

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

**November 10, 1984**

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

THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
November 10, 1984

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THE UNIVERSITY OF WYOMING

Minutes of the Trustees  
November 10, 1984

On Thursday, November 8, 1984, the Trustees of the University of Wyoming met to hear a report on missions, goals, programs, and priorities of the Western Research Institute. The report was made by James Speight, David Sheesley, and Bruce Sudduth. The group was introduced to the Trustees by Dr. Robert Jenkins, Vice President for Research and Graduate Studies.

The business meeting of the Trustees of the University of Wyoming was called to order by President Coulter at 9:00 a.m. on November 10, 1984, in the Board Room of Old Main.

ROLL CALL

The following Trustees were in attendance: Chapin, Coulter, Hinckley, Mickelson, Miracle, Quealy, Rochelle, Sawyer, Smith, Updike, and ex officio members Veal and Eisenhower. Trustees Gillaspie, McCue, Herschler and Simons were absent. However, Trustee McCue was present at the committee meetings held on Thursday and Friday, November 8-9, 1984.

ANNOUNCEMENTS

Dr. Edward Jennings, President of Ohio State University, was present. The Trustees extended greetings to Dr. Jennings.

President Veal introduced Gene Murdock, the Chairperson-Elect for the Faculty Senate.

APPROVAL OF MINUTES

President Coulter asked if there were any corrections or additions to the minutes of the meeting on September 15, 1984. There were no corrections or additions and Trustee Hinckley moved that the minutes of September 15, 1984, be approved as circulated. The motion was seconded by Mr. Updike, and it carried.

ACADEMIC ISSUES COMMITTEE

President Coulter called on Chairman Hinckley for a report of the Academic Issues Committee meeting held on November 9, 1984. Committee members Hinckley, Quealy, Rochelle, Sawyer, and ex officio members Coulter and Veal attended the committee meeting, along with other Trustees and University staff. Committee members Miracle and Simons were absent. Based on discussions and recommendations from the Academic Issues Committee, the following action was taken by the full Board.

DEED OF GIFT FORM FOR  
AMERICAN HERITAGE CENTER

Dr. Lewis Dabney presented to the Committee, the American Heritage Center/Library Policy Committee recommendations concerning the Deed of Gift and the policy governing its use. After discussion, upon a motion by Mr. Hinckley, seconded by Mr. Sawyer, it carried to approve and adopt the Deed of Gift and policy statement, as attached in Enclosure 1. It was noted that subsequent recommendations of the American Heritage/Library Policy Committee will deal with other matters related to the basic policy statement.

This concluded the report and recommendations from the Academic Issues Committee.

PERSONNEL COMMITTEE

President Coulter called on Acting Chairman Updike for a



report from the Personnel Committee meeting held on November 9, 1984. Committee members Hinckley, Chapin, Smith, Updike, and ex officio members Veal and Coulter attended the meeting, along with other Trustees and University staff. Committee members Miracle, and Gillaspie were absent. Based on discussions and recommendations from the Personnel Committee, Mr. Updike moved approval of the following appointments, adjunct appointments, administrative appointments, and reappointments. The motion was seconded by Mr. Mickelson, and it carried.

APPOINTMENTS

The following appointments were approved.

In the College of Agriculture

1. Susan Rottman Bahr as Supply Instructor in Agricultural Extension for the 1984-85 fiscal year, effective September 1, 1984, at an annual (11-month) salary rate. This is a non-tenure track appointment.

In the College of Arts and Sciences

2. Michael L. Chetterbock as Supply Assistant Professor of Theatre and Dance for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

3. M. Jahed Djomehri as Assistant Professor of Mathematics for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a tenure track appointment.

4. Julia A. Goldberg as Supply Assistant Professor of Communication for the 1984-85 academic year, effective August 30,

1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

5. Pamela J. Reich as Lecturer in Journalism and Telecommunication for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

6. Michael J. Renner as Supply Assistant Professor of psychology for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

7. Stephen C. Ropp as Professor of Political Science for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a tenure track appointment.

8. Brian Straughan as Visiting Associate Professor of Mathematics for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

In the College of Engineering

9. Rui-rong Chen as Visiting Associate Professor of Mechanical Engineering for the 1984-85 fiscal year, effective October 1, 1984, at an annual (11-month) salary rate. This is a non-tenure track appointment.

