

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

September 23-25, 2004

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

University of Wyoming Mission Statement (April 2002)

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

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

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

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

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

DEFINITIONS:

A "work session" is one during which the Board will be asked to make a decision. It typically follows, by one or more meetings, an "education session" on the same topic.

An "education session" is one which allows the Board to be briefed on a matter which will later require formal board action. An education session may also be scheduled, as time permits, to provide the Board with information relevant to the operation of the University (e.g., enrollment) but for which no action is required.

An "information" item is typically news of an administrative decision or discussion which should be brought to the attention of the Board.

Items describing accomplishments or recognitions for University faculty, staff, and students will be placed in the "President's Report on UW Accomplishments" made available to the public and the media via the News Service.

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September 23-25, 2004

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THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

September 23-25, 2004

Phil and Lisa Dubois hosted a dinner at their home for the Board and the President's Senior Class Ambassadors on Thursday, September 23, 2004. Members of the Board were invited to a luncheon and presentation at the Rocky Mountain Herbarium on Friday, hosted by Dr. William Gern and Dr. Thomas Buchanan; and on Friday participated in either a Board dinner or the Hall of Fame Banquet.

Sessions for work, recognition, education, and information were conducted on Thursday, Friday, and Saturday. The Board held the Business Meeting on Saturday, September 25, 2004.

WORK SESSION ITEMS

AGENDA ITEM TITLE: Further Discussion of R&D White Paper

President Dubois talked about the research and development white paper and related issues. He discussed the content of the paper and asked the trustees to advise him on any additional changes the Board might want to include. He suggested sending the paper to the Governor, as well as a broad mailing to the public asking for comment and input for a subsequent refinement to allow industry, state legislators, the IENR Board, and others an opportunity to review of the document. There are no financial amounts identified in the document. The purpose of the document is to provide a focus on science, engineering and technology that have already gained some strength through the Academic Plan. The timeline to move forward will be within the next eighteen months. Members of the Board asked for a clearer focus on where the university is heading in regards to adding more administrative positions for this project.

AGENDA ITEM TITLE: **“Evaluating the ‘Quality’ of Higher Education”– Outcomes Overview and Assessment**

Vice President Thomas Buchanan, Academic Affairs, reported to the Board that he was giving them information on the scope of the program quality in higher education. The College of Education Dean will be invited to participate in the November Board meeting to further discuss the topic. Dr. Buchanan and members of the Board continued their discussions, and addressed various questions and concerns.

AGENDA ITEM TITLE: **Scholarship Program Changes**

CHECK APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

In July of 2002, a UW team was charged with examining the UW scholarship awarding processes. The Trustees received the team's written recommendations in December 2002 and at a presentation during the January 2003 Board meeting. The core recommendations were to align financial aid and college scholarship awarding practices with enrollment management goals. In concert with the new student information system to be operational for Fall Semester of 2006, a proposal for scholarship process simplification and automation is being implemented. The process will change our current scholarship awarding practices to better target UW's scholarship resources to meet enrollment goals, award scholarships based on matrices of criteria established for all students, and maximize the use of UW's scholarship funds. The presentation at the breakfast meeting of the Board on Friday, September 24, will outline the proposed changes to scholarship programs.

On a related topic, in July 2000, the Board requested a report of the accumulated balances in the institution's scholarship accounts. That report was provided to the Board's Budget Committee in conjunction with the September 2000 meeting. A follow-up report was presented at a breakfast meeting of the Board in January 2001. That presentation outlined the scope of the challenge, a new financial reporting process, aggressive awarding changes to underwrite tuition discounts with accumulated funds and identification of alternate recipients, examination of current scholarship restrictions, and means of maximizing income including returning accumulated funds to the corpus. Information on 2003 calendar year-end balances in scholarship accounts will be distributed at this Board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

This information is presented as another periodic update on scholarship account balances for the Trustees and to introduce additional reforms to UW's robust scholarship programs.

ARGUMENTS IN SUPPORT:

Not applicable

ARGUMENTS AGAINST:

Not applicable

ACTION REQUIRED AT THIS BOARD MEETING:

None

PRESIDENT'S RECOMMENDATION:

None

The Board participated in a presentation on changes to the scholarship program at a breakfast work session on Friday, September 24, 2004 at the Foundation House.

AGENDA ITEM TITLE: **Academic Plan II Progress Report and Implementation**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Academic Plan II is the strategic planning document that will guide institutional priorities and resource allocations from 2004-2009. It defines an educational vision for the University of Wyoming, and it is the core planning document around which other planning documents (e.g. support services plan, capital facilities plan) are built.

Prior Related Board Discussions/Actions:

The Board adopted APII in May, 2004.

WHY THESE ITEM ARE BEFORE THE BOARD:

Action Item #84 calls for the elimination of selected bachelor's and master's degrees. These include the B.S. (but not the B.A.) in History, the B.S. in Recreation and Park Administration, the B.S. in Health Education, and the M.S. in e.Business. Consistent with the request to eliminate the B.S. in Recreation and Park Administration, we also request that the name of the Department of Geography and Recreation be changed to the Department of Geography. The proposed changes have all been vetted and endorsed within their respective colleges.

ARGUMENTS IN SUPPORT:

In the case of history, the B.A. is sufficient for the undergraduate degree, hence the B.S. is no longer used. The B.S. in Recreation and Park Administration has been dormant for more than four years. There are no students enrolled in this program. Students interested in this topical area have relevant coursework available in the Geography curriculum.

The B.S. in Health Education is no longer needed because this degree program has been successfully melded into a new B.S. degree in Kinesiology and Health. There are no students enrolled in Health Education.

The M.S. in e.Business is no longer needed because the curricular components of this degree have been successfully integrated into the College of Business MBA program. There are no students enrolled in the e.Business program.

ARGUMENTS AGAINST:

- None

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of Action Item #84

PRESIDENT'S RECOMMENDATION:

The President recommends approval.

Dr. Buchanan was available for questions from the Board.

AGENDA ITEM TITLE: **Alcohol Issues/Football Games**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

Objective:

The University's alcohol policy is safe, legal and responsible use. To that end, the Athletic Department has been working with multiple groups on campus and partnering with the City of Laramie to redefine the culture surrounding Wyoming Cowboy Football games to the extent that it involves the use of alcohol.

A number of goals were established as part of this effort:

1. Provide a safe, legal and fun environment for Cowboy fans 21 or older to include beer and wine in their tailgate activities.
2. Establish a culture of fan compliance with the policy prohibiting alcohol in the stadium. This is a primary focus.
3. Eliminate the use of alcohol in and/or around the stadium by minors.
4. Provide increased education to fans about new and ongoing regulations related to alcohol.

Operations/Changes:

1. Pepsi Tailgate Park: This tradition has been sponsored by the University for many years. Cowboy fans gather 2 ½ hours prior to the game to enjoy live music, food and beverages, games for the kids and other fun activities. Beer is available for sale to fans 21 years of age and older up to 30 minutes before kickoff. Consumption of beer in Tailgate Park is lawful until kickoff.
2. Stadium Lot Tailgating: The City Council has granted an open container permit allowing fans to include beer and wine with their tailgating (pre-game only) activities in the lot East of War Memorial Stadium. The lot includes 1500 spaces and is made up primarily of Cowboy Joe Club contributors. Alcohol is prohibited in all other lots. Alcohol is prohibited in the stadium lot during half-time and post-game.

3. Increased Enforcement/Parking Lots: In past years, alcohol has officially been prohibited in all lots. As a practical matter, the prohibition was enforced only where there was disruptive behavior or for underage drinking.

With the granting of the Stadium lot permit, the enforcement of the policy/ordinance in the other lots has been increased. There is also stepped up enforcement during half-time and post-game in the stadium lot. Fans that violate policies in the Stadium Lot may have their season permit revoked as well as face other sanctions.

4. Increase Enforcement in the Stadium: The University is devoting additional resources to promote compliance with the prohibition on alcohol in War Memorial Stadium. 10 red-shirt security personnel and 6 Laramie County Sheriff's deputies were added to last season's totals. Additionally, the Dean of Students Office and UW AWARE Program Coordinator, Eric Alexander are assisting on game day.

A step has been added to the enforcement process of the fans. In the past, a fan with alcohol was contacted and the alcohol confiscated. Ejection or the issuance of a citation was an option depending upon fan behavior. In addition to that step, the officer now also records the name and address of the violator. They receive a letter from the University acknowledging the violation. Repeat offenders risk a citation and/or opportunity to purchase future tickets.

UW Students are subject to the same treatment. Violators receive a letter from the Dean of Students and are subject to sanctions under the Student Code of Conduct.

5. Underage Drinking: This has always been an area of concentration for law enforcement and security personnel. Violators are immediately ticketed and/or removed from the stadium. The increased number of law enforcement and security personnel are intended to discourage would be violators and ensure that those who choose to engage in underage drinking will likely be caught.

Education:

The significant change in policy and procedure warranted an aggressive education process. The following list is not exhaustive, but provides a sense of what is being done.

- Direct mail to Cowboy Joe Club members and season ticket holders
- Press releases to all media
- Press release on UW Website
- Flyers handed out at all parking lots
- New signage in all lots (\$9,000 worth)
- Personal calls to key Cowboy Joe Club members
- In-person meetings with student groups
- Radio interviews throughout the pre-season

- Open letters (3) to students in the student newspaper
- Athletic Department staff walking the parking lots educating fans

Substantial progress was made during the first game toward achieving the stated objectives. Tailgate Park and the Stadium Lot were fun, fan friendly and safe environments. The message of a new culture with increased enforcement was heard.

Post-game debriefing meetings with City law enforcement have resulted in adjustments to improve efforts for upcoming games. This type of dialogue will continue throughout the season. These improvements include ensuring that fans in Tailgate Park can be served within a reasonable time.

President Dubois asked Vice President Rick Miller, Governmental, Community and Legal Affairs, and Athletics Director Gary Barta to talk about the work that has been done to address alcohol issues. The three issues were the relocation of Tailgate Park, catering permits, and limitations on the number of malt beverages that can be sold to one person.

- Regarding the East Stadium Lot, the area has been approved this year for tailgate festivities, and is enforced by law enforcement as to times the tailgate parties begin and end.
- People who have alcohol in the stadium and are contacted are now ticketed.

The Board noted that they appreciated the work of the university and the university police in addressing alcohol issues.

President Hunt presented a video on some of the alcohol issues that have been present at UW and within the Laramie community. She commended the university for the work done to promote legal, safe and responsible alcohol consumption. Nancy Freudenthal, special guest of President Hunt, made a brief presentation on the effects of alcohol in young children and programs in the state that are addressing those issues.

AGENDA ITEM TITLE: **Tuition Revenues (deferred to November Board Meeting)**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Between Fiscal Year 1999 and Fiscal Year 2004 the university increased tuition rates by almost thirty percent with resident tuition increasing from \$1,944 per year in FY 1999 to \$2,520 in FY 2004. During this same time period enrollment on the Laramie campus increased by 277 (2.9%) – rising from 9,661 to 9,938 based upon end of semester enrollment data between fall 1998 and fall 2003. By way of comparison, off-campus enrollment during this same time period increased by 1,264 students (64.5%). Significant to the comparison of the enrollment growth is the fact that tuition revenue generated from the off-campus program remains with the Outreach School to support operations and does not flow to the university general fund.

Although tuition rates have increased as indicated above and Laramie campus enrollments have also increased by 3%, this does not mean that tuition revenues deposited to the UW Income Fund have increased proportionally. From FY 1999 to FY 2004, revenues in the UW Income Fund only rose from \$30 million in FY 1999 to \$33.6 million in FY 2004. A major factor affecting the difference between the change in tuition rates and change in overall revenue is the proportion of non-resident students paying full non-resident tuition in relation to the WUE discounted rate at 150% of resident. In academic year 1998-99 UW enrolled 681 non-resident students under the 150% rate while 1,265 non-resident students paid the non-resident rate. In academic year 2003-04, there were 1,263 students receiving the 150% discount and 798 non-residents paying full tuition. This shift has the effect of decreasing the percentage of revenue derived from non-resident students and thus the tuition increases for non-resident students from FY 1998 to FY 2004 produced less revenue each year as some number of these students transitioned to the discounted rate.

The “new” revenue that has been realized through FY 2004 has already been committed to ongoing university programs. A major portion of this revenue (\$2.6 million annually) has been obligated to cover salary increases granted in FY 2000 and not funded through state general fund in UW’s block grant for the 2001-2002 biennium. During the 1999-2000 biennium the university received an appropriation of \$7.8 million in state general fund to raise faculty and staff salaries. The salary policy for the biennium provided raises for each year of the biennium with the expectation that the standard budget for the 2001-2002 biennium would be adjusted to cover the salary increases granted in FY 2000 – the second year of the biennium. The standard budget was not adjusted, however, and as a result the university had to commit on a permanent basis an additional \$2.6 million of tuition revenue to sustain the salary adjustments that were granted in FY 2000. Based upon this experience, the salary policy recommended by the President and adopted by the Trustees since the 1999-2000 biennium has been one of adjusting salaries only

during the first year of the biennium without creating a subsequent liability for the following biennium. In addition to the salary commitment, the university has allocated additional tuition revenues between FY 2001 and FY 2004 to support a variety of campus needs including support for the administrative computer system, funding to enhance UW's web pages, and several new positions (e.g., third university pilot).

Now that sufficient tuition revenues have been generated to cover prior obligations, the institution can plan for future growth funded through tuition. A high priority for the institution will be addressing increases in academic and administrative support budgets that have remained relatively stagnant for more than a decade. To assure that new tuition revenues can be applied to new institutional priorities, the institution will rely upon Federal Mineral Royalties (FMR's) budgeted in the Physical Plant operation as a backstop for any variance in tuition revenue. To the extent we don't realize the level of tuition expected in any fiscal year, the university will adjust the mix of FMR's and UW Income Fund in the Physical Plant budget to assure we are not in a catch-up position with tuition income for a future period. This potential backstop has been factored into the projected FMR expenditures together with the various planning and capital construction projects the institution will undertake over the next five-year period.

Prior Related Board Discussions/Actions:

Fee Book approvals, salary policies and approval of annual operating budgets have been presented to the Board during the January, March and May board meetings.

WHY THIS ITEM IS BEFORE THE BOARD:

The work session provides the opportunity to review the tuition revenue and enrollment growth experienced on the Laramie campus and to show how that revenue has been utilized. Additionally, this session provides an opportunity to discuss priorities for the use of future tuition revenues and will be used to initiate discussion about a potential framework for the future tuition policy.

ARGUMENTS IN SUPPORT:

- N/A

ARGUMENTS AGAINST:

- N/A

ACTION REQUIRED AT THIS BOARD MEETING:

No action is required at this meeting.

PRESIDENT'S RECOMMENDATION:

There is no recommended action for this agenda item. The Board will consider tuition increases during their meeting in March 2005.

AGENDA ITEM TITLE: **Capital Facilities Update**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Planning teams are currently working toward completion of Level II plans for construction of the IL²C, Anthropology building, renovations to the Classroom Building and other classroom improvements. In addition construction is currently in progress for Health Sciences, the Early Care and Education Center, and McIntyre Hall. During this work session Vice President Harris and Roger Baalman will provide the board with an update on the various capital projects and present proposals for projects that will be submitted to the 2005 legislature for funding.

Because planning for the various capital projects is still being developed, additional material about the various projects will be presented at the board meeting.

Prior Related Board Discussions/Actions:

September 2002: Trustees approved Capital Facilities Plan

WHY THIS ITEM IS BEFORE THE BOARD:

This update provides an opportunity for the Board to review the capital construction projects currently being completed and to assess the proposed projects that are being requested for approval and submission to the Governor for the 2005 legislative session. During this work session the administration will also discuss the funding sources that will be requested for the various projects. It is anticipated that state funds and university bond funds will be used to finance the projects being submitted for approval.

ARGUMENTS IN SUPPORT:

- Planning for these capital projects is consistent with the Capital Facilities Plan adopted by the Trustees in 2002.

ARGUMENTS AGAINST:

- None

ACTION REQUIRED AT THIS BOARD MEETING:

Trustee approval for the capital outlay budget will be required at this meeting for submission to the State Budget Office and the Governor.

PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize submission of the capital outlay budget.

Vice President Phill Harris, Budget and Planning, made a presentation to the Board on the various projects that are currently in progress. The projects are: work on Prexy's Pasture, ADA access to campus, replacement seats in the Ag Auditorium, and renovation for the Classroom building. His staff has also reviewed a proposal to provide a covered walkway at the Education Annex and the construction of three classrooms this summer. Roger Baalman, manager of Facilities Planning, described the IL2C addition and ARF building plans in greater detail.

Mr. Harris then talked briefly about the anthropology and archaeology building, which will address the needs of the discipline by offering the best teaching opportunities and maximum flexibility.

AGENDA ITEM TITLE: **Greek Life Relationship Statement**

CHECK APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

In September 1999, President Dubois appointed a Greek Life Task Force to develop strategic recommendations to improve and enhance the culture among UW social fraternities and sororities. Ten recommendations from that report have been implemented.

During the fall of 2002, the Ad Hoc Task Force on Evaluation of Fraternity/Sorority Row made a series of recommendations to the President, and Vice President Dan Baccari reported these recommendations to the Board at the November 2002 and January 2003 meetings. These recommendations were focused on the facilities located on the north side of Fraternity Mall occupied most recently by the Kappa Sigma, Delta Chi, and Acacia fraternities; the Delta Tau Delta house had been razed earlier.

In March 2003, after hearing a recommendation from the Ad Hoc Task Force on Vacant Fraternity Properties, the trustees voted to raze the Acacia house and to renovate the Delta Chi house. The Board also appointed another ad hoc subcommittee to make further recommendations relating to Greek life and facilities at UW. At the May 2003 meeting, the Ad Hoc Sub-Committee on Greek Review presented its recommendations to the Board.

The first recommendation in this latter report stated, in part, “the University recognizes the need to provide additional institutional support and direction to assist them [Greek organizations] in their efforts to fulfill their expanded student development role and the University’s mission.” Another recommendation said, in part, “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...including the development of a ‘UW/Greek-Life Statement of Expectations and Responsibilities’.”

UW’s Greek Life Work Group began its work in October 2003. An initial draft was completed during the 2003 fall semester and distributed for comment. The work group reviewed and debated the comments during the 2004 spring semester and continued to refine the draft of the statement. The summer of 2004 has been used to make additional adjustments and to incorporate best practices from other institutions. The draft presented to the Board at this time is under campus-wide review, and final comments are due by the end of September.

WHY THIS ITEM IS BEFORE THE BOARD:

The draft document is presented as a progress report for the Trustees. We anticipate that the final version of the "Statement of Relationship and Shared Expectations for the UW Greek Community and the University of Wyoming" should be signed by President Dubois and the presidents of the Interfraternity Council (IFC) and the Panhellenic Council this fall.

ARGUMENTS IN SUPPORT:

Not applicable

ARGUMENTS AGAINST:

Not applicable

ACTION REQUIRED AT THIS BOARD MEETING:

None

PRESIDENT'S RECOMMENDATION:

None

Vice President Leellen Brigman, Student Affairs, addressed the Board and introduced Richard Stegman, Dean of Students. She also introduced participants who worked on the Greek Life Relationship statement to include: Dr. David Walrath, Matt Caires, and Joslyn McGriff. The groups work began in October 2003. Dr. Brigman noted that they have developed a statement that includes the administration and student representation. This statement will become a part of the university's strategic plan.

President Dubois added that space for mentors was another issue that the Greek Life Work Group had addressed and he hoped that the mentors' funding will be built into future budgets.

**STATEMENT OF RELATIONSHIP AND SHARED EXPECTATIONS FOR THE
UW GREEK COMMUNITY AND THE UNIVERSITY OF WYOMING**

(DRAFT "S" – 8/24/04)

Respecting The UW Greek Tradition

"A strong Greek system is in the best interest of the University of Wyoming. Fraternities and sororities, when operating consistent with the values established by their founders and when supporting the University's mission of preparing students for lives of leadership, scholarship, and service, can be significant institutional assets. The University of Wyoming has a proud heritage of having a strong and vibrant Greek system, fully in support of the University's mission."

(President Philip L. Dubois, in his letter to the Greek Life Task Force, 9/14/99)

From the very beginning of American higher education, fraternities and sororities have played an integral part in advancing the mission at all types of colleges and universities. Public and private institutions, rural liberal arts colleges and urban research universities, residential campuses and commuter schools, have all embraced the positive outcomes of providing a fraternal experience for their students. Since 1776, the Greek experience has empowered men and women for over two centuries to become successful scholars, philanthropists, and leaders within our communities, our states, and our world.

Members of the Greek community at the University of Wyoming (UW) know that their Greek involvement enriches their overall college life experience. They have the opportunity to achieve their leadership potential through chapter offices and through leadership roles in campus organizations and activities. Many student leaders in Associated Students of the University of Wyoming (ASUW), campus honoraries, and student organizations are members of the UW Greek community. Recognized fraternities and sororities have traditionally emphasized academic achievement, through such activities as study tables, tutoring, and other forms of academic support as a part of each chapter's programs. UW's Greek community strives to have chapter members' grade point averages exceed the all campus men's and women's grade point averages each semester.

Being Greek is a lifelong commitment, and members have the opportunities to develop meaningful friendships with a diverse array of individuals that they might otherwise not have known. Many of these relationships continue into the professional world, providing job contacts and networks for career development. Greeks on this campus have been responsible for thousands of hours of community service projects, donating time and money-raised to both local and national philanthropic organizations. Greeks have also taken a strong service role in our community, contributing to campus clean-ups, academic assistance programs, mentoring relationships, student government representation, community service, and campus activities.

The University of Wyoming Mission Statement

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

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

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

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

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

Purpose

As a means to strengthen the strong Greek tradition at the University of Wyoming, to ensure our fraternities and sororities long-term viability on campus, and to promote the traditional fraternal values of leadership, scholarship, and service while advancing the University's mission, the University of Wyoming and the students of the Panhellenic and Interfraternity Councils have articulated this Statement of Relationship and Shared Expectations for the UW Greek Community and the University of Wyoming.

I. Scholarship and Academic Success – The educational mission of the University of Wyoming is central to the success of the UW Greek community. To uphold the University's mission while ensuring the academic success of every student that participates in UW fraternities and sororities, it is expected that the primary goal of the Greek community is to promote academic success. Indeed, it is the expectation that the Greek community should lead in this effort. Chapters should provide a living/learning environment that is conducive to studying and achieving academic success.

Each chapter will show evidence that high academic achievement is valued by setting high standards in recruitment of new members, presenting programs that offer incentives to

academic achievers, and offering educational programs which are designed to assist members in developing individual academic skills. Every chapter should strive for a semester grade point average (GPA) greater than 3.0. Chapters achieving this high goal will be demonstrating their capability to establish and maintain an appropriate academic success program.

At a minimum, fraternities must meet or exceed the University all men's GPA and sororities must meet or exceed the all women's GPA. New members/pledges semester grade point averages must meet or exceed UW first-year grade point averages. Chapters falling below the respective (men's or women's) target GPA for one (1) semester will submit, at the beginning of the next semester, a report to Office of Student Life (OSL) detailing their plan to meet the required minimum GPA. Two (2) consecutive semesters failing to meet the required GPA will result in more direct intervention by OSL to monitor that the academic improvement plan is actually being implemented. Three (3) consecutive semesters failing to meet the required GPA will result in restrictions of social activities with alcohol and/or participation in intramurals to assist chapters to focus on their academic success plans and activities.

Chapter grade point averages will be posted each semester on the UW Greek Life website. The University will annually recognize the chapters that meet or exceed academic goals. In addition, the University will annually present an academic award recognizing the chapter with the best 2-semester GPA.

While each chapter is expected to design their own academic success plan using resources provided by their individual national organizations, it is suggested that such plans will have the following elements:

- A. Scholarship Program** - Each chapter should establish a scholarship program for its membership with special attention focusing on the academic success of the new members/associates/pledges. This scholarship program should include, at a minimum, all components of the national organization's scholarship program. If a national scholarship program does not exist, the chapter should develop their own scholarship program that will include, but not be limited to:
1. A study table requirement for all new members/pledges and for active members below a 2.5 GPA.
 2. Each chapter should dedicate at least three house quiet hours for chapter study time each evening before a day of classes (nominally Sunday through Thursday).
 3. Schedule or encourage attendance at one or more academic programs per semester sponsored by faculty or staff from the LeaRN Program, Ellbogen Center for Teaching and Learning (E-CTL), Center for Advising and Career

Services, or other academic resources on the University of Wyoming campus.

4. Form weekly study groups for students in the same classes, majors, or academic colleges.

Each chapter scholarship program should be filed annually with the Office of Student Life.

B. New Member Recruitment – Students recruited immediately following their high school graduation should have earned a high school GPA of 3.0 or above. Recruited transfer students (greater than 30 credits) should have a GPA that meets or exceeds their respective all men's or all women's GPA.

C. Executive Officers – Executive chapter officers, as well as officers on the IFC and Panhellenic Councils, should meet or exceed a cumulative 2.5 GPA at the time of their election. If an executive officer's cumulative GPA falls below 2.5 for two consecutive semesters, that officer will forfeit his/her position.

D. Faculty Advisor – Each chapter should recruit a full-time faculty member from the University of Wyoming, to be approved by OSL, who will serve as an advisor and resource for the chapter's scholarship program. The faculty advisor should be expected to meet with the chapter monthly, or as needs arise.

II. Leadership and Campus Involvement – Members of the UW Greek community have a long tradition of campus leadership and involvement. The continuation of this tradition is vital to the long-term success of UW fraternities and sororities. To that end, chapters are expected to:

A. Require each member to join at least one other campus organization outside the Greek community. Examples include becoming a member of a recognized student organization, writing for the Branding Iron, joining ASUW as a senator or executive member, or becoming involved in the campus academic honoraries, etc.

B. Sponsor a minimum of one program with a non-Greek recognized student organization or other community organization annually. This program could be either a social (a non-alcohol event with another RSO), athletic, educational, or service oriented. UW provides many opportunities for Greek members to assume leadership and campus involvement outside of the Greek Community. The Campus Activities Center will provide a list of student organizations.

III. Campus and Community Service – Each year, members of the UW Greek community donate thousands of hours of community service and raise thousands of dollars for local and national philanthropies. The continuation of this tradition is vital to the long-

term success of UW fraternities and sororities. UW's Center for Volunteer Service can be a resource for linkages to service projects. To that end, the membership of UW chapters are expected to:

- A. Conduct a community service project or fund-raiser every semester.** This project should be directed at efforts that better the Laramie and/or University community, or go towards the chapter's recognized national philanthropy.
- B. Conduct or participate in an all-Greek community service project that will raise money or provide services to a local or state organization to be determined by the IFC and Panhellenic Council.** This community service project should include all members and organizations involved with the UW Greek community, it should be highly visible to the campus community, and it should promote Greek community between chapters.
- C. The University news media outlets and IFC/Panhellenic Council representatives will meet annually to discuss procedures and protocols for effective public relations and publicity of Greek community service efforts.** The UW News Service Office and Branding Iron staff are the University media outlets which can provide technical assistance on public relations. The Greek community will continue to submit press releases following articulated agreements with the news service areas.

IV. Alumni and Inter/National Organization Involvement – We recognize the important role that our Greek alumni play in ensuring the viability of the UW Greek community. History at UW shows that there is a direct correlation between the vitality of a chapter and the level and quality of its alumni involvement. Active members of a chapter have a responsibility to foster positive relationships with alumni, and the Greek Life coordinator in the Office of Student Life should work to enhance communication with Greek alumni while encouraging their participation with the Greek community. Greek alumni have a responsibility to maintain an ongoing relationship and involvement with their chapter.

The University of Wyoming strongly supports the contributions that inter/national headquarters make to the Greek community and the University. We encourage each chapter to work closely with the representatives of their inter/national organizations to exemplify their ideals and values within the Greek and campus communities. The University is committed to a cooperative relationship with our inter/national organizations and requests that when officers visit campus, the chapter president arrange a meeting with the Greek Life coordinator in the Office of Student Life.

To help ensure top quality involvement from Greek alumni and members of inter/national organizations, it is strongly suggested that the following two models for an alumni advisors team and house corporation be incorporated into the chapter's advising and management structure. Each chapter at UW is expected to incorporate these two groups, with

concurrence of OSL, into their chapter oversight and management structure, unless an appropriate and working model prescribed by the inter/national organization already exists. It is essential to assure significant involvement of Greek alumni and members of inter/national organizations with the local chapter.

A. Alumni Advisors Team – Every chapter at UW is expected to have an alumni advisors team involved with the daily, weekly, and annual operations of the organization. This alumni advisors team should participate in chapter meetings, advise the chapter standards council, advise the chapter executive board, and be represented at all initiation rituals and practices. This advisory team should remain in consistent communication with their inter/national organizations, and their advisory model should reflect any best practices established by their headquarters. A member of the alumni chapter advisors team is expected to meet regularly with the UW Greek Life coordinator in the Office of Student Life to keep him/her up to date with the activities of the chapter. Organization of the alumni advisory team will be reported to the Office of Student Life at the beginning of each fall semester. Important areas where the advisory team should participate and a suggested advisors team include:

- 1. Recruitment Advisor**– this individual is responsible for advising the chapter recruitment chair. He/she participates in all chapter recruitment events, advises the students involved with overseeing recruitment, and ensures the chapter’s compliance with all IFC/Panhellenic Council recruitment rules.
- 2. Standards Advisor**– this individual is responsible for advising the chapter’s judicial/standards council. He/she participates in all chapter judicial/standard meetings, and advises the executive in charge of the council on chapter by-laws and national policies (including risk management, alcohol, hazing, drugs, etc.), along with other chapter policies and procedures.
- 3. Financial Advisor** – this individual is responsible for advising the chapter treasurer and assistant treasurer in the development of an annual budget, bill payment, and revenue collection. Further, this individual should serve as a resource for accounting best practices, University transcript and registration hold procedures for delinquent members, and other financial areas involving the chapter.
- 4. Scholarship Advisor** – this individual is responsible for advising the chapter scholarship chair in developing and overseeing a scholarship program for the chapter, including appropriate study hours for members. This individual will ideally be a faculty member at the University, or be knowledgeable about the various academic support services that exist at the University.

B. House Corporation – Every chapter with a housing facility must have an active house corporation, comprised of alumni, that will oversee all components of the facility and property, including annual maintenance, renovation projects, quality of living, risk management, house mentor/director management, food service, and overall chapter finances, and a long-term facility enhancement plan. The house corporation must renew its incorporation status on an annual basis with the State of Wyoming. The roster of House Corporation members will be reported to OSL at the beginning of each fall semester.

An example of an effective house corporation with responsibilities for facilities, housing, and land includes:

- 1. President** – this individual oversees all the officers of the house corporation. The President coordinates and schedules all activities of the corporation, including monthly meetings. He/she meets on a regular basis with the chapter president and meets with the Greek Life coordinator in the Office of Student Life.
- 2. Treasurer** – this individual reports to the officers of the house corporation and is responsible for overseeing the house corporation's finances. He/she will annually assist with setting room/board rates for the chapter. Information relevant to the establishment of room/board rates will be annually collected based on market data and local housing rates. He/she assists the chapter treasurer in the collection of monthly dues and rent from the chapter members. He/she will ensure financial responsibility by overseeing that all bills are paid on time and all receipts are deposited in a timely manner. He/she will assist the chapter treasurer in preparing a chapter budget each semester.
- 3. Risk Manager/Property Manager** – this individual reports to the officers of the house corporation and is responsible for overseeing all risk management issues within the house. He/she will advise the chapter risk manager on adhering to the UW Social Responsibility Guidelines and the inter/national organization's risk management policy during social events with alcohol. He/she will also oversee the chapter's fire alarm and suppression systems, ensuring their functionality. This individual will also participate in the annual fire and life safety inspection conducted by the Laramie Fire Department. He/she also serves as a resource to the chapter for on-going risk management programs including sexual assault prevention, harassment prevention, and drug abuse prevention, as well as promotion of physical, mental, and nutritional wellness, etc.
- 4. Chapter House Mentor/Director** – this individual reports directly to the officers of the house corporation and/or the Alumni Advisors Team and should attend all house corporation meetings. He/she shall reside in the

chapter facility, serve as an advisor to the chapter executive board, annually participate in the chapter fire inspection, and serve as a resource regarding recruitment, risk management issues, and other duties as assigned.

5. **Alumni Advisory Team Liaison** – A member from the Alumni Advisory Team should attend house corporation board meetings. This individual should serve as a liaison to the other alumni advisors and attend all house corporation meetings as an ex-officio member.
6. **Chapter President and Treasurer** – To improve communication between the house corporation and the Chapter, it is encouraged that the chapter president and treasurer attend all house corporation board meetings as ex-officio members.

V. House Mentor/Director Requirements – All chapters with housing facilities at the University of Wyoming must have an approved House Mentor/Director residing in the chapter facility during the academic year and during the summer, if the facility is occupied. If the House Mentor/Director position becomes vacant during the academic year, the chapter is expected to fill the position within 90 days of the position being vacated.

The Office of Student Life shall delineate the procedure to annually review qualifications of the chapter's House Mentor/Director. The necessary qualifications and expectations for a chapter House Mentor/Director are established in the House Mentor Manual, which is posted on the Greek Life website. The Dean of Students must annually approve the appointment of the House Mentor/Director by July 1. The House Mentor/Director will be expected to participate in regular meetings with the Greek Life coordinator in the Office of Student Life and to attend all appropriate trainings established through the Office of Student Life.

VI. Annual Recognition Process – All fraternities and sororities at the University of Wyoming that are recognized by the IFC or Panhellenic Councils must annually apply for University recognition as a fraternal organization. This annual recognition will be contingent upon the chapter completing all requirements established by the Office of Student Life. Continuing University recognition throughout the academic year is contingent upon the chapter maintaining good standing within OSL and IFC/Panhellenic Council, adherence to all established university standards, and demonstrating behavior that promotes their national fraternal values and the University's mission. The Office of Student life will establish and annually present awards for academic success, athletic success, and best overall chapter.

VII. Fiscal Responsibilities – It is expected that each chapter and house corporation will conduct its financial affairs in a responsible manner, including recognized best practices. Chapters should establish reserves for chapter house maintenance and improvement, maintain positive balances in all financial accounts, and meet all financial obligations to the

University, IFC or Panhellenic Council, and their inter/national organization by established due dates.

The Vice President for Administration, or designee, will provide annual training on budgeting and accounting best practices to Chapter Treasurers and will include budgeting practices for periodic capital facilities maintenance and the preplacement of furnishings, fixtures, and equipment. The Office of Student Life will research and determine if UW can support the collection of rent/dues from delinquent chapter members by developing a process to place a hold on their registration and/or transcript until their financial delinquency is corrected as well as defining due process procedures. Chapters and the University are expected to communicate regularly regarding on-going financial obligations.

Chapter financial viability for any organization looking to move into a University-owned residence on Fraternity Park will be determined through a process established through the Vice President for Administration. Further, annual lease rates that reflect rents paid by students in on-campus housing, local market rates, required damage deposits, and any other requirements for a fraternity or sorority interested in moving into a University-owned residence on Fraternity Park will be established by the Vice President for Administration. Any chapter interested in moving into a University-owned residence on Fraternity Park must establish a house corporation, in accordance with B in IV above, as an incorporated legal entity and demonstrate the ability to meet on-going financial obligations for no less than three years.

VIII. Fraternity Park – The University recognizes through the campus master plan the residential nature and history of the UW Fraternity Park area as an architectural feature unique to the University of Wyoming.

“The residential nature of the fraternity park is truly a treasure and, in conjunction with the residence halls, sets the tone for the nature of on-campus living—right on the core of campus” (Beth McCuskey, Director of Residence Life and Dining Services).

In order to preserve the historic character of Fraternity Park, first consideration for use of the houses as student residences should be given to Greek chapters. In the event that Greek occupancy is not financially feasible, then further consideration should be given for some other type of residential student community.

The use of houses on Fraternity Park for purposes other than a student residence is generally viewed as a poor fit inconsistent with the character and purpose of the Park. The primary designation of Fraternity Park is for student residential purposes. All requests to use former fraternity houses for alternative purposes should be directed to other such designated areas of campus.

Existing Greek chapters seeking housing on Fraternity Park should be given first opportunity to lease vacant properties before UW invites new chapters to colonize and apply for housing. Chapters wishing to lease property on Fraternity Park should exceed the requirements listed above in Fiscal Responsibilities.

IX. Physical Plant and Parking – It is expected that the owner of each facility, the University or the house corporation, will maintain its physical plant in accordance with acceptable community standards at the University of Wyoming. Examples of these standards include:

- A. The interior of the chapter facility promotes a productive living and learning environment. A fire inspection conducted by the Laramie Fire Department (LFD) will occur at least annually. LFD may assess fines for chapter houses with fire safety infractions and/or chapters will not be allowed to host social events until such infractions are corrected and approved by the Laramie Fire Department.
- B. The exterior of the chapter facility, including windows, doors, roofing, landscaping, paint and trash collection facilities, will be maintained to conform with appropriate health, safety and security standards.
- C. All dining and kitchen facilities will be in compliance with the health and safety codes of the City of Laramie. All chapters will be required to pass a health code inspection by the City of Laramie on an annual basis.
- D. All parking on chapter property will occur in a reasonably organized and safe fashion. Abandoned or damaged vehicles will be removed or towed at the owner's expense.
- E. All chapter facilities must include a private quality living space with bathroom facilities for the chapter House Mentor/Director.
- F. Only currently enrolled students may reside in a chapter facility. Students ineligible for university residence must vacate within 48 hours.

X. Respect for Human Worth and Dignity – The University of Wyoming expects members of the Greek community to interact with all segments of the campus and Laramie community in a manner that respects the diversity of our various student and community populations. Understanding issues related to gender, race, ethnicity, religion, socio-economic status, physical ability and sexual orientation are important to promote a safe and inclusive Greek community. We expect that our Greek chapters will operate in accordance with the University's values and principles for interacting with and recruiting individuals from diverse backgrounds.

XI. Institutional Self-Governance – The University of Wyoming recognizes the importance and the role for our Greek chapters to promote self-governance. Further, UW recognizes the authority of the Interfraternity and Panhellenic Councils to promulgate standards and expectations for their chapters and to establish a process to regulate and enforce these standards. Standards and expectations include:

- A. Compliance with all applicable university, local, state, and federal laws.
- B. All chapters must establish standards of behavior for individual members. An internal judicial council made up of chapter members will enforce these chapter standards.
- C. Chapter representation at all IFC and Panhellenic Council meetings.
- D. Significant chapter representation at all IFC and Panhellenic Council sanctioned activities, programs and events.
- E. Compliance with all IFC and Panhellenic Council rules and policies including recruitment and the Social Responsibility Guidelines.
- F. Compliance with all University policies and procedures including student behavior as outlined in the Student Code of Conduct and the University Hazing Policy.
- G. Chapters that host registered events with alcohol will consistently demonstrate compliance with the provisions in the Social Responsibility Guidelines.

XII. Member Development – One of the direct benefits of joining a fraternity or sorority at UW is the potential for personal growth in leadership, scholarship, service, brotherhood/sisterhood, and a variety of other important outcomes. As the chapters at UW focus and educate their members about these traditional fraternal values, their educational programming should include, but is not limited to:

- A. New Members** – During the pledge period, it is expected that the chapter new member education program will include training on risk management, alcohol policies (Social Responsibility Guidelines) and awareness (TIPS training), interfraternal relationship building and development, gender issues, date and acquaintance rape prevention, sexual harassment prevention, personal health issues, career development, image building, budgeting & facilities management, study skills, & time management. Hazing, as defined by University Information Curricular 1988-1, of new members is strictly prohibited.
- B. Current Members** – All chapters should offer annual educational programs for their members, which focus on alcohol awareness, chapter risk management and Social Responsibility Guidelines, sexual assault/sexual harassment prevention,

diversity, and interfraternal relationship building and development. The Office of Student Life will serve as a resource for the chapters in planning their annual educational programs.

XIII. Additional expectations for the University – The University of Wyoming recognizes its role in supporting the vitality of our Greek community. Because fraternities and sororities are inherently different from other campus recognized student organizations, the University is expected to provide stable and on-going annual support for our Greek community that is in accordance with accepted national best practices and standards. Additional resources to support the UW Greek community will be considered and appropriately prioritized through the strategic support services planning processes.

