

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

**September 19, 1992**

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

# THE UNIVERSITY OF WYOMING

## Minutes of the Trustees

September 19, 1992

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## THE UNIVERSITY OF WYOMING

### Minutes of the Trustees September 19, 1992

The Board of Trustees of the University of Wyoming held a regular business meeting on September 19, 1992 in the Old Main Board. Trustees held committee meetings as well as an executive session to discuss personnel and litigation matters on September 18, 1992.

President Deborah Healy Hammons called the meeting to order at 9:15 a.m.

#### ROLL CALL

The following Trustees  
attended the business

meeting: Deborah Healy Hammons, John D. (Dave) Bonner, Peter M. Jorgensen, Daniel Kinnaman, Jeri Kirk, Walter G. (Jerry) Saunders, Mike Schutte, and David W. Updike. Ex-officio members Terry P. Roark, Diana Ohman, and Travis Gentry were also in attendance. Trustees F. Richard Brown, W. Perry Dray, Harry L. Harris, and Governor Mike Sullivan were unable to attend.

#### ANNOUNCEMENTS

UW President Terry Roark  
reminded Trustees of the

brunch to be held at the Art Museum prior to the football game. He also announced that the Homecoming Sing would be held on Friday, October 9.

Dr. Roark said that he had recently received a letter from the National Academy of Engineers stating that Robert Weimer, a graduate of the University of Wyoming, was being inducted into the academy.



Responding to the question of when the Board of Regents had become the Board of Trustees at the University of Wyoming, Dr. Roark said that it was a misconception that the governing body had been ever been called the Board of Regents; that it had been the Board of Trustees since the founding of the university.

#### **APPROVAL OF JULY 19, 1992 MINUTES**

It was moved by Trustee Bonner, seconded by Trustee Sharratt and carried that the July 19, 1992 minutes be approved. The motion carried.

#### **PRESIDENT'S REPORT**

UW President Terry Roark presented his 1992-93 work plan and the 1992 update to Agenda: 2000. He said that Agenda: 2000 had been both the cornerstone for University decision-making and an instrument for change.

Working in concert with the Faculty Senate, Staff Council, Deans' Council, ASUW, Executive Council, and many other groups and individuals, President Roark said UW has achieved many of the original goals and have established new ones, and noted some of the joint achievements, including:

- Admission standards are in place.
- We now share a common course numbering system with our community college colleagues, and we have guaranteed credit transfer agreements with five of the seven two-year institutions.

- Through the new compressed video system linking the community college cities and Gillette with the campus, we have expanded our delivery of academic courses across the state.

- Freshman orientation courses were implemented last year. The immediate result was a three percent increase in the first semester to second semester retention rate.

- Wyoming has been successful in winning the release of \$17.9 million in federal funding for the Minerals Research and Reclamation Center to be built north of the S.H. Knight Geology Building.

- Phased remodeling and refurbishing of the Wyoming Union to better serve student requests is continuing, and existing services have been expanded.

- To date, 770 outstanding high school sophomores have completed UW's Summer High School Institute. Sixty percent of those students have continued on to enroll at UW.

- University Studies, a common core curriculum for all entering freshmen, has been implemented and is doing well.

- A Center for Teaching Excellence has been established and is functioning.

- The University and the state have been extremely successful in the federal EPSCoR programs. In just one of the EPSCoR programs, that of the National Science Foundation, Wyoming was awarded \$3 million to strengthen research and training in fossil energy sciences and in groundwater contamination and remediation. This award was partially matched by a \$1.95 million award from the Wyoming Science, Technology

and Energy Authority (STEA).

- Registration and Records is in the final stages of planning the pilot test of touch-tone registration for November. It is anticipated that all students will be able to use touch-tone registration in April.

Dr. Roark said that those were but a few of the 175 benchmark achievements recounted in the Agenda: 2000 update.