In the College of Health Sciences

10. Daniel Paul Joseph as Lecturer in Physical and Health Education for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.



11. Michael D. Margolies as Lecturer in Physical and Health Education for the 1984-85 academic year, effective August 30, 1984, at an annual (9-month) salary rate. This is a non-tenure track appointment.

12. Adolfo J. Torrez, Jr. as Assistant Professor of Family Practice/Cheyenne and Team Leader Physician for the 1984-85 fiscal year, effective October 1, 1984, at an annual (11-month) salary rate. This is a tenure track appointment.

In the University Library

13. Nancy Gustafson as Assistant Professor in the Library for the 1984-85 fiscal year, effective October 2, 1984, at an annual (11-month) salary rate. This is a tenure track appointment.

In Intercollegiate Athletics

14. Jessie Evans as Assistant Basketball Coach and Lecturer in Intercollegiate Athletics for the period August 29, 1984 through March 31, 1985 at an annual (11-month) salary rate. This is a non-tenure track appointment.

15. Alan R. Graham as Executive Director of the Cowboy Joe Club for the period November 26, 1984 through June 30, 1985 at an annual (11-month) salary rate. This is a non-tenure track appointment.

ADJUNCT FACULTY APPOINTMENTS

The following adjunct faculty appointments were approved.

An adjunct appointment carries no tenure rights or salary.

In the College of Commerce and Industry

1. Kathy E. Green as Adjunct Assistant Professor of

statistics for the period January 21, 1985 through January 20, 1988.

In the Department of Military Science

2. Stephen G. Graham as Adjunct Lecturer in Military Science for the period August 29, 1984 through August 28, 1987.

3. Carl R. Majewski as Adjunct Lecturer in Military Science for the period May 23, 1984 through May 22, 1987.

ADMINISTRATIVE APPOINTMENTS

The following administrative appointments were approved under the conditions cited.

In the College of Arts and Sciences

1. Walter F. Eggers, presently Professor and Head of the Department of English, was appointed as Acting Dean of the College of Arts and Sciences, effective December 23, 1984.

In the College of Commerce and Industry

2. Robert E. Allen, presently Professor of Business Administration, was appointed as Head of the Department of Business Administration for a three-year term, effective October 15, 1984.

In Academic Affairs

3. Joan K. Wadlow, presently Professor of Political Science and Dean of the College of Arts and Sciences, was appointed as Vice President for Academic Affairs for the period December 23, 1984 through June 30, 1986.

REAPPOINTMENTS

The following faculty members were approved for reappointment for the 1984-85 academic year, unless otherwise indicated.

Name	Department	Academic Rank
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In the College of Arts and Sciences

Jensen, I. Christine	English	Lecturer
Johnson, Roy A. (8/30/84-12/31/84)	Geology & Geophysics	Temporary Assistant Professor
Ridley, Mary R.	English	Lecturer
Walker, Danny N. (7/1/84-6/30/87)	Anthropology	Adjunct Lecturer

In the College of Education

Stager, Susan F. (7/1/84-5/19/85)	Educational Foundations & Instructional Tech.	Temporary Assistant Professor
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In the College of Engineering

Howell, Henry C., III (8/30/84-12/22/84)	Electrical Engineering	Lecturer
Weaver, Kim Abernethy (8/30/84-12/22/84)	Electrical Engineering	Lecturer

CHANGES IN ASSIGNMENT, LEAVES OF ABSENCE, RETIREMENTS, CHANGE IN RETIREMENT DATE, AND RECALL      Upon a motion by Mr. Updike, seconded by Mr. Smith, it carried to approve the following changes in assignment, leaves of absence, retirements, change in retirement date, and recall.

CHANGES IN ASSIGNMENT      The following changes in assignment were approved.

1. Raymond A. Marquardt, Professor and Head of the Department of Business Administration, was reassigned as Professor of Business Administration only, effective October 15, 1984.

2. Allan Spitz, Professor of Political Science and Vice President for Academic Affairs, was reassigned as Director of University International Programs and Professor of Political Science, effective December 23, 1984.

