO FOUNDATION BOARD**

President Hunt noted that Trustee Spicer currently serves on the Foundation Board, and the Trustees normally have two members serving on that Board. Interested trustees were asked to let her know if they would like to serve on the Foundation Board.

### **APPOINTMENT OF AD-HOC COMMITTEE ON TRUSTEESHIP**

President Hunt expressed her desire to the Board to extend this committee for one more year. Trustee Richards has agreed to serve as chair, and Trustees True, Trosper and Neiman will serve also. Trustee Hunt noted that this committee may become a permanent trustee committee in the future. Trustee Haynes moved to approve the continuation of the ad-hoc committee on Trusteeship; Trustee Spicer seconded. The motion carried.

## **REPORTS**

### ASUW

Trustee Jack Edwards reported on the activities of ASUW. ASUW Senators passed the endowment and budget items, which are included in the Committee of the Whole for Board approval. He noted that the ASUW election in spring had the largest amount of voters ever. He also listed the new executives that were elected to ASUW.

### Staff Senate

Staff Senate President Vicki Henry talked about the Staff Senate elections, and the new resolution they have worked on. Resolution 192 deals with an increase in bereavement leave for staff from 3 to 5 days. She reported that Staff Recognition Day was a great success, and thanked the Board for allowing Staff Senate to participate in Board meetings. Susan Cuthbertson is the new Staff Senate President, and will attend the September meeting. President Hunt thanked Ms. Henry for her work in representing the Staff Senate.

### Faculty Senate

Terri Rittenberg reported on the activity of the Faculty Senate. They passed two Uniregs: UniReg 43 and UniReg 802 on academic dishonesty. She thanked the representatives from Student Affairs and the Dean of Students for their assistance on UniReg 802. Faculty Senate also worked on improvements for the health insurance coverage at UW. Pamela Kalbfleisch was also present, and is returning as Chair of Faculty Senate, and Deborah McGriff is the chair-elect for 2004-2005.

## **PUBLIC TESTIMONY**

Representative Floyd Esquibel presented a discourse on UW colors and the logo. He is from House District 44 in Cheyenne, and explained HB 106, which dealt with University colors. The emphasis of his presentation was that tradition is essential. He urged the University and President Dubois to restore the previous colors to UW.

**INVESTMENT COMMITTEE**

**QUARTERLY REPORT ON INVESTMENTS**

**UNIVERSITY OF WYOMING  
 INVESTMENT COMMITTEE**

**As of March 31, 2003**

<b><u>Funds:</u></b>	<b>Current Asset Allocation</b>		<b>Asset Goal</b>	
	<b>In Millions (\$000) &amp; Percentage (%)</b>		<b>Allocations as of 02/99</b>	
	<b><u>(\$000)</u></b>	<b><u>(%)</u></b>	<b><u>(%)</u></b>	<b><u>(%)</u></b>
<b>Fixed Income Pool – Fox</b>	<b>\$ 11.658</b>	<b>33.0%</b>	<b>25.00%</b>	
Value Equity Pool			20.0%	30.00%
Jurika & Voyles	3.422			
Brandes Value	3.554			
Growth Equity Pool			34.0%	30.00%
Navellier	699			
McKinley	765			
Sands Large Cap	5.113			
McKinley Large Cap	5.127			
Int'l Equity Pool – Brandes	4.595	13.0%	15.00%	
	<b>\$ 34.933*</b>	<b>100.00%</b>	<b>100.00%</b>	

\* not included in this total is \$367,616, which is held in the handling account at March 31, 2003.

UNIVERSITY OF WYOMING  
Investment Committee - Performance (net of fees)  
March 31, 2003

	Market Value	1st Qtr 2003	4th Qtr 2002	YTD	1 year	2 year	3 year	5 year	Inception to date
		%	%	%	%	%	%	%	%
<b>Summary</b>									
Total Assets	35,300,448	-2.18	4.24	-2.18	-14.10	-5.92	-6.29	0.91	143.55
75SP/25L BIGC custom index		-2.00	6.88	-2.00	-16.48	-7.80	-9.93	-0.70	141.39
<b>Other</b>									
Handling Account	367,616								
<b>Equity Funds</b>									
Value Pool									
Jurika*	3,421,555	-3.22	1.08	-3.22	-30.68	-15.67	-9.21	-3.73	120.08
Russell 1000		-2.93	8.16	-2.93	-24.51	-12.74	16.21	-3.62	124.29
Russell MidCap		-2.35	7.91	-2.35	-21.49	-7.10	-8.76	-0.35	138.47
Brandes Value^	3,554,029	-11.06	14.74	-11.06	-34.01	N/A	N/A	N/A	-24.90
Russell 1000VI		-4.86	9.22	-4.86	-22.79	N/A	N/A	N/A	-13.62
Growth Pool									
Sands Lg Cap Growth***	5,112,931	3.83	9.98	3.83	N/A	N/A	N/A	N/A	14.27
Russell 1000Gr		-1.07	7.14	-1.07	N/A	N/A	N/A	N/A	-4.91
McKinley Lg Cap Growth^^	5,127,297	-1.19	0.10	-1.19	N/A	N/A	N/A	N/A	-1.00
Russell 1000Gr		-1.07	7.14	-1.07	N/A	N/A	N/A	N/A	-4.84
Navellier ^^	698,706	3.39	-5.26	3.39	-23.04	N/A	N/A	N/A	-26.86
Russell 2000		-3.89	7.50	-3.89	-31.65	N/A	N/A	N/A	-28.56
McKinley ^^	765,002	-4.68	5.01	-4.68	-26.28	N/A	N/A	N/A	-24.77
Russell 3000		-1.25	7.17	-1.25	-27.08	N/A	N/A	N/A	-28.46

<b>International Equity Fund</b>									
Brandes**	4,595,281	-9.97	8.88	-9.97	-28.77	-15.03	10.86	0.51	102.00
MSCI European Australian and Far East		-8.13	6.48	-8.13	-22.94	-15.90	19.29	-6.85	-0.43
<b>Fixed Income Fund</b>									
Fox*	11,658,030	1.32	0.99	1.32	11.95	9.06	10.65	7.89	99.20
Lehman Bros Govt Corporate Bond Index		1.50	1.69	1.50	11.72	8.39	9.64	7.47	93.21
Inception	* 4/93	^ 10/01							
	**								
	4/94	^^ 8/02							
	***								
	8/02	^^^ 4/01							

QUARTERLY REPORT ON ENDOWMENTS

UNIVERSITY OF WYOMING  
 FIXED INCOME INVESTMENTS  
 SUMMARY FOR THE PERIOD  
 1/1/03 - 3/31/03

	<u>University Managed</u>	
	Endowment Funds	University Funds
Beginning Balance 12\31\02	<u>656,476.52</u>	<u>76,116,786.17</u>
Ending Balance 3\31\03	<u>687,228.98</u>	<u>87,567,181.16</u>
Average Return	<u>1.52%</u>	<u>1.64%</u>

UNIVERSITY OF WYOMING  
 UNIVERSITY MANAGED ENDOWMENT FUNDS  
 SUMMARY FOR THE PERIOD  
 1/1/03 - 3/31/03

Investments, Beginning of Period		656,476.52
Add		
Received, Current Period	30,752.46	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	<u>0.00</u>	30,752.46
Deduct		
Endowments Refunded	0.00	
Transfers to External Managers	<u>0.00</u>	<u>0.00</u>
Investments, End of Period		<u>687,228.98</u>

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

Trustee Spicer reported on the activities of the Investment Committee, and noted that the market is cautiously moving up. The Committee met to deal with dollar amount issues provided for each manager to oversee, and also to discuss the relationship with Jurika and Voyles. Other discussion took place on the working relationship with the University Foundation.

The summer meeting of the Investment Committee is scheduled for August 7-8, 2003, in Jackson, WY prior to the Trustees' Retreat. Trustee Schaefer thanked Trustee Spicer for his leadership over the past year.

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

1. Approval of Contracts and Grants (see pages 80-88)
2. Personnel (see pages 89-102)
3. Approval of Master List of Degrees (see pages 103-110)
4. Fiscal Year 2004 Budgets: W.R. Coe Estate, W.R. Coe School and Charles Chacey Kuehn Estate (see pages 111-112)

President Hunt reviewed the items listed for approval on the Consent Agenda, noting that if any of the items need further discussion, they can be taken off the slate. Trustee True moved to accept the Consent Agenda as presented; Trustee Patrick seconded. Trustee Patrick also made special mention of the excellent work of the Research Office. The motion carried.

## **CONTRACTS AND GRANTS**

The following grants and contracts are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period February 14, 2003, through April 24, 2003.

<b>AERO SOLUTIONS, LLC - 06/01/2999 - OPEN</b>	\$	4,815
Dave Walrath; Mechanical Engineering - Composite materials testing.		
<b>AMERICAN ASSOCIATION ON MENTAL RETARDATION - 01/01/2002 - 12/31/2008</b>	\$	17,750
William MacLean; Psychology - American journal on mental retardation.		
<b>AMERICAN DIABETES ASSOCIATION - 01/01/2003 - 06/30/2003</b>	\$	17,922
Jun Ren; Pharmacy - Role of insulin-like growth factor 1 in diabetic cardiomyopathy.		
<b>BATTELLE MEMORIAL INSTITUTE - 02/21/2003 - 09/30/2003</b>	\$	9,659
Mark Garnich; Mechanical Engineering - Thermoplastic composite fabric models.		
<b>BONNEVILLE POWER ADMINISTRATION - 01/07/2003 - 09/30/2003</b>	\$	39,852
John Pierre; Electrical Engineering - Power system identification using injected probe signals.		
<b>CC TECHNOLOGY, INCORPORATED - 04/01/2003 - 09/30/2003</b>	\$	8,400
Keith Carron; Chemistry - Rapid on-site cyanide assay for blood and saliva samples.		
<b>CHILD DEVELOPMENT SERVICES OF WYOMING - 08/01/2002 - OPEN</b>	\$	2,695
Laurie Westlake; Wyoming Institute for Disabilities - Kindergarten readiness.		

<b>DEVELOPMENT PRESCHOOL AND DAY CARE CENTER - 12/01/1999 - OPEN</b>	\$ 6,000
Kenneth Heinlein; Wyoming Institute for Disabilities - Fees received for child development assessments.	
<b>DUER INTERNATIONAL, INCORPORATED - 02/06/2003 - 05/31/2003</b>	\$ 255
Linda Kiisk; Civil Engineering - Conceptual design of domed structures.	
<b>DUER INTERNATIONAL, INCORPORATED - 02/06/2003 - 05/31/2003</b>	\$ 2,295
David Walrath; Mechanical Engineering - Conceptual design of domed structures.	
<b>EAGLES, FRATERNAL ORDER OF - 10/04/2002 - OPEN</b>	\$ 5,000
Francis Flynn; Zoology - Neural control of cardiovascular function.	
<b>GENERAL ELECTRIC COMPANY - 03/10/2003 - 07/31/2003</b>	\$ 11,875
John Ackerman; Chemical Engineering - Corrosion coatings of ME3 engine alloy.	
<b>IDAHO STATE UNIVERSITY - 09/15/2002 - 08/31/2005</b>	\$ 57,280
Jason Shogren; Economics and Finance - Human and natural systems in the Yellowstone northern elk winter range.	
<b>INDIANA UNIVERSITY - 09/01/2002 - 08/31/2003</b>	\$ 22,831
David Jones; Communication Disorders - Outcomes of furlow and conventional palatoplasty.	
<b>JET PROPULSION LABORATORY - 12/15/2001 - 12/31/2005</b>	\$ 16,500
Daniel Dale; Physics and Astronomy - Nearby galaxy survey from the space infrared telescope facility.	
<b>KONSYL PHARMACEUTICALS, INCORPORATED - 03/10/2003 - 12/31/2004</b>	\$ 16,923
Weeranuj Yamreudeewong; Pharmacy - Effects of psyllium on blood glucose.	
<b>LOFTUS, ANDREW J. - 03/01/2003 - 08/15/2003</b>	\$ 7,500
Nathan Nibbelink; Wyoming Geographic Information Sciences Center - Multi-state aquatic resources information system.	
<b>MEETING THE CHALLENGE, INCORPORATED - 10/01/2001 - 09/30/2003</b>	\$ 17,000
Kathleen Laurin; Wyoming Institute for Disabilities - Disability and business technical assistance center.	
<b>MID-AMERICA MANUFACTURING TECHNOLOGY CENTER - 04/01/2003 - 03/31/2004</b>	\$ 285,366
Larry Stewart; Mid-America Manufacturing Technology Center - Provide services to manufacturers and technical businesses in Wyoming.	
<b>MIDWEST RESEARCH INSTITUTE - 08/06/2002 - 08/05/2003</b>	\$ 26,191
Robert Kelly/Thomas Parish; Atmospheric Science - Low-dimension wind turbine inflow turbulence model.	
<b>MIDWEST RESEARCH INSTITUTE - 08/06/2002 - 08/05/2003</b>	\$ 26,191
William Lindberg/Jonathan Naughton; Mechanical Engineering - Low-dimension wind turbine inflow turbulence model.	