Based on national best practices and other institutional relationship statements in the nation, the Greek Life Working Group recommends:

- A. Greek Life coordinator in the Office of Student Life (OSL)** - The Greek community recognizes that more institutional leadership and dedicated resources are needed for an excellent and flourishing Greek system beyond those currently provided. Re-establishing a full-time entry-level Greek Coordinator position, under the oversight of the current Assistant Dean for Leadership Development and Greek Life in the Office of Student Life, would provide more dedicated resources to move UW more towards meeting the best practices and staffing patterns of UW's comparator institutions. In addition, retention of the two funded summer student internships (the summer interns are currently provided by OSL) are beneficial for ensuring adequate preparation for fall recruitment..
- B. Funding** – The Greek Life coordinator in the Office of Student Life should be provided an operating budget at a level that is consistent with national best practices and accepted standards. Support funding would go to support various annual Greek Life publications and marketing efforts, travel to various student Greek conferences (e.g., Western Regional Greek Conference, Undergraduate Interfraternity Institute, LeaderShape, etc.), and annual Greek Life programming efforts (e.g., IFC and Panhellenic Council Leadership training, campus lectures, etc.).
- C. Advising and Resources** – The Greek Life coordinator in the Office of Student Life should provide on-going advice and resources to the IFC and Panhellenic Councils and Order of Omega (the national Greek academic honorary). This office, in partnership with IFC and Panhellenic Council, will sponsor the Annual Greek Awards, Greek Week activities, Greek Alumni Summit, and a semi-annual Greek newsletter for students and alumni.
- D. Access to new students for recruitment** – The Office of Admissions should provide opportunities for IFC and Panhellenic Council to interact with and recruit new students throughout the annual recruitment cycle and during the

summer orientation program. A fraternity and sorority house should be included on the campus tour during the New Student Orientation Program, when feasible. Additionally, IFC and Panhellenic Council will host a Greek Life table at all on-campus visitation programs sponsored by the Office of Admissions during the academic year to share information with prospective students and parents. IFC and Panhellenic Council will work with the Office of Admissions and the Office of Student Life to develop annual Greek recruiting publications.

- E. IFC/Panhellenic Council Office Space** – The University is asked to consider providing an office for IFC and Panhellenic Council in proximity to the OSL Greek Life coordinator.
- F. Opportunities for Recognition** – The University of Wyoming, through OSL, is expected to promote the accomplishments of Greek chapters, individual members, and alumni through Trustee recognition, university media releases, feature articles, recruiting publications, etc. OSL will establish and annually recognize best chapter academic success, athletic success, and over all chapter performance.
- G. Move-outs and Dining Waivers** – The Department of Residence Life and Dining Services (RLDS) will continue to work in conjunction with the Office of Student Life in administering the move-out and dining waiver processes for first-year students from the residence halls and Washakie Dining room to the Greek chapters per the Fraternity/Sorority and University Residence Life Living Agreement. The Residence Life and Dining Services department will continue to provide meal plan contracts as options for chapters to consider.
- H. University of Wyoming Police Department (UWPD)** – The safety and security of the Fraternity Park area is under the jurisdiction of UWPD. UWPD will continue to promote student safety and an environment in Fraternity Park and on adjacent properties conducive to academic learning.
- I. Greek Alumni Fund Raising** – It is recognized that Greek alumni are major donors to the University of Wyoming. The UW Foundation, in conjunction with the Office of Student Life and other Greek organizations, is expected to develop programs and services for fund raising efforts that target UW Greek students and alumni for the enhancement of the Greek Excellence Fund, an endowment in the UW Foundation, or in partnership with the Student Affairs development plan and fundraising efforts. The UW Foundation will also provide resources and expertise on assisting chapter facility fund-raising projects and for the annual Greek Alumni Summit.
- J. Presidential Annual Meeting** – The President of the University will host an annual meeting with the leadership of UW Greek chapters, a designee from their respective house corporations and alumni advisory teams, the leadership from

IFC and Panhellenic Council, and appropriate members of the UW administration. This meeting will be held to enhance communication between all respective parties regarding shared issues and concerns.

XIV. Legal Relationship of University, Fraternities, and Sororities – The University of Wyoming assumes no duty or liability for the control and operation of fraternities and sororities under this Statement, or otherwise. These organizations assume the full responsibility for the actions, conduct, and behavior of their members, alumni, and guests while they visit the University and participate in chapter programs or activities.

XVI. Annual Review Process – To ensure all parties, including UW Greek chapters, their respective housing corporations and alumni advisors teams, inter/national organizations, and the University are in compliance with all standards and shared expectations as outlined in this Statement, an annual review process will developed by the Office of Student Life. This annual review process will occur in the spring semester and will incorporate one designee each from the Interfraternity and Panhellenic Councils, a member of a house corporation, and a member of an alumni advisory team. Additional reviews may be conducted on an as-needed basis at the request of a Greek chapter, IFC, Panhellenic Council, the Office of Student Life, or the Office of the Vice President for Student Affairs. Outcomes of these reviews will be posted on the Greek Life website.

Greek chapters, their respective house corporations and alumni advisory teams, and inter/national organizations that consistently violate these standards and shared expectations risk losing their status as recognized fraternal organizations at the University of Wyoming. Standards and shared expectations that are not met by the University will be discussed and corrected at the annual meeting hosted by the President.

Signed and approved on _____.

President, University of Wyoming

President, Interfraternity Council

President, Panhellenic Council

AGENDA ITEM TITLE: **2005 Supplemental Budget Request and Capital Construction**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Approval by the University Board of Trustees is required to submit state budget requests to the Governor for 2005-2006 Supplemental Budget requests. The following priorities for the UW Section I Operating Budget and capital construction projects are discussed below.

UW OPERATING BUDGET: \$3,346,548 state General Funds. Although the Section I Operating Budget request submitted to the Governor is a biennial process and funds are appropriated during the “Budget Session” of the Legislature, a procedure exists to request “supplemental” funding for the current biennium during the “General Session” of the Legislature. The operating budget supplemental requests that follow are to replace, on a permanent basis, funding that was eliminated for WWAMI medical education (\$1,071,773); additional one-time funding to support the operation of the Family Practice Residency programs (\$1,904,775) and preparing WWAMI to accept up to sixteen students (\$95,000); and one-time funding to improve coverage for Wyoming Public Radio (\$275,000).

Priority #1: Replace student contract repayments funding for WWAMI; \$1,071,773 state General Fund. During the 2004 Budget Session, an act relating to professional health services (Original Senate File 57, Senate Enrolled Act 33, Chapter 105) redirected the disposition of medical contract repayments from WWAMI contract payments all of which were dedicated to funding some of the costs for the WWAMI program. This act directed the University to submit a 2005 Supplemental budget “...to replace medical student contract repayments...” for fiscal year 2006 that will be transferred to the “medical school student fund”. The Board of Trustees approved the use of \$1,071,773 in the FY 2005 budget for the WWAMI program. The proposed budget for FY 2006 continues this allocation. Since this funding source will not be available beginning July 1, 2005 (FY 2006), it is necessary to request state General Fund funds to permanently replace these funds.

Priority #2: One-time funding for the Family Practice Residency Centers and the Medical Education Program; \$1,999,775 state General Fund. One-time funds are requested to replace aging equipment and facilities at the Family Practice Residency Centers in Cheyenne and Casper, as well as equipment and facility renovation costs in preparation for increasing the number of medical education program (WWAMI) students in the classroom from the current ten students to up to sixteen students. The President recommends a supplemental budget of \$1,999,775 from the state General Fund. HB 1008, enacted during the 2004 Special Session,

requires UW to report to the Joint Appropriations Committee (JAC) by 12/1/04 regarding medical education.

<u>CHEYENNE FAMILY PRACTICE RESIDENCY CENTER</u>	
Educational/Instructional Materials	\$ 56,275
Facility Upgrades	645,000
Equipment/Furnishings	<u>487,500</u>
Cheyenne FPC Total	\$1,188,775

<u>CASPER FAMILY PRACTICE RESIDENCY CENTER</u>	
Facility Upgrades	\$710,000
Equipment/Furnishings	<u>6,000</u>
Casper FPC Total	\$ 716,000

<u>WWAMI Costs (for up to 16 students)</u>	
Educational/Instructional Materials	\$ 55,000
Facility Upgrades	24,000
Equipment/Furnishings	<u>16,000</u>
Medical Education Program (WWAMI) Total	\$ 95,000

Priority #3: One-time funding to improve, expand, and modernize Wyoming Public Radio (WPR); \$275,000 state General Fund.

The first request is \$65,000 for four (4) projects to improve coverage that can be accomplished now without FCC approval. The areas are Worland, Torrington, Riverton, and Alta-Driggs. There are no other situations that can be addressed without FCC approval.

The amount requested is to support expansion/upgrade projects around the state that are the only types of applications the Federal Communications Commission has accepted for review for the past six years. All major applications in the non-commercial radio band have been frozen for about six years. However, we are able to work around the freeze in certain circumstances where a low power translator might be slightly relocated for better signal coverage, or increased slightly in power to improve the reach of the signal. In one case, we were able to apply for a new service in Worland on the commercial band.

The second request is \$50,000 for new stations, including changing translators into transmitters, that must be established to provide the full coverage desired in the state. These can only be established when the FCC opens an application window of one week. It's not clear when that window will be opened, but UW needs to be in a position to cover engineering and application expenses when it does. Given the time the FCC takes to process applications, UW would be in a position to go through the budget process to discuss funding for actual construction costs related to the approved applications. This appropriation will be expended only if the FCC application window opens, so WPR can make the application in a complete and timely fashion.

The third request is up to \$160,000 state General Funds to match up to \$890,000 in federal funds that may be granted to WPR from the Corporation for Public Broadcasting (CPB) to convert the all fourteen existing WPR stations to digital broadcasting (total estimated cost: \$1,050,000). The amount of this grant will not be known before the end of September, 2004. However, it is anticipated that between \$200,000 and \$534,000 in federal funds will be awarded, which will require a state general fund match of \$36,000 to \$96,000 from the 2005 Legislature.

Depending on the amount of the federal funds award, it may be necessary to wait until subsequent legislative sessions to request the state General Fund matches. If so, it is anticipated that we would be request the additional funds over the next two legislative sessions to convert remaining stations to digital broadcasting. Half of the amount that is not funded during this legislative session (2005) would be requested during the next legislative session (2006), and the balance would be requested during the 2007 legislative session.

Radio nationally (including broadcasting giant Clear Channel) is being converted to digital broadcasting, which is the expectation for public radio as well. Since donations from the public fund and other non-state revenues fund nearly 80% of the operations of WPR, state funding is being requested because it is difficult to raise private funds for major capital expenditures.

CAPITAL CONSTRUCTION PROJECTS: \$77,074,250 (\$61,074,250 state General Funds plus \$16,000,000 UW bonds): The capital construction budget request is an annual process for the Governor and the State Legislature, unlike the operating budget request, which is generally a biennial process. The capital construction budget request includes funding for the Classroom Building remodeling project and other campus-wide projects to improve classroom facilities (\$14 million state General Fund); residential fire suppression systems (\$2,074,250 state General Fund); UW bonding authority to replace the Anthropology Building with an Archaeological and Anthropological Resources Facility (A²RF) (\$16 million); and a commitment from the State to fund the construction of the Information, Library and Learning Center (IL²C) (\$45 million state General Funds).

Priority #1: Classroom Building remodeling and other campus-wide classroom improvements; approximately \$14 million state General Fund. (Details will be provided at the Trustees' meeting.)

Priority #2: Residential Fire Suppression (sprinkler) Systems; \$2,074,250 state General Fund. The residence halls, which were built in the 1960's, and the Spanish Walk Apartments (five separate buildings) do not have fire suppression systems. This request is in response to a coordinated effort among the community colleges, the State Fire Marshal, and the University of Wyoming. The following estimates are based upon the present renovations of MacIntrye Hall and the costs to construct the fire suppression systems and concealing chases.

Cost estimates, including design, construction contingency, administrative expenses, and inflation mid-year 2006, are shown below:

<u>Building</u>	<u>#-Stories</u>	<u>Square Ft.</u>	<u>Cost Est.</u>
White Hall	12	132,054	\$ 581,000
Downey Hall	8	84,741	372,900
Crane Hall	6	88,421	389,000
Hill Hall	6	88,421	389,000
Spanish Walk Apartments	3	75,240	<u>342,350</u>
Total			\$ 2,074,250

Priority #3: Information, Library and Learning Center (IL²C) Project; \$16 million UW bonds plus \$45 million state General Fund.

Phase I: Construct an Archeological and Anthropological Resources Facility (A²RF), which will replace the Anthropology Building. Using pledged Federal Mineral Royalty (FMR) funds, UW bonding authority for \$16 million is requested. Approval of the bonding authority for Phase I is essential before continuing with the construction of the IL²C facility itself. If approved, this will obligate the maximum bonding capacity of the University through FY 2006, after funding all other authorized FMR projects, such as Level II planning for future projects, razing old facilities, and renovating space vacated through new construction.

Phase II: Construct the Information, Library and Learning Center (IL²C). \$45 million from the state General Fund will be requested to secure a state funding commitment for the construction of the IL²C facility. It is important to understand that the A²RF is not a stand alone project and that its construction is the cornerstone to completing the IL²C.

Funding for these structures will be a joint University-State commitment to enhance the learning, library, information technology, and archeological/anthropological resources and infrastructure of the University. (The numbers above are tentative. Additional details and updated funding requests will be provided during the Trustees' meeting.)

Prior Related Board Discussions/Actions:

September 2002: Trustees approved the Capital Facilities Plan

May 2004: Trustees approved the Section I operating budget for fiscal year 2005.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board's approval is needed to submit a supplemental and capital construction budget request to the Governor.

ARGUMENTS IN SUPPORT:

- The State Legislature removed funding support for WWAMI and required the submission of a 2005 Supplemental Budget request to replace those funds. One-time funding to support the Family Practice Centers is necessary to maintain the operating capabilities of those programs, and to improve WPR coverage. The capital construction requests are part of the Capital Facilities Plan.

ARGUMENTS AGAINST:

- None.

ACTION REQUIRED AT THIS BOARD MEETING:

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

PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize the submission of a 2005-2006 Supplemental Budget totaling \$80,420,798. The request for the Section I Operating Budget totals \$3,346,548 from the state General Fund. The capital construction budget request totals \$77,074,250 of which \$61,074,250 is funded by the state General Fund and \$16 million is from UW bonds.

Mr. Harris explained the supplemental budget request and the capital construction request to the Board. One item that was brought up was the request for the replacement of student contract repayments for WWAMI or a total of \$1,071,773. The next element of this request is funding for medical education and family practice residency centers that is now \$1.1 million short on the contract portion.

AGENDA ITEM TITLE: **Approval of Bylaw Modification of Investment Committee to the Audit and Fiscal Integrity Committee**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify: COMMITTEE OF THE WHOLE (Regular Business)

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Investment Committee fulfilled its responsibilities with respect to investment management oversight of the Board of Trustees prior to the transfer of management responsibility to the University of Wyoming Foundation. The Board now has a need to address fiscal responsibility issues raised by the Sarbanes-Oxley Act of 2002 (the SOX Act).

The proposed Bylaw and the existing Bylaw (Section 7-2) are attached for review.

Prior Related Board Discussions/Actions:

March 2004: Audit Committee Responsibilities Work Session: Vice President Hardin introduced the SOX Act (SOX Act) and led a discussion about the National Association of College and University Business Officers (NACUBO's) November 2003 Advisory Report that addressed recommendations with respect to issues raised by the SOX Act. The item was deferred for discussion until the May Board meeting.

May 2004: Audit Committee Responsibilities Business Meeting, Committee of the Whole: Vice President Hardin requested approval from the Board at the meeting to modify the Investment Committee to become the Audit and Fiscal Integrity Committee of the Board. The President supported this metamorphosis to assist the Board in fulfilling their fiscal responsibilities and to support the institution by working within the guidelines of best practices, highly influenced by the SOX Act. The Board gave approval to draft a revision of Section 7-2 of the Trustee Bylaws in order to affect this change in focus.

WHY THIS ITEM IS BEFORE THE BOARD:

Article VIII. AMENDMENT OF BYLAWS

Trustee Bylaws may be changed or amended and additional Bylaws may be adopted at any regular meeting of the Trustees by a vote of two-thirds of all the members, provided that notice of the intention to change, amend, or add to the Bylaws, in whole or part, shall have been given at a preceding meeting of the Trustees. Such notice shall be in writing and shall include the exact wording of the legislation proposed. The Bylaws, in whole or part, may be suspended at any Board meeting only by affirmative vote of two-thirds of all the members of the Trustees.

ARGUMENTS IN SUPPORT:

The Bylaw revision is required in order to appoint the Audit and Fiscal Integrity Committee.

ARGUMENTS AGAINST:

There are no arguments against approving the Bylaw revision.

ACTION REQUIRED AT THIS BOARD MEETING:

Administration is requesting approval of the revisions to Section 7-2 of the Trustee Bylaws.

PRESIDENT'S RECOMMENDATION:

The President supports the Board's approval of these revisions in order to begin implementing best practices for college and university boards as outlined by NACUBO in their recommendations for addressing issues raised by the Sarbanes-Oxley Act of 2002 as it relates to institutions of higher education.

No action was taken by the Board. The item will be placed on the agenda at the November Board meeting.

DRAFT

Section 7-2. AUDIT AND FISCAL INTEGRITY COMMITTEE

The Audit and Fiscal Integrity Committee is responsible for assuring that the University's organizational culture, capabilities, systems and processes are appropriate to protect the financial health and the reputation of the University in all audit-related areas enumerated below. Specifically the Audit and Fiscal Integrity Committee will review the financial reporting processes, the system of internal controls, the audit process, and the process for monitoring and ensuring compliance with financial laws and regulations. It will monitor the University's internal and external auditor's findings.

The Audit and Fiscal Integrity Committee shall consist of not less than three members of the Trustees, preferably those with financial or business expertise. Appointments shall be made by the President of the Board of Trustees at the annual meeting of the Trustees for terms of three years. Appointments to fill a vacancy for the unexpired term may be made by the President of the Board at any time and announced at the next regular Board meeting following the appointment. In the initial appointments, at least one member shall be appointed to terms of one, two and three years respectively. The Committee shall:

I. Investments

Review the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. With Board approval, the Committee may employ the services of an agent, such as the University of Wyoming Foundation, an investment adviser, and/or manager(s), and may give due consideration to such advice.
- c. The Committee, or the Board-approved agent, shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- d. Each year the Committee shall review the agent's investment policy, asset allocation strategy and other endowment management philosophies, such as earnings distribution policies. The Committee shall receive and review an annual report on portfolio performance and other relevant endowment management metrics.

II. Financial Reporting Process

- a. Ensure that the external auditors communicate all matters required by their professional standards to the Committee and review significant accounting and reporting issues, including recent professional and regulatory pronouncements in order to understand their impact on the University's financial statements.
- b. Review the annual financial statements, including management's discussion and analysis, and determine if they are complete and consistent with information known to committee members.
- c. Be satisfied that all regulatory compliance matters have been considered in the preparation of the financial statements.
- d. Review significant financial risks and exposures and the plans to minimize such risks.
- e. Review, with the University's legal counsel, any legal matters that could have a significant impact on the financial statements.

III. System of Internal Control

- a. Ensure that management is setting the appropriate tone in communicating the importance of internal control and ensure that individuals have an understanding of their roles and responsibilities.
- b. Receive and review reports from internal and external auditors regarding the quality of institutional internal control systems and determine whether management has implemented internal control recommendations made by internal and external auditors.
- c. Ensure that internal and external auditors keep the Committee informed about fraud, illegal acts, deficiencies in internal control and ensure that an appropriate process exists for the receipt, retention and treatment of complaints, including anonymous complaints, regarding accounting, internal controls and auditing matters.
- d. Evaluate the extent to which internal and external auditors review computer systems and applications, the security of such systems and applications, and the contingency plan for processing financial information in the event of a systems breakdown.

IV. Audit Process – External

- a. Following appropriate consultation with management, recommend to the Board the selection and retention of the external audit firm. Approve external auditor's fees.
- b. Review and approve the external auditor's proposed scope and approach.
- c. Review and confirm the external auditor's assertion of their independence in accordance with professional standards.
- d. Review the performance of the external auditors and recommend the appointment or discharge of the external auditors.
- e. Meet with the external auditors, the Internal Auditor, and management in separate executive sessions to discuss any matters that the Committee or these entities believe should be discussed privately. Mediate any disagreements between management and external auditors regarding financial reporting.
- f. Review with management and the external auditors the results of the annual external audit, including any difficulties encountered, restrictions placed on the scope of the external auditor's activities, access to requested information and any significant disagreements with management.
- g. Review and approve any engagement of the external auditors for non-audit related consulting activities.

V. Audit Process – Internal

- a. Review and ensure that the University has the appropriate structure, staffing, and capability to effectively carry out the internal audit responsibilities.
- b. Review and concur in the appointment, compensation, replacement, reassignment, or dismissal of the Internal Auditor.
- c. Review and confirm the priorities and key action plans of the audit function. Receive and review internal audit reports from the Internal Auditor regarding results of the internal audit program.

- d. Ensure there is regular, independent communication between the Committee and the Internal Auditor and ensure there are no unjustified restrictions or limitations on internal audit programs.

VI. Compliance with Laws & Regulations

- a. Review the findings of any significant examinations by financial regulatory agencies and review management's corrective action plans. Ensure that action plans are implemented to the satisfaction of the regulatory agencies.

VII. Other Responsibilities

- a. Ensure that significant findings and recommendations made by the internal and external auditors are received, discussed and acted upon in an appropriate and timely manner.
- b. Regularly update the Board of Trustees about Committee activities, any key internal or external audit issues and make appropriate recommendations for Board action.
- c. Review and update this By-Law and receive approval of changes from the Board of Trustees.

ORIGINAL

Article VII. Committees of the Trustees

Section 7-2. INVESTMENT COMMITTEE

The Investment Committee shall consist of not less than three members of the Trustees experienced in business and financial affairs one of whom shall be appointed each year by the President of the Board of Trustees for a term of three years at the annual meeting of the Trustees. Initially, three members shall be appointed to terms of one, two and three years respectively. The Committee shall oversee the management of invested University funds, including University endowment funds and University operating funds, subject to the following conditions:

- a. The President of the University shall be the administrative officer of the invested University funds, and may assign to a designee such duties as may be described in a written delegation of authority.
- b. The day-to-day operations of said administrative officer, shall be submitted to the Committee for consideration, and further, from time to time, the overall management of invested University funds may be ratified by the Trustees at their regular meeting upon submission by the Committee.
- c. The Committee may employ the services of an investment adviser, and/or manager(s), and may give due consideration to such advice.
- d. The Committee shall place the securities of said Funds in custody of a custodian bank or other fully insured custodial institution, which shall have the right and privilege of holding the securities in a street name or in a name of such nominee as it may choose.
- e. Each year the President of the University shall submit recommendations for allocations to programs from income produced from the management of endowment funds to the Committee for approval and submission to the Trustees for adoption.

Section 7-3. COMMITTEE CHAIRMEN

At the annual meeting, the President of the Trustees shall appoint a chairman for the committee described in Section 7-2. Such chairman shall hold office for one year or until his successor is appointed and qualified. No member of the Trustees shall be eligible for reappointment as chairman of the committee immediately after having served two successive annual terms in that office.

AGENDA ITEM TITLE: **Wyoming Technology Business Center (WTBC) – Construction Manager at Risk**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

During the 2003 Wyoming Legislative session, \$5.3 million in the form of state revenue bonds were approved for construction of the Wyoming Technology Business Center, with the requirement that the University would raise \$3.18 million from non-state sources, this process is nearing completion. A gift of \$1.6 million was pledged by the McMurry Foundation of Casper Wyoming; a \$994,100 Congressional award by the U.S. Department of Housing and Urban Development was secured with important help by the Wyoming Congressional Delegation; and the University was invited by the Economic Development Administration (EDA) to apply for a \$1.6 million construction grant after successfully competing in their preproposal process. This proposal was submitted to the Denver Regional Office. In order to move the construction of the WTBC forward in the most expedited manner possible, the proposal contained language suitable to the EDA that would allow for a Construction Manager at Risk process if the University elected to pursue that option.

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

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

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

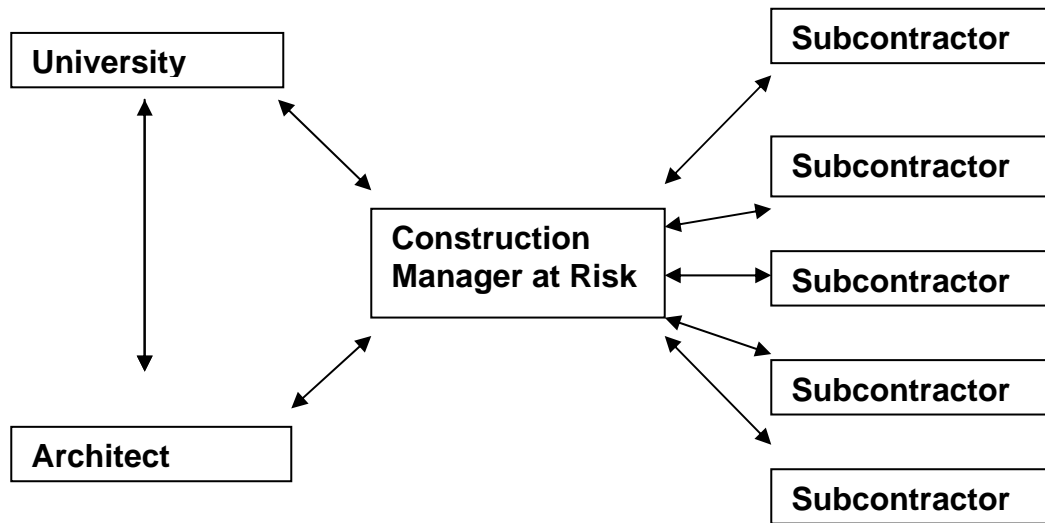
Finally, the CMAR, together with the University and architect, is an important and trusted team member whose attitude, interaction and cooperation protect the University's interests.

Advantages of Using a CMAR

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

Checklist for Selecting Construction Manager

- Look at both recent and past jobs.
- Talk to past customers.
- Check credit history and financial stability.
- Check payment reputation.
- Check litigation history.
- Meet with the owners and the key employee who will be managing your job.
- Look at job control techniques.
- Check current workload. Can they really handle your job?
- Can you communicate openly with this contractor?



The CMAR would be acquired through a qualification based selection process similar to the one utilized by the University for selection of architectural/engineering services. The CMAR could competitively bid all the subcontract work within the guidelines of Wyoming and the University that cannot be accomplished by its own forces. In the interest of efficient use of resources the University could begin the construction process as soon as practical and reasonably shorten the total design and construction time while providing a quality project. The recent rapid changes in costs of construction materials make the timing of projects critical to the budgets.

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

Prior Related Board Discussions/Actions:

- January 1999. Approval to investigate university research park options
- September 2000. Committee of the Whole, Wyoming Technology Business Center - Articles of Incorporation,
- July 2001. Discussion on 2003-2004 Biennium Budget, State Budget Request Guidelines State General Fund, Wyoming Business Technology Center
- September 2001. Update on WTBC. The site for the Technology Business Center will be adjacent to the RMMC.
- January 2002. Wyoming Business Technology Center. Completed Level II planning. Governor's recommendation: \$8.4 M
- March 2002. University of Wyoming Budget Request
- July 2002. WTBC update
- September 2002. 2003 Legislative Budget Request Approval
- March 2003. Work Session, update on incubator

- March 2004. Education, Wyoming Technology Business Center Update
- May 2004.

WHY THIS ITEM IS BEFORE THE BOARD:

To initiate discussion regarding approaches for the upcoming construction of the Wyoming Technology Business Center and to be authorized to use CMAR approaches.

ARGUMENTS IN SUPPORT:

Construction Manager At Risk process allows streamlining of the construction process resulting in a shortened construction duration and it may be aid in attracting contractors to the project.

ARGUMENTS AGAINST:

CMAR is a process that moves away from the customary design, bid, build process. The responsibility for final design and managing cost and function is placed on the selected construction manager.

ACTION REQUIRED AT THIS BOARD MEETING:

No action is required at this Board meeting but subsequent approval of the EDA grant and funds derived from the state revenue bonds will trigger a need for the Board to approve the construction approach for this project.

PRESIDENT'S RECOMMENDATION:

The President recommends the administration be authorized to use CMAR approaches in the construction of the Wyoming Technology Business Center.

President Dubois talked about the proposal to utilize a CMAR for the WTBC. Vice President Gern, Research, added that the proposal was included in the original grant proposal as an option. After additional discussion, the item was placed on the Consent Agenda.

Background Narrative:

Evaluation of Construction Manager at Risk (CMAR) construction delivery system for the
Washakie Dining Center

By: Keith Seebart

December 3, 2003

The Addition and Modifications to the Washakie Center project utilized a Construction Manager At Risk (CMAR) delivery system to oversee the construction portion of the project. The CMAR delivery system differs from a Construction Manager delivery system in that the CMAR bonds and warrants the project. The CMAR is normally selected early in the design phase to assist the design team with pricing, value engineering, and identifying latest market trends affecting the selection of building components. As the design develops, the Construction Manager provides the Owner with a Guaranteed Maximum Price (GMP) for the construction of the project. The GMP may be provided in the early stages of design, possibly when the construction documents are only 30% complete, depending on the type of project and the Construction Manager's comfort level in understanding the project's scope of work. If the design project is complicated, the GMP may not be provided until the construction documents are completed. The CMAR is usually paid on an hourly basis until he provides a GMP. After the Guaranteed Maximum Price is submitted, the CMAR is paid a fee, usually a percentage of the GMP, to manage the actual construction of the facility.

The following are advantages of using a Construction Manager At Risk delivery system.

- The Owner can prequalify contractors to serve as the Construction Manager At Risk. This allows the Owner to consider the reputation of a Construction Manager relating to quality, fairness, experience, and performance in the selection process.
- The Construction Manager At Risk and Owner can restrict the number of subcontractors providing quotes for the project. Since the CMAR is not bound to the lowest quoting subcontractor in order to prepare a competitive bid, the CMAR and Owner can select reputable subcontractors for quotes.
- The Construction Manager at Risk's input during the design may help avoid delays and/or reduce construction costs. The CMAR's awareness of economical influences on building materials and systems may affect the building components selected for the project. For example, using a concrete structural system may be more economical and faster if strikes are affecting the production and delivery of steel. Based on past experiences, the CMAR may recommend systems with expertise readily available locally.
- The accuracy of estimates is improved because the Construction Manager at Risk solicits pricing from actual installers and their experiences.

- Value engineering is done as the project is designed allowing the Owner to make choices early on and adjust the design to accommodate those choices.
- Time to complete the project can be reduced since the Construction Manager at Risk can begin pricing prior to the completion of the documents. The time normally spent for bidding and awarding the contract is shortened since the contract with the CMAR is already in place. An amendment to the contract is issued when the guaranteed maximum price is provided and accepted. If the guaranteed maximum price is provided early on in the design process, the Contractor could begin work prior to the completion of the Construction Documents.
- If the CMAR completes the project for less than the guaranteed maximum price, the Owner receives the difference.

The decision to use the CMAR delivery system for the Washakie Project was not made until the plans were approximately 70% complete. Therefore many of the advantages of the CMAR delivery system were not realized. These included input early in the design concerning value engineering, cost estimates, and systems selections. The length of construction time for the project, another potential advantage using a CMAR, was not significantly shortened since the construction documents were nearly completed when the contract with the CMAR was executed.

The first Guaranteed Maximum Price provided by the Construction Manager At Risk for the Washakie Center exceeded the construction budget in excess of 10%. If the CMAR had provided value-engineering services early in the design phase of the project, the GMP may have been closer to the budgeted amount for construction. Instead, the Construction Manager At Risk and Design Team value engineered the project after the construction documents had been completed and a GMP had been provided. At the completion of the value engineering process, several items were identified that could be modified or eliminated to reduce costs. Some of these items reduced the scope of the project such as reducing the size of the front entrance. Others modified systems or components.

To save time, the impacts that some of the changes had on other building components were not thoroughly investigated by the Design Team or CMAR. The estimated costs for these impacts were factored into the projected savings. However, during construction it became apparent that the project savings in some instances were under estimated. For instance, a fire-rated duct system was replaced with a non-rated system within a surrounding fire-rated assembly. Eliminating the fire-rated duct system saved \$160,000.00. The cost of an assembly fabricated from gypsum board around the non-rated duct system was estimated at \$20,000.00. When the routing of the ductwork was finalized, it became apparent that a gypsum board assembly could not be used due to the complexity of the duct runs and clearance restrictions. A fire rated assembly consisting of a rated "blanket" was eventually used at a cost of \$80,000.00.

The benefit of using a CMAR for the Washakie Project was realized in the Construction Team that was assembled. The cooperation and professionalism the subcontractors and CMAR brought to the project was instrumental in completing the project in time to be in operation for

the fall semester. The project was approached as a team effort with members of the different trades remaining sensitive to the impact they might have on other trades. Without the use of the CMAR, the construction team assembled would be based on the lowest quotes General Contractors could find. The cooperation and professionalism is often sacrificed in that type of atmosphere. Subcontractors not concerned with the whole of the project and focused on minimizing their efforts often become involved in design-bid-build projects since they have provided the lowest quote.

In evaluating a CMAR delivery method for future projects at the University of Wyoming, the following are items to consider:

- The CMAR delivery system may not be the most economical for all projects. For the Washakie center, 75% of the GMP consisted of the lowest quotes received for various portions of the work. Once these quotes were accepted they remained unchanged except by Change Order. The other 25% of the GMP was based on estimates prepared by the CMAR for work done by his own forces. The estimates by the CMAR for work done by his crews were probably slightly higher than quoted rates to ensure that he did not lose money. If the work is done at a lesser cost, the difference is returned to the Owner. If, by chance, the work costs more, the CMAR covers that amount. In a bid situation, all work is at a quoted price which presumably includes a profit for the contractor but does not return money to the Owner if the Contractor constructs the facility for less than he anticipated.
- The initial construction cost in a bid delivery system is usually lower than in a CMAR delivery system. However, the final costs of the construction may be similar, if the CMAR accomplishes his work for less than he anticipated and refunds the difference to the Owner. Unfortunately, the Owner cannot plan for the use of this refund until the completion of the project. The amount refunded by the CMAR for the Washakie Project was approximately \$290,000.00.
- The quality with a CMAR project may be better than a project that is bid. The CMAR has a say in the construction team he creates. He also has the ability to provide a price that accurately reflects the cost of the work instead of an “optimistic” cost created in a competitive bidding atmosphere.
- A CMAR delivery system can help complete a facility by a certain date. The ability to select the CMAR, as well as influence the selection of subcontractor, is a major factor in establishing a construction team that can complete the work when desired.
- The ability to establish a GMP early in the design phase works well for building projects that don’t involve complex systems and design. The accuracy of the GMP depends on how well the scope of the work for the project is defined. With a simple building design the scope of work can be established early in the design phase and a GMP presented at that time. Since many of the buildings on the University of Wyoming campus are

typically unique, an accurate GMP cannot be obtained until the construction documents are nearly completed.

- The GMP will be modified by change orders for Owner requests, unforeseen site conditions, or discrepancies in the Construction Documents. The Guaranteed Price only applies to the work the CMAR is managing as defined by the Construction Documents. Contingencies are still needed for construction projects for the same reasons that are required in a design-bid-build project.

AGENDA ITEM TITLE: **Wyoming Technology Business Center (WTBC) – Covenant of Purpose and Use**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The University was invited by the Economic Development Administration (EDA) to apply for \$1.6 million grant after successfully competing in their preproposal process. This proposal was submitted to the Denver Regional Office. In order to satisfy a specific component of the proposal the University and the EDA needed to reach agreement regarding future building usage.

Covenant of Purpose Use and Ownership - A condition of approval of the EDA grant is a commitment by the University that the facility constructed with grant funds is used for the purpose described in the grant application. Under the terms of that commitment, the University agrees to repay the grant funds if the facility is used for another purpose. EDA prefers to file a lien on the property to secure the commitment. Under the Wyoming Constitution, such a lien may be construed as creating a debt which the University is prohibited from doing except under specified circumstances, e.g. issuance of revenue bonds. Other states have similar constraints and in those states, EDA has accepted execution of a Covenant of Purpose Use and Ownership. Instead of a lien, the University simply promises that as a condition of receipt of the grant, UW will notify the EDA if the property is sold or the use is changed, and that UW agrees to repay the grant. This approach was used at a higher education institution in Utah. The Trustees are requested to adopt a motion authorizing the administration to execute such a covenant as necessary to secure the grant, when the University is notified of final approval by EDA.

Prior Related Board Discussions/Actions:

- January 1999. Approval to investigate university research park options
- September 2000. Committee of the Whole, Wyoming Technology Business Center - Articles of Incorporation,
- July 2001. Discussion on 2003-2004 Biennium Budget, State Budget Request Guidelines State General Fund, Wyoming Business Technology Center
- September 2001. Update on WTBC. The site for the Technology Business Center will be adjacent to the RMMC.
- January 2002. Wyoming Business Technology Center. Completed Level II planning. Governor's recommendation: \$8.4 M
- March 2002. University of Wyoming Budget Request

- July 2002. WTBC update
- September 2002. 2003 Legislative Budget Request Approval
- March 2003. Work Session, update on incubator
- March 2004. Education, Wyoming Technology Business Center Update
- May 2004.

WHY THIS ITEM IS BEFORE THE BOARD:

To meet all components of the grant application so that it will be accepted by the EDA and funded.

ARGUMENTS IN SUPPORT:

This is necessary to receive \$1.6 million in funding allowing for the construction phase to move forward.

ARGUMENTS AGAINST:

Potentially, if the University elects to use the building for other purposes at some future date it will have to repay \$1.6 million dollars to the EDA.

ACTION REQUIRED AT THIS BOARD MEETING:

Approval of the Covenant of Purpose Use and Ownership.

PRESIDENT'S RECOMMENDATION:

The President recommends approval of the Covenant of Purpose Use and Ownership request.

Mr. Miller informed the Board that the EPA would like to have UW provide them with a lien on the property. The item was added to the Consent Agenda.

AGENDA ITEM TITLE: **UniReg 43 Revision**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

University Regulation #43 pertains to academic program elimination. Subsequent to the elimination of the Medical Technology Program during implementation of the first Academic Plan, a commitment was made to review and revise UniReg #43. Discussions surrounding the elimination of the Medical Technology Program had made it clear that some degree of revision was needed. The charge to revise UniReg #43 was given to the Faculty Senate by Vice President Buchanan and assigned to the Academic Planning Committee. After several years and innumerable iterations, a proposed UniReg was approved by the Faculty Senate and forwarded to the President for signature. Upon advice of legal counsel, modifications were requested by the President. All have been incorporated into the proposed UniReg. All but one carry the support of the Faculty Senate.

Prior Related Board Discussions/Actions:

The preparation and timing of a revised UniReg #43 has been discussed at several board meetings during the past year. There has not yet been a substantive discussion by the Board.

WHY THIS ITEM IS BEFORE THE BOARD:

Approval of a revised UniReg #43 is one of the few remaining tasks from Academic Plan I. The current UniReg is outdated and ineffective.

ARGUMENTS IN SUPPORT:

The revised UniReg was developed after extensive faculty deliberation and after numerous discussions between the Faculty Senate and the central administration. It is a significant improvement over the existing UniReg and, with the exception of one area, carries the support of both faculty and administration.

ARGUMENTS AGAINST:

Section VII, subsection B, item #2, and subsection C, item #2, remains unresolved. This section pertains to the rights of faculty and extended-term academic professionals after academic program elimination. In particular, the central administration supports the employment and salary policy described in the UniReg. The Faculty Senate favors different language that would

allow for broader interpretation of compensation and employment options at the time of termination due to program elimination. Professor Michael Harkin, Chair of the Faculty Senate, will be present to propose revisions to the proposed UniReg slated for consideration.

ACTION REQUIRED AT THIS BOARD MEETING:

Consideration of the revised UniReg, consideration of the arguments for and against modification of Section VII, subsection B, item #2, and subsection C, item #2, and approval of a revised UniReg #43 with or without additional modifications.

PRESIDENT'S RECOMMENDATION:

Accept the current revised draft of UniReg #43 without additional modification.

Dr. Buchanan spoke about the changes that were proposed. UniReg 43 addresses the elimination of some academic programs. Discussion included the utilization of faculty that work within a program that may be eliminated. The item was placed on the Consent Agenda.

Faculty Senate Bill 295 Introduced by Academic Planning Committee
A Bill to Revise

UniReg 43, “Academic Program Elimination”

UNIVERSITY OF WYOMING

Laramie, Wyoming

UNIREG 43, Revision 1

UNIVERSITY REGULATION 43, Revision 1

Initiating Authority: Vice President for Academic Affairs

Subject: Academic Program Elimination

I. PURPOSE.

It is the policy of the University to continue established academic programs to meet the needs of the University and the State of Wyoming and to permit enrolled students to complete the course of study and new students to enroll and benefit from these programs. The University also acknowledges its obligations to faculty and academic professionals who serve in an academic program that is to be eliminated.