President Roark indicated that the 1992-93 work plan was equally comprehensive. The plan identifies the major areas to which we will be devoting our energies and attention. He emphasized, however, that while the work plan is inclusive, it is not exclusive. There are numerous vital issues not listed - some new, some on-going - that will be or are being addressed.

President Roark stated that the agenda update and work plan were among topics for discussion during a press conference held Friday afternoon at 3:00 after the committee meetings.

Dr. Roark also reported on a few attainments not in the agenda update, including:

- The state will receive a National Telecommunications and Information Administration (NTIA) grant of \$239,898 to construct a full-power transmitter to broadcast the KUWR-FM signal in Sweetwater County. NTIA also will provide \$779,997 to extend the state microwave system to carry KUWR and the public television station, KCWC-TV at Central Wyoming College in Riverton.

- Campus radio station KUWR has won its third consecutive Associated Press

news station of the year award. The UW radio station is the only public station in the country to have three such wins.

- The current passing rate for University of Wyoming students taking the national Fundamentals on Engineering examination is approximately 30 percent higher than the national average.

- UW College of Business students scored among the top two percent on a major field achievement test administered to colleges and universities nationwide. Only one university scored higher, and two others tied with the University of Wyoming.

- Gary Smart, UW music professor, has been awarded a Fulbright grant to Indonesia. He is one of approximately 1,800 U.S. grantees who will travel abroad for the 1992 academic year under the Fulbright program.

- Graduate student David Herzog placed third in the International Trumpet Guild's solo competition held this summer in Rotterdam, the Netherlands.

- All programs in the College of Engineering have been reaccredited by the national Accreditation Board for Engineering and Technology.

- The robber fly research of Robert Lavigne, UW professor of Plant, Soil, and Insect Sciences, was featured recently in the New York Times.

#### **ACADEMIC ISSUES COMMITTEE**

President Hammons asked  
for a report from the

Academic Issues Committee meeting held on September 18, 1992. Trustee Kirk reported that the committee had met with the following members present: Jeri Kirk,

Peter Jorgensen, Dan Kinnaman, Diana Ohman, and Jerry Saunders. Committee chair Perry Dray was absent. The following items for information were discussed at the committee meeting and presented to the full board:

### Performer's Certificate

The Performer's Certificate Program is intended for the advanced student who wishes to concentrate on performance skills in final preparation for a professional career. All course work will be assigned by a committee appropriate to the student's performance goals. Courses may be taken in the student's specific area of concentration or interest in consultation with the student's advisory committee. The certificate will require a minimum of 30 semester hours of credit.

### Sample Program

(Curriculum is flexible - the following is an example only)

Applied Lessons:	16 cr.	(maximum)
Recitals (2):	4	(minimum)
Ensembles:	2	
Pedagogy:	2	
Independent Study	2	
Performance Practices:	2	
Advanced Seminar:	<u>2</u>	
Total	30	

President Roark said that it was an opportunity for advanced students to get the equivalent of a Master's degree. Provost Karnig noted that many of the students come from abroad.

#### Summary of Internal Changes - Academic Affairs

The Office of Academic Affairs has been reorganized so that Associate Provost Ken Griffin will assume responsibility for personnel and Associate Provost Judith Powell will be responsible for external relations consolidation. James Shaeffer will assume directorship of the School of Extended Studies and Public Service.

#### Preliminary Report on Fall Registration

President Roark reported that preliminary data on fall registration would be available September 30 and distributed to Trustees at that time. He said that UW now has continuous registration from mid-April through mid-August. Typically 75-80 percent of students take advantage of the pre-registration opportunity.

Dr. Roark told Trustees that this year approximately 2,200 students registered on-site in one day. Long registration lines were attributed to a large number of seniors and graduate students who had delayed their registration. President Roark said he thought progress had been made in reducing the number of closed classes. Pilot testing for touch-tone registration will be implemented in the spring of 1993. If successful, the system will be implemented during pre-registration for fall semester 1993.

Trustee Updike commended the Student Affairs office for providing student suggestion boxes this year.