## LEAVES OF ABSENCE

The following leaves of absence without pay were granted for the periods and under the conditions cited.

1. Linda S. Keiter, Assistant Professor in the Library, for the period February 1, 1985 through May 31, 1985, for personal reasons.

2. Oliver Peters, Associate Professor of English, for the 1985 Spring semester, for personal reasons.

## RETIREMENTS

The individuals listed below were granted retirement on the dates and under the conditions indicated.

<u>Name</u>	<u>Position</u>	<u>Effective Date of Retirement</u>
Harold P. Alley	Professor of Plant Science	11/30/84 with designation as <u>Emeritus</u>
Nathan Aumiller	Mechanic II Auto Shop	10/1/84 with designation as <u>Retired</u>
M. P. Botkin	Professor of Animal Science	12/31/84 with designation as <u>Emeritus</u>
Vernon C. Bulgrin	Professor of Chemistry	1/3/85 with designation as <u>Emeritus</u>
David R. Cunningham	Associate Professor of Modern & Classical Languages	8/1/85 with designation as <u>Emeritus</u>
Pearl Estes	Archives Assistant IV American Heritage Center	10/1/84 with designation as <u>Retired</u>
Lyle L. Miller	Professor of Counselor Education	5/19/85 with designation as <u>Emeritus</u>
Mel F. Orth	Professor of English	5/19/85 with designation as <u>Emeritus</u>

Glyn Thomas

Professor of  
English

5/31/85 with  
designation  
as Emeritus

CHANGE IN RETIREMENT DATE                      At the July 27, 1984 Trustees' meeting, the retirement of James O. Tucker was acknowledged, effective July 1, 1985. Dr. Tucker has requested that his retirement date be changed to December 31, 1984. The Trustees approved Dr. Tucker's request.

RECALL--Robert J. McColloch                      Robert J. McColloch, Professor of Biochemistry, was recalled for the 1985 Spring semester on a part-time basis, for the period January 23, 1985 through May 29, 1985, at a rate of \$8,484 for the period.

RESIGNATIONS    The following resignations were acknowledged.

1. Grant D. Jackson, Assistant Professor of Plant Science, August 31, 1984.
2. Irvin W. Skelton, Professor of Agricultural Extension, November 2, 1984.

PART-TIME APPOINTMENTS                              As a matter of information only, the part-time appointments were reported to the Trustees.

This concluded the report and recommendations from the Personnel Committee.

W. R. COE TRUST FUND COMMITTEE                      President Coulter called on Chairman Mickelson for a report



on the W. R. Coe Trust Fund Committee meeting held on November 9, 1984. Committee members Mickelson, McCue, Smith, and ex officio members Coulter and Veal attended the committee meeting, along with other Trustees and University staff. Based on discussions and recommendations from the W.R. Coe Trust Fund Committee, the following actions were taken by the full Board.

APPOINTMENT OF  
INVESTMENT MANAGER

At the September 15, 1984  
Trustee meeting, the Board selected NWQ Investment Management Company as the investment manager for the Coe Committee. Subsequently, NWQ Investment Management Company advised the Coe Committee that it would be unwilling to accept the appointment because of the requirement in Section 7-2 of the Trustees' Bylaws that "no securities shall be bought or sold without approval of at least two members of the Committee." NWQ said they would accept the appointment only on the condition that their firm be given full discretion to buy and sell securities in the Coe and Kuehn funds.

Given the posture of NWQ Investment Management Company and inasmuch as Section 7-2 of the Trustees' Bylaws authorize "the Committee [to] employ the services of an investment advisor, . . .", on September 27, 1984, the Coe Committee selected Dreman & Embry, Inc., New York, as the investment manager for the Coe Committee. The services of Dreman & Embry, Inc. will be effective October 8, 1984.

Upon a motion by Mr. Mickelson, seconded by Mr. Updike, it carried that the Trustee action of September 15, 1984 be rescinded

and that the selection of Dreman & Embry, Inc., as the Investment Manager for the Coe Committee be confirmed.