An academic program may be eliminated when its continuation has ceased to be in the best interests of the University, the State of Wyoming or the students enrolled in the University.

The purpose of this regulation is to provide criteria and procedures for the elimination of academic programs, and to provide protection for students enrolled in and for faculty and academic professionals who serve in programs that are eliminated. This regulation seeks to ensure fair accommodation of institutional and individual interests after the decision is made to eliminate a program. Final authority for academic program elimination resides in the Board of Trustees.

II. DEFINITIONS.

Academic program means an authorized major or course of study approved by action of the Board of Trustees.

Dean means dean of a college of the University.

President means the President of the University.

Program administrator means a person responsible for the administration of an academic program. A program administrator may be a department head, program director, division director, dean of a school, or other administrator who reports to the dean of the college which has authority over the academic program.

Vice President means the Vice President for Academic Affairs.

III. REASONS FOR ELIMINATION OF ACADEMIC PROGRAMS

The elimination of an academic program shall be based primarily upon educational considerations or for financial exigency as specified under University Regulation 41. An academic program may be eliminated for any one or more of the following reasons:

1. A sustained record of low student enrollment.
2. A sustained record of low academic quality.
3. Obsolescence or duplication.
4. Lack of external need or demand for the program.
5. A change in the priorities or direction of the University or a college, school, or department.
6. Loss of external accreditation.
7. Any other substantial reason why the continuation of the academic program is not in the best interests of the University.

IV. PROPOSALS TO ELIMINATE ACADEMIC PROGRAMS

A. Initiation. A proposal to eliminate an academic program may be initiated by the Vice President for Academic Affairs, by the dean or program administrator charged with administrative supervision of the academic program, or by faculty or academic professionals who serve in the academic program. Proposals should be made early enough in the academic year that responses, reviews and recommendations of the Vice President and the President be made to the Board of Trustees in time for a decision by the Trustees prior to the beginning of the next academic year.

B. Content of Proposal to Eliminate Academic Program. A proposal to eliminate an academic program shall be in writing and shall:

1. Set forth a statement of the reasons for elimination of the program.
2. Contain the following information:
 - a. Description of the mission, curriculum, content and format of the program;
 - b. Description of the role of the program within the context of the college and the mission of the University;
 - c. Financial data relevant to the academic program;

- d. Admission, enrollment and graduation data relevant to the program, including the number of students currently enrolled and the status of their progress toward graduation;
 - e. Description of administration of program;
 - f. Description of faculty and academic professionals who serve in the program, including their academic credentials, academic rank and length of service to the University;
 - g. Description of program facilities, including classrooms and offices, library and equipment used by or dedicated to the program;
 - h. Evaluations from accrediting bodies or other reviewers of the quality of the program and its faculty and academic professionals;
 - i. Comparison of the program with related or similar programs.
3. Describe the anticipated effects of elimination of the program upon the college in which the program is situated, upon other colleges and units of the University, and upon the University as a whole, including:
 - a. Effects upon students enrolled in the academic program;
 - b. Effects upon faculty and academic professionals who serve in the program, including termination of any existing positions;
 - c. Educational and financial effects upon other units of the University;
 - d. Effects upon faculty, academic professionals, staff, students and alumni of the University;
 - e. Effects on the State of Wyoming, including effects related to benefits conferred outside the University by the academic program.
 4. Set forth an implementation plan to be followed in the event the academic program is eliminated, including:
 - a. Procedures for handling current and future applications for admission;
 - b. Plans for assisting currently enrolled students to complete the course of study;
 - c. Plans for accommodating faculty and academic professionals who will be terminated or otherwise affected by elimination of the academic program.

C. Submission of Proposal. A proposal to eliminate an academic program shall be submitted to the Vice President for Academic Affairs.

V. PROCEDURE FOR ACTING UPON PROPOSALS

A. Notification. When the Vice President for Academic Affairs initiates or receives a proposal to eliminate an academic program, a copy of the proposal shall be sent within 10 days to the President, to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in the program proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming. Notice of the proposal shall be sent within 10 days to each student enrolled in the program proposed to be eliminated, stating that a copy of the proposal is available for review in the departmental office of the program.

The copy of the proposal shall be accompanied by a notice stating that responses to the proposal shall be made in writing to the Vice President by a designated date not less than 60 days after the copies are distributed.

B. Response to Proposal. Responses to a proposal to eliminate an academic program:

1. Shall be made by the dean of the college which has authority over the academic program proposed to be eliminated, and by the program administrator of the academic program, in consultation with the faculty and academic professionals who serve in the program and the students enrolled in the program.
2. May be made by any other interested person, including the faculty, academic professionals, or staff who serve the program; students enrolled in the program; any dean, faculty member, academic professional, staff member or student in the University; alumni of the University; and citizens of Wyoming.
3. Shall be in writing and shall be submitted to the Vice President by the designated date. Responses not received by the designated date need not be considered.
4. May set forth arguments, statements and facts in support of or in opposition to the proposal to eliminate the academic program, and may contain alternative proposals regarding the program or its elimination or modification.

C. Review of Proposal and Responses. Within 10 days after the designated date for receipt of responses to the proposal for elimination of an academic program, the Vice President shall submit copies of the proposal and any responses to: (1) the Chair of the Faculty Senate for distribution to appropriate Faculty Senate Committees and members of the Faculty Senate; (2) the Chair of the Staff Senate; and (3) the President of the Associated Students of the University of Wyoming.

Within 60 days of the receipt of the proposal and responses from the Vice President, the Faculty Senate shall submit to the Vice President its written review and its recommendation regarding elimination of the academic program, and the Staff Senate and the Associated Students of the University of Wyoming may each submit a written review and recommendation.

D. Recommendation of Vice President for Academic Affairs. Within 30 days of receipt of reviews from the Faculty Senate and from the Staff Senate and the Associated Students of the University of Wyoming, if submitted, the Vice President shall review the proposal, and all responses and reviews, and shall make a recommendation in writing to the President regarding the proposal to eliminate the academic program. The recommendation may approve, disapprove or suggest modifications to the proposal. The recommendation to the President shall be accompanied by copies of the proposal and all responses and reviews.

The Vice President shall send copies of his recommendation to the dean of each college, and to the program administrator, each faculty member and academic professional who serves in, and each student enrolled in the program proposed to be eliminated, as well as to the Faculty Senate, the Staff Senate and the Associated Students of the University of Wyoming.

A copy of the proposal, all responses and reviews, and the recommendation of the Vice President shall be maintained and made available for examination and copying by the public in the Office of the Vice President.

E. Action by the President. The President shall approve, approve with modifications, or disapprove the proposal to eliminate an academic program. If the President approves or approves with modifications the proposal to eliminate an academic program, the President shall forward his recommendation, together with the proposal, all responses and reviews, and the recommendation of the Vice President, to the Board of Trustees for final action.

If the President disapproves the proposal to eliminate an academic program, no further action shall be taken on the proposal.

F. Time. The time periods set forth in this Section V shall include Saturdays, Sundays and legal holidays, but shall not include the time between spring commencement and the beginning of the next academic year.

VI. PROTECTION FOR STUDENTS ENROLLED IN PROGRAM

When a decision is made by the Board of Trustees to eliminate an academic program, the Trustees shall establish policies for implementing the termination including with regard to admission of students into the program and reasonable actions to permit those students currently enrolled in the program and in good standing to complete the program at the University or another school.

VII. PROTECTION FOR FACULTY AND ACADEMIC PROFESSIONALS

A. Notification. Within 10 days after a decision by the Board of Trustees to eliminate an academic program, all faculty members and academic professionals whose positions will be terminated shall be notified in writing of the date of their termination and of their rights under this University Regulation.

B. Rights of Tenured Faculty and Extended Term Academic Professionals. When the elimination of an academic program will result in the termination of any tenured faculty member or extended term academic professional:

1. The University shall offer the tenured faculty member or extended term academic professional another appropriate position in the University if the person is qualified and the position is available before the date of the termination of the person's position as indicated under subsection A of this section. In the allocation of appropriate positions, positions shall first be offered to tenured faculty and extended term academic professionals who are being terminated before offers are made to probationary faculty and academic professionals or other persons not currently employed by the University.
2. If no appropriate University position is available for which the person is qualified, the University shall continue the position of the tenured faculty member or extended term academic professional for at least the next full academic year after the date of the termination of the person's position as indicated under subsection A of this section. The continued position may be assigned appropriate duties consistent with the best interests of the University..

C. Rights of Probationary Faculty and Academic Professionals. When the elimination of an academic program will result in the termination of any probationary faculty member or probationary academic professional:

1. The University shall offer the probationary faculty member or probationary academic professional another appropriate position in the University if the person is qualified and the position is available before the date of the termination of the person's position as indicated under subsection A of this section. In the allocation of appropriate positions in the University positions shall first be offered to probationary faculty and probationary academic professionals before offers are made to persons not currently employed by the University.
2. If no appropriate University position is available for which the person is qualified, the University shall continue the position of the probationary faculty member or probationary academic professional who is in at least the third year of service or the appointment on the date of the termination of the person's position as indicated under subsection A of this section for at least the next full academic year after that date. However, for a probationary faculty member or probationary academic professional in the second year of service or the appointment, the position shall be continued for at least six months. For a probationary faculty member or probationary academic professional in the first year of service or the appointment, the position shall be continued for at least six months. The continued position may be assigned appropriate duties consistent with the best interests of the University.

D. Right of Appeal. A faculty member or academic professional who receives notice of termination because of elimination of an academic program shall have the right to appeal the termination under University Regulation 35, Appendix B, but not the decision to eliminate the program, unless the decision is based in whole or in part on financial exigency under University Regulation 41.

AUTHENTICATION: The foregoing Senate Bill 295 was duly adopted by the Faculty Senate of the University of Wyoming under date of March 31, 2003, and is hereby transmitted to the President of the University of Wyoming for review in accordance with the Regulations of the Trustees.

Norma Wilkerson
Secretary of the Faculty Senate

AGENDA ITEM TITLE: **Trustee Governance (Continued Discussion)**

Members of the Board and President Dubois had a breakfast work session on trustee governance on Saturday, September 25.

RECOGNITION ITEMS

AGENDA ITEM TITLE: **Recognition of Olympian Scott Usher**

Director Barta made a presentation to Scott Usher on behalf of the Trustees. Coach Tom Johnson also spoke to the Board regarding Scott's accomplishments and the preparation for his journey to the Olympics. The text of the award presented to Scott by the Board, follows.

WHEREAS, Scott Usher came to the University of Wyoming in 2001 from Grand Island, Nebraska, to earn a criminal justice degree and to swim for the Wyoming Cowboys; and

WHEREAS, he immediately showed promise in the pool by winning the 200-meter breaststroke and placing fifth in the 100-meter breaststroke at the 2002 Mountain West Conference Championships – as a freshman; and

WHEREAS, Scott subsequently won the 100- and 200-meter breaststroke competitions at the Mountain West Conference Championships in 2003 and 2004, being named an All-American in each of those two seasons and the conference Swimmer of the Year in 2004; and

WHEREAS, Scott earned a trip to the 2004 Olympic Games after placing second in the 200-meter breaststroke at the U.S. Olympic Trials, becoming the first Wyoming swimmer to earn a spot on an Olympic team; and

WHEREAS, he finished 9th of 46 competitors from 37 countries in the event qualifying heats; placed 5th in the event semifinals, in a time of 2 minutes, 12 seconds flat, to qualify for the event finals; and finished 7th in the event finals, less than one second out of third place and a bronze medal; now

THEREFORE, LET IT BE RESOLVED, that it gives the University of Wyoming Trustees great pleasure to recognize Scott Usher for his outstanding 2004 season, culminating in his placing in the Olympics 200-meter breaststroke. By his example, he has given enormous visibility to the University of Wyoming and generated tremendous pride among the people of this state. We extend our best wishes for continued success in the future in the pool and in the classroom. GO POKES!

EDUCATION ITEMS

AGENDA ITEM TITLE: **Report on Travel Accounting (BTA)**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

University American Express Business Travel Accounts (BTAs) were established in March 1990 with three local travel agencies - International Travel, Laramie Travel and Travel Time – in order to streamline university commercial travel reservations and payment. The BTA allowed a local travel agent to charge travel costs to a University American Express account when a University employee made reservations for official, authorized University travel.

The University Accounting Office is responsible for administering BTAs for all campus departments, with the exception of Intercollegiate Athletics. The Athletics department administered its own BTAs following a similar process for review and payment of travel charges.

The BTA payment process depended upon a relationship of trust with local travel agents. Because these small local businesses were unable to wait for payment under the traditional University procurement process and travel charges were substantial at times, the travel agency was entrusted with a University BTA number, unique to each travel agency. In return for this privilege, agencies were responsible for delivering airline tickets to the initiating department and collecting an Interdepartmental Request (IDR), which is an internal University payment document. The IDR contained information necessary to identify the department, the traveler, the business purpose of the travel and the University account to be charged for the travel expenditure. IDR internal control processes require the signature of the person authorized to expend University funds and the signature of the individual to whom tickets were delivered. The travel agency retained one copy of the IDR and forwarded the remaining copies to the University Accounting Office for processing. The Accounting Office matched IDRs to a master American Express bill and paid the bill centrally. They depended upon the travel agencies to provide an IDR to substantiate each expenditure charged to the BTA. American Express required that each bill be paid in full even if the University had not yet received all substantiating IDRs. The University was not allowed to contest a charge until it was paid in full pursuant to the terms and conditions of the BTA agreement. A reconciliation was performed each month to ensure that all expenditures matched an IDR with sufficient information to charge the appropriate campus department. The Accounting Office worked closely with all three agencies to obtain the necessary documentation. This arrangement worked well for over 10 years.

In June, 2002 however, the Accounting Office became concerned about a lack of cooperation by one agency: Travel Time, owned by Shaina Pulley of Laramie. Ms. Pulley had purchased the business from its previous owners with whom the University had enjoyed a professional business relationship for many years. Over the next few months, the Accounting Office attempted to obtain information from Ms. Pulley to corroborate charges on the Travel Time BTA. In the meantime, the Athletics Department was also experiencing significant Travel Time billing irregularities. Management in Athletics met with Ms. Pulley to discuss these irregularities and she repeatedly stated that she would research the problem and provide an explanation. The two distinct processes made it difficult to identify the scope of the problem.

As repeated requests for substantiation went unanswered, it became apparent that Ms. Pulley was either unwilling or unable to provide substantiation of the travel charges. The Athletics department contacted American Express, University internal auditors and University legal counsel with their concerns. Further investigation determined that both Athletics and Accounting had experienced substantial billing irregularities. American Express was instructed to cancel the Travel Time BTA immediately. Athletics' and Accounting's unresolved charges were approximately \$104,000 and \$122,000 respectively. On an annual basis, the University commits some \$10.7 million in travel costs: the unresolved charges represent 2.1% of annual travel expenditures.

Additional measures have been taken to improve the internal control process for travel expenditures. A travel procurement card system was developed in 2002 and used by a pilot group of departments until a full rollout of the program began in March 2003. The travel card is a VISA card, issued to a University department and managed by a full-time department employee and a reconciler. The President, Vice President, Dean, Director or Department Head must authorize use of the card, designate a reconciler and approve each cardholder agreement. Training is mandatory for all parties involved.

Reconcilers have access to their travel transactions on line on a daily basis, which allows for immediate problem resolution if necessary. If a department disputes a charge or discovers a questionable item, they submit a form to UMB Bank Card Center at once. UMB serves as the middleman, investigating the charge and requiring the vendor to substantiate within a short period of time. If the vendor fails to provide substantiation, UMB reverses the transaction and credits the appropriate UW department's account. This consumer protection is of great benefit as UW no longer must depend on the vendor itself to resolve the dispute. UMB simply takes the funds back from the vendor if substantiation is not provided within a certain timeframe and returns them to UW.

Reconcilers prepare transaction logs monthly, obtain the approval/signature of the responsible departmental authority and submit the log to the Accounting Office for processing. The Accounts Payable Office performs an audit of the transactions subsequent to submission.

Because the University travel procurement card is now widely available to departments, all BTAs have been closed. All departments, including Athletics, are using the travel procurement card.

It is anticipated the U.S. District Court in Cheyenne will order restitution to the University of Wyoming in the amount of \$129,887 at the sentencing scheduled for October 27, 2004. The University is actively pursuing restitution through the Mandatory Restitution Act of 1996, which is administered through the Probation Office of the U.S. District Court. The Declaration of Victim Losses is attached.

Prior Related Board Discussions/Actions:

There has been no prior Board public discussions or actions with respect to this item.

WHY THIS ITEM IS BEFORE THE BOARD:

It is Administration's policy to inform the Board of internal control issues that arise so they can carry out their fiscal responsibilities in an appropriate manner.

ARGUMENTS IN SUPPORT:

Not applicable

ARGUMENTS AGAINST:

Not applicable

ACTION REQUIRED AT THIS BOARD MEETING:

This is an informational item, so no action is required.

PRESIDENT'S RECOMMENDATION:

Not applicable

Vice President Elizabeth Hardin, Administration, spoke briefly about the issue and introduced Janet Lowe, University Controller, to speak in more detail. Ms. Lowe advised the Board of the previous process for UW travel and noted that internal controls are now in place to prevent future illegalities. Mr. Bill Sparks, Associate Athletic Director, was present to answer questions. The amount of restitution has been identified as approximately \$120,000 and judgment is set for October 22, 2004.

PROB 22
(Rev. 09/00)

Declaration of Victim Losses
District of Wyoming
U.S. vs. SHAINA PULLEY
Case No. 2:04CR-00116-01J

The University of Wyoming is a victim in the above-referenced case and is believed to be entitled to restitution in the total amount of \$ 129,887.42.

Specific losses as a result of this offense are summarized as follows:

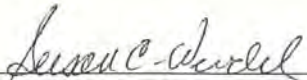
The losses are detailed in the Indictment in

U.S. v. Shaina Pulley
2:04CR-00116-01J

N/A Have been compensated by insurance or another source with respect to all or a portion of losses in the amount of \$ N/A. The name and address of the insurance company and the claim number for this loss is as follows:

The University has not been compensated by insurance or any other source for any losses.

I declare under penalty of perjury that the foregoing is true and correct.



Susan Weidel, Senior Associate
Authorized Signature General Counsel

University of Wyoming
1000 E. University Ave.
Dept. 3434, Room 203 Old Main
Laramie, WY 82071

Executed on this 3rd day of September, 2004.

(Additional Pages May Be Attached)

AGENDA ITEM TITLE: **Preliminary Fall 2004 Enrollment Figures**, Brigman

CHECK APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

At the beginning of each regular semester, information is orally presented on preliminary estimates for that semester's enrollment. Official counts for the fall semester will be taken on September 17 (the 15th class day of the semester). A full analysis of the Fall 2004 enrollment will be presented at the November 2004 Board meeting.

WHY THIS ITEM IS BEFORE THE BOARD:

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

ARGUMENTS IN SUPPORT:

Not applicable

ARGUMENTS AGAINST:

Not applicable

ACTION REQUIRED AT THIS BOARD MEETING:

None

PRESIDENT'S RECOMMENDATION:

None

Dr. Brigman, announced to the Board that enrollment for fall 2004 is slightly up, with an enrollment number of 12,158.

AGENDA ITEM TITLE: **Student Survey Results, (deferred to November Meeting)**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The University of Wyoming conducts a student survey on a biennial basis. The survey is composed of three parts. The Noel-Levitz Student Satisfaction Inventory was administered to roughly half the sample (n=626). Another half completed the ACT Student Opinion Survey (n=754). A third survey composed of items developed by Student Affairs and Academic Affairs was given to the total sample (n=1490). The Noel-Levitz questionnaire was first administered in 1998 while ACT was first used by UW in 1994. Both provide us with comparative results from a national sample of public universities. A frequency count of results can be found at http://uwadmnweb.uwyo.edu/a&s/Policy/Admin_Info.asp. During the fall semester a subcommittee of the University's Enrollment Management Committee will conduct an in-depth analysis of results.

Survey highlights

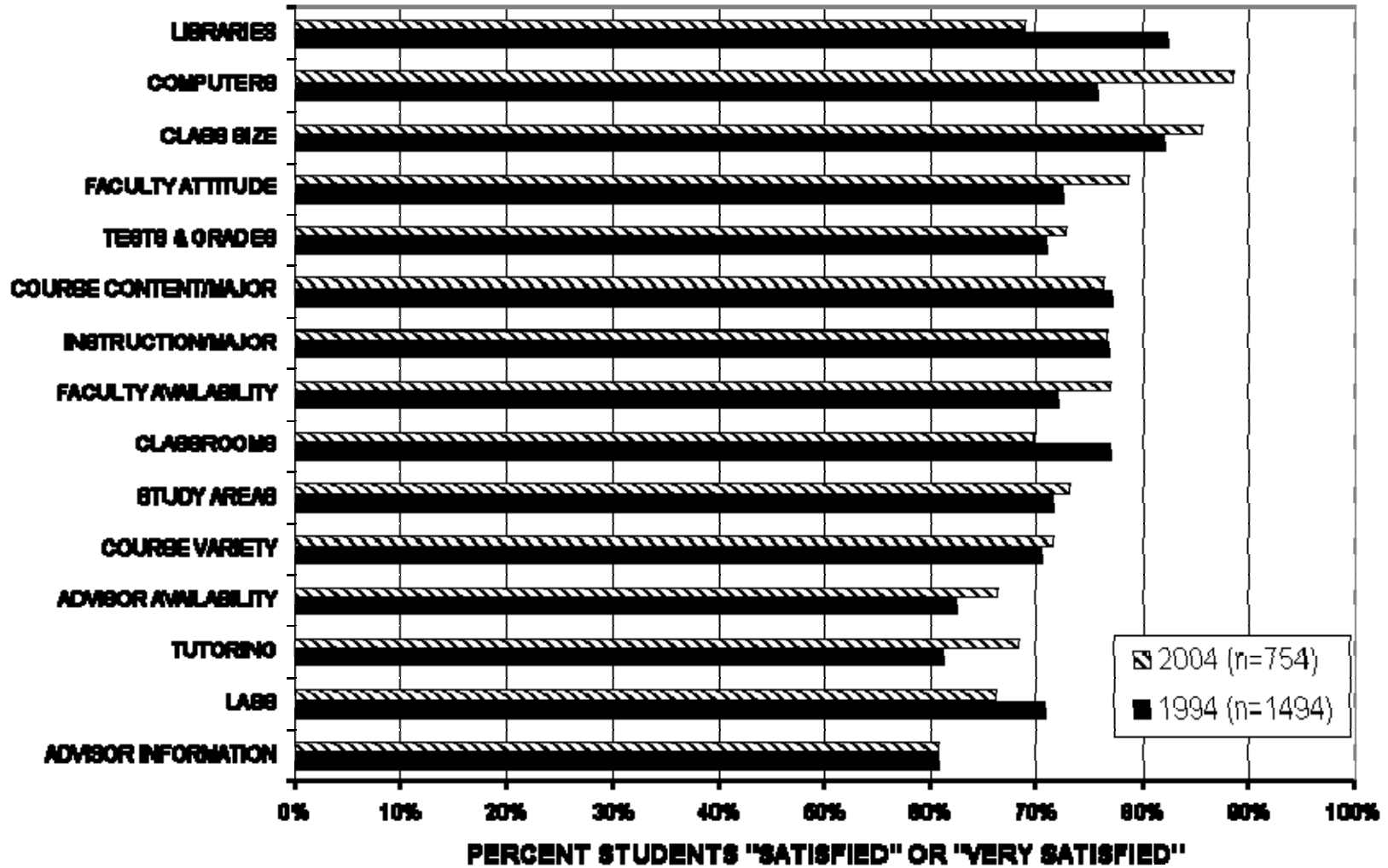
1. UW students continue to be very satisfied with the University: 94 percent indicate that they are pleased with the education they are receiving at UW and 91 percent state that they would recommend UW to a friend or relative. Ninety percent said that UW was either "very" or "somewhat friendly" while only 2.6 percent judged it to be "somewhat" or "very hostile."
2. Equally positive are evaluations of the faculty and the academic climate at UW. In the Noel-Levitz survey, the second highest level of satisfaction (out of a total of 73 items) in the entire survey came in response to an item that asked about faculty knowledge in their field, and the fifth highest level of satisfaction came in response to an item which stated, "I am able to experience intellectual growth here." Other items in the Noel-Levitz top ten included satisfaction with faculty availability and faculty advising.
3. UW students deviated most positively from national averages in their appreciation of the adequacy and accessibility of the University's computer labs.
4. In evaluating administrative processes, students were very positive about class registration, dropping and adding courses, and tuition payment, rating these as "very clear and understandable." Only one percent of the students said the class registration process was "unclear!"

5. Student reliance on the internet continues to increase. For instance, almost 90 percent indicate they conduct academic research on the Web at least several times a month. In the last two years, there has been a significant increase in the number of students who say they use the Web to get information from their home department and the University.
6. Although responses on most items have remained rather stable over the years, there were some dramatic changes. The number of students who used college mass transit services increased over the past two years from 13 to 30 percent, and satisfaction with these services increased from 50 percent to 71 percent, a satisfaction level 15 percentage points higher than the national average. Satisfaction with the student union has also increased markedly. In 2000, only 10 percent indicated that they were “very satisfied” with this facility. In 2004, this number rose to 33 percent. In all, nearly 86 percent said they were either “very satisfied” or “satisfied” with the union, a satisfaction level over 24 percentage points higher than the national average. Satisfaction with food in the residence halls also showed a substantial increase.
7. The University also made substantial progress in accommodating transfer students. In 2002, only 22 percent of the transfer students found that transferring credit hours was “very easy.” This past spring, 43 percent found it very easy, while the percentage who rated the overall transfer process “very easy” increased from 23 percent to 33 percent. In all, 66 percent rated the transfer process as “very” or “somewhat” easy while 25 percent found it “difficult” or “somewhat difficult.”
8. On the negative side, students were far less positive about intercollegiate athletics than they were in 2002. And students continue to be very dissatisfied with parking facilities and services. Only 10 percent indicated satisfaction while 78 percent were dissatisfied. These percentages have not changed appreciably since 1994 when the ACT survey was first administered.

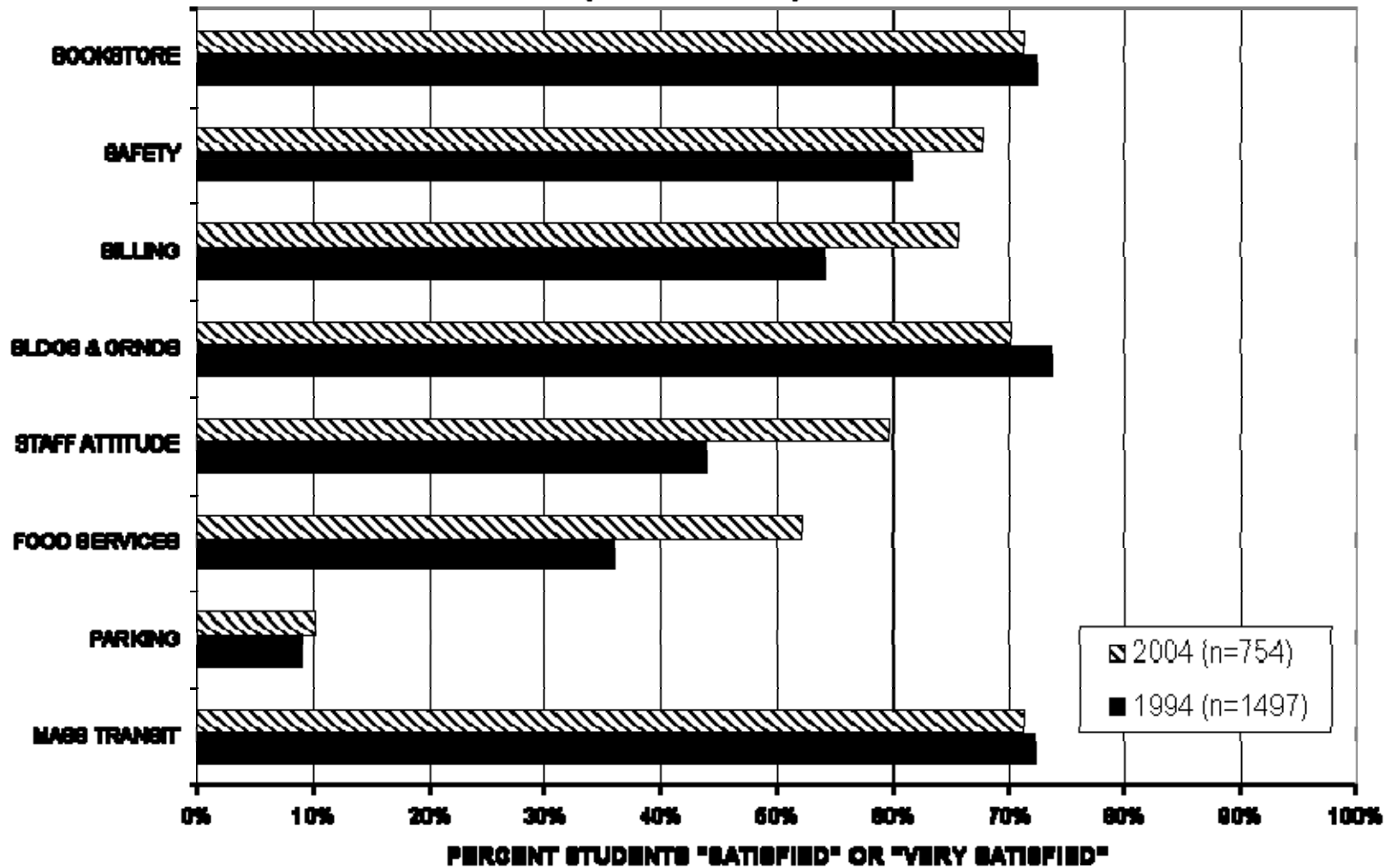
ACTION REQUIRED AT THIS BOARD MEETING:

None

STUDENT SATISFACTION WITH ACADEMICS (ACT SURVEYS)

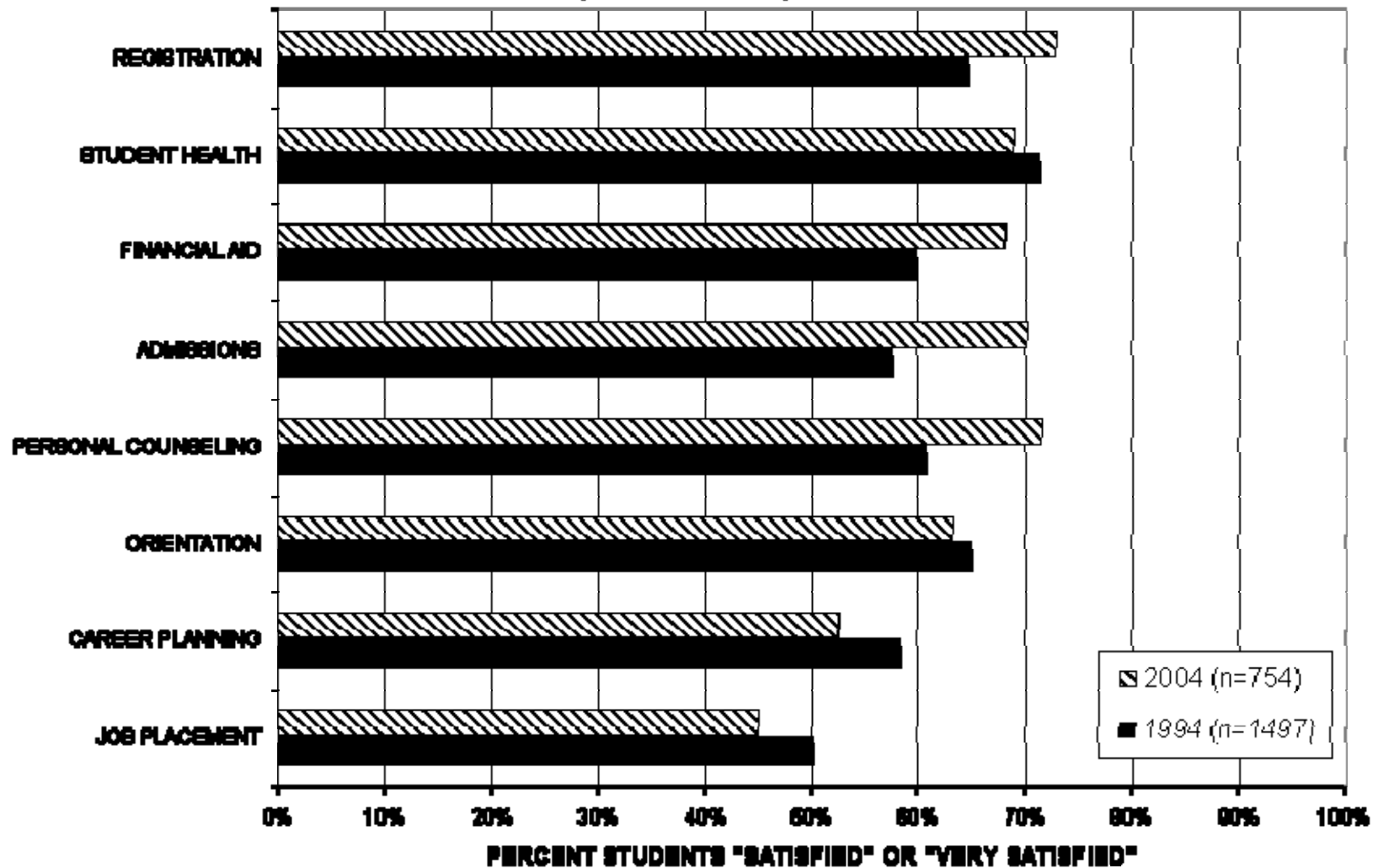


STUDENT SATISFACTION WITH ADMINISTRATIVE SERVICES (ACT SURVEYS)



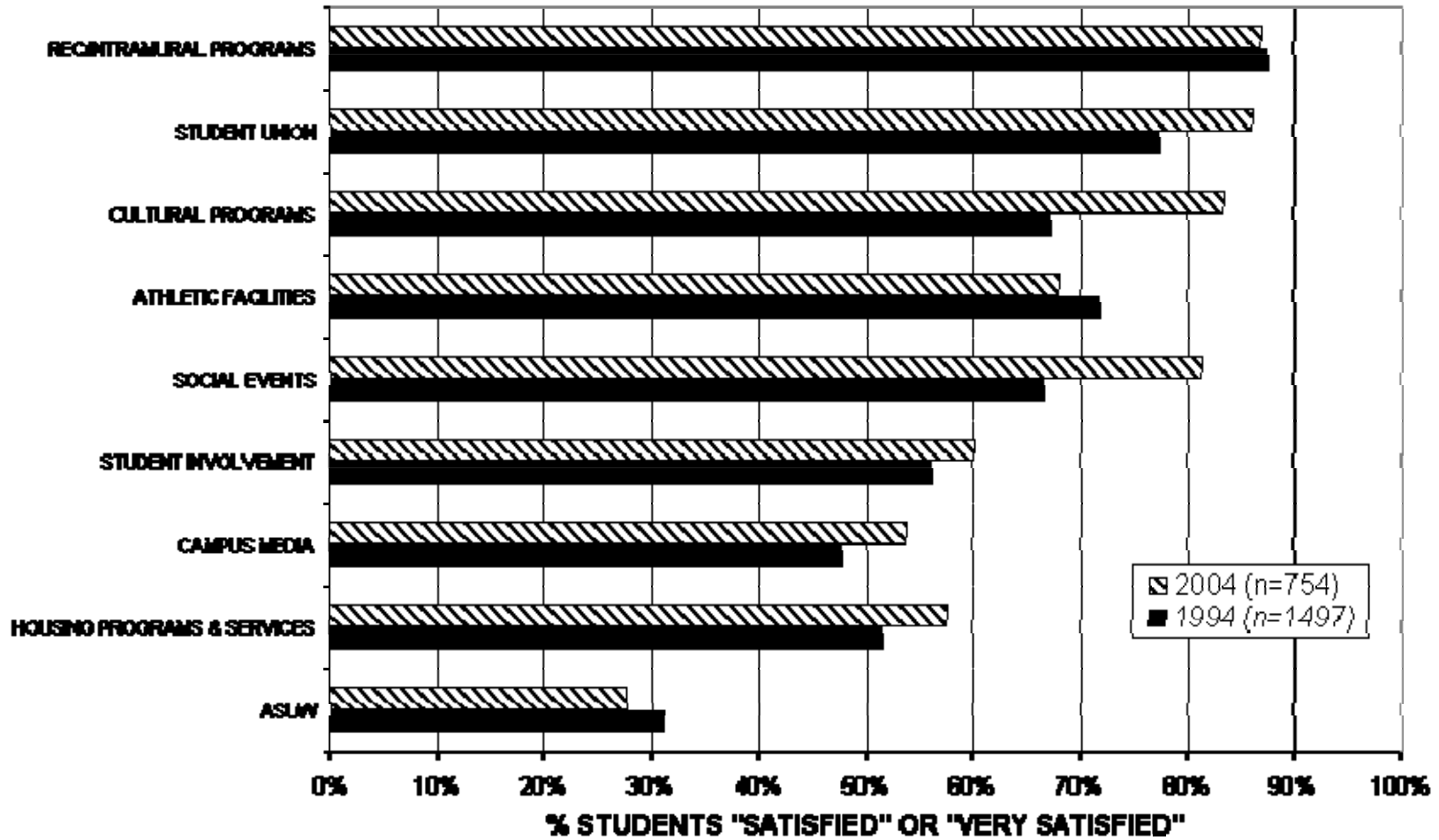
Note: The ratings of the services are based only upon the users of each service.

STUDENT SATISFACTION WITH SUPPORT SERVICES (ACT SURVEYS)



Note: The ratings of the services are based only upon the users of the service.

STUDENT SATISFACTION WITH CULTURAL AND SOCIAL ENVIRONMENT (ACT SURVEYS)



Note: The ratings are based only upon the users of each item

AGENDA ITEM TITLE: **Family Practice Residency Centers Briefing**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Academic Plan II, Action Item #28 calls for the development of a workable clinical practice plan for graduate medical education. This action item has been identified as a priority for AY 04-05. The following information provides a briefing on progress to date.

1. At the May, 2004 Board meeting, the pending expiration of the university contract with the Community Health Center of Central Wyoming was discussed in executive session. Board President, Kathy Hunt, University Vice President for Governmental Relations, Rick Miller, and University Vice President for Academic Affairs, Tom Buchanan were tasked with negotiating an interim contract extension with the CHCCW Board and staff. Prior to the June 30 contract expiration, a one month extension contract was negotiated and executed. This was followed by a multi-month extension now slated for expiration on November 30, 2004. A copy of the extension agreement will be distributed for discussion during executive session.
2. Mr. Robert Peoples, Principal and Managing Director of Community Health Associates Inc., was retained as consultant for contract renegotiation with the CHCCW. Dean Robert O. Kelley, VP Tom Buchanan, Vice President Beth Hardin, Vice President Phill Harris, and Director of the Casper Family Practice Program, Dr. Karen Wildman, attended a day long meeting in Denver with Mr. Peoples. Prior to the meeting, Mr. Peoples had been provided with a series of review documents including copies of the Uniform Data Set, IRS forms 990, existing and proposed affiliation agreements, legal opinion on the DME "Rule", correspondence between the respective boards of the university and the CHCCW, and questions developed by VP Rick Miller. The meeting began with a comparative overview of the CHCCW and other rural CHCs based on 2002 UDS submission to Bureau of Primary Health Care. In summary, the numbers and data indicate positive upward trajectories for the CHCCW. Some of the financial reporting produced information that was seemingly contradictory. This may be partly due to different reporting calendars. Given the very short period of time that Mr. Peoples had to digest the information we sent him, it was not possible for in-depth analysis. Overall expenses to operate the center do appear high, and there are other statistical indicators that deviate from national benchmarks. To date, no explanation has been sought. From the current data available to Mr. Peoples, it is not possible to accurately partition residency costs from health center operations. He also cautioned that attempts to delve

further into the “data” in search of information with which to propose proportional responsibility would likely prove time consuming and costly. He suggested that we would not resolve our administrative and financial issues with this approach.

We pressed Mr. Peoples hard on the issue of portioning residency costs from health center operations. Mr. Peoples suggested that attempts to “modify” UW’s payments to the CHCCW for the purposes of improving the overall quality of the residency program within the confines of the existing affiliation agreement was not a good strategy. Further, he suggested that it would be less than productive to respond to the CHCCW’s concerns regarding diminishing federal reimbursements under current contract conditions.