<b>MINOT STATE UNIVERSITY - 02/01/2003 - 09/29/2003</b> Keith Miller; Wyoming Institute for Disabilities - Data collection services, contact information, and site support.	\$	3,000
<b>MONSANTO COMPANY - 01/01/1999 - OPEN</b> Stephen Miller; Plant Sciences - Various weed biology and control.	\$	5,000
<b>MONTANA, UNIVERSITY OF - 09/30/2002 - 09/30/2003</b> Ronald Hartman; Botany - Noxious weed trust.	\$	14,100
<b>MORROW ENGINEERING - 01/12/1993 - OPEN</b> Norman Morrow; Chemical Engineering - Reservoir wettability effect on oil recovery.	\$	2,500
<b>MOUNTAIN WEST FARM BUREAU MUTUAL INSURANCE COMPANY - 01/01/2001 - OPEN</b> Alfred Rodi; Atmospheric Science - Aircraft mechanic fees.	\$	969
<b>NATIONAL ENDOWMENT FOR THE ARTS - 03/01/2003 - 01/31/2005</b> Susan Moldenhauer; Art Museum - Visiting artist residency program.	\$	25,000
<b>NATIONAL SUNFLOWER ASSOCIATION - 01/01/1999 - OPEN</b> Stephen Miller; Plant Sciences - Various weed biology and control.	\$	5,000
<b>NATURESERVE - 01/15/2003 - 03/15/2003</b> George Jones; Wyoming Natural Diversity Database - Ecological systems review.	\$	1,260
<b>NEW YORK UNIVERSITY - 01/01/2002 - 12/31/2005</b> Stephen Ford; Animal Science - Center for fetal programming.	\$	13,883
<b>NORTH ATLANTIC TREATY ORGANIZATION - 02/20/2003 - 03/31/2003</b> Scott Miller; Renewable Resources - Environmental decision-making for sustainable development in central Asia.	\$	1,837
<b>WILLIAM MARSH RICE UNIVERSITY - 01/01/2002 - 12/31/2003</b> Carrick Eggleston; Geology - An integrated theoretical and experimental approach to understanding mineral dissolution kinetics.	\$	15,803
<b>SOCIETY FOR CONSERVATION BIOLOGY - 02/21/2003 - 05/20/2003</b> Bonnie Heidel; Wyoming Natural Diversity Database - Colorado tansy aster peer review.	\$	350
<b>SOUTH DAKOTA STATE UNIVERSITY - 02/01/2003 - 08/14/2003</b> James Jacobs; Agriculture Dean's Office - Four-state ruminant consortium.	\$	5,000
<b>SPANISH CONSULATE - 04/01/2003 - 08/31/2003</b> Carlos Mellizo; Modern and Classical Languages - Summer course on the history of Spain.	\$	500
<b>TEXAS A&amp;M RESEARCH FOUNDATION - 11/06/2002 - 09/05/2005</b> Demian Saffer; Geology - Fluid production from underthrust sediments.	\$	3,000

<b>UNITED STATES ARMY - 07/01/2002 - 06/30/2003</b> Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.	\$ 118,753
<b>UNITED STATES DEPARTMENT OF AGRICULTURE, AGRICULTURAL RESEARCH SERVICE - 09/01/2002 - 09/30/2004</b> Jerry Johnson; Molecular Biology - Automated DNA sequencing facility.	\$ 44,560
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 10/01/2002 - 09/30/2003</b> Steven Horn; Animal Science - Coyote specific delivery mechanism for oral baits.	\$ 10,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 03/05/2003 - OPEN</b> Kenneth Mills; Veterinary Sciences - Skunk acceptance of placebo rabies baits.	\$ 5,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE - 04/15/2003 - 04/14/2005</b> Robert Stobart; Animal Science - Measure wool fiber characteristics.	\$ 27,304
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ECONOMIC RESEARCH SERVICE - 08/22/2001 - 09/30/2004</b> Sherrill Shaffer; Economics and Finance - Impact of credit programs on economic growth.	\$ 23,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE ECONOMIC RESEARCH SERVICE - 09/17/2002 - 09/30/2004</b> Jason Shogren; Economics and Finance - Base acreage update option.	\$ 10,000
<b>UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 10/31/2002 - 10/31/2003</b> Alan Redder; Wyoming Natural Diversity Database - Threatened and endangered plant and animal database.	\$ 13,520
<b>UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 02/01/2002 - 04/17/2003</b> Karen Williams; Family and Consumer Sciences - Wyoming healthy child care.	\$ 12,600
<b>UNITED STATES DEPARTMENT OF JUSTICE - 12/01/2001 - 11/30/2003</b> Donald Faggiani; Wyoming Statistical Analysis Center - Statistical Analysis Center website project.	\$ 50,000
<b>UNITED STATES GEOLOGICAL SURVEY - 03/01/2003 - 02/29/2004</b> Drew Johnson/Renduo Zhang/George Vance; Civil Engineering – Subsurface drip irrigation systems.	\$ 24,602
<b>UNITED STATES GEOLOGICAL SURVEY - 03/01/2003 - 02/29/2004</b> Drew Johnson/Greg Kerr; Civil Engineering - Conveyance losses along Bear River.	\$ 25,086
<b>UNITED STATES GEOLOGICAL SURVEY - 03/01/2003 - 02/29/2004</b> Edward Barbier; Economics and Finance - Water scarcity and economic growth in Wyoming.	\$ 13,451

<b>UNITED STATES GEOLOGICAL SURVEY - 09/01/1993 - Open</b>	\$	5,000
John Murphy/James Steidtmann; Geology - Fission-track thermochronology.		
<b>UNITED STATES GEOLOGICAL SURVEY - 03/01/2003 - 02/29/2004</b>	\$	21,095
Katta Reddy/Richard Olson/David Legg; Renewable Resources – Geochemistry of retention ponds.		
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 03/01/2001 - 02/28/2005</b>	\$	218,250
Paul Johnson; Physics and Astronomy - Wyoming space grant college and fellowship program.		
<b>UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 09/01/2002 - 04/30/2006</b>	\$	122,259
Henry Kobulnicky; Physics and Astronomy - Star formation feedback on galaxy evolution.		
<b>UNITED STATES NATIONAL INSTITUTES OF HEALTH - 10/23/2002 - 06/30/2005</b>	\$	140,018
Jun Ren; Pharmacy - Antioxidant transgenes in alcoholic cardiomyopathy.		
<b>UNITED STATES NATIONAL PARK SERVICE - 02/15/2003 - 09/30/2003</b>	\$	10,350
Daniel Tinker; Botany - Inventory and monitor network phase 2 report collaboration.		
<b>UNITED STATES NATIONAL PARK SERVICE - 03/01/2003 - 12/31/2004</b>	\$	39,000
Douglas Keinath; Wyoming Natural Diversity Database - Greater Yellowstone bat and Bighorn Canyon mammal surveys.		
<b>UNITED STATES NATIONAL PARK SERVICE - 02/15/2003 - 05/15/2003</b>	\$	9,585
Robert Hall Jr; Zoology - Greater Yellowstone inventory and monitoring network.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/26/2003 - 02/28/2005</b>	\$	22,431
Guy Westhoff; Adult Education and Instructional Technology - Computer aided laboratory instruction strategy.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 11/01/2001 - 12/31/2003</b>	\$	58,410
Bart Geerts; Atmospheric Science - Fine-scale description of shallow atmospheric boundaries.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2001 - 03/31/2004</b>	\$	64,688
Jefferson Snider; Atmospheric Science - Droplet activation in cloud updrafts.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/2001 - 02/29/2004</b>	\$	211,259
Gabor Vali/Robert Kelly; Atmospheric Science - Airborne radar studies of clouds.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/26/2003 - 02/28/2005</b>	\$	29,908
Robin Hill; Center for Teaching Excellence - Computer aided laboratory instruction strategy.		

<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 12/02/2002 - 02/29/2004</b>	\$	129,986
Maciej Radosz; Chemical Engineering - Phase behavior of block and styrene copolymers in solvents.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 04/15/2003 - 03/31/2004</b>	\$	94,980
Randolph Lewis; EPSCoR Office - Successful management strategies workshop.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/01/2001 - 10/31/2003</b>	\$	58,005
Kenneth Dueker; Geology - Lithosphere structure and evolution of the Rocky Mountains.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/2002 - 12/31/2005</b>	\$	1,635
Joel Harper; Geology - Subglacial hydrology and sliding dynamics.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/2002 - 12/31/2005</b>	\$	2,640
Joel Harper/Neil Humphrey; Geology - Subglacial hydrology and sliding dynamics.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/01/2003 - 01/31/2005</b>	\$	102,757
W. Steven Holbrook; Geology - Stratigraphic and structural analysis of Newfoundland Basin.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 04/15/2000 - 03/31/2004</b>	\$	66,348
Neil Humphrey; Geology - A Himalayan transect in central Nepal.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/01/2003 - 05/31/2006</b>	\$	14,600
Bryan Shader; Mathematics - Rocky Mountain discrete mathematics conference.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 02/26/2003 - 02/28/2005</b>	\$	22,431
Scott Morton/Donald Smith; Mechanical Engineering - Computer aided laboratory instruction strategy.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2003 - 02/28/2005</b>	\$	236,544
Pamela Langer/Randolph Lewis; Molecular Biology - Peptidases that degrade solid spider silk fibers.		
<b>UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/2001 - 07/31/2003</b>	\$	12,500
Carlos Martinez Del Rio; Zoology - Integrate metabolic, digestive and osmoregulatory processes.		
<b>UTAH STATE UNIVERSITY - 03/01/2002 - 01/31/2004</b>	\$	75,160
Robert Hall; Zoology - Stream-lake interactions and nitrogen transport.		
<b>VARIOUS SPONSORS - 06/17/2002 - Open</b>	\$	900

Bret Hess; Animal Science - Funding from various sponsors to coordinate a regional symposium focusing on sustainability of livestock production within western rangeland ecosystems.

**VARIOUS SPONSORS - 07/01/2002 - OPEN** \$ 4,790

Peter Ellsworth; Science and Mathematics Teaching Center - Fees received for workshops presented by the Science and Mathematics Teaching Center.

**VARIOUS SPONSORS - 10/01/2002 - 09/30/2003** \$ 12,550

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

**VARIOUS SPONSORS - 10/01/2001 - 09/30/2003** \$ 700

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

**VARIOUS SPONSORS - 07/01/1998 - OPEN** \$ 700

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

**WASHINGTON, UNIVERSITY OF - 09/30/2001 - OPEN** \$ 3,937

Sylvia Moore; Medical Education and Public Health - Recruiting rural high school students into health careers.

**WESTERN SUGAR COMPANY - 01/01/1999 - OPEN** \$ 12,700

Gary Franc; Plant Sciences - Regional plant diseases.

**WESTERN SUGAR COMPANY - 06/22/1999 - OPEN** \$ 2,500

Abdel Mesbah; Plant Sciences - Crop-weed research.

**WESTERN SUGAR COMPANY - 01/01/1999 - OPEN** \$ 5,000

Stephen Miller; Plant Sciences - Various weed biology and control.

**WISCONSIN, UNIVERSITY OF - 01/01/2003 - 12/31/2004** \$ 19,393

Daniel Tinker; Botany - Disturbance landscape patterns and spatial dynamics.

**WORLD METEOROLOGICAL ORGANIZATION - 02/11/2003 - 06/30/2003** \$ 36,000

Terry Deshler; Atmospheric Science - Balloon experiment on standards for ozone sondes.

**WYOMING, STATE OF - 08/01/2001 - Open** \$ 3,000

James Krall; Plant Sciences - Sustainable crop research.

**WYOMING AND LIONS VISION PROGRAM - 07/01/2002 - OPEN** \$ 14,950

Laura Westlake; Wyoming Institute for Disabilities - Early childhood vision screening.

**WYOMING ARTS COUNCIL - 02/10/2003 - 07/30/2003** \$ 1,000

Scott Boberg; Art Museum; Ann Simpson Artmobile program.

**WYOMING ARTS COUNCIL - 02/10/2003 - 07/30/2003** \$ 500

Atsuko Seto/Dolores Saucedo Cardona; Office of Student Life - Creation of harmony and appreciation - Denver Taiko music.

**WYOMING ARTS COUNCIL - 07/01/2002 - 06/30/2003** \$ 5,000

Margaret Arnold; Wyoming Public Radio - Cultural music programming 2002-2003.

**WYOMING BUSINESS COUNCIL - 02/01/2003 - 01/31/2004** \$ 245,000

William Gern; Research Office - Small business assistance 2003-2004.