SELECTION OF A CUSTODIAN BANK Pursuant to authorization in Section 7-2 of the Trustees' Bylaws for the Coe Committee to "place the securities of said funds in custody of a proper bank," and upon a recommendation from John Vann, Boettcher & Company, Investment Advisors to the Coe Committee, the Coe Committee authorized Mr. Vann to solicit proposals from three Denver, Colorado banking institutions to serve as custodian bank for the securities in the Coe and Kuehn funds. Mr. Vann received the following three proposals:

United Bank of Denver		
Base Annual Fee	\$3,750	
Transaction Fee (assuming 200 transactions per year)	<u>4,000</u>	
TOTAL		\$7,750
Central Bank of Denver		
Total Annual Fee, 1/8 of 1%	<u>\$6,875</u>	
TOTAL		\$6,875
Colorado National Bank		
Base Annual Fee	\$ 750	
Transaction Fee (assuming 200 transactions per year)	6,600	
Other	<u>600</u>	
		\$7,950

The Coe Committee authorized the designation of the Central Bank of Denver, Colorado to serve as the custodian bank for the securities in the Kuehn fund, effective October 4, 1984, and to designate the Central Bank of Denver, Colorado to serve as the

custodian bank for the securities in the two Coe accounts, effective December 1, 1984. Mr. Mickelson moved that the Coe Committee action to designate the Central Bank of Denver, Colorado as the custodian bank for the securities in the Coe and Kuehn funds be confirmed. The motion was seconded by Mr. Quealy, and it carried.

AMENDMENT TO BYLAWS OF THE  
TRUSTEES, SECTION 7-2, W.R.  
COE TRUST FUND COMMITTEE

Over the past 15 months the Coe Committee has been managing the Kuehn Estate funds. The Trustees did place the Kuehn Estate funds under the management of the Coe Committee, however, Section 7-2 of the Trustees' Bylaws was not amended to reflect the increased responsibility of the Coe Committee.

Upon a motion by Mr. Mickelson, seconded by Mr. Updike, it carried that Section 7-2 of the Trustees' Bylaws be amended to incorporate the the management of the Kuehn Estate funds into the responsibility of the W.R. Coe Trust Fund Committee. Section 7-2 of the Bylaws of the Trustees will now read as follows:

Section 7-2. W.R. Coe Trust Fund/Charles Chacey Kuehn  
Estate Committee

The W.R. Coe Trust Fund/Charles Chacey Kuehn Estate Committee shall consist of not less than three members of the Trustees experienced in business and financial affairs and the management of investments who shall be elected by the Trustees for a term of one year at the annual meeting of the Trustees. The Committee shall manage the William Robertson Coe Memorial Funds and the Charles Chacey Kuehn Estate Funds subject to the following conditions:

- a. No securities shall be bought or sold without approval of at least two members of the Committee.
- b. The President of the University shall be the Administrative Officer of the William

Robertson Coe Memorial Funds and the Charles Chacey Kuehn Estate Funds. The income produced from the management of said funds shall be disbursed under his direction upon approval of the Committee.

- c. 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 the William Robertson Coe Memorial Funds and the Charles Chacey Kuehn Estate Funds may be ratified by the Trustees at their regular meeting upon submission by the Committee.
- d. The Committee may employ the services of an investment advisor, and may give due consideration to such advice.
- e. The Committee shall place the securities of said funds in custody of a proper bank and the custodian bank 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.
- f. Each year the President of the University shall prepare and submit a budget for expenditure of the said Funds to the Committee for approval and submission to the Trustees for adoption.

INVESTMENT OF CASH AVAILABLE  
IN INTEREST BEARING NOTES

Mr. John Vann of Boettcher and  
Company, Investment Advisor for

the Coe Committee reported on the anticipated direction of interest rates, and responded to questions from the committee members.

This concluded the report and recommendations from the W.R. Coe Trust Fund/Charles Chacey Kuehn Estate Committee.

ATHLETIC COMMITTEE

President Coulter called on  
Chairman Smith for a report

from the Athletic Committee meeting held on November 9, 1984.



Committee members Smith, McCue, Mickelson, Rochelle, Updike, Quealy, and ex officio members Coulter and Veal attended the meeting along with other Trustees and University Staff. Based on the Athletic Committee's discussions, Mr. Smith gave the following report.