Mr. Peoples’ suggestions are as follows:

- a. Step away from past affiliation agreements, restructure the fundamental agreement between UW and the CHCCW to one which provides us with the financial accountability we seek and which minimizes the vagueness and complexity initially constructed to maximize federal reimbursements (since these reimbursements are being phased out).
- b. Recognize that the residency program does result in increased costs to the CHCCW operation and warrants reasonable financial accommodation to this end. As an offset, clinic revenue attributable to the residency program is substantial and should be considered, as should the clinic facility.
- c. Consider pulling back all employment costs for attending physicians, and possibly residents, and eliminate the “we pay you . . . then you pay us 85% process” as it is overly complex and no longer necessary.
- d. Consider a management model where UW provides the residency program and we lease from the CHCCW the right to practice within their health center.
- e. Begin immediately to build an environment of trust, recognition, and partnership with the CHCCW. Mr. Peoples stressed the need for this to occur from the “ground up”.

Despite the lengthy and detailed conversation, the fundamental message from Mr. Peoples was clear. The CHCCW represents successful implementation of the FQHC concept. Most statistical indicators show positive trajectories. Conducting detailed financial auditing would likely prove expensive and is unlikely to yield additional information critical to improving and advancing the relationship of the university and the center. Step away entirely from the past affiliation agreements, and reframe the relationship in as simple and straightforward a fashion as possible. Recognize the need to build a “true partnership” with the shared goals of community health care and graduate medical education. Establish the organizational “trust” necessary for a successful long term relationship.

3. On 8/16/04, Dr. James Page, Associate Dean for Medical Education and Public Health, interviewed Dr. Debora Weiss at the New Mexico Familia FP residency. This CHC/Residency collaboration has existed for ten years. The CHC predated the residency. Administratively, the CHC and the residency are largely separate. The St.

Vincent's Hospital and the University of New Mexico are the primary supporters of the Residency. The resident salaries are paid by the residency. The residency also pays for approximately ½ FTE of administrative support within the CHC. The CHC retains all clinical revenues attributable to the residents. Tensions do exist between the competing missions of service and education, but the board of the CHC and the CEO have a positive regard for the residency. Dr. Weiss indicated that the board/CEO/residency relationships were key to success and require ongoing attention, including frequent formal and informal contacts. She suggested that having the program director as medical director or assistant medical director can be helpful in "tilting" clinic activities in the direction of education. She also indicated that having residency program input to CEO selection was vital to successful collaboration. She concluded that structural issues were important, but that interpersonal issues were essential to success. In New Mexico, rural residency programs have a better record in placing and retaining physicians in rural New Mexico than programs at the Medical School.

4. On 8/30/04, Dr. James Page, Associate Dean for Medical Education and Public Health interviewed Ms. Linda Goldsmith a business consultant to residencies, rural health centers and CHCs. Ms. Goldsmith is the former head of the Office of Rural Health for the State of Arkansas, a former advisor to the President, and a former administrator of family practice residency programs in California and Texas. She has served as consultant for several Wyoming Rural Health Clinics including those in Newcastle and Thermopolis. Ms. Goldsmith indicated that in her experience, the CHC structure lends itself to higher than average turnover of both physicians and management with or without residency affiliations. Inherent tensions between training and service exacerbate internal stability. Further, the CHC structure and focus are typically very different from the likely practice venue of program graduates. She indicated concern that physicians trained under the CHC model may be more likely to seek future affiliation with a CHC than to locate in rural private practice sites. She also suggested that CHCs tend to succeed by externalizing burdens on local private practitioners, while internalizing government funding and cost based reimbursement, gaining an enormous financial advantage over other practitioners, but leaving substantial gaps in the types of care provided. She believes that the current emphasis on CHCs arises out of the influence of the former head of Texas' Office of Primary Care on the Bush administration. A change in administration might result in retrenchment and reduced funding of CHCs. In her experience, effective sources of influence for negotiation with CHCs include money, interpersonal influence on the governing board members, and enhanced legitimacy via residency affiliation. She emphasized that interpersonal influence is the most effective. The case for valuing affiliation with the residency program is typically based on the provision of future physicians for the CHC and in the provision of hospital care. Countervailing pressure is the perception that the training process negatively impacts CHC efficiency. She notes that making this case with board members is time consuming but essential. Ms. Goldsmith further indicated that agreements that provide for payment of specified proportions of key personnel salaries in exchange for influence on personnel selection have been used. She indicated that if appropriate relationships could not be established, it might be better to adopt a more independent relationship with the CHC or

even to sever ties. Arkansas family practice programs assessed the possibility of CHC affiliation, but instead elected to work with the Arkansas Medicaid program to set up an enhanced reimbursement program that recognizes the value of the residencies in maintaining Medicaid access.

5. On 8/26/04, VP for Academic Affairs, Tom Buchanan, VP for Governmental, Community, and Legal Affairs, Rick Miller, and President Philip Dubois met with Dr. John Coombs, Associate Vice President for Medical Affairs, University of Washington at Seattle. Initial discussions focused on recent legislation designed to increase Wyoming's WWAMI involvement from ten students per year, up to 16 students per year. Dr. Coombs agreed that it was feasible to increase from 10-12 students in the timeframe envisioned by the state legislature. Increases beyond 12 are complicated by enrollment increases desired by other states, internal seat commitments to other health science programs at the University of Washington, space limitations, and the adequacy and volume of rural practice sites needed to accommodate enrollment increases. Dr. Coombs will provide additional information via correspondence to occur later this semester. Later conversations with Dr. Coombs focused on recent CMS rulings published in the Federal Register that implement FY05 changes to the hospital inpatient prospective payment system (PPS). The new rulings finalize a number of significant and complex changes to direct graduate medical education (DGME) and indirect medical education (IME) payments to hospitals. Of particular note is a process to identify and redistribute unused residency slots by the CMS. In the final rule, CMS adopts procedures for distributing slots among six priority categories (the first being hospitals located in rural areas that have the only specialty program in the state) using an elaborate scoring system. Increases in residency positions under this provision will be paid at a national average DGME payment amount and a reduced IME payment amount. This provision, according to Dr. Coombs, holds the potential to increase federal funding, on a per resident basis for Wyoming's FPRCs. The funding request must be made by the affiliated hospital, but carries no financial downside for the hospital. Hospitals wishing to increase their Medicare residency cap must submit application to the CMS with a CMS Evaluation Form by December 1, 2004.
6. On 8/31/04, Dean Kelley met with Pam Fulks, President and CEO of the Wyoming Medical Center in Casper; Beth Eveland, Interim CEO of the CHCCW; Susan Karavitis, member of the Board of the CHCCW; and Dr. Karen Wildman, Program Director for the FPRP. The agenda included discussion of possible structural changes in the affiliations among stakeholders in the family practice residency program in Casper. In addition, changes in the CMS rule permitting DME reimbursements to hospitals was discussed specific to the interests of the Wyoming Medical Center and its utilization of resident services in the hospital. The meeting was cordial and productive, with significant progress made in fostering a positive working relationship between the CHCCW, the WMC, the Casper/Natrona community, and the University. It is important to note that the Board of the CHCCW is moving quickly to hire a permanent CEO. The haste in which the search is progressing is of some concern and may require additional input from the UW BOT to the CHCCW board leadership. It is important to assure that mutual

awareness of ongoing planning discussions exists among the various stakeholder as more workable affiliations are developed.

7. On 9/7/04, Dr. Karen Wildman, Program Director for the UW Family Practice Residency Program in Casper, and Dr. Robert Kelley, Dean of the UW College of Health Sciences, met with Dr. William Gillanders, Director of the Family Practice Residency Program which is affiliated with Providence Milwaukie Hospital in Portland, Oregon. Dr. Gillanders is the program reviewer assigned by the Residency Assistance Program (RAP) of the American Academy of Family Physicians for the focused financial site visit scheduled for September 9-10, 2004, in Casper.

Both fiscal and structural components of the residency program in Casper were reviewed, with special consideration given to the present affiliation with the Community Health Center of Central Wyoming and the changing federal rules for reimbursement for direct costs of graduate medical education (DME) from the Center for Medicare and Medicaid Services (CMS). A conceptual model for financing a family practice residency program in partnership with one (or more) clinical entities was discussed, including methods of calculating faculty FTE support when activities are divided among educational and clinical service missions. Summaries were prepared for program revenues per resident (which vary widely from program to program) and for program expenses per resident (which vary equally widely). Models for structural affiliation between stakeholders were reviewed, in addition to discussion of budgets reflecting appropriate revenue streams in support of the residency. In addition, elements of functional affiliation agreements were reviewed for respective stakeholders. Furthermore, the information to be evaluated at the site visit in Casper was reviewed prior to Dr. Gillanders' site visit on September 9-10, 2004.

8. On 9/08/04, Dr. Wildman, Dr. Kelley, and Dr. Tom Buchanan, UW Vice President for Academic Affairs, consulted with Dr. Roxanne Fahrenwald, Program Director, and Dr. Tom James, Associate Program Director, at the Montana Family Practice Residency Program in Billings, Montana. The Montana FPRP is a 501(c)3 organization incorporated under a Board of Directors. There is no university sponsorship. The residency is partnered with the Community Health Center in Billings and receives DME from the CHC and two community hospitals. In simplest terms, faculty and resident physician salaries are paid to the residency program from DME and IME reimbursements to the CHC and participating hospitals. All clinical earnings generated by faculty and residents in the training program remain with the affiliated clinical entities. This community-based residency program is governed by an autonomous Board of Directors which is advisory to the Program Director.

This consultation centered on both structural and financial elements of a residency program specifically affiliated with a community health center. Issues of governance, board oversight of the program director, relationships between boards of affiliated partners, and functional relationships between key leadership positions in the affiliations were reviewed. Specifically, the roles of the program director for the residency and the

medical director of the CHC were evaluated. In addition, the relationship of the CEO of the CHC and the program director were reviewed. Governance issues were discussed and representative membership for a community-based board of the program were presented. Resident class profiles were similar when Casper and the Billings Program were compared. In addition, long-term data on “return on state investment” issues were similar between programs. Dr. Fahrenwald provided copies of the residency program budget; the income sources (revenue streams) available to the program; an expense summary; and copies of the current affiliation agreement with the Community Health Center.

ACTION REQUIRED AT THIS BOARD MEETING:

None

President Dubois advised the Board that UW would have a change in the negotiation team, with UW representatives Dr. Tom Buchanan, Dean Robert Kelley, and Mr. Rick Miller. CHCCW also plans to appoint different people from their organization.

AGENDA ITEM TITLE: **Requirement for Filing Conference Recruiting Policies**, Barta

Director Barta told the Board of the work that has been done to improve UW's recruiting policies. The NCAA has an athletic taskforce in place to review policies and procedures, and they have reviewed UW's policies. Fifteen items were identified for response, and the Athletics department is working to provide the information requested.

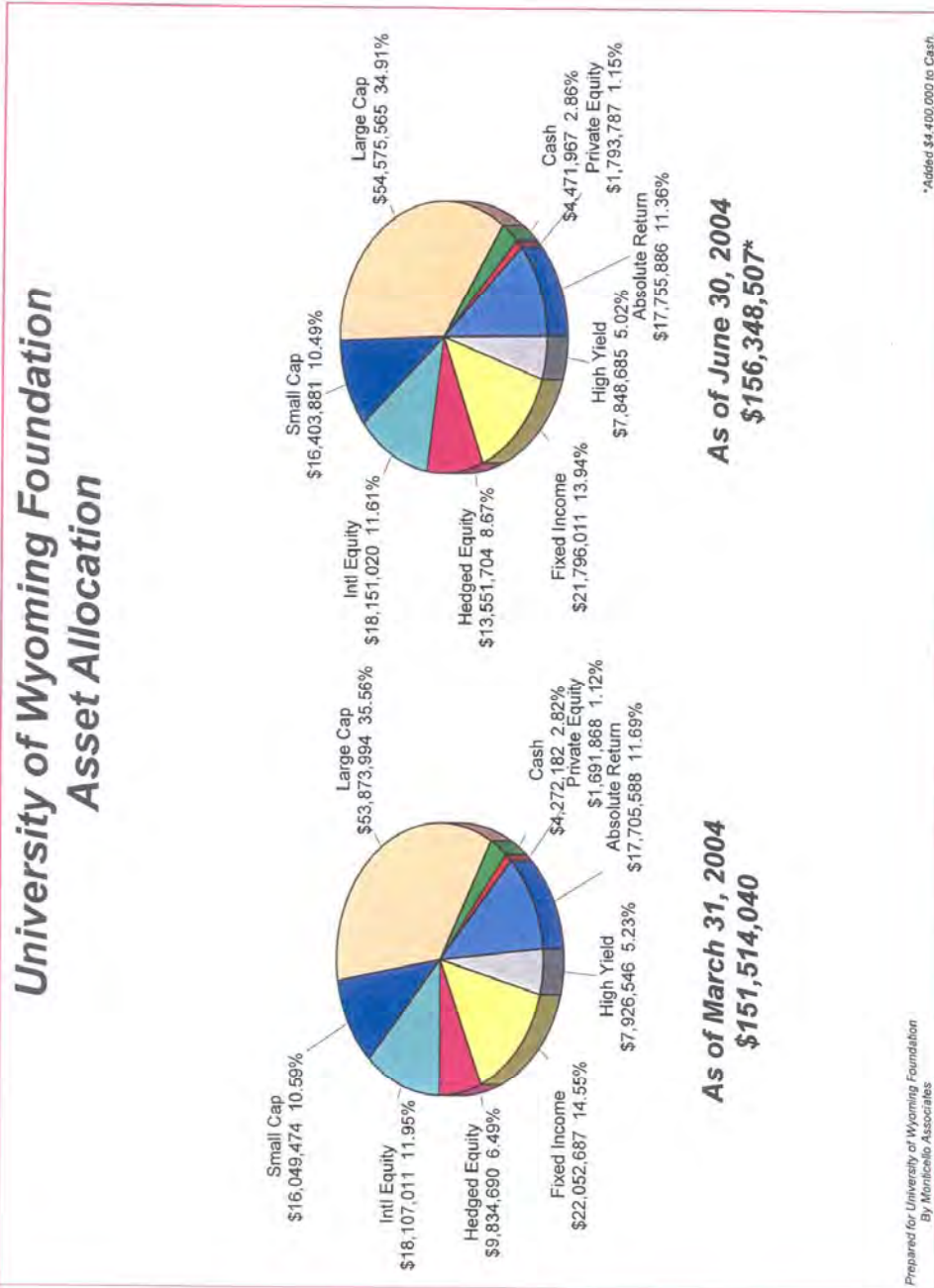
AGENDA ITEM TITLE: **Athletic Benchmarks**, Barta

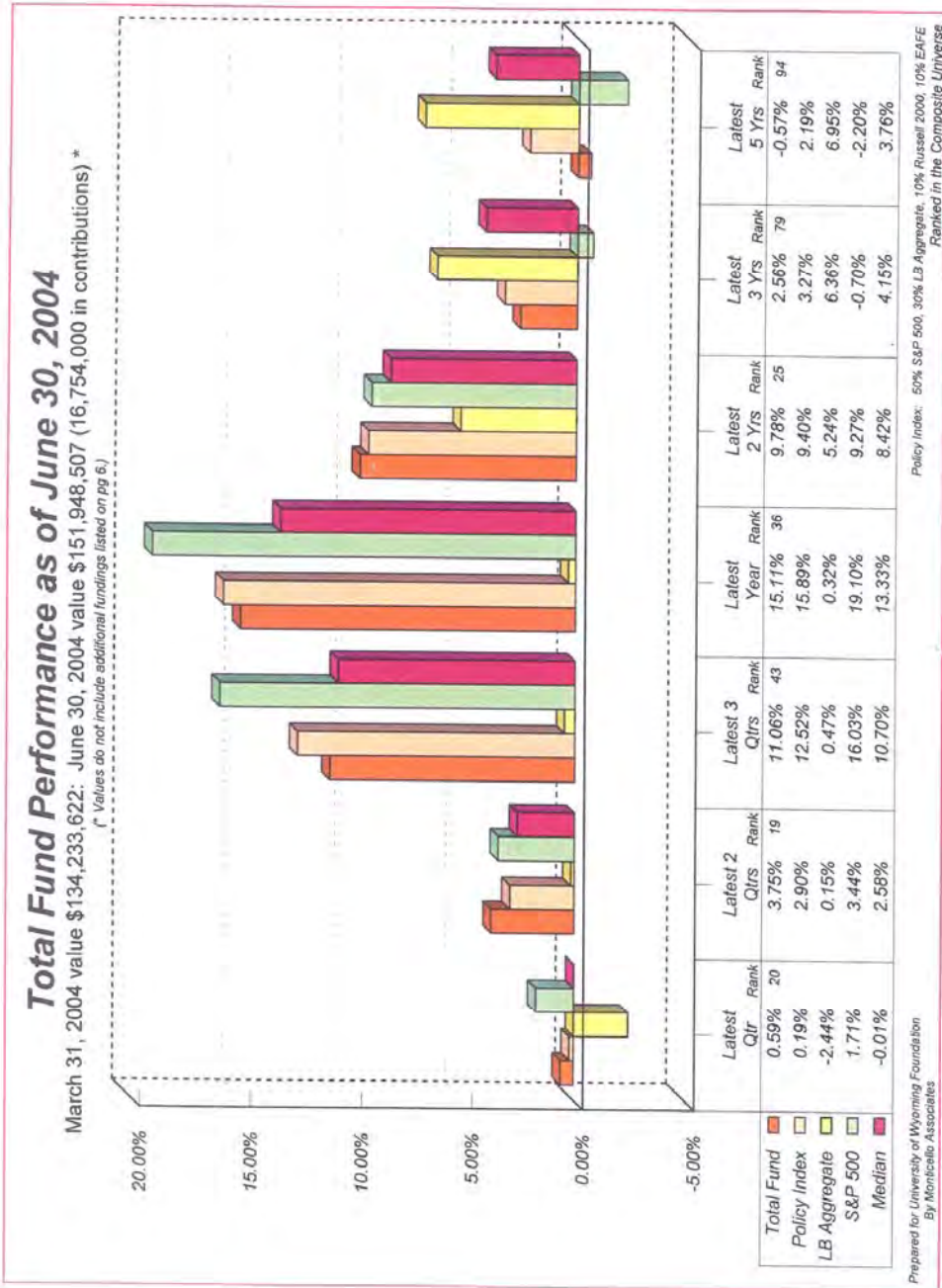
Director Barta talked about the athletic benchmarks that will be distributed to Faculty Senate, the Alumni Association, the Cowboy Joe Club Board, legislators, and others in the state. The document is a report card for Athletics. Mr. Barta noted he would provide an executive summary to the Board for future reports. Athletics has been heavily involved in fund-raising and increasing their donor base, and they have raised \$2.5 million toward their goal.

AGENDA ITEM TITLE: **Foundation Quarterly Investment Report**, Blalock

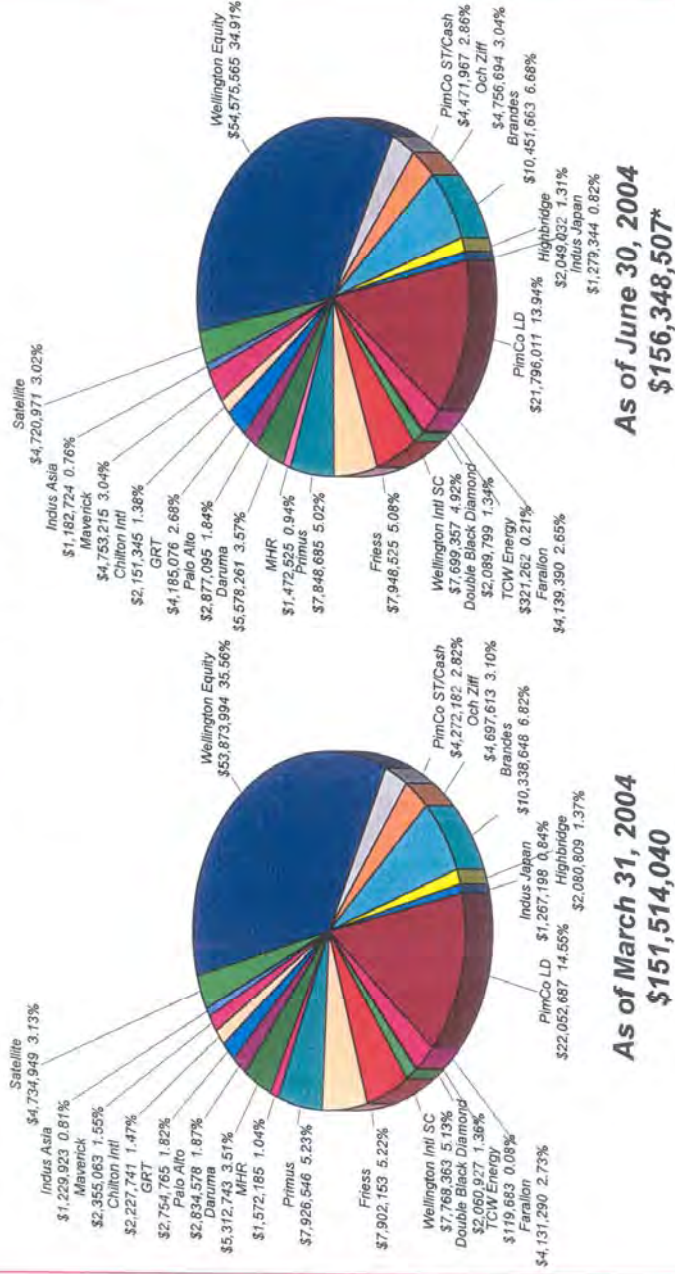
Trustee Spicer spoke briefly about the material presented by the Foundation Staff on investments made for the quarter.

University of Wyoming Foundation Investment Manager Review August 24, 2004	Investment Manager	Investment Performance	Organizational Structure	Mandate Change/ Manager Confidence	Comments/ Actions Suggested
Pimco	+	+			
Wellington	+	+			
Friess	+	+			
Umana	+	+			
Palo Alto	+	+			
Wellington (Asia)	+	+			
Satellite	+	+			
QEH 200	+	+			
Maverick	+	+			
Custom - Core	+	+			
Indus - Asia	+	+			
India - Japan	+	+			
GRT	+	+			
Spunkman	+	+			
MHR	+	+			
Carlsen Capital					New absolute return manager
Ferillion					New absolute return manager
Highridge					New absolute return manager
TCW Energy Fund					New private equity manager





University of Wyoming Foundation Manager Allocation



As of June 30, 2004
\$156,348,507*

As of March 31, 2004
\$151,514,040

Prepared for University of Wyoming Foundation
 By Monticello Associates

*Added \$4,400,000 in Cash.

INFORMATION ITEMS

AGENDA ITEM TITLE: **Internal Audit Activity Conducted in Accordance with the Audit Plan for the Period April 1 – June 30, 2004**, Jacobsen

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Internal Audit Activity is reported quarterly by Van Jacobsen, Internal Audit for the University of Wyoming. This is a routine item requiring no action, and is presented for the information of the Board.

Prior Related Board Discussions/Actions:

Presented quarterly.

WHY THIS ITEM IS BEFORE THE BOARD:

Routine information.

ACTION REQUIRED AT THIS BOARD MEETING:

None.

PRESIDENT'S RECOMMENDATION:

None.

Van Jacobsen, Internal Auditor, noted that this audit was done for Campus Recreation. As a result of the audit, his office has presented recommendations for changes.

INTERNAL AUDIT ACTIVITY CONDUCTED IN ACCORDANCE WITH THE AUDIT PLAN
FOR THE PERIOD APRIL 1 TO JUNE 30, 2004.

The following audits and related activities have been completed:

1. The operational review of Campus Recreation has been completed. The text of the audit report is on the following pages.
2. The Cashiers Working Fund was counted on April 13, 2003 to coincide with the retirement of the Head Cashier.

The following audits and related activities are in process:

1. NCAA rules compliance is being audited for activity during fiscal year 2003-04 in the areas of Rules Education, Employment of Student-Athletes, Certification of Compliance, Camps and Clinics, and Recruiting. This is the third audit in a series of three annual audits that covered all of the NCAA rules compliance areas.
2. PC Sales and Maintenance is being audited.
3. Van Jacobson and Jim Byram have been participating in the upgrade of the PeopleSoft Financial Management System and Asset Management System. The goals in this area are to evaluate the controls and functionality that are being configured into these systems, as they are being upgraded, and to assist with the upgrades.

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

1. The endowment and scholarship reporting process audit report was issued in January of 2001. The implementation plan for those recommendations is as follows:

The University of Wyoming Board of Trustees, at their November 8, 2003 meeting, authorized the University of Wyoming Foundation to serve as its agent for the investment and management of the University's endowment portfolio. It is anticipated that the physical transfer of endowment assets will occur by the end of February 2004. The Foundation has a reporting model in place and the University endowment assets will be included in this reporting package. The University Controller's Office will work closely with the Foundation over the next few weeks to identify all departments impacted by endowment accounts so that the goal of giving departments access to the financial reports of every account that has an impact on them is met.

This reporting model may eliminate the need for these accounts to be added to the appropriate PeopleSoft reporting tree as recommended in the January 25, 2001 internal audit report. If there are additional reporting needs, such as college-level management reports which the Foundation's reporting system does not provide at this time, the Controller's office will help the Foundation determine what those needs are and will pursue development of additional reports. The BRIO reporting solution mentioned in the 2001 internal audit report was undertaken for over a year and a half and was subsequently abandoned; however, since the endowments will now reside with one reporting entity, the need to extract information from two or more different databases has been eliminated. It is anticipated that these reporting issues will be resolved by December 31, 2004.

The recommendation that all PeopleSoft accounts have a complete long description will be pursued after implementation of the latest upgrade. Although this project is nearing completion, it is difficult to anticipate post-implementation issues that will take priority. A realistic target for this recommendation would be six (6) months after the new version is in production and stable, at which time enhancements to the database will be undertaken and the feasibility of this endeavor will be assessed.

2. The Stores and Reimbursable Labor audit report was issued in April of 2003. All recommendations have been implemented except old accounts receivable from other UW departments amounting to \$219,000 were uncollected. A payment of \$23,000 has reduced this to \$196,000. The Associate Director of Physical Plant is working with the Vice President of Administration and other Vice Presidents to collect the accounts receivable during fiscal year 2004-05.

Campus Recreation

UNIVERSITY
OF WYOMING

Internal Audit

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

July 28, 2004

To the Board of Trustees
University of Wyoming

This report is submitted relative to our findings and conclusions as a result of our review and analysis of Campus Recreation cash handling procedures, student fee collection, Outdoor Adventure Program, and Club sports. The review included the following:

- Interviewed Accounting Associate, Senior about the roles and functions associated with cash handling.
- Reviewed office policies and procedures set up to accomplish these functions.
- Prepared both narrative and flow chart documentation of cash handling procedures.
- Assisted in risk/control analysis for the cash handling procedures.
- Calculated fees to be received and compared to actual receipts.
- Interviewed Coordinator Student Activities/Program Outdoor Adventure Program
- Interviewed Coordinator Student Activities/Program Club Sports

BACKGROUND

The mission of Campus Recreation is to provide opportunities to the campus community that enhance the learning and workplace environment and promote mental and physical health via quality facilities, equipment, and programming. Recreation programs, which include open recreation, intramural sports, club sports, and outdoor adventure, offer a broad range of coordinated activities for individuals and groups that promote health awareness and fulfillment of basic human needs such as relaxation, socialization, and maintenance of physical health.

Campus Recreation is comprised of four programmatic areas:

Club Sports offers a more in-depth and competitive athletic experience than intramural sports

and open recreation. There are 18 club sports teams at UW that compete outside of the university with other collegiate and independent club teams.

Intramural Sports offers organized individual and team opportunities in men's, women's, and co-recreational sports for the entire campus.

Open Recreation offers quality non-organized physical recreation opportunities to the entire campus including family members.

Outdoor Adventure Program offers a wide range of outdoor activities at a variety of skill levels and training to use the indoor climbing wall for the UW community.

In support of this mission Campus recreation, in addition to student fees, receives payment for non-student memberships, rental of equipment, deposits from club sports fund raising, and sale of miscellaneous small items.

SCOPE OF REVIEW

For the purpose of identifying areas for improvement, our review and analysis of present Campus Recreation cash handling policies and procedures, collection of student fees, Outdoor Adventure Program, and Club Sports included the following:

MEETINGS WITH PERSONNEL

Meetings with the Director, Accounting Associate, Senior, and Office Associate, Senior, to discuss and plan the process of developing the risk/control, risk assessment and mitigation strategies for the cash handling process of Campus Recreation and procedures to verify the collection of student fees. Meetings were also held with the Coordinator Student Activities/Program for Outdoor Adventure Program and Club Sports to document the policies and procedures in place.

OBJECTIVES

The objectives of the review were:

- To identify the work being performed by Campus Recreation personnel in order to document present procedures as well as to make observations and recommendations about the manner in which immediate and short-term improvements could be realized.
- To determine if Campus Recreation is receiving the correct amount of student fees.
- To identify areas for improvement in the Outdoor Adventure Program and Club Sports.

SUMMARY OF FINDINGS AND RECOMMENDATIONS

Cash Handling Procedures Campus Recreation Office

There were no major findings or recommendations for Campus Recreation Business Office cash handling procedures.

Collection of Student Fees

There are several factors that prevent an absolute reconciliation of the student fees that should be received and the amounts that are actually received. However, fall semester 2003 the fees

collected were 99.5% of the calculated fees to be received. A process has been developed and is currently being used to compare the fees collected to enrollment on a monthly basis. This process will enable Campus Recreation staff to be aware of and address any problems in collection within a reasonable time frame.

Outdoor Adventure Program (OAP)

Background

The Outdoor Adventure Program provides outdoor equipment to the students through a rental program. In order to rent equipment the customer is required to complete a three-part pre-numbered Outing/equipment rental contract, which requires a deposit to be made on the equipment. This deposit can be made with cash, check, or credit card. If a credit card is used the credit card number is printed on the contract as well as the expiration date.

Observation

When equipment is rented the contract is taken to the business office where the customer pays the rental fee. OAP staff takes the equipment to the front office where it is given to the customer after the fee and deposit is collected. The pink copy is given to the customer. The yellow copy of the contract and deposit are put in a locked drawer under the cash register in the Business Office. At shift changes an OAP office staff person brings the yellow copy of the contract back to the OAP office where it is kept on a clipboard designating that the equipment is out.

When the equipment is returned OAP staff inspects it and if there is no damage the business office is notified that the deposit check is to be returned to the customer (or shredded), the white copy of the contract is shredded at this time. If the deposit was made with a credit card, the white copy of the contract is shredded to protect the credit card information after the equipment has been inspected. The yellow copy is maintained in the OAP office in a box behind the desk until information on the equipment is entered into a database to keep track of how often each type of equipment is rented. The yellow copy is shredded after the database is updated.

Recommendations

- While the equipment is in the possession of the customer the yellow copy of the contract should be kept in a secure location to prevent theft or loss of the credit card information.
- When the yellow copy of the contract is being held to enter the information into the database the portion of the contract containing the credit card number should be removed from the contract and destroyed to protect the credit card information.
- The rental contract includes a wavier that states the customer is responsible for any injuries sustained by the customer or others while using the equipment. In order to protect the University from future claims we recommend a copy of the rental contract be kept for two years plus one day beyond the last day of the rental. This covers the maximum time period one has to make any related claim against the university.

Response

The following procedures concerning the above recommendations were put into place July 1, 2004:

- When the equipment contract is brought to the service window for payment and a credit card number is to be used as the deposit, the credit card number will only be entered on the original (white copy) of the three-part contract. The original will be filed in the business office until the rental equipment has been returned.
- When the equipment is returned and inspected and it is verified that there are no late fees, the OAP staff will release the deposit by calling the service window. At that time the original (white copy) will be shredded.
- Yellow copies of the contract will be put into the OAP mailbox and brought back to the OAP office at shift changes. All yellow copies will be kept by the OAP for a period of two years plus one day.

Club Sports

Background

Money generated through fundraisers is kept in an account at UniWyo Credit Union. The money is deposited into one general account at the credit union regardless of the sport that is depositing the money. A separate spreadsheet is maintained to track the amounts belonging to the different sports.

Observation

- There is no segregation of duties as Coordinator of the Club Sports program has complete control over this account. The Coordinator makes the deposits, maintains the spreadsheet detailing each sport's revenue, writes checks, and reconciles the bank account.
- Individual sports are allowed to overdraw their share of the money on deposit in the ASUW Sports Club account maintained at UniWyo Federal Credit Union, which in effect creates a loan from the other teams. If the team that is overdrawn fails to repay the amount it would seem that the University has incurred a liability for the amount of the default.

Recommendations

Procedures used to maintain this account need to be changed to prevent one person from having complete control over the account. Segregation of duties is important not only to help prevent a theft from occurring but also to help protect the Coordinator in the event that a theft or accusation does occur.

In order to segregate the duties we recommend:

- The club representative should take deposits to the Business Office where the deposit advice and a pre numbered receipt are prepared. A copy of the receipt is given to the club representative at this time and the receipt number is added to the deposit advice.
- Business Office personnel make the deposit and give the deposit receipt and copy of the deposit advice to the Club Sports Coordinator.
- The Club Sports Coordinator enters the amount of deposit for the team on the spreadsheet and prepares the bank reconciliation at the end of each month.
- The bank reconciliation, supporting documentation for checks written, check register, and the spreadsheet identifying individual sports amounts held in the account should be submitted to the Business Office for review on a monthly basis.

Campus Recreation administration and Club Sports personnel should assess the risks to the University in allowing club sports to overdraw their share of the money held in the ASUW Sports Club account. Based on the assessed level of the risks the administration should implement a strategy to mitigate the risks to the University.

Response

1st Recommendation:

Segregation of duties dealing with the Club Sports account went into place directly following our meetings with the auditor. The deposits now come into the business office where the club representative is given a numbered receipt for their deposit. Once the business office has an accounting of the deposit and has taken the deposit to UniWyo, they will return the receipt to the Club Sports coordinator who will record the deposit in the account spreadsheet. At the end of each month, the Club Sports Coordinator will prepare a bank reconciliation providing a copy to the business office for review.

2nd Recommendation:

Historically, club teams have been allowed to overdraw their share of money held in the UniWyo account under extraordinary circumstances. Examples of this include: club teams qualifying for National Championships or playoff competitions unexpectedly, making down payments in advance of National Championships for lodging in ski resort towns, and situations where clubs work Athletic concessions as their major fundraiser and do not receive their payment for several weeks after the end of the season, but have events where they need their money in advance. The account has never been overdrawn and after assessing the risks of this situation, it has been determined that allowing our teams the advance money, within reasonable risk, on a case-by-case basis, outweighs the risk associated.

Policies were put into writing about this practice beginning July 1, 2004 and will be brought to the student board known as the Club Sports Council in September 2004 for discussion and approval.

The following outline the proposed policies for this situation:

- Club teams wanting an advance for extraordinary circumstances must provide documentation to the Club Sports Coordinator and Club Sports Council concerning the repayment of funds and length of time in which the team makes repayment.
- A club may not have an advance of over \$5,000.
- The Club Sports Council must approve the monetary advance with a majority vote.
- In the case that the Club Sports Council is unable to meet before the money is needed, an e-mail vote will be utilized.
- All clubs must have their account at UniWyo at a positive or \$0 balance by July 1 of each year. If at July 1, they have a negative balance, the money allocated to the club by the Club Sports Council will be used in order to bring their balance to \$0.

Jim Byram
Auditor, Senior

Copy: Philip Dubois, President
University of Wyoming

Leellen Brigman, Vice President
Student Affairs

Patrick Moran
Director, Campus Recreation

Gloria Youmans
Accounting Associate, Senior

AGENDA ITEM TITLE: **Change Orders and Progress Reports**, Hardin

The following gives an accounting of the progress and activity of construction and design since the May 2004 Trustees meeting. Also reported are approved change orders.

PROJECTS IN CONSTRUCTION

1. Health Science – Biochemistry Addition & Remodel

Contractor Groathouse Construction, Inc.
 Bid Price \$11,597,000.00
 Contract Substantial Completion Date May 1, 2005

	Total	Administration	Construction	Design	Technology	FF & E	Contingency	Misc
Budget	17,984,000	600,000	11,597,000	1,680,000	1,386,000	915,000	1,556,000	250,000
Expended	8,079,291	183,849	6,459,430	1,407,248			28,051	713
Obligated	5,544,337		5,137,570	170,212			236,555	
Un-obligated	4,360,372	416,151	0	102,540	1,386,000	915,000	1,291,394	249,287

Remarks Masonry for the exterior walls is nearly completed. Window installation for the exterior walls has begun with the intent to make the building weather tight for the winter season. Roofing installation has begun and will continue until all of the roofs are completed. Electrical and mechanical rough-ins at the Biochemistry building are being finalized and have started in the east addition. Installation of gypsum board is 50% complete on the first and fourth floors of the Biochemistry building. The building portion of the project is on time to be substantially complete in May of 2005, with the exterior site and landscaping work to be substantially complete by mid June of 2005.

2. Steam Tunnel Repair and Fuel Tank Removal

Steam Tunnel Contractor Spiegelberg Lumber & Building Co., Inc.
 Bid Price \$1,227,000.00
 Contract Substantial Completion Date October 15, 2003

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

	Total	Administration	Construction	Design	Contingency
Budget	1,500,000	75,000	1,381,756	30,000	13,244
Expended	1,635,931	75,000	1,517,687	30,000	13,244
Obligated	0				
Un-obligated	(135,931)	0	(135,931)	0	0

Remarks This project is complete. All modifications to the parking lot to increase the number of handicap spaces are complete. \$482,054.20 was received from insurance proceeds. Actual costs were higher than expected due to unforeseen conditions, i.e. abandoned electrical duct banks, holding tank foundations, and modifications to existing utilities.

3. Upper West Stand Replacement, War Memorial Stadium

Contractor Reiman Corporation
 Bid Price \$3,744,400.00
 Original Completion Date August 15, 2004
 Contract Substantial Completion Date August 22, 2004

	Total	Admin	Construction	Design	Contingency	Misc
Budget	4,393,535	98,000	3,744,400	391,735	130,000	29,400
Expended	3,588,741	16,609	3,209,907	362,225		
Obligated	582,763		534,493	29,510	18,760	
Un-obligated	222,031	81,391	0	0	111,240	29,400

Remarks A certificate of substantial completion was issued to the general contractor on August 29, 2004. The general contractor is in the process of completing the punch list items.

4. Washakie Housing Renovations – McIntyre and Orr Hall

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

	Total	Administration	Construction	Technology	Design	Contingency	Furnishings
Budget	8,600,000	275,180	6,344,329	50,000	800,000	380,000	750,491
Expended	1,514,558	62,837	910,278		541,443		
Obligated	5,376,349		5,148,492		227,857		
Un-obligated	1,709,093	212,343	285,559	50,000	30,700	380,000	750,491

Remarks Demolition is complete on six floors and is progressing on the rest of the floors. Soffit installation at the rooms and metal framing are following the demolition and has been completed on five floors. Electrical demolition has been completed on all floors and new electrical work is being installed on the 11th and 12th floors. Fire protection system installation started in late August.

5. Prexy's Pasture – Phase I

Contractor Spiegelberg Lumber and Building Company
 Bid Price \$1,727,100.00
 Contract Substantial Completion Date August 24, 2004

	Total	Administration	Construction	Design	Contingency	Misc
Budget	2,106,600	80,000	1,727,100	175,000	99,500	25,000
Expended	1,690,914	56,596	1,483,436	150,882		
Obligated	352,144		243,664	150,882	98,762	7,232
Un-obligated	41,910	23,404	0	0	0	17,768

Remarks The general contractor is 70% complete with the project as of September 7, 2004. The project was delayed due to weather, delays in material shipments, etc. The area from the west side of Ag C to the McWhinnie intersection is in progress and is planned to be substantially complete by September 24, 2004.

6. Early Care and Education Center

Contractor Spiegelberg Lumber and Building Company
 Bid Price \$2,037,900.00
 Contract Substantial Completion Date March 31, 2005

	Total	Administration	Construction	Design	Contingency	Misc
Budget	2,344,800	58,500	2,037,900	146,000	73,000	29,400
Expended	509,413	32,887	369,392	107,134		
Obligated	1,696,474		1,668,508	27,966		
Un-obligated	138,913	25,613	0	10,900	73,000	29,400

Remarks The footing and foundation systems are installed. Site utilities are approximately 90% complete. Contractor is preparing for the floor slab installation and working on the curb and gutter for the west parking area. Masonry walls are scheduled to start in late September and the parking lot should be completed in early October.