**WYOMING COUNCIL FOR THE HUMANITIES - 04/08/2003 - 05/31/2003** \$ 750

Patricia Taylor; Sociology - "Sixty Years Later: Japanese American Draft Resistors" discussion.

**WYOMING DEPARTMENT OF EDUCATION - 01/27/2003 - 02/28/2003** \$ 9,320

Scott Winnail/Roderick Bartee; Kinesiology and Health - Evaluate practices to promote sexual abstinence.

**WYOMING DEPARTMENT OF EDUCATION - 01/13/2003 - 02/28/2003** \$ 36,000

Donald Faggiani/Martha Engstrom; Wyoming Statistical Analysis Center - Youth risk behavior survey, 2003.

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 04/03/2003 - 08/31/2003** \$ 5,250

Nicole Korfanta; Institute of Environment and Natural Resources - Coal mine vegetation data entry and internship.

**WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - 06/30/2003** \$ 25,000

Todd Cornish/T. Donal O'Toole; Veterinary Sciences - West Nile/vectorborne disease surveillance.

**WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - OPEN** \$ 1,495

Patricia M. Armstrong; Wyoming Institute for Disabilities - Pathways plus human services database.

**WYOMING DEPARTMENT OF HEALTH - 07/01/2002 - 06/30/2003** \$ 185,000

Kenneth Heinlein; Wyoming Institute for Disabilities - Early childhood vision screening.

**WYOMING DEPARTMENT OF HEALTH - 10/01/2002 - 12/31/2003** \$ 29,134

Kenneth Heinlein; Wyoming Institute for Disabilities - Evaluate Wyoming leadership academy.

**WYOMING DEPARTMENT OF TRANSPORTATION - 02/18/2003 - 01/31/2004** \$ 87,104

Rhonda Young/Khaled Ksaibati; Civil Engineering - Highway construction related business impacts.

**WYOMING DEPARTMENT OF TRANSPORTATION - 02/18/2003 - 12/31/2004** \$ 40,000

Stanley Anderson; Zoology - High tensile electric fence.

**WYOMING ENERGY COMMISSION - 10/01/2002 - OPEN** \$ 8,000

Sadrul Ula; Electrical Engineering - Energy transmission expansion.

**WYOMING GAME AND FISH COMMISSION - 01/01/2003 - 04/30/2003** \$ 4,000

Douglas Keinath; Wyoming Natural Diversity Database - Monitoring Wyoming's birds.

**WYOMING GOVERNOR'S OFFICE - 01/24/2003 - 06/30/2004** \$ 74,550  
 David Taylor/Roger Coupal; Agricultural Economics - Impact of Preble's mouse critical habitat.

**WYOMING PRIVATE GRAZING LANDS - 04/01/2003 - OPEN** \$ 2,000  
 Thomas Heald; Cooperative Extension Service - Central Wyoming forage Kochia demonstration.

**WYOMING STATE BAR - 02/05/2003 - 05/31/2003** \$ 5,500  
 Burke Grandjean; Survey Research Center - Statewide member services survey, 2003.

**WYOMING WATER DEVELOPMENT COMMISSION - 01/02/2003 - 05/31/2004** \$ 12,747  
 Jan Curtis; Civil Engineering - Wyoming climate atlas 2003-2004.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/09/2003 - 06/30/2004** \$ 10,000  
 Robin Gray/Jan Curtis; Civil Engineering - Water resources data system 2003-2004.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/13/2003 - 05/31/2004** \$ 34,926  
 Drew Johnson/Greg Kerr; Civil Engineering - Conveyance losses along Bear River.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/13/2003 - 05/31/2004** \$ 33,162  
 Drew Johnson/Renduo Zhang/George Vance; Civil Engineering - Subsurface drip irrigation systems.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/13/2003 - 05/31/2004** \$ 18,113  
 Edward Barbier; Economics and Finance - Water scarcity and economic growth in Wyoming.

**WYOMING WATER DEVELOPMENT COMMISSION - 01/02/2003 - 05/31/2004** \$ 51,035  
 Paul Johnson; Physics and Astronomy - Real-time monitoring of E. coli contamination.

**WYOMING WATER DEVELOPMENT COMMISSION - 03/13/2003 - 05/31/2004** \$ 28,905  
 Katta Reddy/Richard Olson/David Legg; Renewable Resources - Geochemistry of CBM retention ponds across the Powder River Basin.

TOTAL - Contracts and grants approved February 14, 2003, through April 24, 2003 \$ 3,917,828

TOTAL - Contracts and grants previously approved:

07/01/02 - 08/15/02	14,906,540	
08/16/02 - 10/10/02	8,019,023	
10/11/02 - 12/12/02	13,950,902	
12/13/02 - 02/13/03	10,030,428	\$ 46,906,893

**TOTAL - Contracts and grants approved July 1, 2002 through April 24, 2003. \$ 50,824,721**

PERSONNEL

**APPOINTMENTS**

**1. Administrators  
Administration**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<b>Hardin, Elizabeth A.</b>	Vice President	\$145,008/FY	08/15/2003 or sooner

**2. Faculty  
College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Renewable Resources</i>			
<b>Latchininsky, Alexandre</b>	Assistant Professor	\$62,400/FY	05/01/2003 to 06/30/2003

**College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Division of Medical Education and Public Health</i>			
<b>Sawyer, Heywood Hall</b>	Research Professor	\$90,000/annum	05/01/2003 to 06/30/2003

**3. Academic Professionals  
College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			
<b>Griffith, Patricia</b>	Assistant Extension Educator	\$38,004/FY	04/01/2003 to 06/30/2003

**PROMOTIONS**

**1. Faculty  
College of Agriculture**

<u>Name</u>	<u>New Rank</u>
<i>Department of Renewable Resources</i>	
<b>Legg, David E.</b>	Professor
<b>Zhang, Renduo</b>	Professor

**College of Arts & Sciences**

<u>Name</u>	<u>New Rank</u>
<i>Department of Anthropology</i>	
<b>Harkin, Michael E.</b>	Professor
<b>Poyer, Linette A.</b>	Professor
<i>Department of Geology &amp; Geophysics</i>	
<b>Holbrook, W. Steven</b>	Professor
<i>Department of Music</i>	
<b>Garnett, Rodney A.</b>	Professor
<i>Department of Theatre &amp; Dance</i>	
<b>Hazlett, Larry W.</b>	Professor

## PROMOTIONS College of Business

<u>Name</u>	<u>New Rank</u>
<i>Department of Economics &amp; Finance</i>	
<b>Sterbenz, Frederic P.</b>	Professor
<b>Sunderman, Mark A.</b>	Professor

## College of Education

<u>Name</u>	<u>New Rank</u>
<i>Department of Educational Leadership</i>	
<b>Berube, William G.</b>	Professor

## College of Health Sciences

<u>Name</u>	<u>New Rank</u>
<i>School of Nursing</i>	
<b>Burman, Mary E.</b>	Professor
<i>School of Pharmacy</i>	
<b>Sullivan, Beverly A.</b>	Professor

## 2. Academic Professionals

### College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Cooperative Extension Service</i>	
<b>Bastian, Chris Todd</b>	Senior Extension Educator
<b>Hayman, Vicki</b>	Associate Extension Educator

## TENURE APPOINTMENTS WITH PROMOTION

### College of Agriculture

<u>Name</u>	<u>New Rank</u>
<i>Department of Agricultural and Applied Economics</i>	
Coupal, Roger H.	Associate Professor
McLeod, Donald M.	Associate Professor
<i>Department of Renewable Resources</i>	
Reddy, Katta J.	Associate Professor

### College of Arts & Sciences

<u>Name</u>	<u>New Rank</u>
<i>American Studies Program</i>	
Knobloch, Frieda E.	Associate Professor
<i>Department of Art</i>	
Klages, Ricki L.	Associate Professor
<i>Department of English</i>	
Parolin, Peter A.	Associate Professor
<i>Department of Psychology</i>	
Scott, Walter D.	Associate Professor

### College of Business

<u>Name</u>	<u>New Rank</u>
<i>Department of Economics &amp; Finance</i>	
Godby, Robert W.	Associate Professor

**TENURE APPOINTMENTS WITH PROMOTION**  
**College of Education**

<u>Name</u>	<u>New Rank</u>
<i>Department of Counselor Education</i>	
Becker, Kent W.	Associate Professor
<i>Dept. of Elementary &amp; Early Childhood Education</i>	
Buss, Alan Richard	Associate Professor

**College of Engineering**

<u>Name</u>	<u>New Rank</u>
<i>Department of Electrical and Computer Engineering</i>	
Muknahallipatna,	Associate Professor
<i>Department of Mechanical Engineering</i>	
Naughton, Jonathan W.	Associate Professor

**College of Health Sciences**

<u>Name</u>	<u>New Rank</u>
<i>School of Pharmacy</i>	
DeBisschop, Michael	Associate Professor

**TENURE APPOINTMENTS**  
**College of Health Sciences**

<u>Name</u>	<u>Rank</u>
<i>Division of Social Work</i>	
<b>Leedy, M. Gail</b>	Associate Professor

**TENURE-TRACK REAPPOINTMENTS**  
**College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Animal Science</i>		
<b>Ludden, Paul A.</b>	Assistant Professor	5
<b>Paisley, Steven I.</b>	Assistant Professor	3
<i>Department of Family &amp; Consumer Sciences</i>		
<b>Goldberg, Dena</b>	Assistant Professor	2
<i>Department of Molecular Biology</i>		
<b>Fay, David S.</b>	Assistant Professor	2
<b>Gomelsky, Mark</b>	Assistant Professor	4
<i>Department of Renewable Resources</i>		
<b>Stahl, Peter D.</b>	Assistant Professor	4
<b>Stevens, William B.</b>	Assistant Professor	3
<i>Department of Veterinary Sciences</i>		
<b>Cornish, Todd E.</b>	Assistant Professor	4

**TENURE-TRACK REAPPOINTMENTS**  
**College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Anthropology</i>		
<b>Innes, Pamela J.</b>	Assistant Professor	2
<b>Strauss, Sarah</b>	Assistant Professor	5
<i>Department of Communication &amp; Journalism</i>		
<b>Price, Cynthia J.</b>	Assistant Professor	4
<i>Department of Criminal Justice</i>		
<b>Frang, Adrienne</b>	Assistant Professor	2
<i>Department of Geology &amp; Geophysics</i>		
<b>Cheadle, Michael J.</b>	Associate Professor	5
<b>Dueker, Kenneth G.</b>	Assistant Professor	3
<b>Saffer, Demian Michael</b>	Assistant Professor	2
<i>Department of History</i>		
<b>Brose, Michael C.</b>	Assistant Professor	3
<b>Kamp, Marianne R.</b>	Assistant Professor	4
<i>Department of History</i>		
<b>Potter, Mark D.</b>	Assistant Professor	5
<i>Department of Mathematics</i>		
<b>Chen, Hongsen</b>	Assistant Professor	5
<b>Denny, Diane L.</b>	Assistant Professor	4
<b>Yeung, Man-Chung</b>	Assistant Professor	4
<i>Department of Modern &amp; Classical Languages</i>		
<b>Neemann, Harold P.</b>	Assistant Professor	5
<i>Department of Music</i>		
<b>Turpen, John S.</b>	Assistant Professor	3
<b>Zook, Katrina J.</b>	Assistant Professor	4
<i>Department of Philosophy</i>		
<b>Griesmaier, Franz-Peter</b>	Assistant Professor	3
<i>Department of Physics &amp; Astronomy</i>		
<b>Dahnovsky, Yuri</b>	Assistant Professor	5
<b>Dale, Daniel A.</b>	Assistant Professor	3
<b>Pierce, Michael J.</b>	Assistant Professor	5
<i>Department of Political Science</i>		
<b>Engstrom, Richard N.</b>	Assistant Professor	3
<b>Garrison, Jean A.</b>	Assistant Professor	5
<i>Department of Statistics</i>		
<b>Robinson, Timothy J.</b>	Assistant Professor	3
<b>Wulff, Shaun S.</b>	Assistant Professor	4
<i>Department of Theatre &amp; Dance</i>		
<b>Earl, Robert Michael</b>	Assistant Professor	3
<i>Department of Zoology &amp; Physiology</i>		
<b>Skinner, Donal C.</b>	Assistant Professor	4

**TENURE-TRACK REAPPOINTMENTS**  
**College of Business**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Accounting</i>		
<b>Richtermeyer, Sandra B.</b>	Assistant Professor	5
<i>Department of Economics &amp; Finance</i>		
<b>Hultberg, Patrik T.</b>	Assistant Professor	5
<b>Konstantinov, Vassil A.</b>	Assistant Professor	3
<b>Pendleton, Linwood H.</b>	Assistant Professor	1