REPORT FROM GOWDY SPORTS NETWORK ON Dave Montgomery, Vice  
BROADCAST COVERAGE OF FOOTBALL AND President and General  
BASKETBALL EVENTS

Manager of the Curt Gowdy Sports Network discussed with the Athletic Committee the broadcast coverage of football and basketball events.

Mr. Montgomery reported that statewide broadcast coverage of University football and basketball events is being effectively provided through a network of 19 radio stations, three television stations, and a number of independent cable TV systems across the state. He stated that the Curt Gowdy Sports Network is now transmitting selected games over satellite, and that any local cable company can elect to transmit these sports events. The Committee stressed the importance of advising the people in the state that these broadcasts can be televised if the cable company elects to carry such coverage, and recommended that news releases be disseminated regarding the availability of these broadcasts.

In a separate context, Mr. Montgomery stated that the coaches shows have been changed from a weekly format to a schedule of preseason and post season shows and specials.

Currently, three basketball games during the 1984-85 season are planned for television broadcast by the Gowdy Sports Network,



namely, games at the University of Nebraska, Brigham Young University, and the University of New Mexico. In addition, there will be two home basketball games--New Mexico and Hawaii--televised under the Western Athletic Conference television package.

STATUS REPORT ON NEW WEIGHT  
TRAINING FACILITY

Dr. Cunningham reported to the Athletic Committee that substantial completion of the new weight training facility was accomplished on Thursday, November 8. A reception for donors and prospective contributors is scheduled for Friday evening, November 9, which will feature the new facility and include demonstrations of newly acquired weight training equipment. The facility will also be open for public viewing on Saturday, November 10, from 11:30 a.m. to 12:30 p.m.

To date, 103 donors have pledged \$227,740 in support of the project, with approximately \$70,000-\$75,000 still needed to complete the funding of the facility.

CFA ACADEMIC ACHIEVEMENT AWARD

As a final item of information, Dr. Cunningham reported that the University of Wyoming has qualified as a candidate this year for the College Football Association's Academic Achievement Award. The award is made annually to a CFA member institution which has a graduation rate among its football athletes in excess of 75%. This year, only four institutions among the CFA's 63 member institutions have qualified for the award, namely, Duke University, the University of Virginia, Notre Dame University, and the University of Wyoming.

This concluded the report from the Athletic Committee.

DEVELOPMENT COMMITTEE

President Coulter called on Chairman Updike for a report on the Development Committee meeting held on November 9, 1984. Committee members Updike, Hinckley, Sawyer, and ex officio members Coulter and Veal attended the committee meeting along with other Trustees and University staff. Committee member Miracle was absent. Based on the Development Committee's meeting, Chairman Updike presented the following report and recommendations.

REESTABLISHMENT OF OFFICE  
OF DEVELOPMENT

Chairman Updike reported to the Development Committee that state funding this year for University of Wyoming development efforts was reclassified to meet contractual obligations to the University of Wyoming Foundation. The Foundation, an independent, tax-exempt corporation, provides fund-raising and related services on a contract basis.

Subsequent to the 1984 legislative session, UW has completed the first phase of an extensive fund-raising study as authorized by the Trustees at the May, 1984 meeting. That study clearly shows that for best results, the development effort and personnel should be within the University. The study report was reviewed by Foundation Directors and Trustees on October 19, 1984. Following the review, the directors adopted a motion that, "The Foundation Board cooperate with the University of Wyoming in transferring organizational staff of the Foundation to the University of Wyoming, funded by the University of Wyoming."

It is acknowledged that there will be close ties between the Foundation Board of Directors and the Trustees of the University and that the Foundation will be primarily involved in assets management and fund raising.

The Office of Development shall report directly to the president of the University of Wyoming who, in turn, shall receive policy direction from a joint Development Committee consisting of four Trustees and four Foundation Directors. The committee chairperson shall be a Foundation Director.

Dr. Simpson provided additional information to the Development Committee on the reestablishment of the Office of Development.

Upon a motion by Mr. Updike, seconded by Mr. Rochelle, it carried that an Office of Development be reestablished within the University and that the staff of the Foundation be made University employees, effective upon legislative approval of the budget requests.

This concluded the report and recommendations from the Development Committee.