PROJECTS IN DESIGN PHASE

1. **Information Library and Learning Center (IL²C)**
2. **Wyoming Technology Business Center (WTBC)**
3. **Classroom Building Renovation**
4. **Anthropology Building**

CHANGE ORDERS

5. **Health Science – Biochemistry Addition & Remodel**

Change Order No. 6

Item 1 Add Wall in Audiology Lab 183	Add:	363.00
Item 2 Tension Control Bolts	Add:	488.00
Item 3 Additional Beam at Operable Partition	Add:	1,842.00
Item 4 Piping at Elevator Machine Room	Add:	12,445.00
Item 5 Deck Bearing Angles at Stair Towers	Add:	812.00
Item 6 Elevator Revision – Pharmacy	Add:	4,196.00
Item 7 Precast Panel Support	Add:	952.00
Item 8 Temporary Controller at Biochemistry	Add:	1,798.00
<u>Total Change Order No. 6</u>	Add:	<u>\$22,896.00</u>

Change Order No. 7

Item 1 Bent Angles at Biochemistry Stairs	Add:	16,772.00
Item 2 Repair at Biochemistry Roof Structure	Add:	9,550.00
Item 3 Storm Piping at Link	Add:	5,817.00
Item 4 Masonry Bearing at South Addition	Add:	1,429.00
<u>Total Change Order No. 7</u>	Add:	<u>\$33,568.00</u>

Change Order No. 8

Item 1 Biochemistry Ceiling Removal	Add:	29,273.00
Item 2 Relocate Fire Hose Cabinet	Add:	<u>3,741.00</u>
<u>Total Change Order No. 8</u>	Add:	\$33,014.00

Change Order No. 9

Item 1 Accept Elevator in Pharmacy to begin use and warranty period	Add:	<u>0.00</u>
<u>Total Change Order No. 9</u>	Add:	\$0.00

Statement of Contract Amount

Original Contract	\$11,597,000.00
Change Orders 1-9	<u>+ 236,555.00</u>
Adjusted Contract	\$11,833,555.00

6. Steam Tunnel Repair and Fuel Tank Removal

Change Order No. 7

Item 1 Modify parking to accommodate ADA	Add:	6,578.00
Item 2 Provide asphalt patch	Add:	<u>4,503.00</u>
<u>Total Change Order No. 7</u>	Add:	\$11,081.00

Statement of Contract Amount

Original Contract	\$1,227,000.00
Change Orders 1-7	<u>+ 88,468.00</u>
Adjusted Contract	\$1,315,468.00

7. Upper West Stand Replacement War Memorial Stadium

Change Order No. 1

Item 1 Bench Seating Replacement	Add:	<u>0.00</u>
<u>Total Change Order No. 1</u>	Add:	\$0.00

Change Order No. 2

Item 1 Modifications to Existing Camera Deck	Add:	10,939.95
Item 2 Grout Pads	Add:	<u>7,820.50</u>
<u>Total Change Order No. 2</u>	Add:	\$18,760.45

Add: 4 days

Change Order No. 3

Item 1 Paint Existing Corrugated Metal Back Wall	Add:	4,200.00
Item 2 Install concrete void filler and curb, hollow steel sections	Add:	10,505.00
Item 3 Relocate conduit	Add:	1,124.55
Item 4 Twin T Bracket Modifications	Add:	<u>878.31</u>
	<u>Total Change Order No. 3</u>	Add: \$16,707.86
		Add: 3 days

Statement of Contract Amount

Original Contract	\$3,744,400.00	
Change Orders 1-3	<u>+ 35,468.31</u>	
Adjusted Contract	\$3,779,868.31	Add 7 days

8. Prexy's Pasture Phase I

Change Order No. 1

Item 1 Reinforced Turf and Bollards	Add:	24,124.00
Item 2 Temporary Plywood Walkways	Add:	<u>15,763.00</u>
	<u>Total Change Order No. 1</u>	Add: \$39,887.00

Change Order No. 2

Item 1 Install Construction Signs	Add:	2,258.00
Item 2 Provide Concrete Color Samples	Add:	1,804.00
Item 3 Extend Concrete on West Side of Half Acre	Add:	1,841.00
Item 4 Concrete Removal	Add:	13,280.00
Item 5 Removal of Concrete Valley Pans	Add:	4,920.00
Item 6 Replace Concrete in Front of Education Building	Add:	10,183.00
Item 4 Increased Cost for Color Selection	Add:	<u>3,179.00</u>
	<u>Total Change Order No. 2</u>	Add: \$37,465.00

Change Order No. 3

Item 1 Remove Unsuitable Soil and Construction Dump	Add:	<u>21,410.00</u>
	<u>Total Change Order No. 3</u>	Add: \$21,410.00

Statement of Contract Amount

Original Contract	\$1,727,100.00
Change Orders 1-3	<u>+ 98,762.00</u>
Adjusted Contract	\$1,825,862.00

AGENDA ITEM TITLE: **Pharmacy Accreditation Update**, Buchanan, Vandel

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Accreditation Council for Pharmacy Education (ACPE) Board of Directors reviewed the UW Doctor of Pharmacy program for purposes of continued accreditation at its June 24-27, 2004 meeting. This review was based on the Focused Site Visit team's report of May 4-6, 2004, and our School's interim reports at the June 24-27, 2004, ACPE Board meeting.

It was the decision of the Board that accreditation of the Doctor of Pharmacy program be continued and extended until June 30, 2007. This action will put the School back into the customary six year accreditation cycle. The next scheduled evaluation for accreditation will be in 2006-2007. A written report addressing the status of our program in previous areas of concern will be due November 1, 2005. The follow-up written report is standard procedure when granting two or more years of accreditation and is designed to alert the Council to any difficulties or special situations in the program's progress. The Council reserves the right to reduce a previously awarded accreditation term if planned progress does not occur, resulting in a negative effect on the program.

In their report, the ACPE recognized that to visit the School prior to the three years would be to view a "work in progress." Much of the report contained standard "boiler plate" cautions and warnings that are in all reports, no matter how well the school has met the standards. It is the opinion of both the Dean of Pharmacy and the Dean of the College of Health Sciences that provided the school continues to implement its strategic plan, its students continue to improve their NABPLEX test scores, and the faculty continue to be successful in receiving quality research grants, the Doctor of Pharmacy program should continue to receive favorable accreditation status.

AGENDA ITEM TITLE: **Engineering Accreditation Update**, Buchanan, Plumb

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Six engineering programs offered by the College of Engineering were visited by a team representing the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology (ABET) in September of 2003. The Summary of Actions and Final Statement was received in August.

Compliance with the EAC criteria is assessed using a range of terminology describing the level of non-compliance. *Deficiencies* are the most serious, generally requiring a follow-up visit in two years. *Weaknesses* are less serious requiring a report in two years. *Concerns* require no formal action but identify problems that could become weaknesses or deficiencies without future attention.

Five of the College's six engineering programs received no weaknesses or deficiencies although several concerns were raised. These programs including Computer Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering, and Mechanical Engineering are accredited for the maximum term of six years until September 30, 2010. The next comprehensive general review will occur prior to this in the fall of 2009. This was the first review and accreditation for the computer engineering program. In this case the accreditation is retroactive to October 1, 2002, to assure that the first graduates of the program are officially graduates of an ABET/EAC accredited program.

Architectural Engineering received one weakness resulting in accreditation through September 30, 2006. The College of Engineering is required to submit a report describing actions taken to correct the weakness by July 1, 2005. Successful correction of the weakness will result in the accreditation being extended through September 30, 2010. The identified weakness is that required design courses have been offered only once per year resulting in a class size too large for necessary student-faculty interaction and potentially impacting graduation in a timely manner. Adjunct/temporary faculty will be hired on a regular basis to offer a section each semester in order to correct the weakness.

One of the institutional strengths identified by the team was "The University of Wyoming demonstrates a strong commitment to undergraduate education and the preparation of students for professional careers. Faculty and student morale appears to be high, and students are well satisfied with their educational experience."

A team from the Computer Accreditation Commission (CAC) of ABET will visit the Department of Computer Science on September 26-28, 2004, to conduct a review of the Computer Science program.

AGENDA ITEM TITLE: **Counselor Education Accreditation Update**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The Department of Counselor Education in UW's College of Education was recently notified that its degree programs were fully reaccredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) through 2012, the maximum duration awarded by CACREP.

Students in the Counselor Education Masters degree program complete the National Counselor Exam during their last semester. This examination is used by most states for licensure as a professional counselor, with separate exams required for those seeking licensure in the areas of addictions and/or marriage and family therapy. UW students have consistently scored above the national average on these exams. For spring 2004, the national mean score for the National Counselor Exam was 105.4, the mean for CACREP accredited programs was 117.6, and the UW Counselor Education Mean Score was 122.5.

AGENDA ITEM TITLE: **Summer School Report**, Buchanan

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

UW maintains a decentralized and self-sustaining Summer Session; colleges control their own Summer Session programs, determine course offerings, and receive net revenues. In response to Academic Plan II recommendations, increased focus has been placed on summer session through the appointment of a Coordinator for Summer Session by Academic Affairs.

In 2004, emphasis was placed on better serving summer session students' learning needs and on aligning summer session goals with the Academic Plan II. In Academic Plan II, diversity and internationalization were highlighted as priorities, along with research and undergraduate education. Action item #72 calls for support to be given to create summer opportunities for students to study, work, and travel abroad. As a result, the Innovative Summer Course Call for Proposals was developed by the Coordinator of Summer Session, working with International Programs and the Summer Session Advisory Committee. Faculty were invited to apply for grants to create courses with international emphases.

The innovative summer courses attracted substantial interest. Previously, only a few international courses were offered during the summer. With this innovative program, twenty four proposals were submitted from five of seven colleges. Eleven courses in five colleges were funded for a total of \$52,912, including nine international courses. Most included time abroad and time in the classroom at UW. Two international courses were offered solely on the UW campus. All of the courses had adequate enrollments and ran successfully. Ninety-six students enrolled, completing approximately 300 credit hours. Another fifteen students took the courses non-credit. Student evaluations were overwhelmingly positive.

As part of the Outreach School effort to enhance the summer session, Outreach Credit Programs and UWCC continue to sponsor the delivery of new classes each summer to appeal to a variety of student interests. Collaboration between the Coordinator of Summer Session and the Outreach School has enhanced the awareness of Summer Session statewide, as well as enhanced the understanding of Outreach learning opportunities within the University.

Summer 2003 - 2004 Headcount by College Major

All Sites

College	Summer 2003 Aug. 1, 2003 Day 54 - Friday	Summer 2004 July 30, 2004 Day 54 - Friday	2003-2004 Difference	Percent Difference
Agriculture	259	268	9	3.5%
A&S	1,226	1,320	94	7.7%
Business	495	526	31	6.3%
Education	638	657	19	3.0%
Engineering	378	373	-5	-1.3%
Graduate School	2	3	1	50.0%
Health Sciences	625	689	64	10.2%
Law	24	33	9	37.5%
Undeclared	1,851	1,532	-319	-17.2%
TOTAL All Sites	5,498	5,401	-97	-1.8%

ACTION REQUIRED AT THIS BOARD MEETING:

None

2004 INNOVATIVE SUMMER COURSES

AUSTRALIA: NURS4780, HLED 4900, SOWK 4780: Public Health in the United States and Australia: Access and Outcomes. 3 credits. Compare public health systems of the U.S. and Australia. Dates: July 7 – July 30; UW component, July 7 – 14). Instructors of Note: Todd Bartee.

CARIBBEAN: POLS 5710: Topics - A Case Study of an Emerging Democracy – Dominica. 3 credits. Conduct research with instructor on Dominica's democratization. Dates: two weeks in June (flexible arrival and departure dates). Instructor: Larry Hubbell.

CHINA (SHANGHAI): SOC 4900-01 Shanghai: Past and Present, Study/Tour Summer Program in Shanghai, China. 3-6 credits. Through lectures, fieldtrips, and other cultural activities, learn about political, economic and cultural development in 21st century China. Dates: May 23 – June 12, 2004. Instructor: Yarong Ashley.

KENYA: EDST 4740: Field Studies in International Cultures, Kenya. 1-5 credits. Compare Kenyan and American cultures, including the interaction of geo-political, environmental, economic, religious, educational, AIDS, terrorism, and gender issues. Dates: June 9 – June 28. Instructor: John Kambutu.

MEXICO (CENTRAL): EDST 4740: Field Studies in Mexican Culture. 3 credits. Learn about Mexican culture and develop cross-cultural competence. Learn to deal with cultural diversity at home and abroad. Spanish language ability *not* required. Dates: TBA. Instructor: Marcela van Olphen and Francisco Rios.

MEXICO (YUCATÁN): CHST 4990, AAST 4490, AIST 4990, AMST 4500, WMST 4500, INST 4990: Topics - Diaspora Study in the Yucatán. 3 credits. Diaspora Study in the Yucatán. Examine multicultural Latina/o diaspora from islands in the Caribbean to the Yucatán peninsula and beyond. Dates & Times: June 14 – July 9; 3-week UW component: M-F, 3:40 – 6:05 p.m. Instructors: Ed and Susana Muñoz.

RUSSIA (SARATOV): THEA 4990-04: Topics - Russian Theatre Stage Design Aesthetics. 3 credits. Brief history of Russian stage design to the Avant-Garde. Attend stage performances, meet Russian stage designers, tour museums of stage designs and art of the period. Dates: TBA. Instructor: Larry Hazlett.

SWITZERLAND AND ITALY: GEOL 5200: Comparative Study of Marine and Terrestrial Peridotite: A Field Investigation of Denuded Mantle in the Swiss Alps. 2 credits. Two-week classroom and field-based course in the Swiss and Italian Alps. Dates: July 21 – August 14 (July 30 – August 14 fieldwork in the Alps). Instructors: Barbara John and Michael Cheadle.

LARAMIE CAMPUS COUSES IN INTERNATIONALIZATION

ECON 4360: Sem. in Economics, Globalization Controversies: Trade. 3 credits. This course deals with the controversial issues that surround US and multilateral international trade policies. Dates & Times: May 17 - June 11, 8:40am - 11:50am. Instructor: Patrik Hultberg

SPAN 3990-01: The Latin American *Telenovela*. 3 credits. Students will read and discuss in Spanish related articles, view a documentary on the role of the *telenovela* in Latin America, and watch episodes of different *telenovelas*. Learners will then write in Spanish and edit their own short *telenovela*. The course will conclude with a public debut of the students' projects. Dates & Times: May 17-June 4, 2004, from 8:40-11:50 a.m. Instructor: Julie Sellers.

NASC 4790: GLOBE: K-12 Teachers. 2-3 credits. Global Learning and Observation to Benefit the Environment is an international effort to engage K-12 students and teachers in environmental data collection and analysis. Dates: July 19-23 on site, July 24-Aug. 6 on-line. Instructors: Buss, Ellsworth, Lyford, Harper.

AGENDA ITEM TITLE: **Research Funding**, Gern (**deferred to November Board Meeting**)

AGENDA ITEM TITLE: **Designation of Depositories**, Hardin

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

Wyoming banks with either a state or federal charter and federal savings banks are designated as depositories for public funds in accordance with statute. The University of Wyoming will utilize services from the following institutions for calendar year 2004:

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

All of these financial institutions guarantee adequate security for all funds on deposit exceeding the applicable Federal Deposit Insurance Corporation limitations.

Prior Related Board Discussions/Actions:

Presented annually as a routine item.

WHY THIS ITEM IS BEFORE THE BOARD:

Informational purposes.

ARGUMENTS IN SUPPORT:

ARGUMENTS AGAINST:

ACTION REQUIRED AT THIS BOARD MEETING:

This is an information item, so no action is required.

PRESIDENT'S RECOMMENDATION:

None.

AGENDA ITEM TITLE: **Foundation Prospect Interview Qualification System (PIQS),**
Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

In the spring of 2003, the UW Foundation entered into conversations and – subsequently, a contract – with the Garrow Company to bring to the University of Wyoming a program designed to assist in the identification of major gift prospects through personal interviews and subsequent client review, qualification, cultivation and solicitation. The acronym for this program, “PIQS”, stands for “Prospect Interview and Qualification System”. Specifically, the goal for this program in connection with UW was to help the University “open doors” with numerous individuals – friends and alumni alike – with whom there might be no other way to logically begin a relationship to connect or reconnect the individuals to UW. The interviews would help determine alumni and friends’ attitudes toward UW, receive valuable information on their interest and/or commitment toward UW, and ensure a quality interaction to begin a viable relationship with interviewees.

At the outset of this program, the intent was to drop, in a six (6) month period, 4,200 letters from President Dubois (copy provided) to friends and alumni identified through the University’s BSR database, inviting them to participate in an interview to gain their perspectives and input about UW. Letters would be dropped by “geographical segments”, in groups of 350 letters per mailing, to begin in July/2003 and conclude in December/2003. Once letters were dropped, the Garrow Company would follow up with a phone call to each recipient (all individuals called were first screened against the “national do not call” list), determine their interest in participating in the interview, and funnel that information back to the Foundation on a bi-weekly basis. Individuals indicating they would like to participate in the process were then flagged on the University’s BSR system and the appropriate Development Officer was tasked with contacting (within 72 hours) and scheduling the interview (copy of interview questions provided). (There are two separate interview documents – one for UW alumni and one for UW friends)

Following interviews, the responsible Development Director should return the completed questionnaire, evaluation and suggested follow-up steps to the Foundation’s Prospect Research Department. Prospect Research then inputs the evaluation into the BSR database for future reference, follow up steps are recorded and tasks assigned against the individuals entity in the data base and all hard copies are archived for further summarization as needed in the future.

It became apparent that there would be no feasible way to get through 4,200 letters and the resulting interviews in a six-month period. The number and timing of letters dropped had to

accommodate the timing requests of the seven college Development officers and the five Unit Development officers as well as Central Development Officers. Budgetary issues with traveling to do interviews, amount of open time on employee schedules for interviews versus other development work required, and numerous outside factors resulted in the PIQS system having to be reevaluated and pared down to fit the size of the University of Wyoming versus much larger schools.

This is not to say that the concept and use of the system is not an excellent one nor that the results haven't been positive. To date (beginning in December/2003), seven hundred and two (702) letters were mailed to potential interviewees, with one hundred and one (101) of those individuals declining the interview offer and four hundred and nine (409) accepting the invitation to be interviewed. (One hundred ninety-two (192) of the letter recipients were not reachable at all via telephone.) Of those agreeing to be part of the interview process, two hundred and seventy-seven (277) interviews have been completed, eighteen (18) interviews are scheduled to be held, and there are ninety-one (91) individuals with whom we have not yet been able to make subsequent contact to schedule the interview. Twenty-three (23) individuals changed their mind and removed their names from the interview list. At the conclusion of the interview, a thank you letter (copy provided) is sent to the interviewee from President Dubois.

At the conclusion of UW's contract with the Garrow Company for their services for the PIQS system, it was decided that UW would move forward with a similar internal program titled "RECONNECT". RECONNECT will operate under the same structure as the PIQS program, but on a smaller and far more manageable scale for the Development Officers. Advisory Boards across campus will be introduced to the RECONNECT program and the questionnaire and system will be formatted in such a manner that it is simple, user friendly, and Board members wanting to participate in their geographical areas can complete the interview and new questionnaire on their own with select individuals, reporting information back to the appropriate Development Officer and then into the UW database. (Copy of new questionnaire provided.)

Throughout the fall, the RECONNECT program will be presented to each of the UW Advisory Boards for their review and – hopefully – active participation in helping to connect and RECONNECT UW's friends and alumni to the university through this interview system. The initial success from the PIQS program – overwhelmingly, people interviewed were excited to be asked their opinion and enjoyed the experience, thereby building the first of many positive UW connections – should easily be carried into RECONNECT.

A few highlights from PIQS:

- ✓ \$100,000 gift from a UW alum in New York who – during his interview – told the interviewing Development Officer that he has “just been waiting” for UW to find him and ask him to be involved.
- ✓ An identified estate gift in the million dollar range from a couple who has included UW in their will, but had never met with nor shared the information with the university.
- ✓ New President's Society level gifts (\$1,000 or more) from interviewees who had not participated at this level in prior years.

WHY THIS ITEM IS BEFORE THE BOARD:

This is informational for the Trustees.

ARGUMENTS IN SUPPORT:

Not applicable.

ARGUMENTS AGAINST:

Not applicable.

ACTION REQUIRED AT THIS BOARD MEETING:

Not applicable.

PRESIDENT'S RECOMMENDATION:

April 16, 2004

<Name>
<Address>
<City>, <ST>, <Zip>

Dear < >:

May I ask a favor and explain its importance? The favor is to set aside approximately 45 minutes to be interviewed, in person, by a representative of the university. As you know, the University of Wyoming has had an extraordinary relationship with its graduates and with many others in and out of the state of Wyoming for over 116 years. In very large measure, UW has benefited from these relationships, and we hope you have also gained from what the university has provided.

We greatly value these ties and realize that they require an ongoing investment in time and outreach on our part. To that end, I have asked Ben Blalock, Vice President for Institutional Advancement, and his colleagues to get acquainted with a large number of our alumni and friends through an interview process.

I am very interested in discovering how much our alumni and friends know about the University today. I am interested in your thoughts on what higher education in general, and UW in particular, should be pursuing. What impact has the university had on you? What can you tell us about other universities and organizations that might help us to be even stronger? And, what are your attitudes about volunteerism and philanthropy relative to higher education and UW? The more we know and understand, the stronger are our ties and the better we are able to serve.

I assure you that this visit is not a solicitation. While I hope the University can count on your support, the purpose of this interview is to seek your thoughts, impressions and counsel. You will receive a call in a few days to respond to any questions you may have and seek your agreement to be interviewed. Please know that the opinions and insights you provide will be greatly valued and appreciated.

Sincerely,

Philip L. Dubois
President

PLD:ts
cc: Ben Blalock

UNIVERSITY OF WYOMING
PERSONAL INTERVIEW QUESTIONNAIRE SYSTEM
ALUMNI/AE INTERVIEW GUIDE
(UNDERLINED QUESTIONS=CORE QUESTIONS)

Thank you for agreeing to this interview.

- *The purpose of this interview is to help us understand your attitudes toward the University and higher education in general.*
 - [If necessary] *The information will be very helpful in understanding alumni attitudes about higher education, about the University, about where our alums have gone, what they have done. This understanding will help UW better respond to the interests and needs of our students, alums, employers and friends.*
- *This interview has five sections, Background of Alum, Awareness of UW, Alum's Relationship with the University, Looking Ahead, and Alum's Personal Activities.*
- *This interview will last 45 minutes or less. I promised I would keep to this time schedule, so if you have questions during the interview, I will be sure to address them as soon as we have finished.*
- *Your comments and insights will be extremely helpful to us and will be held confidential within the university.*
- *Shall we get started?*

In the first part of this interview, I will ask you questions about your student history at UW.

I. BACKGROUND OF ALUM

1. When did you attend UW?
2. When did you graduate or leave UW?
3. What was your major?
4. Why did you attend UW?
5. How would you rate your experience at UW on a scale of 1 to 5, with 5 being the highest or best?
 - a. Why (did you give it that ranking)?
6. Did you live on campus?
 - a. *[If s/he did]* Please rate your on-campus living experience on a scale of 1 to 5, with 5 being the highest or best.
7. Did you participate in extracurricular activities? If so, which ones?
8. How did you finance your education?
 - a. Scholarships _____
 - b. Loans _____
 - c. Parents _____
 - d. G.I. Bill _____
 - e. Part Time Job _____
 - f. Summer Job _____
 - g. Other _____
 - h. *[If he/she received a scholarship]*, How important was that financial help to you on a scale of 1 to 5, with 5 being the highest or best?
9. What faculty or students made a particularly positive impact on you?
10. If you could change one thing about your experience as a student, what would it be?

In this section of the interview, I will ask you questions about your awareness of UW.

II. AWARENESS OF UW

11. How well do you feel you know UW today on a scale from 1 to 5, with 5 being very well?
12. Are you aware of the academic and physical changes taking place on UW's Main Campus?
 - a. If so, what have you heard, and what is your opinion of the changes?
13. Are you aware of the changes in the specific department from which you graduated?
 - a. If so, what have you heard, and what is your opinion of the changes?
14. Which of the following are your sources for information about UW?
 - University publications..... Yes No
 - UW's Web page..... Yes No
 - Internet mailings..... Yes No

- Faculty..... Yes No
- Staff..... Yes No
- Alums..... Yes No
- TV or newspapers..... Yes No
- Students Yes No
- Friends..... Yes No
- Other Please specify

15. Which of the following UW Foundation programs have you heard of?

- President’s Society Yes No
- Legacy Society Yes No
- National Ambassadors Yes No

16. How would you rate your current interest level in UW on a scale of 1-5, with 5 being the most interested?

17. What do you think are the current main strengths and main weaknesses of UW, including academic programs and other factors?

18. Do you believe UW’s reputation has changed over the last 10 years?

a. If so, how?

19. What do you believe makes UW distinctive as a university?

20. Would you recommend UW to your child or grandchild? Why or why not?

21. Have you attended any UW events in the past five years?

a. *[If necessary]* Which ones?

b. *[If necessary]* How would you evaluate the events?

22. If you were to attend a UW event, what kind would interest you?

(Please respond “A lot”, “Some” or “None”.)

	A Lot	Some	None
• Focus on Students.....	_____	_____	_____
• Focus on Research.....	_____	_____	_____
• Meeting an academic dean.....	_____	_____	_____
• Meeting the president.....	_____	_____	_____
• Focus on a national issue with UW ties.....	_____	_____	_____
• Focus on the future of the University.....	_____	_____	_____
• An athletic event (such as?).....	_____	_____	_____
• A cultural event, (such as?).....	_____	_____	_____
• Other, (such as?).....	_____	_____	_____

23. How do you use the Internet?

24. Have you been to the UW Web page?

a. *[If yes]* Would you go back to the UW Web page?

25. Do you use e-mail? May we have your e-mail address?

26. Are you aware of “CONNECT,” our alumni on-line community?

a. Have you used it and what do you think?

In this section of the interview, I will ask you questions about your beliefs on the proper relationship an institution should have with its *alumni*.

III. ALUMN'S RELATIONSHIP WITH THE UNIVERSITY

27. What other educational institutions are you involved with?
 - a. *[If appropriate]* Please describe that involvement.
 - b. What can UW learn from your experience with that institution?
 - c. *[If they are involved]* How satisfied are you with your level of involvement with this/these educational institutions on a scale of 1 to 5, with 5 being the highest?
 - d. *[If they attended another college]* How did UW compare to your experience(s) at the other college(s)?
28. *[Skip this question if you know that the interviewee has no children]* Do you have any children attending other colleges? If so, which colleges? (*Names of children?*)
 - a. *[If he/she does]* How do you believe their experience compares to yours?
29. Did your spouse attend a college or university? *[If yes]* Which one?
 - a. How do you believe her/his experience compared to yours?
30. What sort of relationship do you believe a university should have with its alumni?
31. What could UW do to improve its relationship with its alumni?
32. [Ask this question ONLY IF the Interviewee lives in Wyoming.]
What sort of relationship do you believe UW should have with your community?
33. In your opinion, how important is the involvement of its alumni to a university's success, on a scale of 1-5, with 5 being very important?
34. In addition to an outstanding education, what should a university offer its current students to build a strong relationship with them for when they become alumni?
35. What advice would you give to current UW students in their academic career?

In this next section, I will ask you questions about your beliefs on the future of UW and higher education.

IV. LOOKING AHEAD

36. What do you believe is the most important part of a college experience?
37. Of the many challenges that people here in Wyoming and around the country will face over the next ten years, in which of them do you think the University can or should be playing a major role?
38. What should universities like UW do to ensure its students are appropriately prepared for tomorrow's careers?
 - a. On a scale of one to five, with five being the highest or best, how well do you believe UW does this?

Financing higher education is a major issue for students, parents, taxpayers and legislators. Publicly-assisted universities like the UW have four major sources of income—the state, tuition, gifts and research.

39. In your estimate, what percent of UW's support do you believe comes from the state?

(The answer is 42%)

40. In your estimate, what percent of UW's support comes from gifts?

(The answer is 5%)

41. What percent of UW undergrads do you estimate are on scholarship or other forms of financial aid?

(The answers are: 83% of all degree-seeking undergrads receive some form of scholarship and 91% receive scholarships, loans and other grants.)

We have talked a little about your background and interests. Please tell me more about where you grew up, your career, what brought you to Wyoming (or why you stayed in Wyoming) and so forth.

V. PERSONAL ACTIVITIES

42. Please give me a brief overview of your career and other activities since graduating from UW.

43. Are you involved in other organizations such as a church, hospital or community group? If so, what kinds and why?

44. Do you support these organizations financially? Why or Why Not?

45. What do you believe are the important factors in motivating someone to volunteer or make a charitable gift to an organization?

46. If a friend gave you a million dollars to give to charity, where would you give it and why?

47. *[If he/she has children]* How important is it to you that your children be involved in volunteering for civic or educational activities on a scale of one to five, with five being the most?

48. *[If he/she has children]* How important is it to you that your children are philanthropic on a scale of one to five, with five being the most?

49. While I am here, I would like to re-confirm for our records the following information ...

- Spouse's name
- Children's names
- Phone
- E-mail
- Work address
- Home address

50. Whom else would you recommend we be sure to interview about the University?
51. You have been very generous with your time today and we are very appreciative. Is there anything you feel is important about UW that I did not ask about?

TEST GROUP QUESTIONS

Now that we have completed the interview, I would like to thank you for agreeing to be a part of our test group. We would very much appreciate your feedback about this process.

1. How did you feel about this interview process, from the lead letter to my final questions? What do you think about?
2. What might we do to improve?

Our interview is finished. Thank you very much for your time.

Interview Evaluation Form

Please email this completed form to Thyra Shepherd at the UW Foundation (thyra@uwyo.edu).

Overall Thoughts regarding the Prospect and Interview

Specific Concerns the Interviewee has about UW

Perceived level of Interest in UW (include notes of specific interests)

Perceived Ability to Give (house, employment, car, other indications of wealth, planned gift potential.)

Interviewer follow up - suggestions for next step with the prospect

1. Interviewer to send information about: _____

2. Refer to another college/unit or program (interviewer to notify appropriate staff):

3. Volunteer potential (Advisory Board, National Ambassadors, President's Society), (interviewer to notify appropriate staff): _____

Other Prospect Recommendations (to be entered by UWF Prospect Research)

1. New staff/college or unit assignment _____
2. Change in Classification (Focus/High, etc.) _____
3. Major Gift Prospect Strategy (if rated 1 or 2 on RAIL scale) _____

4. Biographical Changes (Address, phone, etc.) _____

Rate the perceived viability of this prospect using the following RAIL scale (evaluation to be added by UWF Prospect Research to BSR):

- 1 – High capacity, High interest
- 2 – High capacity, Low interest
- 3 – Low capacity; High interest
- 4 – Low capacity, Low interest

UNIVERSITY OF WYOMING
PERSONAL INTERVIEW QUESTIONNAIRE SYSTEM
FRIEND INTERVIEW GUIDE
(UNDERLINED QUESTIONS=CORE QUESTIONS)

Thank you for agreeing to this interview.

- *The purpose of this interview is to help us understand your attitudes toward the University and higher education in general.*
 - *[If necessary] Information from these interviews will be very helpful in understanding the attitudes of friends and alumni about higher education, about the university, about how people became connected with UW and so on. This understanding will help UW better respond to the interests and needs of our students, alums, employers and friends.*
- *This interview has five sections, Involvement with UW, Awareness of UW, your Relationship with the University, Looking Ahead, and your Background and Current Activities.*
- *This will last 45 minutes or less. I promised I would keep to this time schedule, so if you have questions during the interview, we will be sure to address them as soon as we have finished.*
- *Your comments and insights will be extremely helpful to us and will be held confidential within the university.*
- *Shall we get started?*

In the first part of this interview, I will ask you questions about your involvement at UW.

I. INVOLVEMENT OF FRIEND WITH THE UNIVERSITY

52. How are you involved with the University of Wyoming?
53. How long have you been involved?
54. How did that involvement begin?
55. How would you rate your experience with the University on a scale of 1 to 5, with 5 being the highest or best?
 - a. Why (*did you give it that ranking*)?

In this section of the interview, I will ask you questions about your awareness of UW.

II. AWARENESS OF UW

56. How well do you feel you know UW today, on a scale of 1 to 5, with 5 being very well?
57. Are you aware of the academic and physical changes taking place on UW's Main Campus?
 - a. If so, what have you heard, and what is your opinion of the changes?
58. When is the last time you visited UW's Main Campus?
59. What did you enjoy about that visit?
60. Which UW programs are of particular interest to you?
 - a. Why are those particular programs of interest?
61. Which of the following are your sources for information about UW?

• University publications	Yes	No
• UW's Webpage	Yes	No
• Internet mailings	Yes	No
• Faculty	Yes	No
• Staff	Yes	No
• Alums	Yes	No
• TV or newspapers	Yes	No
• Students	Yes	No
• Friends	Yes	No
• Other Please specify		
62. Which of the following programs have you heard of?

• President's Society	Yes	No
• Legacy Society	Yes	No
• National Ambassadors	Yes	No
63. How would you rate your current interest level in UW on a scale of 1-5, with five being the most interested?
64. In your experience, what is the opinion of people whom you know about the University of Wyoming?
65. Do you believe that their opinions accurate?

- 66. What do you think are the current main strengths and main weaknesses of UW, including academic programs and other factors?
- 67. Do you believe UW's reputation has changed over the last 10 years?
 - a. If so, how?
- 68. What do you believe makes UW distinctive as a university?
- 69. Would you recommend UW to your child or grandchild? Why or why not?
- 70. *[If necessary]* Have you attended any events at UW in the past five years?
 - a. *[If necessary]* Which ones?
 - b. *[If necessary]* How would you evaluate the events?
- 71. If you were to attend a UW event, what kind would interest you?
 (Please respond ("A lot", "Some" or "None".))

	A Lot	Some	None
• Focus on Students	_____	_____	_____
• Focus on Research	_____	_____	_____
• Meeting an academic dean	_____	_____	_____
• Meeting the president	_____	_____	_____
• Focus on a national issue with UW ties	_____	_____	_____
• Focus on the future of the university	_____	_____	_____
• Athletics (such as?)	_____	_____	_____
• Other, such as....?	_____	_____	_____

- 72. How do you use the Internet?
- 73. Have you been to the UW web page?
 - a. *[If yes]* Would you go back to the UW webpage?
- 74. Do you use e-mail? May we have your e-mail address?

In this section of the interview, I will ask you questions about your beliefs on the proper relationship an institution should have with its Friends.

III. FRIEND'S RELATIONSHIP WITH A UNIVERSITY

- 75. Did you attend college?
 - a. If so, which one(s) and when?
- 76. Are you involved with those schools or other educational institutions? If so which ones?
- 77. What is your current relationship with these institutions, and what can UW learn from your experience with them?
- 78. *[If they are involved]* On a scale of 1 to 5, with 5 being the highest, how satisfied are you with your level of involvement with this/these educational institutions?
- 79. *[If interviewee has children...]* Do you have any children either attending or who have attended college? If so, which colleges?
 - a. *[If yes]* On a scale from 1-5 with 5 being most satisfied, how satisfied are they or were they with that college experience?

80. Did your spouse attend a college or university? *[If yes]* Which one?
 - a. *[If he/she does]* On a scale from 1-5 with 5 being most satisfied, how satisfied was he/she with that experience?
81. What sort of relationship do you believe a university should have with its friends like you?
82. What could UW do to improve its relationship with its friends?
83. Ask this question ONLY IF the Interviewee lives in Wyoming.
What sort of relationship do you believe UW should have with your community?

For this section, I will ask you questions about your beliefs on the future of UW and higher education.

IV. LOOKING AHEAD

84. What do you believe is the most important part of a college experience?
85. Of the many challenges that people here in Wyoming and around the country will face over the next ten years, in which of them do you think the university can or should be playing a major role?
86. What advice would you give to current UW students in their academic career?
87. What should universities like UW do to ensure its students are appropriately prepared for tomorrow's careers?
 - a. On a scale of one to five, with five being the highest or most, how well do you believe UW does this?

Financing higher education is a major issue for students, parents, taxpayers and legislators. Publicly-assisted universities like the UW have four major sources of income—the state, tuition, gifts and research.

88. In your estimation, what percent of UW's support do you believe comes from the state?
(The answer is 42%)
89. In your estimate, what percent of UW's support comes from gifts?
(The answer is 5%)
90. What percent of UW undergrads do you estimate are on scholarship or other forms of financial aid?
(The answers are: 83% of all degree-seeking undergrads receive some form of scholarship and 91% receive scholarships, loans and other grants.)

We have talked a little about your background and interests. Please tell me more about where you grew up, your career, what brought you to Wyoming and so forth.

V. PERSONAL ACTIVITIES

91. Please tell me about your background, your career, and your interests.
92. Are you involved in other organizations such as a church, hospital or community group? If so, what kinds and why?
93. Do you support these organizations financially? Why or Why Not?
94. What do you believe are the important factors in motivating someone to volunteer or make a charitable gift to an organization?
95. If a friend gave you a million dollars to give to charity, where would you give it and why?
96. *[If he/she has children]* How important is it to you that your children are involved in volunteering for civic or educational activities, on a scale of one to five, with five being most important?
97. *[If he/she has children]* How important is it to you that your children be philanthropic, on a scale of one to five, with five being most important?
98. While I am here, I would like to confirm the following information for our records...
 1. Spouse's name
 2. Children's names
 3. Phone
 4. E-mail
 5. Work address
 6. Home address
99. Whom else would you recommend we interview about the University of Wyoming?
100. You have been most helpful today and we are very appreciative. Is there anything you feel is important about UW that I did not ask about?

TEST GROUP QUESTIONS

Now that we have completed the interview, I would like to thank you for agreeing to be a part of our test group. We would very much appreciate your feedback about this process.

1. How did you feel about this interview process, from the lead letter to my final questions?

2. What might we do to improve?

Our interview is finished. Thank you very much for your time.

Interview Evaluation Form

Please email this completed form to Thyra Shepherd at the UW Foundation (thyra@uwyo.edu).

Overall Thoughts regarding the Prospect and Interview

Specific Concerns the Interviewee has about UW

Perceived level of Interest in UW (include notes of specific interests)

Perceived Ability to Give (house, employment, car, other indications of wealth, planned gift potential.)

Interviewer follow up - suggestions for next step with the prospect

1. Interviewer to send information about: _____

2. Refer to another college/unit or program (interviewer to notify appropriate staff):

3. Volunteer potential (Advisory Board, National Ambassadors, President's Society), (interviewer to notify appropriate staff): _____

Other Prospect Recommendations (to be entered by UWF Prospect Research)

5. New staff/college or unit assignment _____
6. Change in Classification (Focus/High, etc.) _____
7. Major Gift Prospect Strategy (if rated 1 or 2 on RAIL scale) _____

8. Biographical Changes (Address, phone, etc.) _____

Rate the perceived viability of this prospect using the following RAIL scale (evaluation to be added by UWF Prospect Research to BSR):

- 1 – High capacity, High interest
- 2 – High capacity, Low interest
- 3 – Low capacity; High interest
- 4 – Low capacity, Low interest

Date

Name

Address

City, State, Zip

Dear:

You graciously granted me a favor by interviewing with a University of Wyoming representative. Overwhelmingly, our alumni and friends – such as yourself – welcomed the opportunity to be a part of this process. I knew we could count on UW's graduates and loyal friends to provide the insight and opinions we need to help forge a stronger institution.

We were pleased to learn that the majority of those interviewed rated their UW experience as excellent and appreciated the personal attention and quality instruction they received from our faculty and staff. It is our goal to continue this tradition of excellence.

Interview discussions ranged from academic and athletics planning to the appeal of our campus, the best way to maintain contact with graduates, and how we can improve outreach opportunities for nontraditional students and others around Wyoming.

Your valuable suggestions and insights have led us to decide that we want to continue the practice of scheduling periodic conversations with our alumni and friends. The permanent program, which we have called "UW Reconnect," will help us establish and maintain close connections with friends and alumni within Wyoming and across the country.

UW has the distinction of being the only four-year higher education institution in the state of Wyoming. It is a broad university that is both intimate and affordable. Our relationship with you is invaluable in preparing tomorrow's leaders, attracting top faculty, and obtaining crucial private support. Thank you again for your candid thoughts and opinions regarding the University of Wyoming.