**College of Education**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Adult Learning &amp; Technology</i>		
<b>Westhoff, Guy M.</b>	Assistant Professor	5
<i>Department of Counselor Education</i>		
<b>Loos, Michael D.</b>	Assistant Professor	5
<i>Department of Special Education</i>		
<b>Simpson, Elizabeth S</b>	Assistant Professor	2
<i>Dept. of Elementary &amp; Early Childhood Education</i>		
<b>Bialostok, Steven M.</b>	Assistant Professor	3
<b>Locke, Steven</b>	Assistant Professor	2
<b>Manyak, Patrick</b>	Assistant Professor	2
<b>Moran, Peter W.</b>	Assistant Professor	2
<b>Roberts, Amy C.</b>	Assistant Professor	5

**College of Engineering**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Atmospheric Science</i>		
<b>Geerts, Bart</b>	Assistant Professor	4
<i>Department of Civil &amp; Architectural Engineering</i>		
<b>Bedessem, Marjorie E.</b>	Assistant Professor	5
<b>Mukai, David J.</b>	Assistant Professor	4
<b>Porter, Roy M. Jr.</b>	Assistant Professor	2
<b>Wilkerson, Gregory V.</b>	Assistant Professor	4
<b>Yavuzturk, Cenk</b>	Assistant Professor	4
<i>Department of Computer Science</i>		
<b>Spears, Diana</b>	Associate Professor	2
<b>Spears, William</b>	Associate Professor	2
<i>Department of Electrical and Computer Engineering</i>		
<b>Barrett, Steven F.</b>	Assistant Professor	4
<b>Pikal, Jon M.</b>	Assistant Professor	4
<i>Department of Mechanical Engineering</i>		
<b>Armstrong, William D.</b>	Assistant Professor	4
<b>Garnich, Mark</b>	Associate Professor	2

**TENURE-TRACK REAPPOINTMENTS  
 College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Division of Communication Disorders</i>		
<b>Beach, Kirstin</b>	Assistant Professor	2
<b>Chen, Yang</b>	Assistant Professor	4
<b>Jones, David L.</b>	Associate Professor	2
<i>Division of Kinesiology and Health</i>		
<b>Bartee, Roderick Todd</b>	Assistant Professor	3
<b>Jenkins, Jayne M.</b>	Assistant Professor	4
<b>Winnail, Scott D.</b>	Assistant Professor	5
<i>Division of Social Work</i>		
<b>Miller, Monte J.</b>	Assistant Professor	5
<b>Olson, Jeffrey J.</b>	Assistant Professor	4
<b>Smith, James Emory</b>	Assistant Professor	4
<i>School of Nursing</i>		
<b>Cumbie, Sharon A.</b>	Assistant Professor	4
<i>School of Pharmacy</i>		
<b>Baher, Tracy D.</b>	Assistant Professor	3
<b>Bizien, Marcel D.</b>	Assistant Professor	2
<b>Dolence, Eric Kurt</b>	Assistant Professor	4
<b>Martin, Linda G.</b>	Assistant Professor	3
<b>Panning, Chad A.</b>	Assistant Professor	4
<b>Ren, Jun</b>	Associate Professor	5

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<b>Courselle, Diane E.</b>	Associate Professor	4
<b>D'Aquin, Leila A.</b>	Assistant Professor	2

**EXTENDED-TERM APPOINTMENTS WITH PROMOTION**

**1. Faculty**

**Academic Affairs**

<u>Name</u>	<u>New Rank</u>	<u>Extended Term Number</u>
<i>American Heritage Center</i>		
<b>Bowers, Carol</b>	Associate Archivist	1

**2. Academic Professionals**

**College of Arts & Sciences**

<u>Name</u>	<u>New Rank</u>	<u>Extended Term Number</u>
<i>Department of Chemistry</i>		
<b>Goodson, Patricia A.</b>	Associate Lecturer	1
<i>Department of Criminal Justice</i>		
<b>Burnett, Cheryl C.</b>	Associate Lecturer	1
<b>Sherman, K. Gary</b>	Senior Lecturer	2
<i>Department of English</i>		
<b>Clark, Sandra</b>	Senior Lecturer	2
<b>Keeney, Colin</b>	Senior Lecturer	2
<b>Stebbins, Christine B.</b>	Associate Lecturer	1

**EXTENDED-TERM APPOINTMENTS WITH PROMOTION**

**2. Academic Professionals**

**College of Engineering**

<u>Name</u>	<u>New Rank</u>	<u>Extended Term Number</u>
<i>Department of Atmospheric Science</i>		
<b>Burkhart, Matthew D.</b>	Research Scientist	1
<i>Department of Computer Science</i>		
<b>Anderson, Allyson</b>	Associate Lecturer	1

**College of Health Sciences**

<u>Name</u>	<u>New Rank</u>	<u>Extended Term Number</u>
<i>School of Nursing</i>		
<b>Miller, Holly E.</b>	Associate Lecturer	1

**Outreach School**

<u>Name</u>	<u>New Rank</u>	<u>Extended Term Number</u>
<i>Community Service Education</i>		
<b>Couture, Sheila K.</b>	Associate Lecturer	1

**EXTENDED-TERM APPOINTMENTS**

**1. Faculty**

**University Libraries**

<u>Name</u>	<u>Rank</u>	<u>Extended Term Number</u>
<i>Science Reference</i>		
<b>Scott, Sally J.</b>	Associate Librarian	2

**2. Academic Professionals**

**College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Extended Term Number</u>
<i>Cooperative Extension Service</i>		
<b>Grubb, Gary</b>	Assistant Extension Educator	2
<b>Horn, Blaine E.</b>	Associate Extension Educator	1
<b>Malcolm, Alexander M.</b>	Assistant Extension Educator	1
<b>Sanchez, Dawn</b>	Assistant Extension Educator	1
<b>Schlutt, Edward F.</b>	Associate Extension Educator	2
<i>Dean's Office</i>		
<b>Howard, George</b>	Assistant Lecturer	1

**College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Extended Term Number</u>
<i>Department of Geology &amp; Geophysics</i>		
<b>Martinsen, Randi S.</b>	Senior Lecturer	2
<i>Natural Science Program</i>		
<b>Ellsworth, Peter C.</b>	Senior Lecturer	2

**College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Extended Term Number</u>
<i>School of Nursing</i>		
<b>Wolff, Teresa L.</b>	Senior Lecturer	2

**EXTENDED-TERM-TRACK REAPPOINTMENTS**

**1. Faculty  
 Academic Affairs**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>American Heritage Center</i>		
<b>Guzzo, Anne</b>	Assistant Archivist	2
<b>Jaehnig, Kenton G.</b>	Assistant Archivist	2
<b>Kilander, Ginny L.</b>	Assistant Archivist	4
<b>Shores, Leslie</b>	Assistant Archivist	2
<b>Waggener, John R.</b>	Assistant Archivist	2
<b>Winters, Katharine I.</b>	Assistant Archivist	3

**College of Law**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<b>Person, Debora A.</b>	Assistant Librarian	4
<i>Law Library</i>		
<b>Klink, Carol Ann</b>	Associate Librarian	3

**University Libraries**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Cataloging Department</i>		
<b>Collier, Carol Ann</b>	Assistant Librarian	4
<i>Coe Reference Department</i>		
<b>Mayer, Jennifer</b>	Assistant Librarian	4

**EXTENDED-TERM-TRACK REAPPOINTMENTS**

**2. Academic Professionals  
 College of Agriculture**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Cooperative Extension Service</i>		
<b>Birkholz, Donna M.</b>	Assistant Extension Educator	2
<b>Cooper, Troy</b>	Assistant Extension Educator	2
<b>Daniels, Tanya Keigh</b>	Assistant Extension Educator	2
<b>Mount, Dallas</b>	Assistant Extension Educator	2
<b>Schafer, Stephen Ray</b>	Assistant Extension Educator	3
<i>Department of Agricultural and Applied Economics</i>		
<b>Foulke, Thomas K.</b>	Assistant Research Scientist	2
<i>Department of Animal Science</i>		
<b>Hertz, Carole M.</b>	Assistant Research Scientist	2
<b>Murrieta, Charles M.</b>	Assistant Research Scientist	4
<b>Nayigihugu, Venerand</b>	Assistant Research Scientist	3
<i>Department of Molecular Biology</i>		
<b>Gomelsky, Larissa A.</b>	Assistant Research Scientist	3
<i>Department of Renewable Resources</i>		
<b>Larson, Richard M.</b>	Research Scientist	4

**EXTENDED-TERM-TRACK REAPPOINTMENTS**

**2. Academic Professionals  
 College of Arts & Sciences**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Chemistry</i>		
<b>Sommer, Michael S.</b>	Assistant Lecturer	3
<i>Department of Communication &amp; Journalism</i>		
<b>Hinckley, Katy</b>	Assistant Lecturer	4
<b>Roberts, Rebecca Lynne</b>	Assistant Lecturer	4
<b>Stannard, Matthew J.</b>	Assistant Lecturer	4
<i>Department of Criminal Justice</i>		
<b>Johnson, Ernest L.</b>	Assistant Lecturer	2
<i>Department of Mathematics</i>		
<b>Prewett, Jonathan L.</b>	Assistant Lecturer	2
<b>Weber, William S. Jr.</b>	Assistant Lecturer	4
<i>Department of Music</i>		
<b>Nicholas, Christopher J.</b>	Assistant Lecturer	2
<i>Department of Sociology</i>		
<b>Ashley, Yarong J.</b>	Assistant Lecturer	5
<i>International Studies Program</i>		
<b>Nyhus, Sheila M.</b>	Assistant Lecturer	3

**College of Business**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Management &amp; Marketing</i>		
<b>Lewis, Kevin S.</b>	Assistant Lecturer	2

**College of Education**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Educational Studies</i>		
<b>Smueles, Nancy P.</b>	Assistant Lecturer	5
<i>Department of Special Education</i>		
<b>Cowie, Kay F.</b>	Assistant Lecturer	3

**College of Engineering**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Department of Computer Science</i>		
<b>Ward, James S.</b>	Assistant Lecturer	3

**College of Health Sciences**

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Division of Communication Disorders</i>		
<b>Garcia, Teresa J.</b>	Assistant Lecturer	5
<i>Division of Social Work</i>		
<b>Hart, Mary B.</b>	Assistant Lecturer	4

## EXTENDED-TERM-TRACK REAPPOINTMENTS

### 2. Academic Professionals

#### Outreach School

<u>Name</u>	<u>Rank</u>	<u>Review Year</u>
<i>Outreach Credit Programs</i>		
<b>Jansen, Lawrence A.</b>	Assistant Lecturer	3
<b>Miller, Jeffrey C.</b>	Assistant Lecturer	3
<i>Outreach Regional Offices</i>		
<b>Bass, Janet A.</b>	Assistant Lecturer	3
<b>Martinez, Jeanie R.</b>	Assistant Lecturer	3
<b>McClure, Amy Lee</b>	Assistant Lecturer	3

## GLOSSARY OF PERSONNEL TERMS

### **Academic Professional**

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

### **Academic-Year (AY)**

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

### **Adjunct or Clinical Faculty**

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

### **Archive Faculty**

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

### **Assistant Professor**

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

### **Associate Professor**

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

### **Development Leave**

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

### **Emeritus Faculty**

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

### **Extended-Term Appointment**

Academic professionals who have successfully completed probationary terms (usually six years) may receive six-year appointments called extended-term appointments. The term also applies to certain librarians and archivists who

hold faculty status. These employees are eligible for extended-term appointments after five-year probationary periods. Extended terms for these employees are five years in length. Academic professionals, librarians, and archivists who are in the probationary period are on the extended-term-track.

