

**THE UNIVERSITY OF WYOMING
MINUTES OF THE TRUSTEES**

March 16, 1978

**For the confidential information
of the Board of Trustee**

THE UNIVERSITY OF WYOMING
 Minutes of
 THE TRUSTEES
 March 16, 1978

<u>Table of Contents</u>	<u>Page</u>
ROLL CALL-----	1
APPROVAL OF MINUTES-----	1
APPOINTMENTS	
1. Roberta J. Boyd-----	1
2. Lee Oval Jaynes-----	2
3. John Alan Luginbill-----	2
4. Captain Terry Kulbe-----	2
PART-TIME APPOINTMENTS-----	2
EMPLOYMENT OF GRADUATE ASSISTANTS-----	2
RESIGNATIONS	
1. Barry J. Steevens-----	3
2. Randall C. Hardzog-----	3
3. Donald E. Devoe-----	3
RECALL -- In University Extension	
1. Sylvester E. West-----	3
CHANGE IN ASSIGNMENT -- In the College of Engineering	
1. Jane V. Thomas-----	3
UNIVERSITY EXTENSION -- Stipend for Correspondence Study Course Syllabi-----	4
ALLOCATION OF INDIRECT COST FUNDS-----	4
MANAGEMENT AUDIT REPORT-----	4
GAS LINE PROBLEMS-----	7
AUTHORIZATION TO APPOINT A HEAD BASKETBALL COACH-----	7
MATTERS FOR PRELIMINARY REPORT-----	7
DEVELOPMENT COMMITTEE-----	8
ADJOURNMENT AND DATE OF NEXT MEETING-----	8

THE UNIVERSITY OF WYOMING
Minutes of
THE TRUSTEES
March 16, 1978

A visitation meeting of the Trustees of The University of Wyoming was called to order by President Hines at 2:00 p.m. on March 16, 1978, in the Board Room of Old Main.

ROLL CALL

The following Trustees answered roll call:

Brodrick, Bunning, Chapin, Fordyce, Gillaspie, Hines, McCue, Nolan, Smith, Thorpe, Wilson, and ex officio members Carlson and Stone. Trustee Quealy and ex officio members Governor Herschler and Dr. Schrader were absent.

APPROVAL OF MINUTES

President Hines asked if there were any corrections or additions to the minutes of the meeting of February 17, 1978. Mr. McCue moved approval of the minutes of February 17, 1978, as circulated. Dr. Thorpe seconded the motion, and it carried.

President Hines called for consideration of items of business included in the President's Report and, on the basis of discussions which took place during the executive session, the following actions were taken.

APPOINTMENTS

It was moved by Mr. Wilson, seconded by Mr. Brodrick, and carried, that in accordance with the recommendations of President Carlson, the following appointments be approved effective on the dates indicated and under the conditions cited.

1. Roberta J. Boyd as University Extension Agent, Washakie County, for the 1977-78 fiscal year, effective April 3, 1978.

2. Lee Oval Jaynes as Instructor in Intercollegiate Athletics and Assistant Football Coach for the period February 27, 1978 through January 31, 1979.

3. John Alan Luginbill as Instructor in Intercollegiate Athletics and Assistant Football Coach for the period February 20, 1978 through January 31, 1979.

4. Captain Terry Kulbe as Assistant Professor of Aerospace Studies, effective July 1, 1978.

PART-TIME APPOINTMENTS

President Carlson announced that as a matter of information, the part-time faculty appointments had been included in the President's Report.

EMPLOYMENT OF GRADUATE ASSISTANTS

Mr. McCue moved that authorization be granted for the appointment of graduate assistants at a stipend of \$3,852 and full remission of fees up to the number available for inclusion in the 1978-79 operating budget. Mr. Chapin seconded the motion, and it carried. This authorization was necessary prior to the approval of the final operating budget since the time for appointment of graduate assistants throughout the country is approximately April 15 each year at the latest.

RESIGNATIONS

President Carlson read the following letter dated March 16, 1978, from Donald

E. Devoe, Head Basketball Coach:

Please accept my resignation as head basketball coach at the University of Wyoming as of this date.