#### Introduction of Garth Massey

Garth Massey, professor of sociology, was introduced to the Trustees. He was selected by the Council for Advancement and Support of Education (CASE) as the 1992 Wyoming Professor of the Year. Earlier this year Professor Massey received our Ellbogen Award for teaching. Dr. Massey said it was a great honor for the University and for his colleagues that he was selected for the CASE award.

#### Status Report - Minority Student Enrollment Trends

The Division of Student Affairs - Minority Affairs Office distributed information indicating that progress that is being made in the area of student enrollment. Comparisons with populations demographics in Wyoming and with minority enrollment increases nationwide provide evidence that UW is generally meeting and/or exceeding the rate of increase other institutions are experiencing. The data also suggest that there is work yet to do and a commitment to diversity in the composition of our student enrollment needs to be sustained.

The American Council on Education recently published the Tenth Annual Status Report on Minorities in Higher Education. The report focused on minority student enrollment trends at U.S. colleges and universities during the 1988 to 1990 period. The summary appears below:

National Gains in Minority Student  
College Enrollment, 1988 to 1990

Asian American	12%
Hispanic	12%
American Indian	11%
African American	8%
<u>Total Minority</u>	<u>10%</u>

The ACE national data displayed above provides an informative standard of comparison for our minority enrollments during the same period, 1988 to 1990. The UW summary appears below:

UW Gains in Minority Student Enrollment  
1988 to 1990

Asian American	31%
Hispanic	35%
American Indian	12%
African American	6%
<u>Total UW Minority</u>	<u>24%</u>

Fall Semester 1991 had a total of 85 Asian Americans, 134 American Indian, 368 Hispanic and 104 African American students enrolled. A comparison of minority student percentages of total student enrollment at UW (12,656) with the percentages of college age (18-64) minority population in the state of Wyoming is also instructive and helpful in setting goals. The comparisons below are based on the 1990 Wyoming Census and the Fall 1991 UW enrollments.



## State of Wyoming and UW Minority Percentages

State of Wyoming College Age		University of Wyoming	
Asian American	0.7%	Asian American	0.7%
Hispanic	5.2%	Hispanic	2.9%
American Indian	1.9%	American Indian	1.1%
African American	0.8%	African American	0.8%

Summary - While the University of Wyoming has met or exceeded national minority enrollment increase percentages in total increases and in most of the specific minority populations, a comparison with the state of Wyoming census figures reveals work to be done if parity between the state and the University is to be achieved.

### **BUDGET COMMITTEE**

President Hammons called on Trustee Bonner for a report from the Budget Committee meeting held on September 18. Committee members Bonner, Schutte, Sharratt, and Updike and ex officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Committee members Brown and Harris were absent. Based on the committee meeting, the following recommendations and reports were presented to the full Board.

### **Tuition for Non-Resident UW Graduates and Spouses**

In April, 1992 the Trustees approved differential tuition rates for the non-resident sons and daughters, and their spouses, of UW graduates who are life members of the UW Alumni Association and non-resident Wyoming National Guard members and their spouses. The new rates are effective fall semester 1993. Prior to adoption of this plan these

individuals were assessed tuition at resident rates. Under the new rates they will be assessed tuition at 150 percent of resident tuition.

At the time of this action, tuition for non-resident UW graduates who are currently assessed tuition at in-state rates was also discussed. Consideration to also assess this group differential rates at 150 percent was deferred until the impact of the proposal on graduate scholarship costs could be reviewed. The number of non-resident UW graduates receiving graduate assistantships are relatively few; therefore, assessing these students differential rates would have a minimal impact on the Graduate School's scholarship budget. Dr. Tom Dunn, Dean of the Graduate School, has confirmed that the Graduate School can manage the additional tuition cost of approximately \$20,000 for graduate assistants subject to the new policy.

Based on a recommendation from the Budget Committee, Mr. Bonner moved approval of differential tuition rates of 150 percent of the applicable resident tuition rate for UW graduates and their spouses, effective fall semester 1993. The motion was seconded by Mr. Schutte, and it carried.