#### **Extension Educator**

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

#### **Faculty**

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

#### **Fiscal-Year (FY) Appointments.**

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

#### **Full-Time Equivalent (FTE)**

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

#### **Instructor**

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

#### **Leave of Absence Without Pay**

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

#### **Lecturer**

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

#### **Library Faculty**

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

#### **Part-Time Employee**

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

#### **Post-Doctoral Research**

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

#### **Probationary Employee**

Refers to tenure-track faculty members who have not received tenure and to academic professionals, library faculty,

and archive faculty who have not yet received an extended-term contract. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

### **Professor**

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

### **Research Professor**

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

### **Research Scientist**

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

### **Review Year**

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

### **Sabbatical Leave**

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

### **Temporary Appointment**

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

### **Tenure-Track Appointment**

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

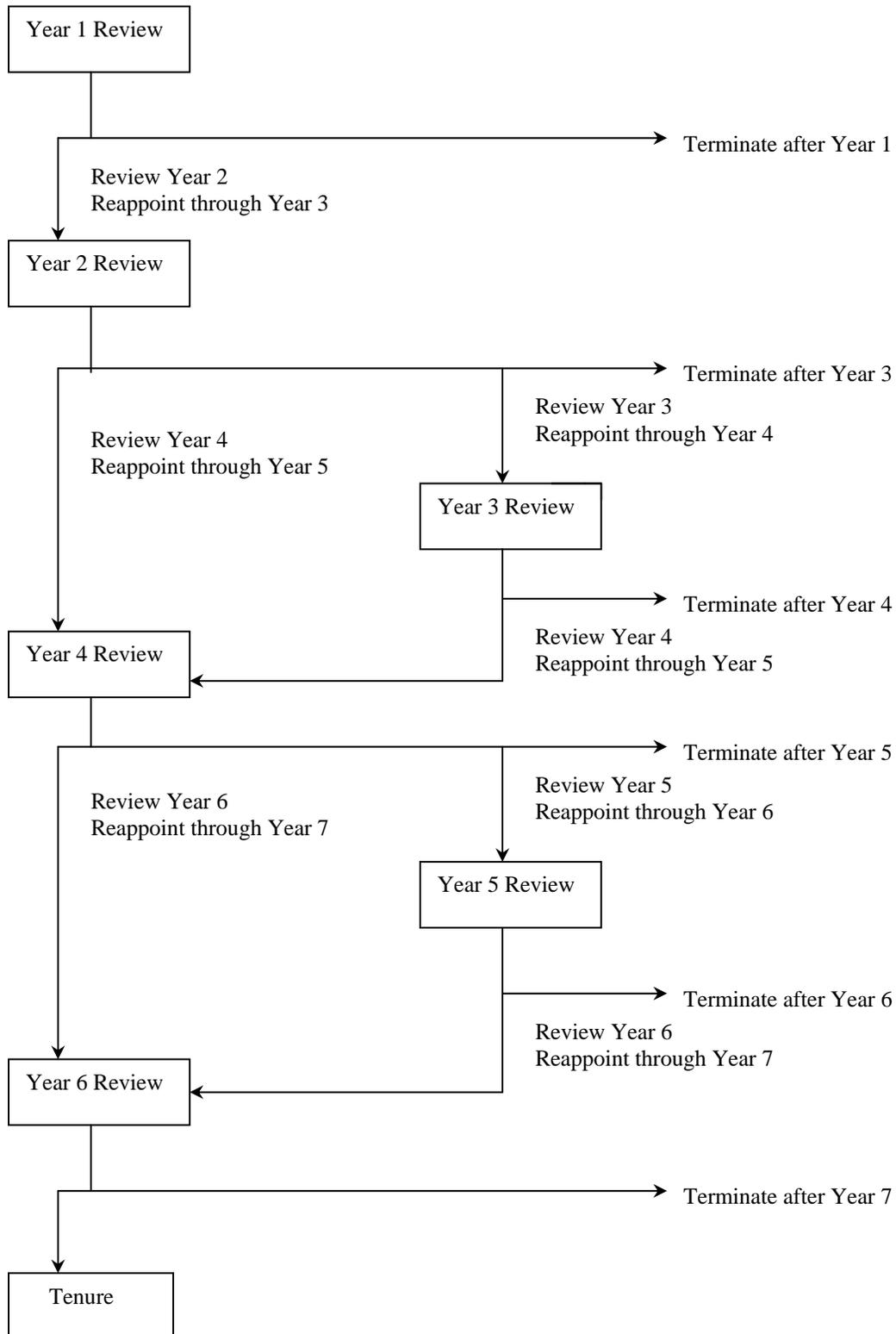
### **Terminal Degree**

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

### **Visiting Appointment**

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

## FLOW CHART FOR FACULTY REAPPOINTMENTS



APPROVAL OF MASTER LIST OF DEGREES

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

**UNIVERSITY OF WYOMING  
MASTER LIST OF DEGREES AND MAJORS  
AS AUTHORIZED BY THE TRUSTEES  
MAY 2003  
PREPARED BY THE OFFICE OF THE REGISTRAR**

By way of explanation, the degree title is listed in *bold italics* (for example, *Bachelor of Arts, Bachelor of Science in Chemical Engineering*). The list of majors for a specific degree in a specific college is listed below the degree title. Information in *italics* and parentheses ( ) following a major is explanatory data, and not part of the official major name. Majors with brackets { } require the insertion of a secondary program of study.

**College of Agriculture**

***Bachelor of Science #***

Agricultural Business  
Agricultural Communications  
Agroecology  
Animal and Veterinary Science  
Microbiology (*also offered in the College of Arts & Sciences*)  
Molecular Biology  
Rangeland Ecology and Watershed Management

***Bachelor of Science in Family and Consumer Sciences***

***Master of Science #***

Agricultural Economics  
Agricultural Economics/Water Resources (*interdisciplinary*) #  
Agronomy  
Animal and Veterinary Science  
Entomology  
Family and Consumer Sciences  
Family and Consumer Sciences/Early Childhood Development (*interdisciplinary*) #  
Food Science and Human Nutrition (*interdisciplinary*)

Molecular Biology  
Rangeland Ecology and Watershed Management  
Rangeland Ecology and Watershed Management/Water Resources (*interdisciplinary*) #  
Reproductive Biology (*interdisciplinary-also in A&S*)  
Soil Science  
Soil Science/Water Resources (*interdisciplinary*) #

***Doctor of Philosophy #***

Agronomy  
Animal and Veterinary Science  
Entomology  
Molecular Biology  
Rangeland Ecology and Watershed Management  
Reproductive Biology (*interdisciplinary-also in A&S*)  
Soil Science

# = This listing not counted as a separate major

**College of Arts and Sciences**

***Bachelor of Arts #***

American Studies  
Anthropology  
Art  
Biology  
Botany  
Chemistry  
Communication  
Criminal Justice  
English  
French  
Geography  
Geology and Earth Sciences  
German  
History  
Humanities/Fine Arts  
International Studies  
Journalism  
Mathematics  
Mathematics/Science  
Music  
Philosophy  
Political Science  
Psychology  
Russian  
Self-Designed Major

Social Science  
Sociology  
Spanish  
Statistics  
Theatre and Dance  
Women's Studies  
Zoology and Physiology

***Bachelor of Fine Arts #***

Art \*  
Theatre and Dance \*

***Bachelor of Music #***

Music Education  
Music Performance  
Music Theory and Composition

\* = This major counted under previously-listed degree in this college (College of Arts and Sciences)

# = This listing not counted as a separate major

***Bachelor of Science #***

Astronomy/Astrophysics  
Biology \*  
Botany \*  
Chemistry \*  
Chemistry (ACS approved) #  
Communication \*  
Environmental Geology/Geohydrology  
Geography \*  
Geology  
History \*  
Journalism \*  
Mathematics \*  
Mathematics/Science \*  
Microbiology \*\*  
Physics  
Physics Plus {affiliated concentration} #  
Political Science \*  
Recreation and Park Administration (*professional*)  
Self-Designed Major \*  
Social Science \*  
Sociology \*  
Statistics \*  
Theatre and Dance \*  
Wildlife and Fisheries Biology and Management (*professional*)  
Zoology and Physiology \*

***Master of Arts #***

American Studies (*interdisciplinary*)  
Anthropology  
Communication  
English  
French  
Geography  
Geography/Water Resources (*interdisciplinary*) #  
German  
History  
International Studies (*interdisciplinary*)  
Mathematics  
Music  
Philosophy  
Political Science  
Psychology  
Psychology/Early Childhood Development (*interdisciplinary*) #  
Sociology  
Spanish

\* = This major counted under previously-listed degree in this college (College of Arts and Sciences)

\*\* = This major counted under previously-listed degree in another college (College of Agriculture)

# = This listing not counted as a separate major

***Master of Arts in Teaching #***

History \*  
Mathematics \*

***Master of Music #***

***Master of Planning (Community and Regional)***

***Master of Public Administration***

***Master of Science #***

Botany  
Botany/Water Resources (*interdisciplinary*) #  
Chemistry  
Geology  
Geology/Water Resources (*interdisciplinary*) #  
Geophysics  
Mathematics \*  
Natural Science (*interdisciplinary*)  
Physics  
Psychology \*  
Psychology/Early Childhood Development (*interdisciplinary*) #  
Reproductive Biology (*interdisciplinary*) \*\*  
Statistics  
Zoology and Physiology  
Zoology and Physiology/Water Resources (*interdisciplinary*) #

***Master of Science in Teaching #***

Chemistry \*  
Geography \*  
Mathematics \*  
Natural Science (*interdisciplinary*) \*  
Physics \*

***Doctor of Philosophy #***

Anthropology  
Botany  
Chemistry  
Geology  
Geophysics  
Mathematics  
Neuroscience (*interdisciplinary*)  
Physics  
Psychology  
Reproductive Biology (*interdisciplinary*)\*\*  
Statistics  
Zoology and Physiology

\* = This major counted under previously-listed degree in this college (College of Arts and Sciences)

\*\* = This major counted under previously-listed degree in another college (College of Agriculture)

# = This listing not counted as a separate major

**College of Business**

***Bachelor of Science #***

Accounting  
Business Administration  
Business Economics  
Economics  
Finance  
Management  
Marketing

***Master of Business Administration***

***Master of Science #***

Accounting  
Economics  
Economics/Water Resources (*interdisciplinary*) #  
Finance

***Master of Science in eBusiness (interdisciplinary)***

***Doctor of Philosophy #***

Economics

# = This listing not counted as a separate major

## **College of Education**

### ***Bachelor of Arts #***

Elementary Education  
Elementary and Special Education  
Secondary Education  
Special Education

### ***Bachelor of Science #***

Industrial Technology Education (*only available through UW/CC Center*)  
Trades and Industrial Education  
Vocational Agriculture

### ***Master of Arts #***

Education  
Education/Curriculum and Instruction/Early Childhood Development (*interdisciplinary*) #

### ***Master of Science #***

Education \*

### ***Education Specialist***

### ***Doctor of Education***

### ***Doctor of Philosophy #***

Education #

\* = This major counted under previously-listed degree in this college (College of Education)

# = This listing not counted as a separate major

## **College of Engineering**

### ***Bachelor of Arts***

Management Information Systems (*no new admissions, degree being eliminated*)

### ***Bachelor of Science in Architectural Engineering***

### ***Bachelor of Science in Chemical Engineering***

### ***Bachelor of Science in Chemical Engineering* (petroleum engineering option) #**

### ***Bachelor of Science in Civil Engineering***

### ***Bachelor of Science in Computer Engineering***

### ***Bachelor of Science in Computer Science***

### ***Bachelor of Science in Electrical Engineering***

### ***Bachelor of Science in Electrical Engineering* (bioengineering option) #**

### ***Bachelor of Science in Electrical Engineering* (computer engineering option) #**

### ***Bachelor of Science in Management Information Systems***

Management Information Systems (Business Option) #

Management Information Systems (Computer Science Option) #

### ***Bachelor of Science in Mechanical Engineering***

### ***Master of Science #***

Atmospheric Science  
Chemical Engineering  
Civil Engineering

Civil Engineering/Water Resources (*interdisciplinary*) #

Computer Science

Computer Science Professional #

Electrical Engineering

Environmental Engineering

Mechanical Engineering

Petroleum Engineering

***Doctor of Philosophy #***

Atmospheric Science

Chemical Engineering

Civil Engineering

Computer Science

Electrical Engineering

Mechanical Engineering

Petroleum Engineering

# = This listing not counted as a separate major

**College of Health Sciences**

***Bachelor of Science #***

Exercise and Sport Science

Health Education

Health Sciences

Physical Education Teaching

Speech, Language and Hearing Sciences

***Bachelor of Science in Dental Hygiene***

***Bachelor of Science in Nursing***

***Bachelor of Social Work***

***Master of Science #***

Audiology

Nursing

Nursing/Early Childhood Development (*interdisciplinary*) #

Kinesiology and Health +

Kinesiology and Health/Early Childhood Development (*interdisciplinary*) #+

Speech-Language Pathology

Speech-Language Pathology/Early Childhood Development (*interdisciplinary*) #

***Master of Social Work***

***Doctor of Pharmacy***

# = This listing not counted as a separate major

+ = Wording change from "Physical and Health Education" proposed for Trustee consideration May 2002

**College of Law**

***Juris Doctor***

**GRADUATE SCHOOL**

***Master of Arts #***

Interdisciplinary Studies

***Master of Science #***

Interdisciplinary Studies \*

\* = This major counted under previously-listed degree in this unit (Graduate School)

# = This listing not counted as a separate major

**School of Environment and Natural Resources**

***Bachelor of Science #***

Environment and Natural Resources/{affiliated major}

***Master of {affiliated degree}/Environment and Natural Resources***

# = This listing not counted as a separate major

FISCAL YEAR 2004 BUDGETS: 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 provide that “each year the president of the University shall submit recommendations for the allocations of programs from income produced from the management endowment funds to the committee for approval and submission to the Trustees for adoption.”