PHYSICAL PLANT AND  
EQUIPMENT COMMITTEE

President Coulter called on  
Chairman Rochelle for a report  
from the Physical Plant and Equipment Committee meeting held  
on November 9, 1984. Committee members Rochelle, Mickelson,  
Smith, Updike, and ex officio members Coulter and Veal attended  
the meeting along with other Trustees and University staff.  
Committee member Gillaspie was absent. Based on the Physical

plant and Equipment Committee's discussions and recommendations, the Board took the following actions.

CAPITAL CONSTRUCTION REQUEST, President Veal reviewed with  
 1985 LEGISLATIVE SESSION the Committee, the 1984 capital  
 construction projects that were authorized by the Legislature and  
 presented the proposed 1985 capital construction projects.  
 Trustee Rochelle moved that the following capital construction  
 projects be submitted to the Governor and the 1985 Legislature.  
 The motion was seconded by Mr. Mickelson, and it carried.  
 Trustees Sawyer and Hinckley are recorded as voting no on the  
 motion.

<u>Priority Order</u>	<u>General Fund Requested</u>
1. East Campus Drainage	\$1,013,000
2. Fieldhouse East Addition	5,367,496
3. Planning, Geology Building Addition	666,165
4. Commerce and Industry Addition	6,489,000
5. Planning, Fine Arts Addition	427,520
6. Planning, Library Addition	1,064,264
7. Afton Research and Extension Center	646,500
8. Uninterruptible Power Supply, Computer Center	852,000
9. Knight Hall Heating and Ventilation	900,000
 <u>Alphabetical Order</u>	
Animal Science, Phase II	\$6,200,000
Animal Science, Phase III	4,253,071
East Classroom Building, Planning	464,640
Mathematical Sciences Complex, Planning	1,278,882
Property Acquisitions	400,000

REMOVAL OF UNIVERSITY HOUSE Upon a motion by Mr. Rochelle,  
 seconded by Mr. Updike, it  
 carried that the University be authorized to advertise for the  
 removal of the house located at 849 Lane 7½ on the recently



acquired 80-acre tract of land at the Powell Research and Extension Center, and to award a contract for the removal of said house to the highest bidder. In the event a bid is not received for such removal, or if the bid or bids are unacceptable, the University was authorized to remove by razing, or by other means, said house.

Chairman Rochelle reported that the Physical Plant and Equipment Committee recessed from 2:25 to 3:05 p.m. in order for the Trustees to go into executive session.

CITY ATHLETIC FIELDS AND SEMI-  
PERMANENT SPECTATOR FACILITIES

Pursuant to a review of the plans and specifications for the semi-permanent spectator facilities by the University Architect, Mr. Rochelle moved approval of the plans and specifications and the construction agreement for the semi-permanent spectator facilities constructed by the City of Laramie pursuant to the July 30, 1984 lease agreement between the City of Laramie and the Trustees of the University of Wyoming. The motion was seconded by Trustee Hinckley, and it carried.

PROPOSAL ON TERRITORIAL  
PRISON, STOCK FARM

The Committee heard a report on the proposal for the preservation of the Territorial Prison which was given by Mary Humstone, Tom Gaddis, and Don Nagel, members of a committee of the Laramie Area Chamber of Commerce. Mr. Rochelle moved that Dr. Lee Bulla, Dean of the College of Agriculture, be designated as the University representative to enter into discussions with the Laramie Area Chamber of Commerce, City of Laramie, and Wyoming



Recreation Commission on this proposal, and further that Dr. Bulla be directed to provide periodic reports to the Trustees. The motion was seconded by Mr. Mickelson, and it carried.

CITY OF LARAMIE WEST SIDE  
FIRE STATION, STOCK FARM

Terri Brandt, Assistant City  
Manager, and Don Young of the

Laramie Fire Department were present at the Physical Plant and Equipment Committee to answer questions regarding the City of Laramie's request for one acre of Stock Farm property for a fire station. Mr. Rochelle moved that the University administration be authorized to enter into negotiations with the City of Laramie regarding the location of a fire station in the vicinity of Interstate 80 and Jackson Street, and further that the administration submit to the Trustees a formal agreement between the City of Laramie and the University regarding the use of a portion of the Stock Farm for a fire station. The motion was seconded by Mr. Hinckley, and it carried. Trustee Miracle asked if the University would be committed to one acre. Preident Veal replied that the University was not committed to one acre at this time.