#### **Approval of Contracts and Grants, Gifts and Scholarships**

Based on a recommendation from the Budget Committee, it was moved by Mr. Bonner, seconded by Mrs. Kirk, and carried, that the Trustees of the University of Wyoming accept contracts and grants in the amount of \$4,234,360 for the period July 1, 1992, through August 21, 1992, and gifts and scholarships in the amount of \$140,759.62 for the period June 16, 1992, through August 15, 1992.

### Repayment Option for Medical Contract Students

At present, medical contract students have the option of making repayment to the state in cash, through three years of private practice in Wyoming, or through completion of a residency program at the Casper or Cheyenne centers. It has been suggested that the option of repayment through completion of a residency be discontinued. A change will require legislation.

Based on a recommendation from the Budget Committee, Mr. Bonner moved to authorize the University administration to pursue seeking the legislation required to effect the change to discontinue the option to medical contract students of repayment to the state through completion of a residency program at the Casper or Cheyenne centers. The motion was seconded by Mr. Jorgensen, and it carried.

### Supplemental Budget

1993 supplemental budget funding was presented to the Trustees as an item for discussion. President Roark provided background information as follows:

As a vital part of Wyoming, the University of Wyoming understands the economic conditions of the state. Consequently, despite the fact that UW has very great needs, it was recommended that the University make no request for supplemental budget funding in 1993.

Instead, the University of Wyoming -- which already has had to absorb extraordinary budget reductions in recent years -- will endeavor to manage within existing state appropriations by deferring many critical needs to the 1994 legislative session.

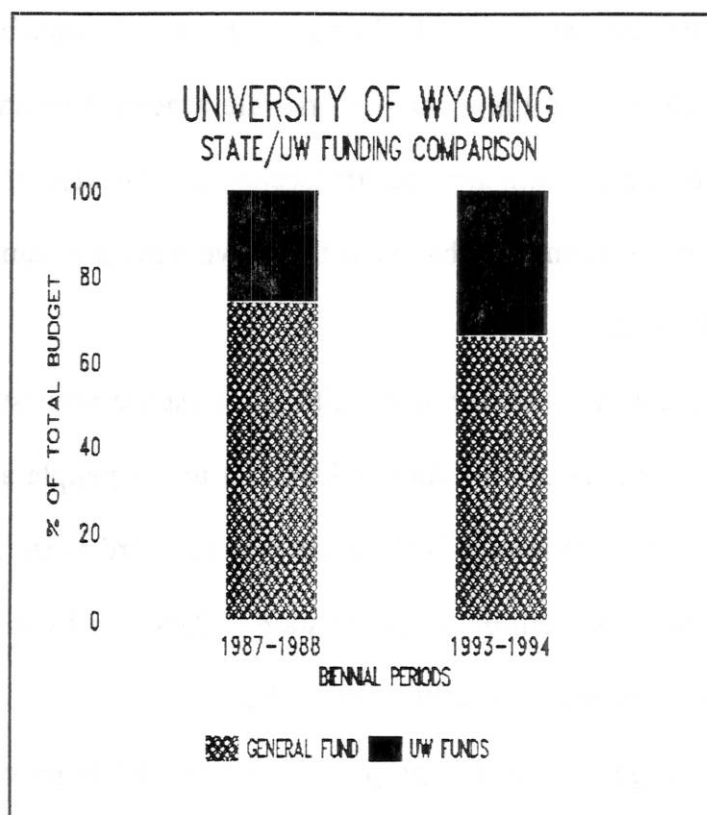
However, those critical needs are real and must be made known to the people of Wyoming. The University's needs cannot be put off indefinitely. They must be addressed - if not in 1993, then certainly not later than 1994.

The state can be proud of its University. The people have built the University of Wyoming and made it what it is today -- a first-rate academic institution embodying the hopes and dreams of a constituency that transcends generations. It is imperative that the people of Wyoming be cognizant that what they have built is endangered and can be significantly diminished.