I have thoroughly enjoyed my association with this great University and the many people associated with it. The University of Wyoming has enjoyed a great tradition in basketball throughout the years, and I am confident that this tradition will continue to grow.

The opportunity for personal and professional development has made me a much better individual. I am very thankful for the opportunity of being able to guide your basketball program the last two years.

With the prospect of the new athletic facility for basketball being near, the success of this program is unlimited. With continued financial support, the University of Wyoming basketball program can be one of the finest and most competitive in the Nation.

Mr. Bunning moved, Dr. Thorpe seconded, and it carried that the following resignations be accepted, to be effective on the dates indicated.

1. Barry J. Steevens, Assistant Professor of Animal Science and Extension Animal Specialist, effective March 14, 1978.
2. Randall C. Hardzog, University Extension Agent, Carbon County, effective March 31, 1978.
3. Donald E. Devoe, Instructor in Intercollegiate Athletics and Head Basketball Coach, effective March 16, 1978.

RECALL--In University
Extension--Sylvester E.
West

Mr. Gillaspie moved that authorization be granted for the recall of Sylvester E.

West, retired University Extension Agent, Niobrara County, effective March 17, 1978, on a half-time or less basis to provide continuity in the extension program in Niobrara County. His recall is to be effective through the end of the 1977-78 fiscal year or until a suitable replacement is appointed. Mr. Nolan seconded the motion, and it carried.

CHANGE IN ASSIGNMENT--
In the College of Engineering

Mr. Bunning moved that Jane V. Thomas,
Lecturer in Mineral Analysis and Physical

Scientist II, be reduced to one-half time for the remainder of the 1977-78 fiscal year, effective March 1, 1978. The motion was seconded by Dr. Thorpe, and it carried.

UNIVERSITY EXTENSION--
Stipend for Correspondence
Study Course Syllabi

President Carlson recommended that the
stipend for developing correspondence

study course syllabi be increased from \$125 to \$200 per credit hour, effective April 1, 1978. The stipend was last increased in 1970. Since then inflation has more than nullified the \$50 increment. In addition, the technical standards for writing syllabi have been raised. The new stipend would correspond to those of other universities whose products parallel in quality the University of Wyoming's. Funds for the stipends will be paid directly from the budget allocation of the Office of Correspondence Study. Dr. Thorpe moved, Mr. Fordyce seconded, and it carried that the stipend for developing correspondence study course syllabi be \$200 per credit hour, effective April 1, 1978.

ALLOCATION OF INDIRECT
COST FUNDS

Mr. Smith moved approval of a policy whereby
a portion of indirect cost funds generated

from research grants and contracts may be allocated to departments and colleges. The advice of the Faculty Research Coordination Committee will be sought to formulate guidelines for the allocation of funds and the initial allocations will be made during the current fiscal year. The motion was seconded by Mr. Nolan, and it carried.

MANAGEMENT AUDIT REPORT

President Carlson advised that he had
received comments on the Management Audit

Report from Hugh B. McFadden, Vice President for University Extension, and Elliott G. Hays, Vice President for Finance.

The Management Audit Report states that a "Clearcut policy for the guidance of continuing education and university extension should be established before contemplated administrative changes in these areas are implemented."

Prior to receipt of this Report, a position paper entitled, "The University of Wyoming's Off-Campus Academic Enterprises" was drawn up, which included recommendations by Vice Presidents McFadden and Jakubauskas. Some of the recommendations have been referred to the Academic Planning Committee.

It does not appear possible to settle all policy questions immediately. However, President Carlson commented on applicable particulars as follows:

1. Distinction, if any, which will be made between on campus and off-campus credit. It has been recommended to the Academic Planning Committee that remaining distinctions between credits earned by various means and at varying locations on an off-campus be eliminated.

2. The funding principles and tuition policy for off-campus instruction. Historically, the University has required that the direct costs of instruction be covered by fees. Recently, a small number of off-campus courses have been assigned as part of the regular faculty load. In this case, fees are not applied to the instructor stipend but are used to defray costs of travel and incidentals in support of a course. The vice presidents' recommendations call for increased reliance upon off-campus instruction as part of a regular load for faculty. "Grossly unequal devotion of resources on the grounds of locus of instruction is no longer defensible." Because of increasing costs, the alternatives, in some combination, are direct financial subsidy of extension credit classes, increased fees, and reduction in the number of classes offered, particularly at a distance from Laramie.