PROGRESS REPORTS

Dr. Todd reviewed with the  
Committee the progress of the

various construction projects.

This concluded the report and recommendations of the Physical Plant and Equipment Committee.

BUDGET COMMITTEE

President Coulter called on  
Chairman Chapin for a report

from the Budget Committee meeting held on November 9, 1984.

Committee members Chapin, McCue, Mickelson, Miracle, Quealy and ex

officio members Coulter and Veal attended the meeting along with other Trustees and University staff. Committee member Rochelle was absent. Based on the Budget Committee's discussions and recommendations, the Board took the following actions.

ACCEPTANCE OF CONTRACTS,  
GRANTS, GIFTS AND SCHOLARSHIPS

Upon a motion by Mr. Chapin, seconded by Mr. Hinckley, it carried to accept contracts and grants in the amount of \$2,667,429 for the period August 25, 1984 through October 19, 1984, and gifts and scholarships in the amount of \$280,503.83 for the period July 31, 1984 through September 30, 1984.

FY 1986 BUDGET REQUESTS

Dr. Veal presented to the Budget Committee, the slide presentation that will be used in his legislative visits throughout the state. Mr. Chapin moved that the budget requests for FY 86 as described in the Trustees' Report and the list of capital construction projects, as amended by the Physical Plant and Equipment Committee, be submitted to the Governor and the 1985 Legislature. The motion was seconded by Mr. Hinckley, and it carried.

SALARY POLICY

As a matter of information only, a report on the implementation of the salary policy adopted by the Trustees at their May 12, 1984 meeting was given to the Trustees.

INTERNAL AUDIT ACTIVITY

Van Jacobson, Internal Auditor, responded to questions on the

internal audit activity conducted in accordance with the audit plan for the period July 1, 1984 to September 30, 1984.

TUITION SHORTFALL

As a matter of information only, Dr. Veal provided the Trustees with information on the University's management procedures to deal with a tuition shortfall.

This concluded the report and recommendations from the Budget Committee.

NEW BUSINESS

With regard to the internal audit reports, Trustee Miracle advised that he would like follow up reports on those unresolved audit issues that Mr. Van Jacobson reported to the Trustees. Mr. Jacobson will be advised to bring these unresolved issues back to the Trustees in the future.

ADJOURNMENT AND DATE OF NEXT MEETING

There being no further business to come before the Trustees, Mr. Miracle moved that the meeting be adjourned at 9:31 a.m. The motion was seconded by Mr. Hinckley, and it carried. The next meeting of the Trustees is scheduled for December 14-15, 1984.

Respectfully submitted,

*Karleen B. Anderson*

Karleen B. Anderson  
Deputy Secretary



THE UNIVERSITY OF WYOMING  
LARAMIE, WYOMING 82071

October 15, 1984



Donald L. Veal  
President, UW  
Old Main  
Campus

Dear President Veal:

Enclosed is our new Deed of Gift form as unanimously recommended by the committee, along with a policy statement governing any possible exceptions in negotiating gifts and any conflicts about the disposal of material. The policy statement is an internal document, which will not be sent out to donors, but will be in the hands, among others, of the Vice President for Finance, who must sign the Deed of Gift form on behalf of the institution.

We are proceeding with our agenda. The committee would appreciate notification when this recommendation has been acted on by yourself or by the Board of Trustees.

Sincerely,

Lewis Dabney  
Chair  
American Heritage Center Committee

Enclosures

cc: Dr. Gene Gressley  
Dr. Don DeWitt  
Mr. Keith Cottam

The Library/American Heritage Center Policy Committee approves the attached Deed of Gift document as written, and recommends to the University administration that its use by Acquisitions-AHC be implemented immediately for all collections accepted by the Center. If a Deed of Gift is not obtainable, it is recommended that the offer of a collection be declined.

In making this recommendation, the Committee notes two situations which require specification in the Deed of Gift policy:

1. Any conditions of gift that are not specifically addressed in the approved Deed of Gift form, contradictory to the provisions of the Deed of Gift, or otherwise calling for special provisions to be implemented by the Archives-American Heritage Center, should be negotiated by the Assistant to the President for Acquisitions with the consultation and approval of the Director of Libraries, who shall seek the advice of the Administrative Archivist.