Sincerely,

Philip L. Dubois
President

INTERVIEW DETAILS:

Time: _____ Name of Interviewer: _____

Contact Number: () - _____

Location: _____

Directions: _____

Interviewee's UW Affiliation (Check all that apply)

- UW Board Volunteer.....
- UW Trustee.....
- Alumnus/na.....
- Corporate/Foundation.....
- Parent.....
- Internal.....
- Other Friend.....

INSTRUCTIONS FOR UW VOLUNTEER: Please return this document to your appointed UW Development Officer/Contact Person for processing.

INSTRUCTIONS FOR UW STAFF: BEFORE providing this to your UW Volunteer, or BEFORE printing for your own interview, please fill out the header of this document electronically and fill in PART 1 Question 1. Upon completion of the interview, please fill out this entire document and send it to the UW Foundation House, ATTN: Thyra Shepherd. Thyra will log receipt of the document and forward to Prospect Research for necessary processing.

Note: This form is set up so you can fill it out electronically if you wish. To do this, you must "protect" this document by 1) going to "Tools" in the menu 2) select "protect document" 3) select "Forms" 4) select "okay". Do not protect document before filling in the header.

INTRODUCTION/START OF INTERVIEW:

Thank you for agreeing to this interview.

The University of Wyoming has designed a process, as a discussion, meant to elicit candid and direct feedback about your experiences, attitudes and interest in the University of Wyoming.

The information will be helpful for us to understand how our alumni & friends view the University. This understanding will help UW better respond to the interests and needs of our students, alums, employers and friends.

Your comments and insights will be held confidential within the university.

This interview will last approximately 30 minutes. If you have questions during the interview I will be sure to address them at the completion of this questionnaire.

Shall we begin?

I. STUDENT EXPERIENCES AT THE UNIVERSITY OF WYOMING:

(Skip for Non-UW Alums)

We want to know more about your experiences as a student with UW...

1. First, I would like to confirm some information for our alumni records:

*(To be filled in by development staff **prior** to interview)*

Graduation date or years attended if non-grad:

Major:

Spouse Name:

Home Phone: () -

Home Address:

2. Why did you attend UW?

3. Are you using your degree today? YES NO

a. How?

4. How would you rate your student experience at UW on a scale of 1 to 5, with 1 being the highest or best? (Circle one)

Excellent.....	Good/ Satisfied.....	Poor	Don't Know/ No Response		
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. Why did you give it that ranking?

5. How would you rate the overall quality of your education at UW on a scale of 1 to 5, with 1 being the highest or best? (Circle one)

Highest Quality.....	Good.....	Poor Quality	Don't Know/ No Response		
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. Why did you give it that ranking?

6. How did you finance your education? *Check all that apply*

- Scholarships
- Loans
- Parents
- G.I. Bill
- Part Time Job
- Summer Job
- Other

[If he/she received financial help ask part a.]

a. How important was that financial help to you on a scale of 1 to 5, with 1 being the most important? (Circle one)

Extremely Important	Somewhat			Not Important	Don't Know/ No Response
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

II. AWARENESS OF THE UNIVERSITY OF WYOMING:

We want to better understand your awareness of the University of Wyoming as it is today...

7. How well do you feel you're informed about UW on a scale from 1 to 5, with 1 being very well?

Very Well Informed	Moderately Well Informed			Poorly Informed	Don't Know/ No Response
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Which of the following are your sources of information about UW?

Check all that apply

- UW's Web Page.....
- UW Connect Online.....
- UWyo Magazine.....
- University publications.....
- Faculty.....
- Staff.....
- Alums.....
- Non UW Media...(newspapers/TV/Radio).....
- Students.....
- Friends.....
- *UW Email Newsletters.....

a. *If you don't receive email from UW, would you like to?.....YES NO

If yes, may we have your preferred email address: _____

8. Are you aware of any academic or physical changes taking place on UW's Main Campus?

YES NO

9. As an **Alumnus**, are you aware of any changes or events in the specific College/ Department from which you graduated? YES NO

AFFILIATION WITH THE UNIVERSITY OF WYOMING:

We'd like to know more about your affiliation with the University of Wyoming...

10. Have you attended any UW sponsored events/programs in the past five years?

YES NO

a. If YES, which ones?

i. How would you rate the quality of those events/programs on a scale of 1 to 5, with 1 being the highest quality?

Highest.....		Okay.....			Poor		Don't Know/ No Response
1	2	3	4	5	6		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

ii. Why did you give it that rating?

b. If you haven't attended a program or event, why not?

11. If you were to attend a UW event/program in the future, what type would interest you?
 (Please respond "A lot", "Some" or "None")

	A Lot	Some	None
• A focus on Students.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A focus on Research.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting an academic dean.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Meeting the president.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A focus on a national issue with UW ties.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A focus on the future of the University.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• An athletic event (such as?).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A cultural event (such as?).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Other (please specify).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Would you like more information about ...*Check all that apply*

- American Heritage Center.....
- Art Museum.....
- Cultural Programs (A&S).....
- Libraries.....
- UW Outreach School.....
- A particular Department (*please specify*).....
- Other (*please specify*).....

Specifics defined: _____

IV. INTEREST IN THE UNIVERSITY OF WYOMING:

The University's ability to enhance UW programs and to meet the needs of students and constituents, in part, relies on the generosity of its alumni & friends through volunteering and from private gifts. To assist us in better connecting with UW Alumni & Friends, we would like to ask you a series of questions regarding your level of interest in UW.

13. In your opinion, how important is the involvement of its alumni & friends to a university's success, on a scale of 1-5, with 1 being the most important?

Extremely Important.....	Somewhat Important		Not Important		Don't Know/ No Response
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

a. If rated as important, which of the following types of involvement do you think are important? *Check all that apply*

	YES	NO	Don't Know
• Event Patron:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Event Sponsorship:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Volunteer:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Private Gifts:.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. What do you believe are important factors in motivating someone to volunteer or make a charitable gift to an organization?

15. What sort of relationship do you think a university should have with its alumni & friends?

16. How would you rate your current interest level in UW on a scale of 1-5, with 1 being the most interested?

Very Interested.....	Somewhat Interested		Not Interested		Don't Know/ No Response
1	2	3	4	5	6
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17. Which of the following UW Foundation programs have you heard of? *Check all that apply*

- President's Society
- Legacy Society
- National Ambassadors

a. Would you like more information about National Ambassadors or any of the other programs? *If interested in other than National Ambassadors, please note which one.*

YES NO

o **INTERVIEW CONCLUSION**

We've reached the end of our interview. You have been very generous with your time today and we are very appreciative.

18. Would you like to recommend additional people for us to interview about the University?

19. Is there anything, you think is important about UW, that I did not ask you about?

INTERVIEW STOP!

INTERVIEW PROSPECT EVALUATION

Instructions on completion of this form:

UW Volunteers (non staff): please fill out and submit with your completed questionnaire to your UW Development Contact Person.

UW Development Staff: please email or campus-mail a copy of this evaluation with the completed questionnaire to the UW Foundation House, ATTN: Thyra Shepherd or email to Thyra@uwyo.edu. After logging receipt of this document, Thyra will forward on to Prospect Research ATTN: Nancy Marlatt, for processing.

Name of Evaluator/Interviewer: _____

I. Percieved Prospect Rating: leave blank if unknown

Not Major Gift Capacity (\leq \$24,999).....
Major Gift Capacity ($>$ \$25,000).....

II. Percieved Prospect Capacity:

Unknown.....
\$1,000 - 4,999.....
\$5,000 – 24,999.....
\$25,000 – 99,999.....
\$100,000 – 499,999.....
\$500,000 – 999,999.....
\$1,000,000+.....

III. Participation/Volunteer Interest: Leave blank if unkown

College/Program Volunteer.....
UW Foundation Volunteer.....
National Ambassador’s Volunteer.....

IV. Affinity/Interest with UW: Leave blank if uncertain

Very Interested.....
Somewhat Interested.....
Not Interested.....

V. Comments: please note additional comments you want in the ‘official’ evaluation here (255 character limitation): _____

ACTION ITEMS:

Instructions: Development Officer who interviewed or who is assigned to the UW Volunteer as point person, please fill out (type) this document and submit it with your evaluation and questionnaire to Thyra Shepherd @ UW Foundation House or email it to thyra@uwyo.edu. After logging the receipt of these documents on BSR, Thyra will forward documents on to Prospect Research (Nancy Marlatt) for processing.

Please fill out your name, the college/program you represent, and the name of your volunteer if you did not conduct the interview:

Your Full Name:

College/Program Unit:

Name of UW Volunteer Interviewer:

I. PROSPECT CHANGES: *please note any NEW prospect changes you want Prospect Research to make on the BSR database*

A. Classification:

- Focus
- High
- Medium
- Low
- Identified but not assigned

B. MGP Status (≥\$25K): YES NO Don't Know

C. Planned Gift Prospect: YES NO Don't Know

D. Estimated Rating: \$

E. Prospect Assignment:

F. Volunteer; Long-term Strategy (255 Character limit):

G. Other:

II. YOUR NEXT STEPS: *please complete the following. Please select at least one box for each row (1-5). If no follow-up step is necessary, select the last column.*

<u>Follow-up Item:</u>	<u>Mailed follow-up Material myself:</u>	<u>Notified Appropriate Development Officer to follow-up:</u>	<u>Notified Prospect Research:</u>	<u>Notified Data-Processing</u>	<u>No Next Step Necessary</u>
1. Thank You Letter	<input type="checkbox"/>	NA	NA	NA	NA
2. Question 7a	NA	NA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Question 12	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	<input type="checkbox"/>
4. Question 17a	<input type="checkbox"/>	<input type="checkbox"/>	NA	NA	<input type="checkbox"/>
5. NEW Prospect Move, Identification or Strategy for a "Different" unit other than yours:	NA	<input type="checkbox"/>	<input type="checkbox"/>	NA	<input type="checkbox"/>

Information: Development Report, Blalock

FY 2005 Monthly Giving Report through August 31, 2004

ALL GIFTS												
FUND	New Commitments FY 2005 GOALS	Current Month (cash received only)		FY 2005 to date						FY 2004 Commitments YTD		
		DONORS	FACE VALUE	Cash & Cash equivalent		New Commitments YTD			DONORS	FACE VALUE		
				DONORS	OUTRIGHT	PLEDGE PMTS	NEW PLEDGES	TOTAL				
		LIFE INCOME										
				FACE	NPV							
AGRIC	\$ 1,000,000	27	\$25,405	50	\$86,229			(\$57,284)	\$25,000	\$53,945	77	\$92,459
AHC	\$ 1,380,000	64	\$405,955	69	\$412,800			(\$400,000)		\$12,800	42	\$104,776
ALUMNI		11	\$600	14	\$700					\$700		
A & S	\$ 3,000,000	82	\$26,269	172	\$154,629			(\$116,863)		\$37,766	197	\$868,667
ATHLETICS	\$ 8,000,000	427	\$191,467	904	\$274,119			(\$126,950)	\$675,000	\$822,169	908	\$227,682
BUSINESS	\$ 2,700,000	61	\$124,030	89	\$136,600			(\$108,988)	\$12,500	\$40,112	111	\$1,269,535
EDUCATION	\$ 400,000	55	\$17,330	101	\$22,145			(\$3,540)	\$16,500	\$35,105	67	\$485,851
ENGINEERING	\$ 3,000,000	67	\$55,345	103	\$91,888			(\$30,500)		\$61,388	158	\$126,012
IENR	\$ 750,000	9	\$2,350	11	\$5,100					\$5,100	12	\$5,133
HEALTH SCI	\$ 1,200,000	20	\$58,690	41	\$64,542	\$50,000	\$22,831	(\$52,044)	\$50,000	\$112,498	54	\$627,875
LAW	\$ 1,000,000	14	\$4,611	23	\$9,776					\$9,776	41	\$77,428
LIBRARY	\$ 300,000	25	\$1,787	37	\$8,221			(\$3,200)		\$5,021	54	\$6,347
OUTREACH	\$ 635,000	633	\$27,952	704	\$33,313					\$33,313	562	\$28,204
STU AFFRS	\$ 57,800	14	\$325	30	\$875			(\$90)		\$785	50	\$3,465
UW ART MUS	\$ 317,000	28	\$216,170	42	\$218,290			(\$200,000)		\$18,290	68	\$7,105
UNIV. FUND	\$ 174,500	20	\$3,010	60	\$10,163					\$10,163	73	\$11,083
OTHER	\$ 2,085,700	27	\$909,073	40	\$926,663			(\$857,110)	\$116,000	\$185,553	89	\$593,348
GIFTS NOT YET BOOKED					\$41,058					\$41,058		
TOTAL	\$ 26,000,000	1,455	\$2,070,369	2,287	OUTRIGHT & FACE:	\$2,547,110		(\$1,956,568)	\$895,000	\$1,485,542	2,331	\$4,534,971

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

FY 2005 Monthly Giving Report through August 31, 2004

ANNUAL FUND GIFTS (cash received)							
FUND	FY 2005 GOALS	Current Month		FY 2005 to date		FY 2004 to same date	
		DONORS	AMOUNT	DONORS	TOTAL	DONORS	TOTAL
AGRIC	\$ 98,600	16	\$1,645	34	\$2,685	52	\$6,545
AHC	\$ 36,000	61	\$4,815	63	\$5,160	19	\$3,060
ALUMNI	\$ -					158	\$29,744
A & S	\$ 387,000	61	\$ 10,414	130	\$20,161		
ATHLETICS	\$ 1,297,400	337	\$57,837	705	\$105,189	762	\$102,462
BUSINESS	\$ 170,000	35	\$5,860	63	\$18,150	63	\$8,320
EDUCATION	\$ 80,000	32	\$1,835	68	\$4,855	53	\$3,705
ENGINEERING	\$ 288,000	23	\$2,880	56	\$8,898	63	\$7,715
IENR	\$ 59,700	8	\$1,850	10	\$4,600	9	\$2,133
HEALTH SCI	\$ 94,000	15	\$1,665	33	\$3,400	39	\$15,385
LAW	\$ 51,700	12	\$2,611	20	\$3,276	31	\$5,134
LIBRARY	\$ 50,600	25	\$1,787	34	\$4,921	54	\$6,347
OUTREACH	\$ 522,000	5	\$50	12	\$212	553	\$27,719
STU AFFRS	\$ 57,800	10	\$180	25	\$585	45	\$1,940
UW ART MUS	\$ 70,000	11	\$2,470	25	\$4,590	61	\$6,505
UNIV. FUND	\$ 174,500	20	\$3,010	59	\$10,063	73	\$11,083
OTHER	\$ 62,700	3	\$225	12	\$1,420	52	\$39,415
GIFTS NOT YET BOOKED							
TOTAL	\$3,500,000	615	\$99,134	1,249	\$198,165	1,964	\$277,212

Business Meeting, Old Main Boardroom

The Business Meeting was called to order at 9:50 a.m.

Roll Call

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

Approval of May 20-22, 2004 Minutes of the Trustees

Trustee Schaefer moved to accept the minutes of the May 20-22, 2004 meeting as presented; Trustee Spicer seconded. The motion carried.

Approval of June 24, 2004 Minutes of the Trustees (see following pages)

Trustee Richards moved to approve the June 24, 2004 minutes of the Trustees as presented; Trustee Schaefer seconded. The motion carried.

THE UNIVERSITY OF WYOMING

MINUTES OF THE TRUSTEES

June 24, 2004

The Trustees of the University of Wyoming convened on Thursday, June 24, 2004 at 10:10 am in the Old Main Boardroom. The following Board members were physically present or connected to the meeting via conference phone: Trustees Dick Davis, Taylor Haynes, Kathy Hunt, Jim Neiman, John Patrick, Judy Richard, Greg Schaefer, Tom Spicer, James Trospen, Hank True, Harold Willson and *ex-officio* Phil Dubois and John Masterson. Trustee Peggy Rounds was unable to participate in the meeting. President Hunt entertained a motion by Trustee Richards to move into Executive Session to address personnel matters. Trustee Haynes seconded; the motion passed.

CALL TO ORDER

Trustee President Kathleen Hunt called the Business Session of the meeting to order at 12:15 pm. She asked Trustees who were present by phone to identify themselves for the record and they included: Trustees Davis, Patrick, True and Willson. Trustees present in Laramie were: Kathy Hunt, Taylor Haynes, Judy Richards, Tom Spicer, and James Trospen. Trustee President Kathy Hunt noted that the Board had a quorum and then asked Vice President Phill Harris to brief the Board on an item requiring action.

Mr. Harris provided some background information on the Anthropology relocation with a subsequent recommendation as well, stating that the university is in the process of building toward the legislative request for the 2005 legislative session. In order to complete Level II planning that provides the schematics cost estimates, and to be fully prepared for submission to the legislature, UW needs to have the architectural planning completed by mid-August. The Board will review the projects and cost estimates that are identified at their September meeting. In October and November, there will be a capital building commission review of projects. On December 1, UW will have the Governor's recommendation on the supplemental budgets, including funding for capital projects.

The specific project for consideration at this meeting is to select the architect for the IL²C project. UW advertised for architects via a request for qualifications process in May. Three firms were interviewed, including GSG Architecture and their associates ZGF Partnership, and Malone Belton Abel in association with Katherine Page Associates, and Plan One Architects/Cannon Design. The recommendation from the planning team was to select GSG Architecture. The committee determined that GSG Architecture and Malone Belton Abel have the desired quality and expertise.

Trustee Kathy Hunt asked for a motion to enable the Board to engage in discussion. The motion to approve the recommendation of the committee was made by Trustee Haynes; seconded by Trustee Richards.

Members of the Board asked questions on the type of expertise and if it needed to be specifically directed toward building of libraries. This is not only a library expansion, but involves relocation of information technology, and consolidation of student learning center. The selection of firms is important in the respect that the project is beyond the scope of simple expansion. Motion carried.

With recognition by President Hunt, Trustee Spicer moved that the contract of President Dubois be extended to 2008, which is a three-year extension. Trustee Richards seconded. Motion carried with three nay votes.

President Hunt again recognized Trustee Spicer who moved that Trustee President Hunt negotiate the specific terms of the 2004-2005 contract for President Dubois along the lines of the discussion in executive session. Trustee Richards seconded. Motion carried.

The meeting adjourned at 12:30 pm

Respectfully submitted,

Nicky S. Moore, Deputy Secretary
Board of Trustees

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

Reports

ASUW

President David Willms reported on behalf of ASUW. They completed their annual retreat and focused on goal-setting. A goal statement and summary has been developed. David said he would be happy to provide the statement and summary to the Board. ASUW has also produced legislation to establish a legal student services clinic, which is already showing signs of success and has three cases. Another focus of ASUW is their civic responsibilities to get students involved in the elections and voting. ASUW will host voter registration drives, provide transportation and hold a candidate forum for the Wyoming house on October 8 in the Union.

President Dubois voiced his appreciation to ASUW, Staff Senate and Faculty Senate for their interaction and involvement in sharing information on Prexy's Pasture.

Staff Senate

President Norman Hardesty reported on the activities of the Staff Senate. They hosted a two-day retreat at the UW Rec Camp to work on a focus session to develop who they are and what they want to accomplish. The vision of Staff Senate is to have a stronger partnership with ASUW and Faculty Senate, as well as working to promote the vision of the president and the trustees.

Faculty Senate

Chair Michael Harkin spoke about the activities of the Faculty Senate. Their work thus far has included expansion of representation of the Faculty Senate to include interdisciplinary programs. He has asked every senator to appoint an alternate for representation when senators are unable to attend meetings, as well as to begin bringing potential senators up to speed. Other

work has included: the appointing a summer reading lecture series ad hoc committee on book titles; proposal for fourth academic grant for a distinguished professor position; a committee recommendation to study violence in the workplace; discussions with constituents regarding pedestrian use of Prexy's Pasture; discussion with Staff Senate on the partnership on energy conservation; filling a vacancy on the executive committee; and, a discussion of improving the intellectual community on campus.

President Dubois and President Hunt thanked all three representatives for their work.

Investment Committee

AGENDA ITEM TOPIC: **Foundation Report on Transfer of Assets and Performance Report**, Blalock

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

It was agreed when UW assets were transferred to the Foundation that the Foundation would report on the performance of those assets regularly.

WHY THIS ITEM IS BEFORE THE BOARD:

Based upon that understanding, the performance results compiled by Monticello Associates on the University of Wyoming Foundation pooled endowments as of June 30, 2004 are in the booklet for your reference.

COMMENTS:

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

Trustee Spicer noted the handout that was in the Trustees' packets. Discussion included a request for information on the spending rate of the Foundation and the potential impact on UW. Additional information will be provided in November and will include two components of expenditures: new contributions that were realized and the disbursement.

AGENDA ITEM TITLE: **Quarterly Report on Investments**

CHECK THE APPROPRIATE BOX(ES):

- Work Session
 Education Session
 Information Item
 Other Specify:

BACKGROUND AND POLICY CONTEXT OF ISSUE:

The investment policy of the Trustees requires the Vice President for Administration to report quarterly on the status of investments managed by the University. The summary of the University-managed investments is presented on the following page.

Prior Related Board Discussions/Actions:

Presented quarterly as a routine item.

WHY THIS ITEM IS BEFORE THE BOARD:

Informational purposes.

ARGUMENTS IN SUPPORT:

ARGUMENTS AGAINST:

ACTION REQUIRED AT THIS BOARD MEETING:

This is an information item, so no action is required.

PRESIDENT'S RECOMMENDATION:

None.

Trustee Spicer advised the Board that this is a report on the short-term cash that is invested by UW. These funds comprise state monies and Section II money.

UNIVERSITY OF WYOMING
 FIXED INCOME INVESTMENTS
 SUMMARY FOR THE PERIOD
 4/1/04 - 6/30/04

	University Managed	
	Endowment Funds	University Funds
Beginning Balance 3/31/04	<u>0.00</u>	<u>83,695,462.00</u>
Ending Balance 6/30/04	<u>0.00</u>	<u>75,565,286.00</u>
Average Return	<u>0.00%</u>	<u>1.18%</u>

UNIVERSITY OF WYOMING
 UNIVERSITY MANAGED ENDOWMENT FUNDS
 SUMMARY FOR THE PERIOD
 4/1/04 - 6/30/04

Investments, Beginning of Period		0.00
Add		
Received, Current Period	0.00	
Uninvested, Prior Period	0.00	
Deduct		
Uninvested, End of Period	<u>0.00</u>	0.00
Deduct		
Endowments Refunded	0.00	
Transfers to U W Foundation	<u>0.00</u>	0.00
Investments, End of Period		<u>0.00</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.

Public Testimony

No public testimony was heard.

COMMITTEE OF THE WHOLE (Consent Agenda)

1. Elimination of Degrees (Academic Plan Action Item #84), Buchanan (see page 54)
2. Approval of Sponsored Programs, Gern (see page 153)
3. Personnel, Allen (see page 181)
4. 2005-2006 Biennium Section I Budget Increase, Harris (see page 194)
5. 2005 Supplemental Budget Request and Capital Construction, Harris (see page 197, 32)
6. Approval of UniReg 43 Academic Program Elimination, Buchanan (see page 197, 54)
7. Approval of CMAR approach for construction of Wyoming Business Technology Center, Harris (see page 197, 44)
8. Approval of the Covenant of Purpose Use and Ownership for Wyoming Business Technology Center (see page 197, 52)

Trustee President Hunt reviewed the Consent Agenda and asked for a motion. Trustee Schaefer moved to approve the Consent Agenda with the removal of three items for further discussion. Trustee Haynes seconded. The motion carried.

AGENDA ITEM TITLE: **Elimination of Degrees**, Buchanan

AGENDA ITEM TITLE: **Approval of Sponsored Programs**, Gern

The \$61,018,164 received in sponsored funding for fiscal year 2004 is an all time record for the University. This is the eighteenth consecutive year the University has achieved a record in sponsored funding.

SPONSORED PROGRAMS

The following sponsored programs are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period April 30, 2004, through June 30, 2004.

AMERICAN ASSOCIATION ON MENTAL RETARDATION - \$ 17,750
01/01/2002 - 12/31/2008

William MacLean; Psychology - American journal on mental retardation.

BALL AEROSPACE AND TECHNOLOGIES CORPORATION - \$ 29,640
09/01/2003 - 03/31/2004

Demitri Mavriplis; Mechanical Engineering - Adaptive unstructured mesh technology for aerospace vehicles.

BEEET SUGAR DEVELOPMENT FOUNDATION - 01/01/1999 - OPEN \$ 3,000

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

CALIFORNIA, UNIVERSITY OF - 10/01/2003 - 09/30/2004 \$ 3,000
Scott Miller; Renewable Resources - Global livestock collaborative research.

CALIFORNIA, UNIVERSITY OF - 01/01/2004 - 12/31/2004 \$ 49,859
James Lovvorn; Zoology - Importance of herring spawn to scoter ducks in Puget Sound.

CARBON COUNTY, WYOMING - 05/18/2004 - 04/30/2007 \$ 124,002
Khaled Ksaibati; Civil Engineering - Develop asset management system for Carbon County.

CENTENNIAL LIVESTOCK AUCTION - 01/01/2002 - 12/31/2005 \$ 5,316
Stephen Ford; Animal Science - Center for fetal programming.

COLORADO STATE UNIVERSITY - 03/29/2004 - 12/31/2005 \$ 56,190
Antony Bergantino; Civil Engineering - Community collaborative rain and hail study.

E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - OPEN \$ 7,000
Stephen Miller; Plant Sciences - Various weed biology and control.

FLEMING ASSOCIATES - 05/19/2004 - OPEN \$ 1,867
James Broomfield; Medical Education and Public Health - Salary and benefits for women enrolled in the "Climb Wyoming" program.

GATS, INCORPORATED - 01/01/2004 - 12/31/2006 \$ 13,000
Terry Deshler; Atmospheric Science - Aerosol profiles for comparison with SAGE III.

GENERAL ELECTRIC COMPANY - 05/01/2004 - 04/30/2005 \$ 31,702
John Ackerman; Chemical Engineering - Analyze soot samples, develop oxide coatings, and investigate process parameters.

INTERNATIONAL LEAD ZINC RESEARCH ORGANIZATION, INCORPORATED - 04/15/2004 - 12/31/2004 \$ 7,500
Joseph Meyer; Zoology - Bioavailability of metals to aquatic biota.

IOWA, THE UNIVERSITY OF - 05/01/2003 - 04/30/2005 \$ 78,981
Donald Jarvis; Molecular Biology - Extending lifespan of baculovirus infected cells.

JOHNSON COUNTY, WYOMING - 04/20/2004 - 04/30/2005 \$ 82,526
Khaled Ksaibati; Civil Engineering - Develop asset management system for Johnson County, Wyoming.

LARAMIE COUNTY SCHOOL DISTRICT NO. 2 - 07/01/1994 - 06/30/2004 \$ 6,000
Janet Constantinides; English - Wyoming writing project program income.

LOEHLE, MATTHIAS - 01/01/2002 - 12/31/2005 \$ 500
Stephen Ford; Animal Science - Center for fetal programming.

NATIONAL SUNFLOWER ASSOCIATION - 01/01/1999 - OPEN \$ 1,000

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

NATURESERV - 03/22/2004 - OPEN \$ 26,298

Gary Beauvais; Wyoming Natural Diversity Database - Produce modeling software and conduct usage workshops for biologists throughout North America.

NATURESERV - 10/01/1998 - OPEN \$ 3,093

Alan Redder; Wyoming Natural Diversity Database - Database management.

NEW YORK UNIVERSITY - 01/01/2002 - 12/31/2005 \$ 29,292

Stephen Ford; Animal Science - Center for fetal programming.

NEW YORK UNIVERSITY - 01/01/2004 - OPEN \$ 50,250

Douglas Hixon; Animal Science - Sheep research.

NORTH DAKOTA, UNIVERSITY OF - 05/01/2004 - 04/30/2005 \$ 26,400

Alexandre Latchinsky; Renewable Resources - Improving locust surveys in Kazakhstan with remote sensing.

**PIONEER HI-BRED INTERNATIONAL, INCORPORATED -
05/01/2004 - 06/30/2005** \$ 15,500

Bret Hess/Paul Ludden; Animal Science - Analysis of feed and fecal samples for titanium dioxide.

THE RUFFORD FOUNDATION - 03/24/2004 - 07/01/2005 \$ 3,909

Emiliano Donadio/Steven Buskirk; Zoology - Mortality factors affecting sympatric guanacos and vicunas.

SCIENTIFIC INSTRUMENTATION LTD - 02/01/1996 - OPEN \$ 4,000

James Rosen; Physics and Astronomy - Balloon launch and equipment support.

SHERIDAN COUNTY, WYOMING - 04/20/2004 - 04/30/2005 \$ 82,526

Khaled Ksaibati; Civil Engineering - Develop asset management system for Sheridan County, Wyoming.

**SMITHSONIAN ASTROPHYSICAL OBSERVATORY -
03/26/2004 - 03/25/2005** \$ 16,000

Henry Kobulnicky; Physics and Astronomy - Smithsonian nature of x-ray emission in dwarf galaxies.

UNITED STATES AIR FORCE - 07/01/2003 - 06/30/2004 \$ 129,321

Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.

UNITED STATES ARMY - 07/01/2003 - 06/30/2004 \$ 837

Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.

UNITED STATES BUREAU OF LAND MANAGEMENT - \$ 9,000

08/11/2000 - 10/30/2006

Marcel Kornfeld; Anthropology - Black Mountain archaeological research.

UNITED STATES BUREAU OF LAND MANAGEMENT - \$ 25,000
08/26/2003 - 10/30/2006

Marcel Kornfeld/Mary Lou Larson/Robert Kelly/George Frison; Anthropology - Bighorn Basin rock shelter project.

UNITED STATES BUREAU OF LAND MANAGEMENT - \$ 20,000
07/01/2002 - 12/31/2004

William Reiners/Jeffrey Hamerlinck; Wyoming Geographic Information Sciences Center - Interagency coal bed methane clearinghouse.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL \$ 40,000
RESEARCH SERVICE - 03/22/2004 - 12/31/2008

E. Kurt Dolence; Pharmacy - Development of West Nile diagnostic assays and vector control chemicals.

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL \$ 42,192
AND PLANT HEALTH INSPECTION SERVICE - 01/01/2004 - 12/31/2004

Timothy Collier; Renewable Resources - Biological control programs.

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL \$ 66,374
AND PLANT HEALTH INSPECTION SERVICE - 01/01/2004 - 12/31/2004

Alexandre Latchininsky; Renewable Resources - Grasshopper and gypsy moth management programs.

UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE \$ 25,073
STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE -
04/15/2004 - 04/14/2006

Robert Stobart; Animal Science - Objective measure of wool fiber characteristics.

UNITED STATES DEPARTMENT OF AGRICULTURE FOOD SAFETY \$ 483
INSPECTION SERVICE - 01/01/2004 - OPEN

Warrie Means; Animal Science - Training for Wyoming meat processors and inspectors.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - \$ 5,000
07/01/2002 - 12/31/2004

Bonnie Heidel; Wyoming Natural Diversity Database - Peatland biological diversity study.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - \$ 38,543
04/15/2004 - 12/31/2004

Bonnie Heidel; Wyoming Natural Diversity Database - Sensitive plant and noxious weed surveys.

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - \$ 5,027
05/01/2004 - 12/31/2004

B. Hamilton Smith; Wyoming Natural Diversity Database - Northern goshawk survey.

UNITED STATES DEPARTMENT OF COMMERCE - 06/01/2003 - 05/31/2004 Eric Anderson/James Lovvorn; Zoology - Roles of eelgrass vs. hard-mixed substrates as habitat for scoters in Puget Sound.	\$ 20,000
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2003 - 06/30/2004 David Gruen; Student Financial Aid - The 2003-2004 pell grant program.	\$ 39,927
UNITED STATES GEOLOGICAL SURVEY - 05/01/2004 - 11/30/2004 Harold Bergman; Institute of Environment and Natural Resources - Workshop on pallid sturgeon in Missouri River.	\$ 84,875
UNITED STATES GEOLOGICAL SURVEY - 03/18/2004 - 12/31/2004 Gary Beauvais/Douglas Keinath; Wyoming Natural Diversity Database - Generate predictive range maps for 60 rare species in region #2.	\$ 122,866
UNITED STATES GEOLOGICAL SURVEY - 05/06/2004 - 12/31/2005 Stanley Anderson; Zoology - Establishment of chronic wasting disease positive tissues bank.	\$ 88,300
UNITED STATES GEOLOGICAL SURVEY - 09/10/1985 - OPEN Harold Bergman/Joseph Meyer; Zoology - Analysis of blood samples.	\$ 2,420
UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 03/01/2001 - 02/28/2005 Paul Johnson; Physics and Astronomy - Wyoming space grant college and fellowship program.	\$ 103,375
UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 09/01/2002 - 04/30/2006 Henry Kobulnicky; Physics and Astronomy - Star formation feedback on galaxy evolution.	\$ 135,767
UNITED STATES NATIONAL PARK SERVICE - 05/01/2004 - 02/28/2008 Audrey Shalinsky; Anthropology - Identify national register evaluations of buried historic features.	\$ 75,710
UNITED STATES NATIONAL PARK SERVICE - 05/01/2004 - 09/30/2006 Audrey Shalinsky; Anthropology - Archeological data recovery.	\$ 99,999
UNITED STATES NATIONAL PARK SERVICE - 05/01/2004 - 03/31/2006 Elise Pendall; Botany - Determine water sources through isotope analysis of precipitation, groundwater, streamflow and riparian vegetation.	\$ 13,000
UNITED STATES NATIONAL PARK SERVICE - 04/05/2004 - 12/30/2004 Kelli Trujillo; Geology - Paleontological survey/inventory and management plan.	\$ 9,200
UNITED STATES NATIONAL PARK SERVICE - 05/01/2004 - 12/31/2005 Henry Harlow; National Park Service - AMK Ranch cooperative research program.	\$ 5,750

UNITED STATES NATIONAL PARK SERVICE - 04/01/2004 - 11/30/2005 Henry Harlow; National Park Service - Effects of lake drawdown in Jackson Lake.	\$ 5,000
UNITED STATES NATIONAL PARK SERVICE - 04/01/2004 - 11/30/2004 Alexandre Latchinsky; Renewable Resources - Effects of swallow nests at Colter Bay Visitor Center and Indian Arts Museum.	\$ 3,180
UNITED STATES NATIONAL PARK SERVICE - 04/01/2004 - 06/30/2005 Merav Ben-David; Zoology - River otters in Kenai Fjords National Park, Alaska.	\$ 9,641
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/01/2004 - 12/31/2008 Alfred Rodi/Robert Kelly; Atmospheric Science - King Air airplane as a national facility.	\$ 589,634
UNITED STATES NATIONAL SCIENCE FOUNDATION - 04/01/2004 - 03/31/2007 Brent Ewers; Botany - Restricted plasticity of canopy stomatal conductance.	\$ 67,807
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/17/2004 - 03/31/2007 Stephen Jackson/Elise Pendall; Botany - Climate extremes and episodic invasions.	\$ 145,077
UNITED STATES NATIONAL SCIENCE FOUNDATION - 05/15/2004 - 04/30/2005 Anne Sylvester; Botany - Collaborative plant biology in the 21st century.	\$ 30,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/15/2003 - 06/30/2005 Edward Clennan; Chemistry - Photooxygenations in heterogeneous media.	\$ 117,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 01/24/2001 - 03/31/2007 Jeffrey Yarger; Chemistry - Polyamorphic behavior in tetrahedral network glasses and liquids.	\$ 18,691
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/15/2000 - 03/31/2005 Randolph Lewis; EPSCoR Office - Experimental Program to Stimulate Competitive Research (EPSCoR).	\$ 243,605
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/16/2002 - 07/31/2004 Igor Morozov/Scott Smithson; Geology - Imaging the San Andreas fault zone.	\$ 10,110
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/01/2003 - 06/30/2005 Henry Kobulnicky; Physics and Astronomy - Detecting companions of most massive stars.	\$ 108,663
UNITED STATES NATIONAL SCIENCE FOUNDATION -	\$ 270,042

05/01/2004 - 04/30/2006

David Williams; Renewable Resources - Multi-user equipment and instrumentation resources for biological sciences program.

UNITED WAY OF NATRONA COUNTY'S PATH FINDER PROJECT - 10/01/2003 - 09/30/2006 \$ 50,000

Burke Grandjean; Wyoming Survey and Analysis Center - Develop a web-based system designed to gather process data and conduct evaluation.

UTAH STATE UNIVERSITY - 07/01/2003 - 12/31/2005 \$ 61,393

James Freeburn; Cooperative Extension Service - Support for western sustainable agriculture research and education.

UTAH STATE UNIVERSITY - 07/01/2003 - 06/30/2006 \$ 150,920

James Freeburn; Cooperative Extension Service - Professional development program.

UTAH STATE UNIVERSITY - 03/01/2002 - 01/31/2005 \$ 58,786

Robert Hall; Zoology - Stream-lake interactions and nitrogen transport.

VARIOUS SPONSORS - 10/01/2003 - 09/30/2006 \$ 28,100

Morris Argyle; Chemical Engineering - Permeable membranes for plasma reactors.

VARIOUS SPONSORS - 01/01/2002 - 08/31/2004 \$ 136,900

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

VARIOUS SPONSORS - 09/01/1994 - OPEN \$ 557

William Gribb/Linda Marston/Ronald Beiswenger; Geography and Recreation - Summer institute for Wyoming geographic alliance.

VARIOUS SPONSORS - 08/21/1998 - OPEN \$ 500

William Gern; Research Office - Fees received for conducting conferences and workshops.

VARIOUS SPONSORS - 10/01/2003 - 09/30/2004 \$ 4,996

Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2003-2004.

VARIOUS SPONSORS - 07/01/1998 - OPEN \$ 4,699

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

VARIOUS SPONSORS - 07/01/1995 - OPEN \$ 1,325

Keith Miller; Wyoming Institute for Disabilities - Fees for behavioral assessment workshop.

WASHINGTON, UNIVERSITY OF - 01/01/2002 - 12/31/2004 \$ 13,500

Kathleen Harper; Physics and Astronomy - Space science network northwest.

WILDLIFE HERITAGE FOUNDATION OF WYOMING - 01/01/2004 - 11/30/2004 \$ 14,000

Richard Olson; Renewable Resources - Snowy Range moose habitat ecology and carrying capacity estimation.

WOMEN'S ACTION NETWORK - 10/01/2002 - 09/30/2004 \$ 2,366

Andrew Turner/Snehalata Huzurbazar/Catherine Connolly; Student Life - Violence against women policy review.

WYOMING COUNCIL FOR THE HUMANITIES - 04/21/2004 - 01/31/2005 \$ 2,000

Scott Boberg; Art Museum - Nabokov public program series.

WYOMING DEPARTMENT OF EDUCATION - 04/05/2004 - 12/31/2004 \$ 10,000

Margaret Cooney; Elementary and Early Childhood Education - Train adjunct faculty for Early Childhood Endorsement program.

WYOMING DEPARTMENT OF EDUCATION - 03/01/2004 - 09/30/2005 \$ 324,469

Linda Hutchison/Jerry Hamann; Science and Mathematics Teaching Center - Thinking and doing mathematics 2004-2005.

WYOMING DEPARTMENT OF EDUCATION - 03/01/2004 - 09/30/2005 \$ 4,000

Mark Lyford; Science and Mathematics Teaching Center - Coordinated resource management in the classroom.

WYOMING DEPARTMENT OF EDUCATION - 05/10/2004 - 06/30/2004 \$ 10,000

Keith Miller; Wyoming Institute for Disabilities - Update of electronic human services database and web site.

WYOMING DEPARTMENT OF EDUCATION - 05/21/2004 - 06/30/2005 \$ 32,995

Burke Grandjean; Wyoming Survey and Analysis Center - Evaluation of the "Safe and Drug-Free Schools" community service grants.

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY -
05/06/2004 - 05/31/2007** \$ 145,131

Peter Stahl/Lachlan Ingram; Renewable Resources - Recovery of belowground ecosystem components.

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY -
05/06/2004 - 05/31/2007** \$ 45,730

Stephen Williams; Renewable Resources - Development and identification of rhizobiaceae and fabaceae symbioses for enhancing biological inputs of disturbed lands.

**WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY -
05/06/2004 - 05/31/2007** \$ 72,565

Snehalata Huzurbazar; Statistics - Recovery of belowground ecosystem components.

WYOMING DEPARTMENT OF HEALTH - 03/01/2004 - 09/30/2004 \$ 15,075

Rex Gantenbein; Center for Rural Health Research and Education - Project coordinator for needs assessment focus groups.

WYOMING DEPARTMENT OF HEALTH - 09/01/2003 - 07/03/2004 \$ 977

Patricia Armstrong; Wyoming Institute for Disabilities - Database expansion project.