Great risks are involved in not submitting a separate request for supplemental state funding in 1993. The risks are not only to UW, but to the people and the state it serves.

The University of Wyoming is threatened by the hard times our state has been going through, by increased competition for fewer state dollars, and by substantial reductions that already have been imposed from within and without.

In 1986, state general fund appropriations supported 74 percent of UW's biennium operating budget. Today the state is supporting 66 percent. UW has experienced an actual decline in general fund appropriations of \$5.8 million.



This loss of real dollars has been compounded by the erosion of inflation, resulting in an overall loss of \$58.8 million in buying power.

Legislative Session	General Fund Appropriation	HEPI* % Increase	HEPI Adjusted Appropriation	Shortfall
1986	\$163,381,691		\$163,381,691	
1987	154,385,506	4.1	170,080,340	<\$15,694,834>
1988	150,198,116	4.6	177,904,036	<27,705,920>
1989	151,202,976	5.8	188,222,470	<37,019,494>
1990	155,753,709	5.8	199,139,373	<43,385,664>
1991	157,541,149	5.3	209,693,760	<52,152,611>
1992	157,541,149	3.2	216,403,960	<58,862,811>

\* Higher Education Price Index - measures the effects of inflation on the current operations of colleges and universities.

To cope, UW has cut budgets by more than \$25 million since 1986 and imposed tuition increases averaging 12.8 percent in each of the past five years. Additionally, UW

implemented various fee increases and internally reallocated funds resulting in \$3.5 million last fiscal year, and will reallocate an additional \$2.6 million over the next four years.

Further:

- Since 1986, UW has lost 33 percent of its purchasing power against the Higher Education Price Index while student enrollment has been steadily increasing. The result is a de facto 33 percent decrease in UW's operating budget.
- Faculty and staff salaries are lagging further behind and senior personnel are being lost to competitor institutions. No new funds were appropriated for UW salary increases this year.
- UW's physical plant is decaying. Costs to overcome deferred maintenance do not stand still -- they compound.

To help itself, the University of Wyoming raised more than \$5.4 million in private gifts last year, attracted over \$30.1 million in external grants and contracts, and raised some \$347,000 by increasing fees for various courses. These amounts are in addition to revenues generated through tuition. And they are not enough. Private gifts as well as federal grants and contracts represent project specific funding not available for the general support of the institution.

Increased state funding is absolutely critical to sustaining academic quality and to maintaining the University of Wyoming as a premier institution.

The University is coordinating with Gov. Mike Sullivan in the development of a single proposal on salaries and benefits, rather than attempting to make a separate case for UW outside the state parameters. However, it should be emphasized that with no salary increase next year, the gap between UW personnel and those at competitor institutions will widen even more. Average faculty salaries this past year lagged the American Association

of University Professors (AAUP) average salary data by more than 13 percent and similar differences exist for UW's classified positions.

Aside from faculty and staff salaries, the most immediate needs stem from deferred maintenance, inadequate support budgets, workers' compensation and the Americans with Disabilities Act (ADA), expanded academic outreach, and opening facilities currently under construction.

Since 1978, UW has made numerous physical and programmatic changes to its facilities and programs to improve access to individuals with disabilities. The University Committee on Campus Access for the Disabled has continually reviewed the necessity for additional structural modifications and has presented its priorities to the administration for consideration. As a result, both minor and major renovations have been accomplished. However, these still may be judged inadequate in light of the recently adopted ADA.

A thorough self-evaluation is underway to bring UW into compliance with both the facilities access requirements and the employment provisions of the ADA. A substantial infusion of state funds will be required to address the basic requirements of the new law. It is anticipated that the University's ADA needs will be carried forward as part of the overall state government package. Workers' compensation premiums represent another external drain on institutional resources.

Like all employers, the University of Wyoming is subject to rate adjustments imposed by the Workers' Compensation System. Premium rates assessed UW over the past three years have increased by 250 percent. If projections hold through the current biennium, UW will be subject to additional increases of 30 to 40 percent, excluding any changes that may result from claims experience.