2. The Deed of Gift, while giving the American Heritage Center disposal authority over collections received, does not specify who within the Center has that authority. It has been noted that, in most institutions, this belongs to the person in charge of archival management. As an interim measure, authority will be exercised by the Administrative Archivist, who may dispose of materials after giving adequate notice to the Assistant to the President for Acquisitions, if the latter has not objected in writing. Disagreements which cannot be negotiated between these two will be referred to this Committee or its successor.

In making this recommendation, we assume the continuance of this Committee or a successor group including the Assistant to the President for Acquisitions, the Administrative Archivist, the Director of Libraries and the head of the UW Foundation, as well as appropriate faculty. It is the consensus of this Committee, and its recommendation, that the persons associated with the library, the American Heritage Center, and with development be ex officio members of this Committee, and our expectation that appeals or disagreements can be settled without directly involving the University Administration or the Trustees of the University.



DEED OF GIFT  
TO  
THE AMERICAN HERITAGE CENTER  
THE UNIVERSITY OF WYOMING

I, \_\_\_\_\_, hereinafter referred to as the Donor, hereby give, donate, and convey to the University of Wyoming for inclusion in the collections of the American Heritage Center and for administration therein by the authorities thereof, the following described property:

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In making this gift, it is my purpose and intention to vest in the University of Wyoming all the incidents of absolute ownership of the above-described property, and any additional papers, materials, or other property that I may send to the American Heritage Center from time to time in the future, subject to the following terms and conditions:

1. Title. Title to the above-described property, and any additional papers, materials or other property that I may send to

the American Heritage Center from time to time in the future, shall pass to the University of Wyoming as of the date of receipt of said property by the American Heritage Center.

2. Access. (Donor should indicate and initial his selection of one of the optional provisions below.)

(Initials)

It is the Donor's wish that the papers, materials, and other property donated to the University of Wyoming by the terms of this instrument be made available for research and/or public view in the American Heritage Center as soon as they have been received, arranged, and catalogued. The materials shall be made available for such purposes in accordance with the regulations and policies of the American Heritage Center governing access to the Center's collections.

(Initials)

It is the Donor's wish that the papers, materials, and other property donated to the University of Wyoming by the terms of this instrument be made available for research and/or public view in the American Heritage Center. At the same time, it is the Donor's wish to guard against the possibility of these materials being used to embarrass or otherwise injure any living person. Therefore, in furtherance of these objectives, the following stipulations concerning the use of the donated materials are imposed by the Donor:

(a) Identification of specific materials to which access is to be restricted

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(b) Terms and conditions of restricted access (e.g., to whom do restrictions apply; who may waive and/or remove restrictions; when may restrictions be removed; etc.)

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All materials not placed under seal in accordance with the foregoing stipulations shall be made available for research and/or public view in accordance with the regulations and policies of the American Heritage Center governing access to the Center's collections.

3. Copyright. (Donor should indicate and initial his selection of one of the optional provisions below.)

(Initials)

The Donor hereby gives, donates, and conveys to the University of Wyoming all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage

Center, including without limitation the right to reproduce, adapt, publish, perform, or publicly display said materials.

\_\_\_\_\_  
(Initials)

The Donor retains to himself during his lifetime all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage Center, following which these rights will become the sole property of the University of Wyoming.

\_\_\_\_\_  
(Initials)

The Donor retains to himself, his heirs, successors, and assigns, all literary, artistic, and intellectual property rights in the materials that have hereby been given or that may later be given by the terms of this instrument to the American Heritage Center.

4. Disposition. Any portions of the papers, materials, and other property donated to the University of Wyoming by the terms of this instrument that are not retained by the American Heritage Center should be disposed of as follows:

(Donor should indicate and initial his selection of one of the options below)

\_\_\_\_\_  
(Initials)

Returned to Donor

\_\_\_\_\_  
(Initials) Disposed of by the American Heritage Center

\_\_\_\_\_  
(Initials) Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_  
Donor

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

Acceptance: THE UNIVERSITY OF WYOMING

\_\_\_\_\_  
American Heritage Center

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Vice President for Finance

\_\_\_\_\_  
(Date)