The recommended fiscal year 2004 budget allocations for programs supported by the W.R. Coe and Charles Chacey Kuehn endowments follows:

Coe Kuehn Budgets

	Approved FY 2003	Proposed FY 2004	Percentage Change
<b>W R Coe Estate Funds</b>			
Expenditures			
American Studies Program	163,684	154,580	-5.56%
Coe Chair	47,349	44,715	-5.56%
Administrative Expenses	46,896	44,288	-5.56%
Total	257,929	243,583	-5.56%

**W R Coe School Funds**

Expenditures			
American Heritage Center	235,700	222,243	-5.71%
American Studies Program	11,323	10,677	-5.71%
Administrative Expenses	54,894	51,760	-5.71%
Total	301,917	284,680	-5.71%

**Charles Chacey Kuehn Estate**

Expenditures			
American Heritage Center	103,057	97,094	-5.79%
American Studies Program	123,629	116,475	-5.79%
College of Agriculture	104,973	98,899	-5.79%
Administrative Expenses	73,702	69,437	-5.79%
Total	405,361	381,905	-5.79%

Total all Programs	965,207	910,168	-5.70%
--------------------	---------	---------	--------

**Summary of All Budgets**

American Heritage Center	339,035	319,337	-5.81%
American Studies Program	298,879	281,732	-5.74%
Coe Chair	47,387	44,715	-5.64%
College of Agriculture	105,060	98,899	-5.86%
Administrative Expenses	175,636	165,485	-5.78%
Total all Programs	965,997	910,168	-5.78%

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

AUTHORIZATION FOR SALE OF PROPERTY AT 22<sup>ND</sup> AND HARNEY

On 10 February 2003, Gary Cornwell appraised the property located on the northeast corner of 22<sup>nd</sup> and Harney Street in Laramie. The appraisal value of the property was \$300,000. Mr. Cornwell utilized the direct sales comparison method regarding the valuation of the tract of land. The method used was based on the best and most recent confirmable information available, and was considered to be sufficiently adequate to value the subject property.

The subject property has several distinct characteristics. First, the irregular shape of the northeast corner impedes any possible structural development. Second, the development of adjacent land indicates a growing necessity to maintain up-scale housing within the existing boundaries-22<sup>nd</sup> Street to the west and Harney Street to the south. Lastly, the existence of the street boundaries would impose problems associated with pedestrian traffic related with the academic environment. It is recommended that the Trustees approve the sale of the tract of land located at 22<sup>nd</sup> & Harney Streets in Laramie for the high bid received on April 24, 2003 from Schauer Consulting, Inc. located in Thermopolis, WY, which was \$350,540.

Mr. Dan Baccari, Vice President for Administration, spoke to the Board about the request, noting that the University did not receive bids from local contractors. The high bid was from a firm in Thermopolis, as previously noted. Personnel from the City of Laramie have contacted President Dubois to express their unhappiness with the zoning of the property. President Dubois advised the Board that the land was zoned R-3, which allows for residential buildings. Trustee Schaefer moved for approval of authorization to sell the property at 22<sup>nd</sup> & Harney; Trustee Richards seconded. The motion carried. Trustee Willson abstained from voting.

APPROVAL OF EASEMENT REQUEST AT AFTON

Lower Valley Energy, a Cooperative Corporation of Afton, Wyoming is requesting a Distribution Easement through a portion of the former Afton Research Farm. The easement is for the construction and continued maintenance, repair, alteration, and replacement of electric distribution circuits, lines, and equipment regarding the ongoing construction of the Lincoln County Fairgrounds. This easement is twenty feet (20') in width and one-thousand six-hundred eighty-five feet (1,685') in length. It was recommended that the Board of Trustees approve the easement for a fee of \$1,579.79. The charges are based on the permanent loss of use and loss of value that will affect the appraised value of the land.

Mr. Baccari noted that he wanted the Board to be aware that this request details land that is leased in part to Afton by UW, and part of it involves land being sold to Afton. Trustee Spicer moved to approve the request for easement; Trustee Willson seconded. The motion carried.

AUTHORIZATION FOR LAND SWAP BETWEEN UW PROPERTY AT BOSLER  
PASTURE FOR STATE LAND

The item was removed from the agenda.

AUTHORIZATION TO PURCHASE PROPERTY (SAREC LAND ACQUISITION AND RELATED DEVELOPMENT)

TH RANCH (520+/- acres)

The University is currently in possession of two separate appraisals for the TH Ranch. The first is an appraisal conducted by Robert Brockman of Wheatland, Wyoming. Based on a complete review of the data used and available, Mr. Brockman concluded that the market value of the subject property totaled \$884,000, as indicated by the sales comparison approach method. Additionally, Mr. Brockman stated in the appraisal that the gated pipe and related fittings, and other above-ground storage tanks were not considered in the appraised value. However, the total value of the personal property would be equal to \$25,000. The University plans to include those items in the negotiated price, so based on the additional items, the subject property value totals \$909,000.00.

Fred Stoltenberg, a Certified General Appraiser from Gering, Nebraska, conducted the second appraisal. Mr. Stoltenberg used all three approaches: cost, sales comparison, and income, for determining the value of the subject property. The cost approach was given the least weight since it did not reflect buyer/seller transactions. The income approach usually results in the lowest value of a property, and typically, investors do not purchase property only from the standpoint of return on investment. According to Mr. Stoltenberg, the sales comparison approach method gives a very good indicator of the current market. Considering the size of the property, the soil types, and topography of the farm, the market value of the fee simple interest of the subject property totaled \$925,500.

Directions for the acquisition of property for the new SAREC facility were provided by legislation (House Bill NO. 0095) passed in the 2003 Wyoming Legislature. The legislation follows:

**21-17-118 Location and acreage of farms; supervision and control.**

**Section 2.**

(a) To enable orderly development of the sustainable agricultural research and extension center in Goshen county, Wyoming, as authorized by section 1 of this act, and to avoid disruption of ongoing research and service activities, the experimental farm in Goshen county authorized under the current W.S. 21-17-302(a)(ii) may continue in operation as long as necessary.

(b) The legislature finds that property at Archer, in Laramie County, is no longer suitable for use as an experiment station in view of the requirements of a modern agricultural experiment station.

(c) The price for any property purchased to be used for the sustainable agricultural research and extension center shall be negotiated based upon its fair market value. No negotiations for the purchase of any property shall be made prior to the completion of an independent analysis of the fair market value of the property by not less than two (2) independent appraisers excluding any appraisal provided by the seller. The appraisers shall be selected by the board of trustees of the University of Wyoming. The board shall negotiate any price for the facility based upon the independent appraisals. The board shall report to the joint appropriations interim committee.

It was therefore recommended that the Board of Trustees approve the purchase of the TH Ranch for an amount between the \$909,000 and \$925,500, the appraised values.

JANICE ROBBINS PARCEL (267 +/- acres) – W.B. & PATRICIA L. LEGRANDE PARCEL (400 +/- acres)

At this time, the University is in possession of two appraisals each for the Robbins and LeGrande properties. One set of appraisals was prepared by James Hastings of Cheyenne, Wyoming, who conducted an on-site inspection and gathered data for both properties. The market value was determined by using the sales comparison and income approaches, and since neither property has any improvements, the cost approach was not used. According to Mr. Hastings, some judgment was exerted in arriving at the value estimate, and the data gathered and examined appeared to be consistent. However, before selecting one approach over the other, all data was considered. In this case, the sales comparison approach was the strongest indicator of value for the subject properties. From all the information, it was Mr. Hasting's opinion that the market value for the Robbins property equaled \$93,500. Additionally, the LeGrande property consisted of similar characteristics, so the same approach was used. Mr. Hasting's opinion is that the market value for the LeGrande property is \$140,000.

Mr. Stoltenberg conducted his inspection and indicated that the separate appraisals of these two parcels would be completed by 1 May 2003. During a telephone interview conducted on 24 April 2003, information was gathered regarding his results. Mr. Stoltenberg indicated that, based on his research of comparable dry cropland sales located in southeast Wyoming, the market value for the Robbins property equal \$84,000 and market value for the LeGrande Property equal \$120,000.

These two properties are adjacent to the TH Ranch and are important in meeting the University's goal of assembling one contiguous unit for the new SAREC facility. Consequently, it was recommended that the Trustees approve the purchase of these two properties for the sellers' asking price which was negotiated by UW. The asking prices were: 1) Robbins for \$110,925 and 2) LeGrande for \$170,000.

The purpose of the authorization is to relocate extension operations to the land that UW is planning to utilize for the new SAREC. Appraisers have done appraisals on the TH Ranch, LeGrande and Robbins property. Mr. Baccari indicated that the prices for the purchases were \$925,000, \$170,000, and \$110,925, respectively. Trustee Schaefer moved to approve the authorization for the purchase of the properties for the prices noted in the report, not to exceed the proceeds from the sale of Archer and Torrington properties; Trustee Davis seconded. Mr. Jim Jacobs, Associate Dean for the Ag Experiment Station, asked to have the Board include an amendment in their motion to the effect that the motion did not include the possibility of the Gillespie property. President Dubois advised the Board that the purchase of the three properties at the prices recommended with the understanding that the total investment of University funds in the development of SAREC will be limited to the sale of the Archer and Torrington properties, and perhaps some portion of future sale of the Afton property when it is sold; the information was accepted as a friendly amendment to the motion. Additionally, there was further discussion on the limitations of the purchase of properties for SAREC from the proceeds of the two properties. Approval for authorization to purchase the Gillespie property will be requested from the Board at their September meeting if it is available. Trustee True made the point that his understanding of the need to purchase the Gillespie property may be a time-sensitive issue if it becomes available, and would the Executive Committee need to be convened to approve the

purchase. Another question addressed the issue that the motion keeps the project within legislative restrictions. Motion carried.

APPROVAL FOR THE SALE OF PROPERTY AT THE TORRINGTON R & E CENTER (160

acres +/-)

The VP for Administration & Finance recommends the sale of 10.138 acres including the main office building, shop, machine shed, and several other improvements to the Board of Goshen County Commissioners. In September 1980, the University and the Goshen County Commissioners executed a Lease Agreement with the following provisions for the purpose of housing the County Extension Agents and personnel:

1. A lease term of 40 years.
2. Lessee payment for the entire term not to exceed \$30,000.00.
3. Lessee shall make payment not to exceed \$30,000.00 for the Renovation & Addition to office building.
4. Lessee shall pay ½ of all external and internal maintenance expenses.
5. Lessee shall pay ½ of all operating expenses.

On 1 March 2003, an appraisal was conducted indicating the value of the subject property at \$270,000. However, due to the remaining lease term of 17 years, a downward adjustment of \$50,000 was made. According to the appraiser, there would be some residual value after the lease, but that value would be minimal. Using the sales comparison approach for the subject property, it is determined that the value equals \$220,000. It is recommended that the Board of Trustees approve the sale of the 10.138 acres to the Board of Goshen County Commissioners for the appraisal price of \$220,000.

The remaining portion of the Torrington R & E Center will be surveyed and appraised. Based on the appraised value, UW will then proceed with publishing a Notice-to-Bid in state and local publications.

Trustee Haynes then made a separate motion for approval of the sale of property at Torrington; Trustee Davis seconded. The motion carried.

FY 2003 BUDGET ADJUSTMENTS FOR GROUP HEALTH INSURANCE PREMIUMS

During the 2003 Session of the Legislature, a state general fund appropriation was made to the State Auditor's Office to increase the state contribution for employees' group insurance premiums. The University's share of that appropriation was calculated to be \$5,932,345. Based on data used by the State Group Insurance Office, \$1,212,192 will be needed for FY 2003 and \$4,720,153 will be needed for FY 2004.

The Governor, through the State Budget Office, has issued instructions to all state agencies indicating that the appropriation for health insurance premiums will only be drawn upon to the extent necessary and only when it appears an agency will have insufficient budget capacity. Given this process, it is anticipated that the University will only be able to draw funds some time next fiscal year.

In order to provide sufficient budget authority to pay the increased UW health insurance premiums for the period March 2003 to June 2003 until we are able to draw the funds appropriated for health insurance premiums, it is necessary to draw unbudgeted general fund appropriation from fiscal year 2004.