Again, it is hoped that meeting the costs of workers' compensation will be

approached as a state -- not just a UW -- problem.

Because support budgets have not even kept pace with inflation -- in fact, have actually been reduced -- in recent years, UW is stretched to the limit in providing for high-quality classroom and laboratory instruction. Student fees and tuition are covering part of the problem but faculty are still forced to teach with less. Students have fewer options to choose from in terms of majors and courses. Academic outreach and student recruiting activities are being limited. Inadequate computer systems are undermining critical academic and administrative functions. UW's private fund-raising efforts are not being properly supported. Many other things that should be done are being left undone so that scarce resources can be diverted to highest priorities.

The University of Wyoming has identified deferred maintenance requirements totaling more than \$20 million. Many of these projects address health and safety concerns. Only \$2 million, all from a 1991 UW bond issue, has been made available to address deferred maintenance. Unless additional one-time funds can be directed to deferred maintenance, the backlog will become even more massive and Wyoming's investment in UW's physical plant will continue to be jeopardized.

Construction of the American Heritage Center/Art Museum, Regulated Materials Management Center, and Botany Conservatory will be completed during this biennium. Opening these major facilities without additional funding for maintenance and staffing will mean further dilution of existing support budgets which will further diminish overall service and accelerate the deferred maintenance problem.

Adding to this is the need to renovate existing structures to accommodate new uses. Dated laboratories and classrooms must be adapted to modern scientific needs and teaching requirements, and telecommunications technologies must be injected into curricula.



The University's needs cannot be put off indefinitely. They must be addressed -- if not in 1993, then certainly not later than 1994.

Prior to the 1991 legislative session, UW underwent an extensive management audit by outside consultants -- NCHEMS of Boulder, Colo. The audit was commissioned jointly by UW Trustees and the Wyoming legislature. Subsequent University budget requests and legislative actions have been predicated on the audit findings.

The University has established priorities, as set forth in Agenda: 2000. Annual updates of the agenda provide accountability and allow for mid-course corrections so that UW can continue to take advantage of changing conditions and emerging opportunities. Underpinning this stability and direction are the three major conclusions of the NCHEMS audit:

- The University must secure more private funds;
- The University must reallocate resources from lower to higher priority needs and generate more own-source revenues (e.g. tuition); and;
- The state must continue to provide sufficient resources through the appropriations process.

The record is clear that the University is discharging its obligations in the first two instances. Without fulfillment of the third conclusion, UW cannot long remain at the forefront of American higher education.

Based on a recommendation from the Budget Committee, Mr. Bonner moved to endorse the approach as outlined above, again emphasizing that while no request is being submitted, the University's needs still must be made known so they can be addressed as soon as possible. The motion was seconded by Mr. Jorgensen, and it carried, with Trustee Schutte voting no.

## PERSONNEL COMMITTEE

President Hammons asked for a report from the Personnel Committee, chaired by Trustee Saunders. Committee members Saunders, Kinnaman, Kirk, and Updike attended the committee meeting, along with other Trustees and University personnel. It was moved by Trustee Saunders, seconded by Trustee Kirk, and carried that the following items be approved as indicated:

### Faculty Appointments

#### COLLEGE OF AGRICULTURE

- a. Alfred S. Ponticelli as Assistant Professor in Molecular Biology, effective August 24, 1992, at an annual (9-month) salary rate of \$42,504. This is a tenure-track appointment.

#### COLLEGE OF ARTS AND SCIENCES

- b. Yvonne Becerra as Assistant Professor of Communications/Mass Media, effective August 28, 1992, at an annual (9-month) salary rate of \$36,000. This is a tenure-track appointment.
- c. Theresa L. Bogard as Assistant Professor of Music, effective September 1, 1992, at an annual (9-month) salary rate of \$32,004. This is a tenure-track appointment.
- d. Catherine R. Connolly as Assistant Professor of Sociology, effective August 24, 1992, at an annual (9-month) salary rate of \$38,508. This is a tenure-track appointment.