WYOMING DEPARTMENT OF HEALTH - 03/01/2004 - 12/31/2005 \$ 39,820
 Kenyon Griffin; Wyoming Survey and Analysis Center - Wyoming women's
 treatment research project.

WYOMING DEPARTMENT OF TRANSPORTATION - \$ 36,000
04/22/2004 - 10/31/2004
 Burke Grandjean/Patricia Taylor; Wyoming Survey and Analysis Center -
 Statewide survey to determine public satisfaction regarding statewide
 transportation improvement projects.

WYOMING GAME AND FISH DEPARTMENT - 03/01/2004 - 06/30/2004 \$ 15,000
 T. Donal O'Toole; Veterinary Sciences - Laramie select agents room renovation.

WYOMING WEED AND PEST COUNCIL - 07/01/2000 - OPEN \$ 20,000
 Timothy Collier; Renewable Resources - Support for biological control position.

WYOMING WOOL GROWERS ASSOCIATION - 03/19/2004 - OPEN \$ 3,250
 Eric Peterson; Agriculture Dean's Office - Natural resource education to Wyoming's masses.

YELLOWSTONE ECOLOGICAL RESEARCH CENTER - \$ 12,306
04/22/2004 - 12/31/2006
 Steven Buskirk; Zoology - Diet studies of canids in Yellowstone.

TOTAL - Sponsored programs approved April 30, 2004, through June 30, 2004. \$ 4,919,950

TOTAL - Sponsored programs previously approved:

07/01/03 - 08/21/03	\$13,498,543	
08/22/03 - 10/08/03	\$20,493,686	
10/09/03 - 12/11/03	\$6,003,082	
12/12/03 - 03/04/04	\$10,119,796	
03/05/04 - 04/29/04	\$5,983,097	\$ 56,098,204

TOTAL - Sponsored programs approved July 1, 2003 through June 30, 2004. \$ 61,018,154

SPONSORED PROGRAMS

The following sponsored programs are accepted subject to compliance with the University's policies on classified information and protection of human subjects. This report covers the period July 1, 2004, through August 31, 2004.

AGLAND INCORPORATED - 03/01/1998 - OPEN \$ 1,500
 Bret Hess; Animal Science - Vitamin digestion.

AMERICA VIEW - 07/01/2004 - 06/30/2005	\$ 89,500
Kenneth Driese/Ramesh Sivanpillai; Wyoming Geographic Information Science Center - Promoting the use of remotely sensed data in Wyoming through education, outreach and data access.	
AMERICAN EDUCATIONAL RESEARCH ASSOCIATION - 08/01/2004 - 07/31/2005	\$ 79,976
Francisco Rios; Education Dean's Office - Postdoctoral fellowship.	
AMERICAN SOCIETY OF PLANT TAXONOMISTS - 09/01/1996 - OPEN	\$ 11,975
Gregory Brown; Botany - Secretarial and clerical support.	
BASF CORPORATION - 01/01/1999 - OPEN	\$ 27,600
Stephen Enloe; Plant Sciences - Rangeland weed management.	
BASF CORPORATION - 01/01/1999 - OPEN	\$ 2,000
Gary Franc; Plant Sciences - Regional plant diseases.	
BASF CORPORATION - 06/22/1999 - OPEN	\$ 1,400
Abdel Mesbah; Plant Sciences - Crop-weed research.	
BASF CORPORATION - 01/01/1999 - OPEN	\$ 15,250
Stephen Miller; Plant Sciences - Various weed biology and control.	
BAYER CROPSCIENCE LP - 01/01/1999 - OPEN	\$ 10,000
Stephen Miller; Plant Sciences - Various weed biology and control.	
BIO-LOGIC ENVIRONMENTAL - 10/01/1999 - OPEN	\$ 350
David McDonald; Zoology - Prepare demographic matrices for select species.	
BOOSTEK, LLC - 06/01/2004 - 06/30/2004	\$ 1,198
Victor Bershinsky; Electrical Engineering - Phase converter testing.	
CARNEGIE INSTITUTION OF WASHINGTON - 10/01/2003 - 02/29/2004	\$ 2,000
Jeffery Yarger; Chemistry - Diamond anvil cell.	
CASE SUPERCHARGED INDUCTION, INCORPORATED - 07/01/2004 - 08/30/2004	\$ 9,638
David Walrath; Mechanical Engineering - Emissions testing of carburated two-cycle engines.	
CATHEDRAL HOME FOR CHILDREN - 02/22/1994 - OPEN	\$ 1,026
Pamela Clarke; Nursing - Develop nursing programs.	
COLORADO POTATO ADMINISTRATIVE COMMITTEE - 01/01/1999 - OPEN	\$ 4,160
Gary Franc; Plant Sciences - Regional plant diseases.	
COLORADO STATE UNIVERSITY - 06/07/2004 - 02/28/2006	\$ 4,968

Lawrence Goodridge/Gerald Langbehn; Animal Science - A method to reduce E.coli shedding in cattle.

COLORADO STATE UNIVERSITY - 10/24/2000 - 08/31/2005 \$ 63,441

Elizabeth Williams; Veterinary Sciences - Spatial and temporal dynamics of prion disease.

DANIELS FUND - 01/01/2004 - 12/31/2004 \$ 28,500

Sara Axelson; Admissions - College prep summer program 2004.

DOW AGROSCIENCES, LLC - 01/01/1999 - OPEN \$ 9,000

Stephen Enloe; Plant Sciences - Rangeland weed management.

E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - OPEN \$ 19,000

Stephen Enloe; Plant Sciences - Rangeland weed management.

E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - OPEN \$ 8,000

Gary Franc; Plant Sciences - Regional plant diseases.

E.I. DUPONT DE NEMOURS AND COMPANY - 01/01/1999 - OPEN \$ 5,000

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

FISCHER, CAROL , M.D., P.C. - 02/22/1994 - OPEN \$ 1,220

Pamela Clarke; Nursing - Develop nursing programs.

FLEMING ASSOCIATES - 05/19/2004 - OPEN \$ 1,107

James Broomfield; Medical Education and Public Health - Climb Wyoming participants.

FMC CORPORATION - 01/01/1999 - OPEN \$ 2,500

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

FORT BELKNAP COLLEGE - 10/01/2002 - OPEN \$ 22,500

Peter Stahl; Renewable Resource - Structure and function of microbial communities in mine impacted and pristine environments.

FREMONT COUNTY SCHOOL DISTRICT NUMBER 38 - 08/20/2002 - OPEN \$ 21,000

Walter Scott; Psychology - Dropout prevention.

GLOBAL FOREST SOCIETY - 06/18/2004 - OPEN \$ 7,500

Stephen Jackson/Charles Wentzel; Botany - Influence of climate variability on the expansion of colonizing populations of Pinus ponderosa in Bighorn Basin.

GOSHEN COUNTY CONSERVATION DISTRICT - 05/01/2004 - 03/31/2005 \$ 20,778

Quentin Skinner; Renewable Resources - Development of a water quality classification/assessment program.

GTZ - 05/01/2004 - 03/31/2005 \$ 2,500

Ramesh Sivanpillai; Wyoming Geographic Information Science Center - Mapping of locust habitats and identification of sandy/salty areas of the Aral Sea.

HEARTLAND BIOCOSMOSIS, LLC - 06/15/2004 - 08/15/2004	\$ 15,000
David Walrath/Robert Erikson; Mechanical Engineering - Mechanical testing of bio-fiber reinforced composite materials.	
HIGH PLAINS SOLAR WIND, LLC - 06/24/2004 - 12/31/2004	\$ 6,400
David Walrath; Mechanical Engineering - Design assistance for developing a small wind energy system.	
HUMAN CAPITAL MANAGEMENT SERVICES, INCORPORATED - 01/01/2004 - 06/30/2005	\$ 106,016
Rex Gantenbein; Center for Rural Health Research and Education - Affiliation for personnel and research.	
HYDROGEOLOGIC, INCORPORATED - 04/23/2003 - 09/30/2004	\$ 44,191
Marjorie Bedessem; Civil Engineering - Bioaugmentation phase of biofouling and bioremediation studies.	
HYDROGEOLOGIC, INCORPORATED - 04/13/2004 - 12/31/2004	\$ 4,725
Marjorie Bedessem; Civil Engineering - Benzene biodegradation at usace site 12.	
INTERMOUNTAIN INTERNAL MEDICINE, P.C. - 02/22/1994 - OPEN	\$ 1,825
Pamela Clarke; Nursing - Develop nursing programs.	
NORTHERN IOWA, UNIVERSITY OF - 05/15/2004 - 04/30/2005	\$ 19,898
Martin Bourgeois; Psychology - The dynamics of attitudes and public opinion.	
IVINSON MEMORIAL HOSPITAL - 01/01/2002 - OPEN	\$ 6,000
Michael Loos; Counselor Education - Partnership for smoke free families.	
JET PROPULSION LABORATORY - 07/26/2004 - 07/30/2007	\$ 29,500
Brent Buckalew; Physics and Astronomy - Impact of young star clusters in nearby galaxies on the local interstellar medium as a function of age.	
THE JURASSIC FOUNDATION - 05/13/2004 - OPEN	\$ 2,000
James Drever/David Lovelace/Scott Hartman; Geology - CT-scan of Jurassic maniraptoran.	
SUSAN G. KOMEN BREAST CANCER FOUNDATION, INCORPORATED - 04/19/2004 - 08/31/2004	\$ 2,270
Sheri Aajul/Keith Miller; Wyoming Institute for Disabilities - Wyoming breast cancer community profile.	
LARAMIE COUNTY SCHOOL DISTRICT NO. 1 - 03/01/2001 - 02/28/2005	\$ 1,000
Paul Johnson; Physics and Astronomy - Micro gravity experiment.	
LOEHLE, MATTHIAS - 01/01/2002 - 12/31/2005	\$ 2,000
Stephen Ford; Animal Science - Center for fetal programming.	
LOGICAL INFORMATION MACHINES, INCORPORATED -	\$ 26,075

09/01/2003 - 05/31/2005

Ruben Gamboa; Computer Science - Next-generation time-series databases.

MIDWEST RESEARCH INSTITUTE - 08/06/2002 - 10/30/2004 \$ 3,384

Robert Kelly/Thomas Parish; Atmospheric Science - Low-dimension wind turbine inflow turbulence model.

MIDWEST RESEARCH INSTITUTE - 08/06/2002 - 10/30/2004 \$ 3,384

William Lindberg/Jonathan Naughton; Mechanical Engineering - Low-dimension wind turbine inflow turbulence model.

MINNESOTA, UNIVERSITY OF - 08/01/2003 - 07/31/2007 \$ 70,000

Gregory Wilkerson; Civil Engineering - Study of dominant discharge using diatomaceous earth as sediment in river models.

MONSANTO COMPANY - 01/01/1999 - OPEN \$ 26,800

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

MONTANA STATE UNIVERSITY - 05/15/2003 - 08/31/2005 \$ 78,972

Sian Mooney; Agricultural Economics - Consortium for agricultural soils mitigation of greenhouse gases.

MONTANA STATE UNIVERSITY - 04/23/2004 - 03/31/2005 \$ 4,950

Edward Barbier; Economics and Finance - Ecology and economics of commercialization when plants carry a risk of becoming invasive.

MONTANA STATE UNIVERSITY - 08/01/2004 - 07/31/2005 \$ 3,000

Derek Smith; Kinesiology and Health - Testing protocols for rural sample data collection.

MONTANA STATE UNIVERSITY - 08/01/2004 - 07/31/2005 \$ 6,000

Mary Stepan/Susan Wilhelm; Nursing - Testing protocols for rural sample data collection.

MONTANA STATE UNIVERSITY - 04/23/2004 - 03/31/2005 \$ 5,000

Stephen Enloe; Plant Sciences - Impacts of integrated pest management strategies for sustainable Canada thistle control.

MOUNTAIN WEST FARM BUREAU MUTUAL INSURANCE COMPANY - 01/01/2001 - OPEN \$ 4,549

Alfred Rodi; Atmospheric Science - Aircraft mechanic fees.

NATIONAL WRITING PROJECT CORPORATION - 07/01/1994 - 06/30/2005 \$ 40,000

Janet Constantinides; English - Wyoming writing project.

NATRONA COUNTY CONSERVATION DISTRICT - 05/21/2004 - 08/31/2004 \$ 13,696

Katta Reddy; Renewable Resources - Data summary and analysis for selenium monitoring program.

NATURESERV - 10/01/1998 - OPEN \$ 2,250

Alan Redder; Wyoming Natural Diversity Database - Database management.

NEBRASKA, STATE OF - 08/01/2001 - OPEN James Krall; Plant Sciences - Sustainable crop research.	\$ 4,000
NEBRASKA, STATE OF - 10/01/1999 - OPEN David McDonald; Zoology - Prepare demographic matrices for select species.	\$ 900
NEW YORK UNIVERSITY - 01/01/2002 - 12/31/2005 Stephen Ford; Animal Science - Center for fetal programming.	\$ 13,985
NEW YORK UNIVERSITY - 01/01/2004 - OPEN Douglas Hixon; Animal Science - Sheep research.	\$ 110,564
NORTH DAKOTA STATE UNIVERSITY - 07/01/2004 - 06/30/2005 Khaled Ksaibati; Civil Engineering - Mountain-Plains Consortium education, research and service graduate assistant program.	\$ 25,147
NORTH DAKOTA STATE UNIVERSITY - 07/01/2004 - 06/30/2005 Khaled Ksaibati; Civil Engineering - Utilizing recycled glass in roadways.	\$ 34,215
NORTH DAKOTA STATE UNIVERSITY - 07/01/2004 - 06/30/2005 Rhonda Young; Civil Engineering - Freight movement system vulnerabilities.	\$ 18,998
NOTRE DAME, UNIVERSITY OF - 09/01/2002 - 08/31/2005 Jason Shogren; Economics and Finance - Nonindigenous species ecological forecasting.	\$ 80,081
NUFARM AMERICAS INCORPORATED - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 2,300
THE PACIFIC LUMBER COMPANY - 05/01/2004 - 04/30/2006 Carolyn Meyer; Botany - Effects of stand and landscape characteristics on marbled murrelet occupancy in managed forests.	\$ 19,359
PINE BLUFFS, TOWN OF - 07/01/1990 - 06/30/2005 Charles Reher; Anthropology - Archaeological testing.	\$ 6,000
POHL, BURKHARD - 05/13/2004 - OPEN James Drever/David Lovelace/Scott Hartman; Geology - CT-scan of jurassic maniraptoran.	\$ 2,000
POWELL VALLEY ECONOMIC DEVELOPMENT ALLIANCE - 06/22/1999 - OPEN Abdel Mesbah; Plant Sciences - Crop-weed research.	\$ 1,700
SANOFI-SYNTHELABO, INCORPORATED - 07/01/2004 - 06/30/2005 Weeranuj Yamreudeewong; Pharmacy - Pharmacy practice residency program.	\$ 3,000
SHOSHONE AND ARAPAHO TRIBES - 08/18/2004 - 06/30/2005	\$ 49,266

Charles Reher/Pamela Innes; Anthropology - Cultural resource clearance for the Fuller Reservoir.

SIPCAM AGRO USA, INCORPORATED - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 2,000
SUPERCritical FLUIDS, INCORPORATED - 08/15/2003 - 12/31/2006 Maciej Radosz; Chemical Engineering - Thermodynamic data for polymer systems.	\$ 1,150
SYNGENTA CROP PROTECTION, INCORPORATED - 01/01/1999 - OPEN Gary Franc; Plant Sciences - Regional plant diseases.	\$ 13,000
SYNGENTA CROP PROTECTION, INCORPORATED - 06/22/1999 - OPEN Abdel Mesbah; Plant Sciences - Crop-weed research.	\$ 1,000
SYNGENTA CROP PROTECTION, INCORPORATED - 01/01/1999 - OPEN Stephen Miller; Plant Sciences - Various weed biology and control.	\$ 9,600
TOM BROWN, INCORPORATED - 07/27/2004 - 12/31/2004 Charles Reher; Anthropology - Cultural resource clearance survey for the Fuller Reservoir seismograph project.	\$ 17,500
UNITED STATES AIR FORCE - 06/01/2004 - 06/30/2007 Daniel Buttry; Chemistry - Imaging tools and thin film coatings for corrosion prevention in aluminum alloys.	\$ 300,000
UNITED STATES AIR FORCE - 06/15/2004 - 05/31/2005 Steven Barrett; Electrical Engineering - Creating a swarm of agents using intelligent robots.	\$ 17,400
UNITED STATES AIR FORCE - 07/15/2004 - 07/14/2007 Mark Garnich; Mechanical Engineering - Precision composite space structures.	\$ 300,000
UNITED STATES AIR FORCE - 08/22/2004 - 04/22/2005 Nathan Nibbelink/James Oakleaf; Wyoming Geographic Information Science Center - Spatial database for natural resource management.	\$ 43,908
UNITED STATES AIR FORCE - 08/22/2004 - 04/22/2005 Gary Beauvais; Wyoming Natural Diversity Database - Spatial database for natural resource management.	\$ 21,954
UNITED STATES ARMY - 06/01/2004 - 05/31/2005 William Spears/Diana Spears; Computer Science - Optimizing interaction potentials for multi-agent surveillance.	\$ 115,847
UNITED STATES ARMY - 09/01/2003 - 11/30/2004 Sivaguru Sritharan; Mathematics - Turbulence and nano-physics subjected to adverse noise.	\$ 10,000
UNITED STATES ARMY - 07/01/2003 - 06/30/2004	\$ 83,407

Joelanne Berrigan; Student Financial Aid - The Reserve Officer's Training Corps (ROTC) scholarship program.

UNITED STATES ARMY - 08/01/2003 - 08/31/2008 \$ 336,169
Elizabeth Williams; Veterinary Sciences - Epidemiology of chronic wasting disease.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/13/2004 - 09/30/2005 \$ 9,752
Rick Weathermon; Anthropology - Little Missouri antelope trap survey and mapping.

UNITED STATES BUREAU OF LAND MANAGEMENT - 05/21/2004 - 01/30/2006 \$ 61,000
Paul Caffrey; Wyoming Geographic Information Science Center - Research and development of enhanced erosion and water quality modeling tools.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/13/2004 - 12/31/2004 \$ 9,000
Ramesh Sivanpillai/Kenneth Driese; Wyoming Geographic Information Science Center - Mapping cheatgrass for a landsat scene in Wyoming.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/29/2004 - 01/30/2005 \$ 13,435
Ramesh Sivanpillai/Kenneth Driese; Wyoming Geographic Information Science Center - Mapping cheatgrass in Wyoming using satellite imagery.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/14/2004 - 09/30/2005 \$ 7,000
Stanley Anderson; Zoology - Bison containment study phase 2, year 2.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/21/2004 - 12/31/2006 \$ 6,000
Stanley Anderson; Zoology - Landscape-level habitat selection of sage-grouse throughout Wyoming.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/29/2004 - 09/30/2008 \$ 10,000
Stanley Anderson; Zoology - Pygmy rabbit ecology study.

UNITED STATES BUREAU OF LAND MANAGEMENT - 07/13/2004 - 09/30/2005 \$ 7,000
Steven Buskirk; Zoology - Black-tailed prairie dog demographic and metapopulation studies.

UNITED STATES BUREAU OF RECLAMATION - 08/01/2004 - 06/30/2009 \$ 36,840
Michael Quist/Wayne Hubert; Zoology - Evaluation of methods for estimating age structure and growth rates.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 05/24/2002 - 04/30/2007 \$ 37,000
Robert Stobart/Gary Moss/William Russell; Animal Science - Scrapie control through prp genetics.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 07/06/2004 - 05/14/2009 \$ 2,000
Fred Gray; Plant Sciences - Evaluation of beta germplasm for resistance to sugar beet cyst nematode.

UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL RESEARCH SERVICE - 07/06/2004 - 04/30/2009 Scott Miller; Renewable Resources - Use of geographic information system methods to understand spatial patterns of mosquito vectors of west Nile virus.	\$ 100,000
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE - 03/05/2003 - OPEN Kenneth Mills; Veterinary Sciences - Skunk acceptance of placebo rabies baits.	\$ 10,000
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE - 06/15/2003 - 06/14/2005 James Wangberg; Agriculture Dean's Office - Higher education programs.	\$ 84,614
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE - 07/01/2004 - 08/31/2006 Min Du; Animal Science - AMP-activated protein kinase, glycolysis and pale, soft, exudative (PSE) syndrome in meat.	\$ 99,826
UNITED STATES DEPARTMENT OF AGRICULTURE COOPERATIVE STATE RESEARCH, EDUCATION, AND EXTENSION SERVICE - 08/15/2004 - 08/14/2005 George Vance; Renewable Resources - Acquisition of a combustion carbon, nitrogen, and sulfur elemental analyzer.	\$ 19,738
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 06/15/2004 - 10/31/2004 Charles Reher; Anthropology - Black Hills archaeological program.	\$ 22,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 08/02/2004 - 07/31/2007 Ronald Hartman; Botany - Documentation of forest understory exotic species via databasing of Arizona/New Mexico herbarium plant species.	\$ 31,733
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 06/02/2004 - 07/31/2005 Carolyn Meyer/Dennis Knight; Botany - Historic range of variation assessment report.	\$ 18,568
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 06/21/2004 - 12/31/2005 Angela Hild; Renewable Resources - Rush skeletonweed recruitment, demography and ecology following wildfire.	\$ 36,000
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 02/01/2004 - 05/31/2008 Dolores Cardona; Office of Student Life - Diversity training.	\$ 1,720

UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/29/2003 - 09/30/2004	\$ 16,000
Jeffrey Hamerlinck; Wyoming Geographic Information Science Center - Aquatic-riparian-wetland ecosystem assessment of the Grand Mesa-Uncompahgre-Gunnison and San Juan National Forests.	
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 04/12/2004 - 09/30/2008	\$ 2,400
James Oakleaf; Wyoming Geographic Information Science Center - Moving windows analysis application.	
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 07/01/2003 - OPEN	\$ 5,900
Bonnie Heidel; Wyoming Natural Diversity Database - Status survey for Teton wiregrass.	
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 04/03/2002 - 06/30/2006	\$ 55,000
Douglas Keinath; Wyoming Natural Diversity Database - Species assessments.	
UNITED STATES DEPARTMENT OF AGRICULTURE FOREST SERVICE - 06/08/2004 - 09/30/2008	\$ 64,812
Steven Buskirk; Zoology - Forest fragmentation and marten dispersal.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2004 - 03/31/2005	\$ 198,820
Robert Aylward; Information Technology - Datamart component of Student Information System (SIS) replacement project.	
UNITED STATES DEPARTMENT OF EDUCATION - 06/01/2004 - 05/31/2005	\$ 483,672
Fuji Adachi; Student Educational Opportunity - Upward Bound program 2004-2005.	
UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2004 - 09/30/2005	\$ 291,672
Zackie Salmon; Student Educational Opportunity - McNair scholars program 2004-2005.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/1984 - OPEN	\$ 13,180
David Gruen; Student Financial Aid - Pell grant administrative allowance.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2003 - 06/30/2004	\$ 105,759
David Gruen; Student Financial Aid - The 2003-2004 pell grant program.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2004 - 06/30/2005	\$ 3,248,518
David Gruen; Student Financial Aid - The 2004-2005 pell grant program.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2004 - 06/30/2005	\$ 380,400
David Gruen; Student Financial Aid - Supplemental educational opportunity grant program.	
UNITED STATES DEPARTMENT OF EDUCATION - 07/01/2004 - 06/30/2005	\$ 502,688

David Gruen; Student Financial Aid - The 2004-2005 work-study program.

UNITED STATES DEPARTMENT OF EDUCATION - 10/01/2004 - 09/30/2005 \$ 214,016
William Schaad; Wyoming Institute for Disabilities - Wyoming corporate partnership project.

UNITED STATES DEPARTMENT OF ENERGY - 07/01/2003 - 06/30/2008 \$ 200,000
Norman Morrow; Chemical Engineering - Wettability and recovery by imbibition and displacement

UNITED STATES DEPARTMENT OF ENERGY - 06/15/2004 - 06/14/2005 \$ 100,000
Robert Hurtubise; Chemistry - Solid-matrix luminescence analysis 2004-2005.

UNITED STATES DEPARTMENT OF ENERGY - 06/01/2003 - 05/31/2006 \$ 149,880
John Pierre; Electrical Engineering - Advanced techniques for power system identification from measured data.

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/2004 - 06/30/2005 \$ 40,815
Pamela Clarke; Nursing - Advanced education nursing traineeships 2004-2005.

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/2004 - 06/30/2005 \$ 249,188
Karen Ouzts; Nursing - Developing community health leaders.

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 08/01/2004 - 07/31/2005 \$ 225,000
Terri Longhurst; Wyoming Institute for Disabilities - Head Start collaborative project.

UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES - 07/01/2004 - 06/30/2005 \$ 428,463
Keith Miller; Wyoming Institute for Disabilities - Administrative infrastructure for University Center of Excellence in Developmental Disabilities (UCEDD).

UNITED STATES DEPARTMENT OF JUSTICE - 12/01/2001 - 05/31/2005 \$ 50,000
Carter Rees; Wyoming Survey and Analysis Center - Analysis of existing Wyoming Division of Criminal Investigations domestic violence reporting program.

UNITED STATES DEPARTMENT OF VETERANS AFFAIRS - 07/01/1997 - 09/30/2005 \$ 44,886
Weeranuj Yamreudeewong; Pharmacy - Provide clinical pharmacy services.

UNITED STATES GEOLOGICAL SURVEY - 05/15/2004 - 05/14/2005 \$ 97,973
Paul Caffrey; Wyoming Geographic Information Science Center - High priority national hydrography dataset.

UNITED STATES NATIONAL AERONAUTICS AND SPACE ADMINISTRATION - 07/09/2004 - 07/08/2005 \$ 80,415
Dimitri Mavriplis; Mechanical Engineering - Unstructured mesh methods for unsteady

aerodynamics and aeroelasticity.

UNITED STATES NATIONAL AERONAUTICS AND SPACE \$ 53,125
ADMINISTRATION - 03/01/2001 - 02/28/2005

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

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 14,050
07/01/2004 - 06/30/2005

Jeffrey Yarger; Chemistry - Spider silk proteins as novel biomaterials.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 112,337
07/01/2004 - 06/30/2005

Kristin Beach/James Rose; Communication Disorders - Spatiotemporal nitric oxide gradients biology 2004-2005.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 190,488
07/01/2004 - 06/30/2005

Steven Barrett/James Rose; Electrical Engineering - Spatiotemporal nitric oxide gradients biology 2004-2005.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 2,472,072
08/14/2004 - 06/30/2005

Heywood Sawyer/Robert Kelley/Rex Gantenbein/Sharon Cumbie/Francis Flynn/Stephen Ford/Thomas Hansen/William Murdoch/Margaret Murdock/Derek Smith; Health Sciences - Northern Rockies regional biomedical research infrastructures for community-focused health research.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 224,800
08/01/2004 - 07/31/2005

David Fay; Molecular Biology - Developmental function of Rb family proteins 2004-2005.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 245,875
08/01/2004 - 07/31/2005

Donald Jarvis; Molecular Biology - N-glycosylation mechanism in insect cells.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 337,200
07/01/2004 - 06/30/2005

Randolph Lewis; Molecular Biology - Spider silk proteins as novel biomaterials.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 216,370
07/01/2004 - 06/30/2005

Peter Thorsness; Molecular Biology - Essential role of mitochondrial DNA in cell growth 2004-2005.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - \$ 199,229
07/01/2004 - 06/30/2005

N. Sreejayan/James Rose; Pharmacy - Spatiotemporal nitric oxide gradients biology 2004-2005.

UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 Anne Bowen; Psychology - Wyoming rural AIDS prevention program, 2004-2005.	\$ 404,223
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 06/15/2004 - 03/31/2005 Narina Nunez; Psychology - Outreach partnerships.	\$ 7,500
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 09/15/2000 - 06/30/2004 Francis Flynn; Zoology - Cellular responses to stressors of cardiovascular health.	\$ 118,336
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 Francis Flynn; Zoology - Cell response/cardiovascular health stressors 2004-2005.	\$ 842,276
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 Francis Flynn/Mark Gomelsky; Zoology - Cell response/cardiovascular health stressors 2004-2005.	\$ 210,279
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 James Rose; Zoology - Spatiotemporal nitric oxide gradients biology 2004-2005.	\$ 443,550
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 Charles Woodbury; Zoology - Nociceptor maturation and response to peripheral injury 2004-2005.	\$ 225,625
UNITED STATES NATIONAL INSTITUTES OF HEALTH - 07/01/2004 - 06/30/2005 Zhaojie Zhang/James Rose; Zoology - Spatiotemporal nitric oxide gradients biology 2004-2005.	\$ 121,842
UNITED STATES NATIONAL PARK SERVICE - 07/13/2004 - 03/31/2005 Ronald Hartman; Botany - Bandelier National Monument verifying plant identifications.	\$ 1,150
UNITED STATES NATIONAL PARK SERVICE - 04/01/2004 - 12/31/2006 Henry Harlow; National Park Research - AMK Ranch cooperative program 2004-2005.	\$ 15,000
UNITED STATES NATIONAL PARK SERVICE - 04/26/2004 - 09/30/2006 Steven Buskirk; Zoology - Translocation guidelines for black-footed ferret population at Conata Basin.	\$ 22,530
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/01/2003 - 08/31/2005	\$ 260,915

Terry Deshler; Atmospheric Science - Measurements addressing quantitative ozone loss, polar stratospheric cloud nucleation, and large particles.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 108,008
06/01/2004 - 05/31/2005

Robert Kelly; Atmospheric Science - Fluxes in advective and transition boundary layers.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 108,527
08/01/2003 - 06/30/2005

Thomas Parish; Atmospheric Science - Pre-RIME studies of transport processes in the Ross Sea sector.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 116,624
06/01/2004 - 05/31/2007

Stephen Jackson/Elise Pendall; Botany - Multiproxy archives of late holocene climate variability from ombrotrophic peatlands.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 105,675
06/01/2004 - 05/31/2005

Youqing Shen/Muhammad Hussain; Chemical Engineering - Rational design of anti-cancer drug resistance nanoparticles.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 110,000
09/01/2002 - 08/31/2007

B. Patrick Sullivan; Chemistry - Novel oligomeric MLCT excited states.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 5,750
08/01/2002 - 07/31/2005

David Mukai; Civil Engineering - Fracture properties of heat-straightened steel.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 22,972
09/01/2003 - 08/31/2005

Kenneth Dueker; Geology - Batholiths: Generation and evolution of crust in continental magmatic arcs.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 95,219
07/15/2004 - 06/30/2006

Derek Schutt; Geology - The effects of melt depletion on mantle density and velocity.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 95,659
05/26/2004 - 06/30/2005

Scott Smithson; Geology - Seismic study of deep eclogitec-granulitic crust and moho in Norway.

UNITED STATES NATIONAL SCIENCE FOUNDATION - \$ 184,686
03/01/2004 - 05/31/2006

Ronald Canterna; Physics and Astronomy - Wyoming Infrared Observatory's summer undergraduate assistantship program.

UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/2004 - 08/31/2007 Yuri Dahnovsky; Physics and Astronomy - Selective prediction of novel molecular wires.	\$ 499,345
UNITED STATES NATIONAL SCIENCE FOUNDATION - 06/01/2004 - 05/31/2009 Daniel Dale; Physics and Astronomy - The Wyoming survey for cosmological H-alpha.	\$ 56,463
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/15/2004 - 06/30/2007 Michael Pierce; Physics and Astronomy - Characterizing the mass evolution of disk galaxies.	\$ 213,795
UNITED STATES NATIONAL SCIENCE FOUNDATION - 03/01/2001 - 05/31/2005 J. Allyn Smith; Physics and Astronomy- Southern standard stars for the u'g'r'i'z' filter system.	\$ 57,000
UNITED STATES NATIONAL SCIENCE FOUNDATION - 08/01/2004 - 07/31/2005 David Williams; Renewable Resources - Sensitivity of ecosystem processes to precipitation across a grassland to shrubland vegetation transition.	\$ 62,968
UNITED STATES NATIONAL SCIENCE FOUNDATION - 07/01/2004 - 06/30/2007 Carlos Martinez Del Rio; Zoology - Using stable isotopes to understand trophic relationships.	\$ 434,089
UNITED STATES NAVY - 06/01/2004 - 01/30/2007 Renduo Zhang; Renewable Resources - Detailed hydraulic assessment using a high-resolution piezocone coupled to the GeoVIS.	\$ 55,222
UNITED STATES OFFICE OF NAVAL RESEARCH - 07/01/2004 - 06/30/2005 W. Steven Holbrook; Geology - Imaging ocean structure and dynamics using marine seismic reflection profiling.	\$ 149,289
UNITED STATES OFFICE OF NAVAL RESEARCH - 06/01/2004 - 05/31/2005 Dimitri Mavriplis; Mechanical Engineering - Efficient high-order accurate methods using unstructured grids for hydrodynamics and acoustics.	\$ 172,001
UTAH STATE UNIVERSITY - 07/01/2004 - 06/30/2005 Roger Coupal/Rhonda Shipp; Agricultural Economics - Western rural development center.	\$ 12,000
UTAH, UNIVERSITY OF - 05/01/2004 - 04/30/2005 Mary Henning; UW Libraries - National network of libraries of medicine.	\$ 52,936
VARIOUS SPONSORS - 07/01/2002 - OPEN Peter Ellsworth; Science and Mathematics Teaching Center - Fees received for workshops presented by the Science and Mathematics Teaching Center.	\$ 1,220

VARIOUS SPONSORS - 10/01/2003 - 09/30/2004	\$ 5,515
Diane Wolverton; Small Business Development Center - Fees for workshops presented by the Small Business Development Center for 2003-2004.	
VARIOUS SPONSORS - 07/01/1998 - OPEN	\$ 10,490
Jeffrey Hamerlinck; Wyoming Geographic Information Science Center - Fees received for services provided by the Geographic Information Science Center.	
VARIOUS SPONSORS - 07/01/1995 - OPEN	\$ 4,675
Keith Miller; Wyoming Institute for Disabilities - Fees for behavioral assessment workshop.	
VETERANS OF FOREIGN WARS LADIES AUXILIARY - 07/01/2004 - 06/30/2005	\$ 1,404
Allyn Ontko; Pharmacy - Polypyridyl complexes as ovarian cancer treatment.	
VOICEVIEWER TECHNOLOGIES, INCORPORATED - 12/01/2003 - OPEN	\$ 500
David Walrath; Mechanical Engineering - Wyoming small business engineering assistance.	
WASHAKIE BEETGROWERS/WYOMING SUGAR COMPANY - 01/01/1999 - OPEN	\$ 2,500
Stephen Miller; Plant Sciences - Various weed biology and control.	
WEST VIRGINIA UNIVERSITY - 11/28/2003 - OPEN	\$ 2,500
Scott Shaw; Renewable Resources - Identification of aleiodes of eastern forests.	
WILDLIFE DISEASE ASSOCIATION - 08/25/2000 - OPEN	\$ 15,000
Elizabeth Williams; Veterinary Sciences - Maintain the editorial office for the Journal of Wildlife Diseases.	
WILDLIFE HERITAGE FOUNDATION OF WYOMING - 06/01/2004 - 11/30/2004	\$ 8,750
Steven Buskirk; Zoology - Effects of winter recreation on movements across snow.	
WYOMING ARTS COUNCIL - 07/01/2004 - 06/30/2005	\$ 4,626
Scott Boberg; Art Museum - In-house education program.	
WYOMING ARTS COUNCIL - 07/01/2004 - 06/30/2005	\$ 5,358
Susan Moldenhauer; Art Museum - Series of contemporary artist programs.	
WYOMING BUSINESS COUNCIL - 07/01/2004 - 06/30/2005	\$ 33,333
Brent Hathaway; Business Dean's Office - Provide marketing research outreach to Wyoming businesses.	
WYOMING BUSINESS COUNCIL - 07/22/2004 - 06/30/2005	\$ 2,000
Sheila Couture; Community Service Education - Wyoming science fair student awards 2004-2005.	

WYOMING BUSINESS COUNCIL - 06/24/2004 - 06/30/2004	\$ 12,000
Sadrul Ula; Electrical Engineering - Workshops on energy efficiency improvement for Wyoming industries.	
WYOMING BUSINESS COUNCIL - 07/01/2004 - 06/30/2005	\$ 578,275
Larry Stewart; Mid-America Manufacturing Technology Center - Provide services to manufacturers and technical businesses in Wyoming.	
WYOMING BUSINESS COUNCIL - 07/01/2004 - 06/30/2005	\$ 98,000
John Nevshemal; Research Products Center - Manage the Wyoming Research Products Center 2004-2005.	
WYOMING BUSINESS COUNCIL - 07/01/2004 - 06/30/2005	\$ 66,667
Diane Wolverton/Michael Lambert; Small Business Development Center - Provide marketing research outreach to Wyoming businesses.	
WYOMING BUSINESS COUNCIL - 07/01/2004 - 06/30/2005	\$ 68,000
Diane Wolverton; Small Business Development Center - Market research projects in Wyoming.	
WYOMING COMMUNITY COLLEGE COMMISSION - 04/01/1898 - OPEN	\$ 19,078
David Gruen; Student Financial Aid - State student incentive program.	
WYOMING DEPARTMENT OF AGRICULTURE - 07/01/2004 - 06/30/2006	\$ 337,666
Ronald Delaney/James Jacobs; Cooperative Extension Service - State seed lab operation 2004-2005.	
WYOMING DEPARTMENT OF EDUCATION - 08/04/2004 - 06/30/2006	\$ 120,000
Tami Benham-Deal; Kinesiology and Health - Advising the Superintendent of Public Instruction.	
WYOMING DEPARTMENT OF EMPLOYMENT - 07/01/2004 - 06/30/2005	\$ 43,220
Robert Godby; Economics and Finance - Developing prevailing wage estimates for Wyoming Department of Employment.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 04/26/1996 - OPEN	\$ 7,500
Charles Dolan; Civil Engineering - Environmental engineering internship.	
WYOMING DEPARTMENT OF ENVIRONMENTAL QUALITY - 06/07/2004 - 06/30/2004	\$ 420
Diana Hulme; Institute for Environmental and Natural Resources - Permit regulations for discharges to Wyoming surface waters.	
WYOMING DEPARTMENT OF FAMILY SERVICES - 05/21/2004 - 06/30/2005	\$ 75,000
Robert Leduc/Carter Rees/Robert Cruickshank; Wyoming Survey and Analysis Center - Data system feasibility study.	