The following table displays the recommended FY03 budget authority changes for the insurance premium contribution increase:

**UNIVERSITY OF WYOMING  
 SECTION I OPERATING BUDGET  
FISCAL YEAR 2003**

<b>FUNDING SOURCES</b>	<b>FY03 Budget Authority as of May 1, 2003</b>	<b>FY03 Budget Authority (Proposed)</b>	<b>Difference</b>
General Fund	\$122,388,977	\$123,601,169	\$1,212,192
University Income Funds	35,799,546	35,799,546	0
Athletics Income Funds	1,832,500	1,832,500	0
Federal Mineral Royalties	7,875,762	7,875,762	0
Sales and Services Fund	3,164,352	3,164,352	0
Federal Funds-Agr Research	1,350,000	1,350,000	0
Federal Funds-Agr Extension	1,107,809	1,107,809	0
Family Practice Clinic Income	1,823,545	1,823,545	0
University Land Income Fund	1,100,000	1,100,000	0
Medical Contract Repayment	1,013,803	1,013,803	0
Ag College Land Income Fund	500,000	500,000	0
Foundation Income Fund	390,163	390,163	0
<b>Section I Total</b>	<b>\$178,346,457</b>	<b>\$179,558,649</b>	<b>\$1,212,192</b>

It was recommended that the Trustees of the University of Wyoming approve the proposed FY 2003 Section I budget of \$179,558,649, which will accommodate the health premium costs.

FY 2004 SECTION I OPERATING BUDGET

The Section I operating budget has been prepared on the basis of the state general fund appropriation to the University for the 2003-2004 biennium, other state revenue sources such as UW Land Income Funds, and University funds that comprise the total operating budget to be approved by the Trustees. The table shown below provides a reconciliation from the fiscal year 2003 budget (as amended) to the proposed operating budget and funding sources recommended for FY 2004. Following the table, the narrative provides additional detail concerning the various correcting entries and adjustments that produces the final budget for the fiscal year.

**UNIVERSITY OF WYOMING  
 SECTION I OPERATING BUDGET  
FISCAL YEAR 2004 BUDGET AUTHORITY**

<b>FUNDING SOURCES</b>	<b>FY 2003 Amended</b>	<b>FY 2003 Corrections</b>	<b>FY 2004 Adjustments</b>	<b>FY 2004 Proposed</b>
State General Fund	\$123,601,169	\$0	(\$2,424,384)	\$121,176,785
University Income Fund	35,799,546	(2,401,959)	7,127,420	40,525,007
UW Income Fund (Athletics)	1,832,500	0	0	1,832,500
Federal Mineral Royalties	7,875,762	0	0	7,875,762
Sales and Services Fund	3,164,352	0	0	3,164,352
Federal Funds-Agr Research	1,350,000	0	0	1,350,000
Federal Funds-Agr Extension	1,107,809	0	0	1,107,809
Family Practice Clinic Income	1,823,545	0	0	1,823,545
University Land Income Fund	1,100,000	0	0	1,100,000
Medical Contract Repayment	1,013,803	0	57,970	1,071,773
Ag College Land Income Fund	500,000	0	0	500,000
Foundation Income Fund	390,163	0	0	390,163
<b>Section I Total</b>	<b>\$179,558,649</b>	<b>(\$2,401,959)</b>	<b>\$4,761,006</b>	<b>\$181,917,696</b>

The table presented above shows various budget adjustments that have been made in preparing the FY 2004 operating budget. The first adjustment (shown in the column labeled "FY

2003 Corrections”) reduces the UW Income Fund obligation for FY 2004 by \$2.4 million. During FY 2003 the budget authorization was increased by this amount to accommodate the carry forward from the prior biennium of computer and course fee revenues (\$563,330), re-budgeting summer session revenues from the prior biennium (\$938,629), and the addition of \$900,000 in tuition revenue for FY 2003 that was a one-time allocation. The additional budget authority will not be needed for FY 2004.

The adjustments to be made to the FY 2004 base budget are reflected in the column labeled “FY 2004 Adjustments.” These adjustments reflect FY 2004 budget increases that were scheduled as part of the operating budget approved for the current year but required an increase for the second year of the biennium (e.g. elevator maintenance budget increased \$10,400 between FY 2003 and FY 2004), FY 2004 budget priorities that the administration has recommended funding with tuition revenue rather than PLUS budget allocation (e.g. funding for University Disability Support Services), and adjustments to scholarship budgets and college computer and course fees budgets that have resulted from changes in tuition and fees that have occurred this fiscal year or will take effect fall 2003. The complete schedule of these changes is presented below:

Elevator Maintenance	\$10,400
Campus ID System	\$19,970
WWAMI	\$57,970
Credit Card Charges (NOVA)	\$205,000
Disability Support (UDSS)	\$23,420
University Controller-Technical Support Position	\$71,200
Scholarships-Academic	\$602,757
Scholarships-Athletic	\$174,722
Computer Fees and Course Fees	\$87,606

The largest increase in the FY 2004 adjustment column reflects \$5.9 million in UW Income Funds associated with the change in the employee health insurance contribution that was

previously discussed in the section addressing the FY 2003 budget adjustment. Funding appropriated to the State Auditor for the increased health insurance contribution will not be released until a future date pending analysis of the total cost associated with the additional employer contribution. Given the need to fully budget for the entire operating budget, it has become necessary to fund the full cost of the additional health insurance premiums reflecting University funding sources. The University cannot internally fund this additional insurance burden and will continue to work with the State Budget Office in documenting the need to have the additional general fund appropriation transferred to the institution prior to the close of the fiscal year.

It was recommended that the Trustees of the University of Wyoming approve the proposed FY 2004 Section I Operating Budget in the amount of \$181,917,696 and work through the procedures required by the State Budget Office to secure the \$5.9 million general fund appropriation required to fully fund the additional health insurance contributions.

The following table summarizes the adjusted FY03 budget authority, the proposed budget authority for FY04, and the total 2003-2004 biennium budget authority by source of funding.

**UNIVERSITY OF WYOMING  
 SECTION I OPERATING BUDGET**

**2003-2004 BIENNIUM BUDGET AUTHORITY BY FUNDING SOURCE**

<b>FUNDING SOURCES</b>	<b>FY 2003 Budget Authority</b>	<b>FY 2004 Budget Authority</b>	<b>2003-2004 Biennium Budget</b>
State General Fund	\$123,601,169	\$121,176,785	\$244,777,954
University Income Fund	35,799,546	40,525,007	76,324,553
UW Income Fund (Athletics)	1,832,500	1,832,500	3,665,000
Federal Mineral Royalties	7,875,762	7,875,762	15,751,524
Sales and Services	3,164,352	3,164,352	6,328,704
Federal Funds-Agr. Research	1,350,000	1,350,000	2,700,000
Federal Funds-Agr. Extension	1,107,809	1,107,809	2,215,618
Cheyenne/Casper Clinic Income	1,823,545	1,823,545	3,647,090
University Land Income Fund	1,100,000	1,100,000	2,200,000
Medical Contract Income	1,013,803	1,071,773	2,085,576
Agriculture Land Income Fund	500,000	500,000	1,000,000
Foundation Income	390,163	390,163	780,326
<b>Total Section I Budget</b>	<b>\$179,558,649</b>	<b>\$181,917,696</b>	<b>\$361,476,345</b>

Mr. Harris briefly described the operating budget for the benefit of the Board. This is the first year of a new biennium. Trustee Schaefer moved for approval of the FY2004 Section I operating budget; Trustee Rounds seconded. The motion carried.

FY 2004 SECTION II OPERATING BUDGET

The Section II operating budget for FY 2004 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 it will remain under the jurisdiction of the Board of Trustees for approval.

The Section II budget for the 2003-2004 Biennium, and fiscal years 2003 and 2004, are presented in the following table.

**UNIVERSITY OF WYOMING**  
**SECTION II BUDGET**  
**FOR FY 2003 AND FY 2004**

<b>PROGRAM/ACTIVITY</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>	<b>2003-2004 Biennium</b>
Sponsored Funding	\$45,243,228	\$45,243,228	\$90,486,456
Gifts and Contributions	5,074,141	5,074,141	10,148,282
Auxiliary Enterprises	41,783,518	41,783,518	83,567,036
ASUW *	917,994	854,890	1,772,884
Student Publications *	367,650	412,450	780,100
Debt Service	6,873,002	3,949,705	10,822,707
Intercollegiate Athletics	3,587,158	3,587,158	7,174,316
<b>Total</b>	<b>\$103,846,691</b>	<b>\$100,905,090</b>	<b>204,751,781</b>
<b>FUNDING SOURCES</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>	<b>2003-2004 Biennium</b>
Federal Funds	\$37,099,447	\$37,099,447	\$74,198,894
University Funds	60,608,457	61,032,914	121,641,371
Mineral Royalties	6,138,787	2,772,729	8,911,516
<b>Total</b>	<b>\$103,846,691</b>	<b>\$100,905,090</b>	<b>204,751,781</b>

\*Student Publications was not listed as a separate in the FY 2003 budget. Reporting and financial responsibilities were transferred from the ASUW Business Office to Student Publications effective 1/1/2003. The Trustees' Report for May 16-17, 2002 showed a FY 2003 budget for ASUW of \$1,285,644, which included the FY03 Student Publications budget shown above.

It was recommended that the Trustees of the University of Wyoming approve the Section II operating budget for fiscal year 2004 in the amount of \$100,905,090.

Mr. Harris noted that the only change to the budget is that some debt has been retired. Trustee Schaefer moved to approve the FY2004 Section II operating budget; Trustee Spicer seconded. The motion carried.

ASUW 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 Senate approved the FY 2004 proposed budget on April 22, 2003 (Senate Bill #2047).

The ASUW student fee as stated in the FY 2004 Fee Book is \$31.50 per student each semester. The budget is based on an estimated 9,587 students per semester. Total Student Fees available for FY 2004 are \$604,000 for budgeting purposes.

Although the Student Publications budget has been separated from other ASUW activities for quite some time, the Student Publications budget will be approved by the Student Publications Board beginning this fiscal year and it will be presented for Trustee consideration in the next section of this report.

The ASUW proposed budget for FY 2004 is summarized on the following page.

**ASUW**  
**Operating Budget for FY 2004**

<b>Fund Sources</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>
ASUW Fee	\$476,000	\$604,000
ASUW Reserve <sup>(1)</sup>	72,904	63,020
ASUW Equipment Reserve	9,030	27,690
ASUW Endowment	60,000	11,500
ASUW Student Loan	167,000	20,000
ASUW Concert and Convocations Fund	60,000	55,000
Other Revenue	73,060	73,680
<b>Total Fund Sources</b>	<b>\$917,994</b>	<b>\$854,890</b>

<b>Fund Uses</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>
ASUW Government and Services	\$484,796	\$445,035
ASUW Activities	279,038	266,850
Recognized Student Organizations	81,070	118,895
ASUW Special Projects	60,000	7,500
ASUW Equipment Reserve	13,090	16,610
<b>Total Fund Uses</b>	<b>\$917,994</b>	<b>\$854,890</b>

<sup>(1)</sup> As of March 31, 2003, the ASUW Reserve balance was \$354,953.68.

It was recommended that the Board of Trustees of the University of Wyoming approve the ASUW operating budget for fiscal year 2004 in the amount of \$854,890. Included in the recommendation is the authorization to transfer up to \$63,020 from the ASUW Reserve.

Mr. Harris spoke about the ASUW budget, noting that the information was provided to the ASUW Budget Committee. Their budget includes mandatory fees and other charges.

President Hunt asked for comments from Trustee Jack Edwards. Trustee Edwards introduced Ty Cooley and K.C. Daggett, who served on budget and planning for ASUW this year, and were available for questions from the Board.

Mr. Cooley spoke about the fee increase ASUW is proposing, the endowment of the ASUW student loan fund, and commented that once the money is placed into the endowment, the loan fund will be empty. He also elaborated on the use of the loan fund and the endowment funds, and commented that the money will be used for student services facilities renovations, as well as student leadership opportunities and scholarships. Trustee Edwards stated that not all of the money is going to be placed in the state matching funds. Trustee Richards moved to approve the ASUW budget and endowment as presented to the Board; Trustee Davis seconded. The motion carried. President Hunt commented that it shows remarkable maturity and foresight in providing for the future of students at UW.

### ASUW ENDOWMENT

On April 8, 2003, the Associated Students of the University of Wyoming (ASUW) Senate overwhelmingly approved Senate Bills #2041 and #2042 to re-direct their funds in the ASUW Student Loan Fund into two endowments to serve UW students.

UW has approximately \$4.6 million available for short-term and emergency loans to students. In the past, ASUW has loaned monies from its loan fund to Information Technology for equipment purchases, which have been repaid, and created a \$1 million Special Projects endowment. This year's student government chose to re-direct the \$1.1 million in their ASUW Student Loan Fund to endow other student services.

The first endowment will be established with \$250,000 from the ASUW Student Loan Fund to create a new ASUW leadership scholarship program. Scholarships will be offered annually and be renewable to students based upon their involvement in student leadership activities. The minimum scholarship will be \$1,000, and the number of recipients will be based on the interest generated by the endowment funds.

The second endowment will be created with \$750,000 from the ASUW Student Loan Fund to improve various student services and facilities. ASUW periodically will review student needs and determine which facilities are in the greatest need of improvement. The endowment will help offset the size of future student fee increases for such improvements. Additional amounts may be added to this endowment from the ASUW Student Loan Fund if other obligations on the Fund are resolved.