3. Conditions under which additional locations for upper-division instruction would be established. Need assessment for credit classes at both upper division and graduate levels would be assigned specifically to the proposed School of Extended Studies as an on-going function with the recommendation that minimum characteristics or standards be established for the markets which the University would serve.

President Carlson said that Mr. Hays was concerned about two areas in the Management Audit Report, (1) University Auditor and (2) University Architect.

Mr. Hays supports the concept that the internal auditor should assist the President and the chief finance officer in discharging their responsibilities. Under the present arrangement, there is little or no communication from the Internal Auditor until the Budget Committee of the Board brings it to the attention of the administration. Considering that the Internal Auditor should have the dual functions of audit and review of systems, it seems detrimental to bypass responsible officers in improving and maintaining systems in a systematic and timely manner. It is felt that the University is large and complex enough to benefit from complete outside audits performed by independent accounting firms. Discussion was held on the duties of the Internal Auditor and it was felt that with better coordination and communication, some of the problems could be resolved.

Mr. Hays concurs that a close relationship needs to exist between the University Architect and the Director of Physical Plant. Mr. Hays disagrees with the Management Audit Report's statement that inadequate or no prior information as to the particulars of a project may exist when a project is turned over to the physical plant administrators. The Director of Physical Plant and the University Architect are members of all the committees working on and discussing projects. There should be sufficient communication and coordination at these committee meetings. Also, it is anticipated that a change will be recommended in the Regulations of the Trustees whereby the University Architect must coordinate with the Vice President for Finance in the planning process. This coordination may be of benefit in strengthening the relationship with physical plant personnel.

GAS LINE PROBLEMS

Mr. Hays reported that Northern Gas tested the University gas lines on campus and the gas lines have been repaired where leaks have been identified. A Denver engineering firm has been retained, and they are going to review the situation and make a recommendation on a system to minimize future gas leaks.

AUTHORIZATION TO APPOINT A
HEAD BASKETBALL COACH

President Carlson said he would like for the Executive Committee to have authorization to appoint a Head Basketball Coach with such appointment subject to confirmation by the Trustees at their next meeting. Mr. Smith suggested that President Carlson's recommendation be reviewed by the Trustee ad hoc Athletic Committee before action is taken on the appointment by the Executive Committee. Mr. McCue moved that the Trustee ad hoc Athletic Committee review President Carlson's recommendation and that the Executive Committee be authorized to appoint a Head Basketball Coach with such appointment subject to confirmation by the Trustees at their next meeting. The motion was seconded by Mr. Brodrick, and it carried.

MATTERS FOR PRELIMINARY
REPORT

President Carlson discussed composition and size of the Retirement and Insurance Committee. The Faculty Senate passed a bill recommending equal representation on the Committee of faculty and staff personnel (5 faculty members one of whom shall be a retiree and 5 staff members one of whom shall be a retiree). Dr. Carlson returned the bill to the Faculty Senate with his recommendation that two administrators also be included on this Committee and that the composition be 4 faculty members one of whom shall be a retiree, 4 staff members one of whom shall be a retiree, and 2 administrators. The Faculty Senate reconfirmed their desire to have the committee structure and size as

originally recommended. In accordance with the Regulations of the Trustees, if the disagreement is not resolved internally between President Carlson and the Faculty Senate, both recommendations are to be presented to the Trustees. In this case the Trustees then would make the decision as to the composition and size of the Committee.

DEVELOPMENT COMMITTEE

Mr. Brodrick reported that the Development Committee met to discuss the purchase of

the Guthrie property.

ADJOURNMENT AND DATE OF
NEXT MEETING

There being no further business, President Hines declared the meeting adjourned at

3 p.m. The next meeting of the Trustees will be April 14, 1978.

Respectfully submitted,

Karleen Anderson

Karleen Anderson
Deputy Secretary