WYOMING DEPARTMENT OF FAMILY SERVICES - 05/25/2004 - 12/31/2004 Carter Rees/Adrienne Freng; Wyoming Survey and Analysis Center - Juvenile court enhancement initiative.	\$ 157,700
WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Sheila Couture; Community Service Education - Conference planning and implementation services.	\$ 1,463,300
WYOMING DEPARTMENT OF HEALTH - 07/01//2002 - 12/31/2004 John Lloyd; Renewable Resources - Ecology of vector mosquitos in Eastern Wyoming.	\$ 39,000
WYOMING DEPARTMENT OF HEALTH - 06/01//2004 - 05/31/2005 Eric Alexander; University Counseling Center - Higher Education statewide initiative on alcohol issues.	\$ 148,619
WYOMING DEPARTMENT OF HEALTH - 03/31/2004 - 03/31/2006 Kenneth Heinlein; Wyoming Institute for Disabilities - Gather information for the national core indicators project and complete the preschool satisfaction study.	\$ 350,172
WYOMING DEPARTMENT OF HEALTH - 03/31/2004 - 03/31/2006 Kenneth Heinlein; Wyoming Institute for Disabilities - Adult brain injury/consumer interviews.	\$ 3,785
WYOMING DEPARTMENT OF HEALTH - 03/31/2004 - 03/31/2006 Kenneth Heinlein; Wyoming Institute for Disabilities - Child waiver/family survey.	\$ 18,928
WYOMING DEPARTMENT OF HEALTH - 03/31/2004 - 03/31/2006 Kenneth Heinlein; Wyoming Institute for Disabilities - Preschool satisfaction study.	\$ 5,679
WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Kenneth Heinlein; Wyoming Institute for Disabilities - Wyoming Lions early childhood vision screening.	\$ 105,625
WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Kenneth Heinlein; Wyoming Institute for Disabilities - Inventory for client and agency planning.	\$ 209,393
WYOMING DEPARTMENT OF HEALTH - 10/01/2003 - 09/30/2004 Keith Miller; Wyoming Institute for Disabilities - Data updates on Wyoming resources for the Family Caregiver Support Program.	\$ 10,000
WYOMING DEPARTMENT OF HEALTH - 04/19/2004 - 11/13/2004 Mindy Dahl; Wyoming Survey and Analysis Center - Examine retail compliance among tobacco retailers in the state of Wyoming.	\$ 43,082
WYOMING DEPARTMENT OF HEALTH - 06/14/2004 - OPEN Burke Grandjean; Wyoming Survey and Analysis Center - Nutshell and aspen archival data conversion.	\$ 7,400

WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Burke Grandjean; Wyoming Survey and Analysis Center - Infrastructure grant 2004-2005.	\$ 350,000
WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Burke Grandjean; Wyoming Survey and Analysis Center - Addicted offender accountability.	\$ 405,702
WYOMING DEPARTMENT OF HEALTH - 10/01/2003 - 09/30/2005 Rodney Wambeam; Wyoming Survey and Analysis Center - Conduct the 'State Incentive Grant' evaluation process.	\$ 288,946
WYOMING DEPARTMENT OF HEALTH - 07/01/2004 - 06/30/2005 Laurel West; Wyoming Survey and Analysis Center - Drug court evaluation plan.	\$ 199,966
WYOMING DEPARTMENT OF TRANSPORTATION - 02/18/2003 - 12/31/2004 Stanley Anderson; Zoology - High tensile electric fence.	\$ 30,000
WYOMING DIVISION OF VICTIM SERVICES - 06/17/2004 - 12/31/2005 Kenneth Heinlein; Wyoming Institute for Disabilities - Women with disabilities victims of crime evaluation project.	\$ 12,085
WYOMING GAME AND FISH COMMISSION - 07/01/2002 - 09/30/2004 Nathan Nibbelink/Margo Berendsen; Wyoming Geographic Information Sciences Center - Integration of geographic information systems technology for daily decision making.	\$ 6,930
WYOMING GAME AND FISH COMMISSION - 06/21/2004 - 12/31/2004 Stanley Anderson; Zoology - Develop pronghorn crossing structures in North America.	\$ 15,000
WYOMING GAME AND FISH DEPARTMENT - 07/01/2004 - 06/30/2005 Nathan Nibbelink; Wyoming Geographic Information Science Center - Geographic Information System (GIS)-based tools for decision-making.	\$ 38,868
WYOMING GAME AND FISH DEPARTMENT - 05/06/1992 - OPEN Stanley Anderson; Zoology - Human intrusion.	\$ 5,000
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN Stanley Anderson; Zoology - Wildlife research.	\$ 95,000
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN Wayne Hubert; Zoology - Fisheries research.	\$ 80,260
WYOMING GAME AND FISH DEPARTMENT - 07/01/1999 - OPEN Frederick Lindzey; Zoology - Wildlife research.	\$ 62,000
WYOMING GAME AND FISH DEPARTMENT - 07/01/1992 - OPEN Graham Mitchell; Zoology - Zoology faculty member awards.	\$ 41,000

WYOMING GOVERNOR'S OFFICE - 07/01/2004 - 06/30/2005	\$ 108,577
Lynda Baumgardner; Wyoming Institute for Disabilities - Partners in policy making 2004-2005	
WYOMING LIVESTOCK BOARD - 06/16/2004 - 06/15/2006	\$ 220,000
T. Donal O'Toole; Veterinary Sciences - Brucellosis lab technician support.	
WYOMING LIVESTOCK BOARD - 06/16/2004 - 06/15/2006	\$ 100,000
T. Donal O'Toole; Veterinary Sciences - Brucellosis equipment support.	
WYOMING MEDICAL CENTER - 07/01/1997 - OPEN	\$ 6,430
H. John Baldwin; Pharmacy - Clinical pharmacy services.	
WYOMING STATE BAR - 07/02/2004 - 09/30/2004	\$ 5,700
Bistra Anatchkova; Wyoming Survey and Analysis Center - Wyoming judicial advisory poll, 2004.	
WYOMING STATE ENGINEER'S OFFICE - 06/16/2004 - 06/30/2005	\$ 10,000
James Oakleaf; Wyoming Geographic Information Science Center - Create an internet mapping service displaying the 2000 color-infrared orthophotos.	
WYOMING STATE ENGINEER'S OFFICE - 07/15/2004 - 06/30/2005	\$ 67,000
James Oakleaf; Wyoming Geographic Information Science Center - Incorporate current data into new internet technology.	
WYOMING STATE GEOLOGICAL SURVEY - 08/30/2004 - 08/26/2005	\$ 13,894
John Allen; Geography and Recreation - Database and cartographic map of Wyoming bedrock geology, faults and associate geologic information.	
WYOMING WATER DEVELOPMENT COMMISSION - 07/01/2004 - 06/30/2006	\$ 681,081
Jan Curtis; Civil Engineering - Water resources data system 2004-2005.	
WYOMING WATER DEVELOPMENT COMMISSION - 07/01/2004 - 06/30/2006	\$ 116,000
Greg Kerr/Larry Pochop; Civil Engineering - Water research program 2005-2006.	
YELLOWSTONE PARK FOUNDATION, INCORPORATED - 05/01/2004 - 06/30/2005	\$ 4,500
Henry Harlow; National Park Research - Effects of wolf predation risk on bison foraging behavior.	
TOTAL - Sponsored programs approved July 1, 2004 through August 31, 2004.	\$27,027,924

AGENDA ITEM TITLE: **Personnel**, Allen

APPOINTMENTS

1. Administrators

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>WyGISC</i>			
Hamerlinck, Jeffrey D.	Director	\$85,008/AY	07/01/2004 to 06/30/2005
<i>Wyoming Statistical Center</i>			
Grandjean, Burke D.	Director	\$118,632/annum	06/30/2004 to 06/30/2005

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>School of Pharmacy</i>			
Vandel, John H.	Dean	\$125,412/FY	07/01/2004 to 06/30/2005

Student Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Stegman, Richard E. Jr.	Dean of Students	\$91,008/FY	08/09/2004 to 06/30/2005

2. Faculty

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Agricultural and Applied Economics</i>			
Ballenger, Nicole S.	Department Head	\$105,000/FY	08/24/2004 to 06/30/2005
<i>Department of Molecular Biology</i>			
Zlatanova, Jordanka S.	Department Chair	\$99,000/AY	08/24/2004 to 06/30/2005
<i>Department of Plant Sciences</i>			
Smith, Richard D.	Assistant Professor	\$50,004/AY	08/24/2004 to 06/30/2005
<i>Department of Veterinary Sciences</i>			
Andrews, Gerard P.	Assistant Professor	\$60,000/AY	08/24/2004 to 06/30/2005

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Botany</i>			
Buerkle, Christian Alexander	Assistant Professor	\$53,004/AY	08/24/2004 to 06/30/2005
<i>Department of Criminal Justice</i>			
Heck, Cary E.	Assistant Professor	\$50,004/AY	08/24/2004 to 06/30/2005
<i>Department of English</i>			
Arnold, Craig A.	Assistant Professor	\$48,000/AY	08/24/2004 to 06/30/2005
Russell, Christopher Caskey	Assistant Professor	\$50,004/AY	08/24/2004 to 06/30/2005
<i>Department of Geography & Recreation</i>			
Prager, Steven D.	Assistant Professor	\$55,008/AY	08/24/2004 to 06/30/2005
<i>Department of Mathematics</i>			
Bessaih, Hakima	Assistant Professor	\$63,000/AY	08/24/2004 to 06/30/2005
Heinz, Stefan	Assistant Professor	\$67,008/AY	08/24/2004 to 06/30/2005
Stein, Andreas	Assistant Professor	\$67,008/AY	08/24/2004 to 06/30/2005

APPOINTMENTS
College of Arts & Sciences

Department of Psychology

Deacon, Brett J.	Assistant Professor	\$54,000/AY	08/24/2004 to 06/30/2005
Jackson, Daren	Instructor	\$57,000/AY	08/24/2004 to 06/30/2005

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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Department of Zoology & Physiology

Benkman, Craig W.	Professor	\$110,004/AY	08/24/2004 to 06/30/2005
Sun, Qian-Quan	Assistant Professor	\$63,000/AY	08/24/2004 to 06/30/2005

Religious Studies Program

Newell, Quincy D.	Instructor	\$46,008/AY	08/24/2004 to 06/30/2005
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College of Business

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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Department of Accounting

Qiang, Xinrong	Instructor	\$75,000/AY	08/24/2004 to 06/30/2005
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Department of Economics & Finance

Finnoff, David C.	Assistant Professor	\$70,008/AY	08/24/2004 to 06/30/2005
Gunderson, James E.	Assistant Professor	\$85,008/AY	08/24/2004 to 06/30/2005
van't Veld, Klaas T.	Assistant Professor	\$70,008/AY	08/24/2004 to 06/30/2005

Department of Management & Marketing

Jarrah, Ahmad I.	Assistant Professor	\$88,008/AY	08/24/2004 to 06/30/2005
Sprague, Robert D.	Assistant Professor	\$66,000/AY	08/24/2004 to 06/30/2005

College of Education

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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Department of Educational Studies

Cho, Jeasik	Assistant Professor	\$46,020/AY	08/24/2004 to 06/30/2005
Jaime, Angela M.	Instructor	\$49,500/AY	08/24/2004 to 06/30/2005

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
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Department of Civil & Architectural Engineering

McPeck, K. Thomas	Assistant Professor	\$56,004/AY	08/24/2004 to 06/30/2005
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Department of Electrical and Computer Engineering

Balas, Mark J.	Department Head	\$120,000/FY	08/24/2004 to 06/30/2005
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APPOINTMENTS
College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Division of Social Work</i>			
Kempson, Diane A.	Assistant Professor	\$51,360/AY	08/24/2004 to 06/30/2005
<i>Family Practice Residency Program - Casper</i>			
Miller, Michael V.	Clinical Assistant Professor	\$135,000/FY	08/16/2004 to 06/30/2005
<i>Family Practice Residency Program - Cheyenne</i>			
Iams, Helen D.	Clinical Assistant Professor	\$124,452/FY	08/30/2004 to 06/30/2005
Trelease-Bell, Amy L.	Clinical Assistant Professor	\$124,452/FY	06/28/2004 to 06/30/2005
<i>School of Nursing</i>			
Macnee, Carol L.	Clinical Professor	\$85,008/AY	08/24/2004 to 06/30/2005
McCabe, Susan	Associate Professor	\$66,000/AY	08/24/2004 to 06/30/2005
<i>School of Pharmacy</i>			
Hilaire, Michelle L.	Clinical Assistant Professor	\$72,000/FY	08/02/2004 to 06/30/2005
Petrie, Jennifer L.	Clinical Assistant Professor	\$72,000/FY	07/26/2004 to 06/30/2005

College of Law

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
Johnson, Eric A.	Assistant Professor	\$76,500/AY	08/24/2004 to 06/30/2005
Plumb, Tawnya K.	Assistant Librarian	\$46,008/FY	08/19/2004 to 06/30/2005

3. Academic Professionals
Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Art Museum</i>			
Boberg, Scott	Assistant Research Scientist	\$42,480/FY	07/01/2004 to 06/30/2005

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Cooperative Extension Service</i>			
Stam, Barton R.	Assistant Extension Educator	\$34,248/FY	07/01/2004 to 06/30/2005

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of English</i>			
Van Baalen-Wood, Margaret	Assistant Lecturer	\$33,000/AY	08/24/2004 to 06/30/2005
<i>Department of Statistics</i>			
Pretz, Christopher R.	Assistant Lecturer	\$51,000/AY	08/24/2004 to 06/30/2005

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Computer Science</i>			
Mayer, John H.	Assistant Lecturer	\$45,000/AY	08/24/2004 to 06/30/2005

GLOSSARY OF PERSONNEL TERMS

Academic Professional

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

Academic-Year (AY) Appointments

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

Adjunct Faculty

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

Archives Faculty

This special faculty designation is reserved for archivists of the American Heritage Center. Archivists are responsible for acquiring original resource material to support academic research and teaching, organizing the material physically and intellectually, and teaching faculty, students and others to use these materials. There are three archivist ranks: Assistant Archivist, Associate Archivist, Archivist.

Assistant Professor

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

Associate Professor

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

Clinical Faculty

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

Emeritus Faculty

Tenured faculty who retire after long and distinguished service are eligible for emeritus status upon their retirement. The designation is honorary and carries no necessary commitment of space or remunerative employment. By analogy, extended-term academic professionals may be eligible for emeritus status upon retirement. (Emeritus=masculine, emerita=feminine, emeriti=plural.)

Extended-Term Appointment

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

Extension Educator

These academic professionals provide non-credit education to off-campus clientele through UW's Cooperative Extension Service. There are three ranks of Extension Educators: Assistant University Extension Educator, Associate University Extension Educator, Senior University Extension Educator. All Extension Educators are in the College of Agriculture.

Faculty

Members of the permanent faculty include tenured or tenure-track Assistant Professors, Associate Professors, and Professors. Also included are tenure-track individuals who hold the rank of Instructor while completing

their terminal degrees. Librarians and archivists also hold faculty status. They are eligible for extended terms instead of tenure.

Fiscal-Year (FY) Appointments.

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

Full-Time Equivalent (FTE)

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

Instructor

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

Leave of Absence Without Pay

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

Lecturer

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

Library Faculty

This faculty designation applies to employees of the University Libraries. There are three ranks of library faculty: Assistant Librarian, Associate Librarian, Librarian.

Part-Time Employee

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

Post-Doctoral Research Associate

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

Probationary Faculty

This term refers to tenure-track faculty members who are working toward tenure and to academic professionals, library faculty, and archive faculty who are working toward extended-term contracts. The probationary term for academic professionals is generally six years, with yearly reviews and re-appointments. For librarians and archivists, it is five years. Faculty members who are on tenure-track appointments typically undergo the review for tenure in the sixth year of employment.

Professional Development Leave

Extended-term academic professionals who have completed six years of service at the University are eligible for professional development leave. The purpose of development leave is to enhance performance, to conduct special studies, or in some other way to enhance an individual's ability to contribute to the University.

Development leaves can be granted with or without pay, are the prerogative of the academic unit in which the academic professional is located, and are generally similar to sabbatical leaves for faculty.

Professor

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

Research Professor

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

Research Scientist

An academic professional whose primary responsibility is to conduct research. There are three ranks for Research Scientists: Assistant Research Scientist, Associate Research Scientist, Research Scientist.

Review Year

Year in which a reappointment review occurs for probationary employees. Normally, tenure-track faculty members undergo mandatory reappointment reviews in their first, second, and fourth years, with optional

reviews in the third and fifth years. A review for the tenure decision occurs no later than the sixth year. An explanatory flow chart appears at the end of this glossary. In some cases employees start with credit toward a tenure or extended-term decision, based on their previous experience. In these cases the review year is the number of years of service at UW plus the number of years of credit.

Sabbatical Leave

Sabbatical leave may be granted to any tenured member of the faculty for the purposes of increasing professional competence and usefulness to the University. A minimum of six years service at the University must precede each period of sabbatical leave, although no right accrues automatically through lapse of time. Sabbatical leaves are normally granted for either a half year (full pay) or a full year (60% of salary). A faculty member who fails to return to the University after a sabbatical leave must repay the amount of compensation received from the University during the sabbatical. Faculty members may not use sabbatical leaves to pursue

Temporary Appointment

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

Tenure-Track Appointment

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

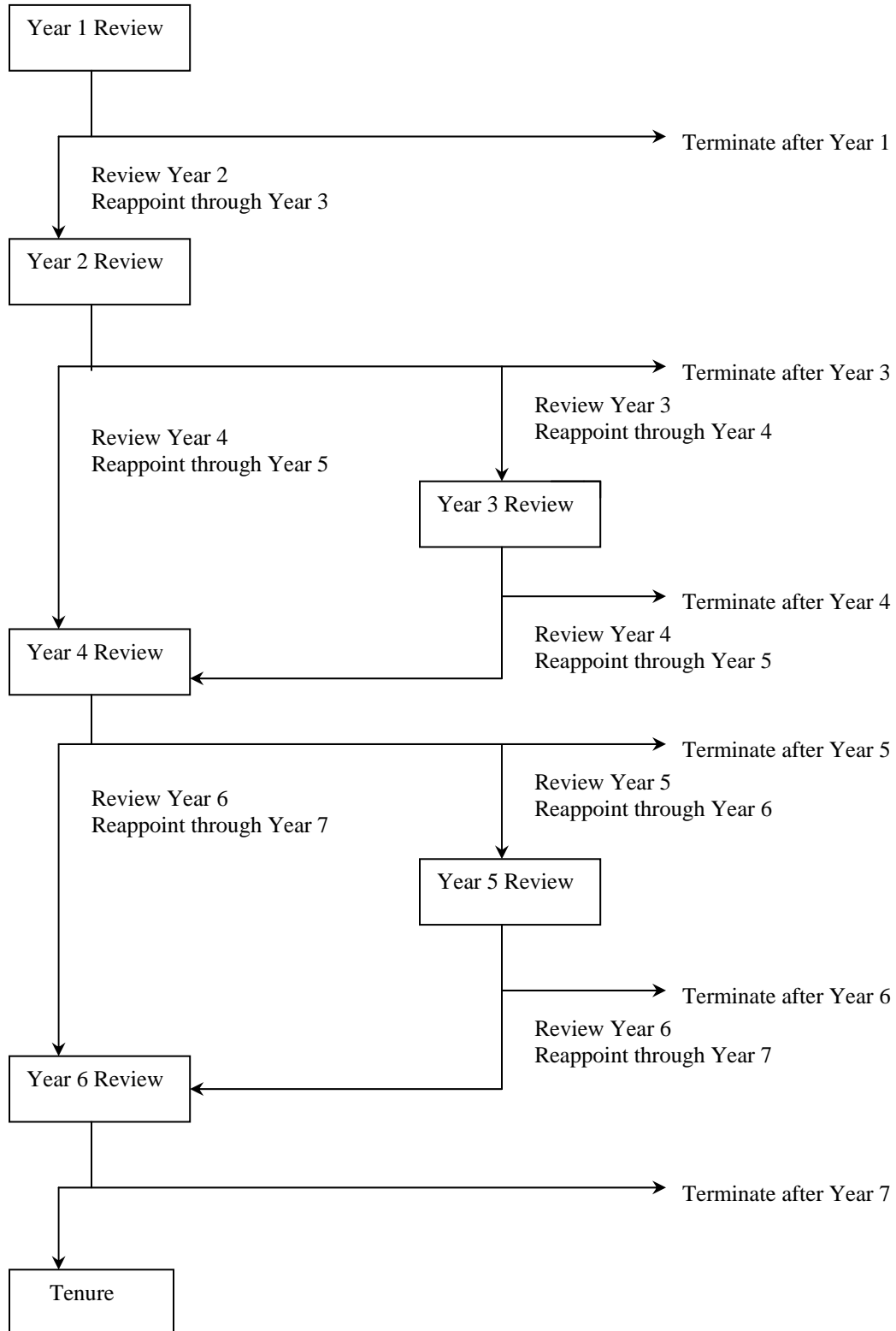
Terminal Degree

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

Visiting Appointment

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

FLOW CHART FOR FACULTY REAPPOINTMENTS



RESIGNATIONS

1. Faculty Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>American Heritage Center</i>		
Francis, Melanie M.	Assistant Archivist	08/13/2001 to 04/30/2004

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Family & Consumer Sciences</i>		
Goldberg, Dena	Assistant Professor	08/28/2001 to 05/15/2004
<i>Department of Veterinary Sciences</i>		
Van Olphen, Alberto Luis	Assistant Professor	01/02/2002 to 08/02/2004

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Geology & Geophysics</i>		
Nummedal, Dag	Professor	08/22/2000 to 06/30/2004
Saffer, Demian Michael	Assistant Professor	02/26/2001 to 12/31/2004
<i>Department of Political Science</i>		
Engstrom, Richard N.	Assistant Professor	08/22/2000 to 05/15/2004
<i>Department of Theatre & Dance</i>		
Earl, Robert Michael	Assistant Professor	08/22/2000 to 05/14/2004
<i>Women's Studies Program</i>		
Henry, Peaches M.	Assistant Professor	08/27/2002 to 05/14/2004

College of Business

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Accounting</i>		
Herz, Paul J.	Associate Professor	05/20/2002 to 05/15/2004
Richtermeyer, Sandra B.	Associate Professor	08/19/1997 to 08/31/2004
<i>Department of Economics & Finance</i>		
Hultberg, Patrik T.	Assistant Professor	09/01/1998 to 08/31/2004
<i>Department of Management & Marketing</i>		
Greller, Martin M.	Professor	08/26/1991 to 02/29/2004

College of Education

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Adult Learning & Technology</i>		
Westhoff, Guy M.	Assistant Professor	08/25/1998 to 08/31/2004
<i>Department of Secondary Education</i>		
Van Olphen, Marcela	Assistant Professor	08/27/2002 to 08/31/2004

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Civil & Architectural Engineering</i>		
Kiisk, Linda	Assistant Professor	08/22/2000 to 05/15/2004

RESIGNATIONS
College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Division of Communication Disorders</i> Beach, Kirstin	Assistant Professor	08/28/2001 to 08/20/2004

2. Academic Professionals
Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Writing Center</i> Evertz, Kathleen	Senior Lecturer	09/01/1992 to 08/31/2004

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Cooperative Extension Service</i> Hybner, Roger	Senior Extension Educator	08/31/1998 to 08/23/2004
Pittman-Foy, Lise	Assistant Extension Educator	07/01/2003 to 09/03/2004
Schlutt, Edward F.	Associate Extension Educator	04/30/1996 to 04/30/2004

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Employment Dates</u>
<i>Department of Criminal Justice</i> Apgar, E. Stormy	Assistant Lecturer	07/05/1999 to 08/31/2004

LEAVES OF ABSENCE WITHOUT PAY

1. Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Political Science</i> Ropp, Stephen C.	Professor	08/26/2004 to

2. Academic Professionals
College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Leave Dates</u>
<i>Department of Music</i> Nicholas, Christopher J.	Assistant Lecturer	08/26/2004 to

RETIREMENTS

1. Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of English</i>			
Reid, Joy M.	Professor	07/26/1942	08/24/1989 to 08/31/2004
<i>Department of Geology & Geophysics</i>			
Lillegraven, Jason A.	Emeritus Professor	10/11/1938	01/12/1976 to 09/01/2004
<i>Department of Mathematics</i>			
Porter, A. Duane	Emeritus Professor	12/31/1936	09/01/1964 to 05/14/2004
<i>Department of Modern & Classical Languages</i>			
Picherit, Jean-Louis G.	Emeritus Professor	04/13/1943	08/23/1976 to 07/01/2004
<i>Department of Theatre & Dance</i>			
Steger, Ronald	Emeritus Professor	11/29/1948	08/27/1981 to 05/15/2004
<i>Department of Zoology & Physiology</i>			
Atherton, Robert W.	Emeritus Professor	01/16/1938	09/01/1969 to 08/31/2004
Kitchin, Robert M.	Emeritus Professor	06/03/1941	09/01/1971 to 05/14/2004

College of Education

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Special Education</i>			
Cossairt, Ace Alan	Emeritus Professor	12/18/1937	08/25/1975 to 02/28/2005
<i>Dept. of Elementary & Early Childhood Education</i>			
Paradis, Edward E.	Emeritus Professor	02/06/1940	08/25/1972 to 05/15/2004

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Chemical & Petroleum Engineering</i>			
Haynes, Henry W. Jr.	Emeritus Professor	08/15/1942	08/28/1980 to 05/15/2004
<i>Department of Civil & Architectural Engineering</i>			
Pochop, Larry O.	Emeritus Professor	09/12/1940	09/01/1967 to 08/31/2004
<i>Department of Mechanical Engineering</i>			
Smith, Donald A.	Emeritus Professor	10/02/1938	08/25/1972 to 08/25/2004

College of Law

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Prosecution Assistance Clinic</i>			
Lauer, Theodore E.	Emeritus Professor	02/04/1931	08/28/1980 to 08/31/2004

2. Academic Professionals

Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
Jones, Susan B.	Associate Research Scientist	04/13/1947	10/12/1987 to 12/19/2003

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Criminal Justice</i>			
Johnson, Ernest L.	Assistant Lecturer	06/11/1945	08/28/2001 to 08/31/2004

RESIGNATIONS
College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>School of Nursing</i> Wolff, Teresa L.	Senior Lecturer	12/02/1950	08/29/1985 to 05/15/2004
<i>School of Pharmacy</i> Thompson, Loren A.	Associate Lecturer	01/19/1942	10/01/1994 to 06/14/2004

3. Staff
Academic Affairs

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
Murdock, Pamela A.	Assistant to the Vice President	04/22/1948	04/04/1972 to 05/28/2004

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Department of Physics & Astronomy</i> Petroski, Daniel	Mgr., Technical Engineering	10/10/1941	09/01/1970 to 02/29/2004

Division of Administration

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Financial Services</i> Johnson, Lonna J.	Head Cashier	04/06/1933	01/01/1969 to 06/05/2004
<i>Purchasing</i> Nelson, Ramona L.	Senior Office Assistant	02/17/1939	02/22/1989 to 02/24/2004

Division of Budget and Planning

<u>Name</u>	<u>Rank</u>	<u>Birth Date</u>	<u>Employment Dates</u>
<i>Budget Office</i> Barnes, Susan M.	Mgr., Payroll	05/10/1949	06/10/1974 to 06/21/2004

SABBATICALS AND PROFESSIONAL LEAVES

1. Faculty
College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Family & Consumer Sciences</i> Brown, Donna M.	Associate Professor	Academic Year	2004-2005
<i>Department of Molecular Biology</i> Johnson, Jerry D.	Professor	Fall	2004
<i>Department of Plant Sciences</i> Franc, Gary D.	Professor	Spring	2005

SABBATICALS AND PROFESSIONAL LEAVES
College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Chemistry</i>			
Sullivan, B. Patrick	Professor	Spring	2005
<i>Department of Criminal Justice</i>			
Holmes, Malcolm D.	Professor	Spring	2005
<i>Department of English</i>			
Lindner, Vicki	Associate Professor	Spring	2005
Nye, Eric W.	Associate Professor	Academic Year	2004-2005
Parolin, Peter A.	Associate Professor	Fall	2004
<i>Department of Geography & Recreation</i>			
Gribb, William J.	Associate Professor	Calendar Year	2005
<i>Department of Geology & Geophysics</i>			
Frost, Carol D.	Professor	Academic Year	2004-2005
<i>Department of History</i>			
Potter, Mark D.	Assistant Professor	Fall	2004
<i>Department of Mathematics</i>			
Hobart, Sylvia A.	Associate Professor	Academic Year	2004-2005
Shader, Bryan L.	Professor	Academic Year	2004-2005
<i>Department of Political Science</i>			
Chai, Winberg	Professor	Spring	2005
<i>Department of Psychology</i>			
Bartsch, Karen B.	Associate Professor	Spring	2005
<i>Department of Sociology</i>			
Barnes, Donna Ann	Associate Professor	Fall	2004
Grandjean, Burke D.	Professor	Spring	2005
Taylor, Patricia A.	Professor	Academic Year	2004-2005
<i>Department of Statistics</i>			
Bieber, Stephen L.	Professor	Academic Year	2004-2005

College of Business

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Economics & Finance</i>			
Shaffer, Sherrill L.	Professor	Fall	2004
Shogren, Jason F.	Professor	Spring	2005
<i>Department of Management & Marketing</i>			
Rittenburg, Terri L.	Associate Professor	Academic Year	2004-2005

SABBATICALS AND PROFESSIONAL LEAVES

College of Education

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Adult Learning & Technology</i>			
Amstutz, Donna D.	Associate Professor	Fall	2004
<i>Department of Educational Leadership</i>			
Young, Suzanne	Associate Professor	Spring	2005
<i>Department of Secondary Education</i>			
Dambekalns, Lydia	Associate Professor	Academic Year	2004-2005
<i>Dept. of Elementary & Early Childhood Education</i>			
Rush, R. Timothy	Professor	Spring	2005

College of Engineering

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Department of Chemical & Petroleum Engineering</i>			
Bell, David A.	Associate Professor	Academic Year	2004-2005
Harris, H. Gordon	Professor	Fall	2004
<i>Department of Electrical and Computer Engineering</i>			
Ula, A H M Sadrul	Professor	Academic Year	2004-2005
<i>Department of Mechanical Engineering</i>			
Naughton, Jonathan W.	Associate Professor	Academic Year	2004-2005

College of Health Sciences

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>School of Pharmacy</i>			
Sullivan, Beverly A.	Professor	Spring	2005

College of Law

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
Kearley, Timothy G.	Professor	Spring	2005

University Libraries

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Collection Development</i>			
Van Arsdale, William O.	Associate Professor	No Value	2004

2. Academic Professionals

College of Agriculture

<u>Name</u>	<u>Rank</u>	<u>Period</u>	<u>Year(s)</u>
<i>Cooperative Extension Service</i>			
Gade, Arnold Gene	Senior Extension Educator	No Value	2004-2005

RECALLS

1. Faculty

College of Arts & Sciences

<u>Name</u>	<u>Rank</u>	<u>Salary</u>	<u>Appointment Period</u>
<i>Department of Statistics</i>			
Cochran, Robert S.	Acting Department Head	\$12,000/period	07/01/2004 to 06/30/2005

AGENDA ITEM TITLE: **2005-2006 Biennium Section I Budget Increase**

UW INCOME FUNDS:

- **Computing Fees**
- **Career Services and Study Abroad Fees**
- **Diploma and Transcripts Costs**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

In order to accommodate the expenditure of additional revenue that has been approved to support Section I activities, it is necessary to increase the budget authorization for Section I in the amount of \$532,122 for the 2005-2006 biennium. The funding source for this increase is UW Income Funds. In all but one of the requests below, additional revenue was approved in the *Fee Book* for FY 2005. However, the Section I budget was not increased when the initial 2005-2006 biennium Section I budget was approved by the Trustees. The exception relates to revenue for a service whose expense has been absorbed by the exiting operating budget. For each of these requests, a permanent increase for the Section I operating budget is recommended with one-half of this increase to be budgeted for FY 2005 and the remainder reserved for FY 2006.

1. **Computing Fees, 2005-2006 Biennium Section I Operating Budget Increase, UW Income Fund, \$212,044**

The approved *Fee Book* for FY 2005 included a \$5.00 per semester increase to the college computing fee for all colleges, including the general access computing fee that will be referenced later. This additional revenue supports Section I budgets and therefore it is necessary to increase the budget authorization for Section I to accommodate the additional revenue. For the 2005-2006 biennium, it is anticipated that \$212,044 of new revenue will be generated. If approved, a permanent increase of \$106,022 will be added to the FY 2005 budget, and the remainder will be reserved for FY 2006. An additional increase for these budgets will be submitted during the November Trustees' meeting to account for the unobligated funds carried forward from the 2003-2004 biennium.

2. **Career Services and Study Abroad Fees, 2005-2006 Biennium Section I Operating Budget Increase, UW Income Fund, \$255,678**

The approved *Fee Book* for FY 2005 included the conversion of certain mandatory student fees to tuition at the rate of \$2.00 per credit hour. The general access computing fee, the career services fee, and study abroad fee have been converted to tuition. The \$2.00

increase is allocated \$1.50; \$0.28; and \$0.22; respectively. The mandatory fees for career services and study abroad had heretofore been accounted for in the Section II budget. As a result of the change from mandatory fee to tuition, it is necessary to create Section I budgets for these activities. Therefore, a 2005-2006 Section I biennium budget authority increase of \$255,678 is requested. If approved, a permanent increase of \$71,590 for career services and \$56,249 for study abroad will be added to the FY 2005 budget with an identical amount reserved for FY 2006. (The Section I budget authority adjustment for the general access computing fee was accomplished with the previous request.) Although the Section II budget is impacted by this request, a downward adjustment is not requested due to the marginal impact on the total Section II budget authority.

3. Diploma and Transcripts Costs, 2005-2006 Biennium Section I Operating Budget Increase, UW Income Fund, \$64,400

The approved *Fee Book* for FY 2005 included a \$12.50 graduation fee increase to cover the cost of producing diplomas in-house. It is anticipated that \$58,000 of new revenue will be generated. If approved, a permanent increase of \$29,000 will be added to the FY 2005 budget and the remainder will be reserved for the FY 2006 budget.

In addition, the Registrar has charged individuals for overnight shipping of their transcripts, which continued to be approved in *Fee Book* for FY 2005. However, the revenue was deposited to a university revenue account, but the Registrar's Section I budget absorbed the cost to have the transcripts delivered by express service. Given the fact that the revenue is collected, it is requested that the Section I budget be increased by \$6,400 for the 2005-2006 biennium. If approved, a permanent increase of \$3,200 will be added to the Registrar's FY 2005 budget and the remainder will be reserved for the FY 2006 budget for this activity.

Prior Related Board Discussions/Actions:

March 2004: Trustees approved the FY 2005 *Fee Book*.

May 2004: Trustees approved the Section I operating budget for fiscal year 2005.

WHY THIS ITEM IS BEFORE THE BOARD:

The Board's approval of increases to the Section I operating budget is required by Trustee Regulations and University budget procedures.

ARGUMENTS IN SUPPORT:

- The FY 2005 *Fee Book* was approved by the Trustees. The Section I operating budget did not include the budget authority to spend the additional revenue that will be generated by the increases.

ARGUMENTS AGAINST:

- None.

ACTION REQUIRED AT THIS BOARD MEETING:

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

PRESIDENT'S RECOMMENDATION:

It is recommended that the Board of Trustees of the University of Wyoming authorize a permanent increase for the Section I operating budget for \$532,122 and that one-half of this increase be budgeted for FY 2005 and the remainder reserved for FY 2006.

AGENDA ITEM TITLE: **2005 Supplemental Budget Request and Capital Construction**
(see page 32)

AGENDA ITEM TITLE: **Approval of UniReg 43 Academic Program Elimination**
(see page 54)

AGENDA ITEM TITLE: **Approval of CMAR Approach for Construction of Wyoming
Business Technology Center** (see page 44)

AGENDA ITEM TITLE: **Approval of the Covenant of Purpose Use and Ownership
for Wyoming Business Technology Center** (see page 52)

COMMITTEE OF THE WHOLE (Regular Business)

AGENDA ITEM TITLE: **Naming Opportunity as Discussed in Executive Session**

Trustee Patrick moved to approve the naming opportunity as discussed in Executive Session; Trustee Spicer seconded. The motion carried.

AGENDA ITEM TITLE: **Authorization for Stock Transfers, Hardin**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

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

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

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

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

hereafter held by this corporation in its own right or in any fiduciary capacity pursuant to this authorization, and to execute any and all instruments necessary, proper or desirable for the purpose; and

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

Prior Related Board Discussions/Actions:

Presented semi-annually as a routine item that must be approved by the Board.

WHY THIS ITEM IS BEFORE THE BOARD:

It is required for the business of the University of Wyoming.

ARGUMENTS IN SUPPORT:

ARGUMENTS AGAINST:

ACTION REQUIRED AT THIS BOARD MEETING:

Trustee Regulations require authorization every six months.

PRESIDENT'S RECOMMENDATION:

Approval recommended.

President Hunt asked Ms. Hardin to address this item. Ms. Hardin noted that this is a routine matter that is required for approval every six months. Trustee Spicer moved to approve; Trustee Rounds seconded. The motion carried.

AGENDA ITEM TITLE: **UniReg Changes Resulting from Adoption of the Code of Conduct**

CHECK THE APPROPRIATE BOX(ES):

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

Prior related discussions:

At the May Board meeting, the Trustees authorized approval of a new version on UniReg 30, Student Code of Conduct.

WHY THIS ITEM IS BEFORE THE BOARD:

The new UniReg 30 does not technically conform to other regulations, many of which are archaic. To determine University policy, it is often necessary to consult several UniRegs and attempt to reconcile meanings. This academic year, the UniRegs will be restructured, not to make substantive changes, but as to form so as to be easier to use and to remove outdated provisions. Any substantive changes will be vetted with the campus community as is customary.

Rather than attempt to revise all UniRegs that relate to UniReg 30 in advance of the restructuring of the UniRegs, the Trustees are requested to adopt the motion described below. This is intended to clarify that UniReg 30 will prevail in cases where an issue arises regarding interpretation of the UniRegs or Trustee Regulations.

ARGUMENTS IN SUPPORT:

It will aid in resolving any dispute regarding interpretation of UniRegs pending restructuring of the UniRegs.

ARGUMENTS OPPOSED: N/A

ACTION REQUIRED AT THIS BOARD MEETING: Adopt the following motion:

I move that UniReg 30 adopted at the May 2004 board meeting be construed so as to supersede any existing University Regulations or Trustee Regulations that may be in conflict. Amendments necessary to conform other Regulations to this UniReg 30 shall be formally presented to the Board during FY 05 academic year for consideration in conjunction with the proposal to restructure the format of the UniRegs.

Mr. Miller commented that he wanted to present a final set of the UniRegs after the restructuring process is completed. The goal is to improve UW's processes and will also assist

in the event of litigation. Trustee Haynes moved to approve; Trustee Neiman seconded. The motion carried.

AGENDA ITEM TITLE: **Sale of Goshen County Research Center Property**

CHECK THE APPROPRIATE BOX(ES):

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

BACKGROUND AND POLICY CONTEXT OF ISSUE:

“It is the policy of the University of Wyoming that when a facility is no longer occupied, or upon request of the University administration, an evaluation of the subject facility or land shall be made to guide decisions regarding the retention or disposal of the facility and the land... The Vice President for Administration and Finance shall establish procedures, as appropriate, to determine necessary analyses to be used in the evaluation.”

Approved by the Board of Trustees of the University of Wyoming July 25, 1998

Prior Related Board Discussions/Actions:

May 14-16, 2003 Minutes of the Trustees: the Board approved the sale of property at Torrington for \$220,000 (sales comparison approach for appraisal purposes).

WHY THIS ITEM IS BEFORE THE BOARD:

The Underwriter for Goshen County Abstract & Title requires written authorization from the Trustees approving the sale of the 10.318 acres at Torrington for the contract price of \$188,700 as derived using the income approach for the valuation of the property. The title policy cannot be issued without proof of authorization for the sale.

ARGUMENTS IN SUPPORT:

- The property closing cannot take place without the authorization provided from the minutes of the September 2004 Board of Trustees meeting. The sale of the property will fund the development of SAREC and its contribution to the state’s agriculture economy.
- The property is being purchased by the Goshen County Commissioners through a grant provided by the State Land Board. The draw of funds from the State Land Board is contingent on closing (originally scheduled for 10 September 2004).
- The University of Wyoming and the Goshen County Commissioners have combined their efforts to address the financial needs of Goshen County and the office and space management needs for the College of Agriculture.

- Approximately 3,026 sq. ft. of space in the office building is currently occupied by Goshen County for their extension office. The county will use the property for continued extension operations and weed & pest control operations. Weed & pest control will be moved from its current location at the Goshen County Fairgrounds to the new location because of public health concerns in Spring 2005.
- The negotiated contract amount is \$188,700, based on the income approach for appraisal purposes. It is within the range of \$188,000 – \$220,000 as stated in the appraisal document.

ARGUMENTS AGAINST:

- The Board may wish to consider a more profitable approach by selling the property on the open market.

ACTION REQUIRED AT THIS BOARD MEETING:

The Board's specific approval to sell the 10.318 acres of Torrington property to Goshen County through the Board of Commissioners for the negotiated price of \$188,700.

PRESIDENT'S RECOMMENDATION:

Ms. Hardin explained that this property is in Torrington. UW is moving their operations from this property to Lingle. The Board previously approved the sale; the final sale price was \$188,700. Trustee Patrick moved to approve the sale of the Torrington property to Goshen County through the Board of Commissioners for the negotiated price of \$188,700; Trustee Haynes seconded. President Dubois advised the Board that UW will not be submitting a request for appropriations to the legislature for SAREC and that the UW Ag College is capturing the money from this sale to pay toward SAREC. There are no additional funds allocated for operations and maintenance. The motion carried.

AGENDA ITEM TITLE: **Approval Of Bylaw Modification Of Investment Committee To The Audit And Fiscal Integrity Committee, Hardin** (see page 37)

The Board will review this item at the November Board meeting.

UNFINISHED BUSINESS

There was no unfinished business to come before the Board.

NEW BUSINESS

President Dubois announced that Dr. Gern and Dean Robert Kelley just received a \$13 million grant. Additional information on the award will be shared at the November meeting.

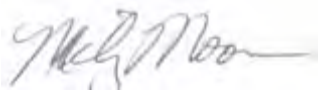
DATE OF NEXT BOARD MEETING

The date of the next Board meeting is November 11-13, 2004.


ADJOURNMENT

There being no further business to come before the Board, Trustee Richards moved to adjourn at 11:45 a.m. The motion carried.

Respectfully submitted,



Nicky S. Moore
Deputy Secretary, Board of Trustees



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