The UW Foundation will administer the new ASUW endowments. Since each endowment exceeds the \$50,000 minimum, they will meet the requirements for the state's

endowment matching program associated with *DISTINCTION*: The Campaign for Wyoming's  
University.

### STUDENT PUBLICATIONS BUDGET

The Student Publications Board approved the following budget at their March 28, 2003 meeting. The Student Publications budget request is based upon expected revenue from student fees and advertising sales in the *Branding Iron*, *Cowboy Bucks*, and other special issues; publications sales and advertising in the *Frontiers* magazine and the *Owen Wister Review*; and GA&P (Graphic Arts and Production) work. A student fee of \$10 per student per semester is used for the FY 04 budget. Based on a projection by Mr. Harris, the new student fee rate would increase FY03 student fee income from \$190,000 to \$204,000 for FY 2004. The estimated student fee will fund about 50% of the budget. Generated revenues will fund the remainder of the proposed budget. No reserve funds will be used to fund the FY04 budget.

The Student Publications budget request for FY 2004 is summarized on the following page.

**Student Publications**  
**Operating Budget for FY 2004**

<b>Sources of Funds</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>
Student Fees	\$182,750	\$204,000
Reserve <sup>(1)</sup>	5,500	0
Other Revenue	179,400	208,450
<b>Total Fund Sources</b>	<b>\$367,650</b>	<b>\$412,450</b>
<b>Uses of Funds</b>		
Staff Salaries and Benefits	\$159,200	\$184,320
Student Salaries	63,165	74,677
Travel	7,900	7,300
Equipment	13,300	19,500
Operations	116,775	125,060
Equipment Reserve	7,310	1,593
<b>Total Fund Uses</b>	<b>\$367,650</b>	<b>\$412,450</b>

<sup>(1)</sup> As of March 31, 2003, the Student Publications Reserve fund balance was \$114,399.77.

It was recommended that the Board of Trustees of the University of Wyoming approve the Student Publications operating budget for fiscal year 2004 in the amount of \$412,450.

Mr. Harris briefly explained the budget, and the FY2004 request. Trustee Davis moved to approve the budget as presented; Trustee Patrick seconded. The motion carried.

WYOMING UNION BUDGET

Presented for Trustee consideration and approval is the fiscal year 2004 operating budget for the Wyoming Union. The Wyoming Union budget request was developed in consultation with and approved by the Wyoming Union Board. The budget request for FY 2004 is \$1,382,386, which is an increase of \$255,257 from the current budget. According to the Union Director, revenue to support the FY 2003 approved budget is a little below estimates, but the budget will be adjusted accordingly. The following tables show the current year operating budget and the proposed budget for FY 2004.

**Wyoming Union**  
**Operating Budget for FY 2004**

<b>Revenue</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>
Food Services	\$ 38,725	\$ 52,050
ATM	3,900	3,900
Recreation Area	5,250	11,550
Retail Space	21,600	10,300
Gardens	0	9,660
Copy Shop	6,300	6,300
Events Office	14,250	32,000
Bookstore	95,686	95,686
Info Desk/Ticket Office	3,875	4,950
Fall-Spring Fees	922,100	1,130,000
Summer Fees	29,000	35,000
Miscellaneous	1,000	1,000
Interest Income	7,800	4,400
<b>Total Revenue</b>	<b>\$1,149,486</b>	<b>\$1,396,796</b>

<b>Expenses</b>	<b>FY03 Current Budget</b>	<b>FY04 Proposed Budget</b>
Advertising/Promo	\$ 17,900	\$ 10,500
Assessments	35,000	50,000
Copy Machine	3,450	3,360
Union Board	700	500
Clothing	0	3,850
Courtesy	1,600	750
Depreciation	21,250	22,056
Dues/Memberships	1,300	1,060
Insurance	34,550	38,005
Maintenance/Repair	45,250	47,750
Salaries, Full Time	480,992	566,862
Salaries, Part Time	96,322	117,034
Miscellaneous	5,750	5,350
Benefits	168,017	248,020
Retirement	0	5,040
Laundry, Linen	0	850
Programming	72,000	112,250
Postage	600	800
Subscriptions	300	400
Supplies, Building	11,406	13,969
Supplies, Office	22,400	26,750
Supplies, Custodial	53,294	36,660
Supplies, Equipment	0	8,200
Telephone	25,200	25,200
Ticket expenses	2,533	3,000
Training/Development	6,650	8,255
Travel	20,165	22,665
Utilities	110,500	90,000
<i>Utility Reimbursement</i>	(110,000)	(90,000)
Cable Television	0	750
Bldg. Programming	0	2,500
<b>Total Expenses</b>	<b>\$1,127,129</b>	<b>\$1,382,386</b>
<b>Difference (Revenue to Expenses)</b>	<b>\$22,357</b>	<b>\$14,410</b>

It was recommended that the Trustees of the University of Wyoming approve the fiscal year 2004 budget for the Wyoming Union in the amount of \$1,382,386.

Mr. Harris introduced Charlie Francis, director of the Wyoming Union, who was present to answer questions. Mr. Harris answered a question on the overall increase in the budget, explaining it is reflected by the cost change in employer-paid benefits. Trustee Davis moved to approve the Wyoming Union budget; Trustee Spicer seconded. The motion carried.

UNIVERSITY OF WYOMING RESEARCH CORPORATION BOARD APPOINTMENTS

It was recommended that the Trustees of the University of Wyoming reappoint the following Directors for the UWRC for one-year terms:

Mr. Ronald Benson

Ms. Dolores Kern

Mr. Brent Erickson

Dr. Ovid (Gus) Plumb

Dr. William Gern

Mr. Richard Willson

Mr. James Hettenhaus

Lt. General (Ret.) Thad Wolfe

Dr. Gern spoke to the Board on the recommendation, noting that the board membership would remain the same with the proposed appointments. Trustee Davis moved to approve the appointments to the UW Research Corporation Board; Trustee True seconded. The motion carried.

COLLEGE OF HEALTH SCIENCE NAMING OPPORTUNITY

*(see following page)*

## Memo

Date: May 2, 2003

To: University of Wyoming Board of Trustees  
Kathleen Hunt; John Patrick, Gregory Schaefer; Taylor Haynes; Jim Neiman; Judy Richards;  
Thomas Spicer; James Trosper; Hank True; Richard Davis; Peggy Rounds; Howard Willson,  
M.D.; Philip Dubois

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

Re: Official naming of atrium in College of Health Sciences Center, The Griffin Atrium

In 1996 Mr. David Wood, President and Chair of the Griffin Foundation, generously pledged to make a gift of \$500,000 to the University of Wyoming College of Health Sciences Building Renovation Fund. Mr. Wood's gift was the first significant commitment received for the project, demonstrating his and Pat Griffin's devotion to supporting higher education in the west.

Over the past few years, David Wood, President/Chair of the Griffin Foundation, has intimated that he would be interested in having the foundation's commitment of \$500,000 recognized with an appropriate naming opportunity in the new facility. On a number of occasions, he has mentioned a focused interest in having the atrium and first floor dividable classroom of the building dedicated to the memory of Pat Griffin.

The construction/replacement cost of the atrium and classroom has been calculated at approximately \$749,864.28. It is my understanding that institutional policy permits naming opportunities for contributions at 50% of construction/replacement cost. Currently, the Griffin Foundation gifts are just under \$400,000 against their initial pledge of \$500,000. The Griffin Foundation's payments against their pledge commitment are as follows:

January 2, 1996	\$123,036.83	October 8, 1999	\$ 50,000.00
January 5, 1996	\$ 75,000.00	September 25, 2000	\$ 50,000.00
May 7, 1996	\$ 500.00	September 28, 2001	\$ 50,000.00
April 24, 1997	\$ 500.00	September 25, 2002	\$ 50,000.00
May 26, 1998	\$ 500.00		
<b>Total Paid:</b>	<b>\$ 399,536.83</b>	<b>Balance:</b>	<b>\$ 100,463.17</b>

I respectfully submit that to honor Pat Griffin's memory and recognize the Griffin Foundation's outstanding generosity and vision, the University of Wyoming College of Health Sciences Center atrium and first floor classroom be officially named The Griffin Atrium by the university trustees.

President Dubois spoke about the gift and the naming opportunity. The Griffin Atrium is proposed as the name for the new atrium that will be constructed during the Health Sciences renovation. Trustee Spicer moved to approve the naming opportunity; Trustee Davis seconded. The motion carried.

## **UNFINISHED BUSINESS**

Ms. Susan Weidel, office of General Counsel was invited to speak to the Board about athletic appointments and coaches' contracts. The purpose of the discussion was to delegate the right to sign all contracts to the president, and multiple year contracts would be signed after discussion with the Executive Committee. Ms. Weidel proposed that a clause or provision be included in their contracts that the coaches are allowed to work summer camps and other athletic-related activities. President Dubois noted that the income the coaches receive during the summer has to be approved by him prior to the jobs occurring. President Hunt advised the Board that she has been contacted by constituents that have requested the Trustees' president be involved, and she has maintained that she would not feel comfortable becoming part of the process. Trustee Patrick moved to rescind the old policy for hiring athletic coaches, replacing it with the new policy; Trustee Richards seconded. The motion carried. The proposed policy was provided the Board in their packets and follows.

The original policy was adopted by the Trustees on February 18, 1972 and amended in 1981 and 1986.

1. Trustees rescind the "Policy Governing Personnel Awarded Academic Rank in Intercollegiate Athletics."
2. Replace the policy with a directive that all coaches shall be contract employees with any employment rights determined by contract, and the President of the University shall have the authority to enter into all one-year contracts without prior Trustee approval.
3. For multi-year contracts, the President will consult with the Executive Committee of the Board of Trustees regarding contract provisions. The President shall have the authority to enter into multi-year contracts after such consultation.

## **NEW BUSINESS**

President Dubois asked the Board to refer to the minutes of the 1994 Trustees' meeting regarding construction change orders, and recommended that sections 2 and 3 be left the same; modify section 1 to state that change orders that exceed \$50,000 need the approval of the UW president, within the confines of the project. If there are additional substantial changes, President Dubois will contact the Executive Committee for their review and approval. Members of the Board suggested that the Executive Committee be involved before the change orders are approved. Trustee Haynes moved that item 1 from the Trustees' Minutes of March 5, 1994 be changed to read that any construction change order exceeding \$75,000 or any change order combination thereof which significantly alters the approved construction project or program of the user project requires approval of the university president and the chairman of the Board of Trustees or the chairman's designee. Further, item 2 should be changed to a maximum of \$75,000 from \$50,000, and item 3 should have the Physical Plant and Equipment Committee struck from the language to simply read "to be reported to the Board of Trustees." Trustee True seconded the motion. The motion can be amended in the future as needed. The motion carried.

Trustees commended members of the Biological Sciences area for the tour during the lunch break, and emphasized what an excellent recruiting device it is.

Trustee Patrick moved to have the Board move into Executive Session; Trustee Richards seconded. The motion carried.

After a brief meeting of the Executive Committee, the Board reconvened for a final action. The matter at hand was in regards to the employment contract with President Dubois. Trustee Patrick moved that the Board of Trustees extend the employment contract for President Dubois through June 30, 2005; Trustee True seconded. Motion carried. Trustee True publicly

acknowledged how much the Board of Trustees appreciate what Philip Dubois has done for this University.

#### **DATE OF BOARD RETREAT**

The Board will hold its annual retreat August 8-10, 2003, in Jackson, WY.

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

The next meeting of the Board of Trustees will be September 11-13, 2003, in Laramie, WY.

#### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 4:00 p.m.

Respectfully submitted,



Nicky S. Moore  
Deputy Secretary, Board of Trustees



Crystal R.M. Bennett  
Asst. to the VP for Administration

## **TOUR OF WASHAKIE**

Washakie Center, the University's student dining facility, is undergoing a major \$13 million renovation. For the fall semester of 2003, Washakie will reopen with significant changes including a marché dining concept and a new dining pavilion. Marché dining will offer students meal options such as soup, salad, and deli offerings; a grill; an international cuisine prepared on a Mongolian grill; gourmet pizza; as well as home-style foods. Diners, including students, faculty, staff and guests, will choose from a combination of entrées and proceed to the wood and glass pavilion with small round tables for comfortable dining. A specialty retail area will be open during extended hours for coffee and quick snacks.

The lower level of Washakie will include new lounge spaces, a student information learning center, meeting rooms, and offices for the staff in Residence Life & Dining Services. Fireplaces and skylights will create a warm atmosphere in which to socialize. Bond financing for this project will be repaid from room and board fees over the next 20 years.

Trustees were invited to a 30-minute tour of the site at approximately 4:00 p.m. on Friday afternoon. A bus was available to transport the trustees to and from the Washakie Center.