- e. Robert C. Corcoran as Associate Professor of Chemistry, effective August 25, 1992, at an annual (9-month) salary rate of \$45,000. This is a tenure-track appointment.
- f. David Estes as Assistant Professor in Psychology, effective August 24, 1992, at an annual (9-month) salary rate of \$20,004. This is a half-time tenure-track appointment. This half-time appointment was approved as an exception to the regulation limiting tenure-track appointments to full-time faculty.
- g. Karen Bartsch Estes as Assistant Professor in Psychology, effective August 24, 1992, at an annual (9-month) salary rate of \$20,004. This is a half-time tenure-track appointment. This half-time appointment was approved as an exception to the regulation limiting tenure-track appointments to full-time appointments.
- h. Charles Funkhouser as Associate Professor of Mathematics and Division of Lifelong Learning and Instruction, effective August 24, 1992, at an annual (9-month) salary rate of \$44,004. This is a tenure-track appointment.
- i. Tarek P. Mathew as Assistant Professor of Mathematics, effective August 24, 1992, at an annual (9-month) salary rate of \$42,000. This is a tenure-track appointment.

#### COLLEGE OF BUSINESS

- j. Alison F. Del Rossi as Instructor of Economics, effective August 24, 1992, at an annual (9-month) salary rate of \$43,008. If all requirements for the Ph.D are satisfactorily completed before December 31, 1992, the appointment for Spring 1993 will be as an Assistant

Professor at an annual (9-month) salary rate of \$45,000. This is a tenure-track appointment.

k. Charles J. Gnizak as Visiting Instructor of Accounting, effective August 24, 1992, at an annual (9-month) salary rate of \$52,500. This is a non-tenure track appointment.

l. Robert G. Schwebach as an Assistant Professor of Finance, effective August 24, 1992, at an annual (9-month) salary rate of \$55,008. This is a tenure-track appointment.

#### COLLEGE OF EDUCATION

m. James R. Machell, Jr. as Assistant Professor in the Division of Leadership and Human Development, effective August 24, 1992, at an annual (9-month) salary rate of \$35,004. This is a tenure-track appointment.

#### COLLEGE OF HEALTH SCIENCES

n. Mary E. Burman as Assistant Professor in the School of Nursing, effective August 24, 1992, at an annual (9-month) salary rate of \$39,048. This is a tenure-track appointment.

o. Karen M. Wildman as Assistant Professor of Family Practice-Casper, effective September 14, 1992, at an annual (11-month) salary rate of \$85,008. This is a tenure-track appointment.

#### INTERCOLLEGIATE ATHLETICS

p. Vernon Banks as Head Strength Coach and Lecturer in Intercollegiate Athletics, effective August 6, 1992, at an annual (11-month) salary rate of \$34,008.

- q. Brenda K. Eriksson as Assistant Track Coach and Lecturer in Intercollegiate Athletics, effective August 15, 1992, at an annual (10-month) salary rate of \$20,004.

**Academic Professional Appointments**

**COLLEGE OF AGRICULTURE**

- a. John Franklin Beal II as Assistant University Extension Educator, Sweetwater County, effective July 1, 1992, at an annual (11-month) salary rate of \$22,500. This appointment is eligible for extended-term appointment.

**COLLEGE OF ARTS AND SCIENCES**

- b. Sandra Lee Clark as Assistant Lecturer in English, effective August 24, 1992, at an annual (9-month) salary rate of \$23,016. This appointment is eligible for extended-term appointment.
- c. Colin Keeney as Assistant Lecturer in English, effective August 24, 1992, at an annual (9-month) salary rate of \$23,016. This appointment is eligible for extended-term appointment.
- d. George Montopoli as Associate Lecturer of Mathematics, effective August 24, 1992, at an annual (9-month) salary rate of \$23,750. This appointment is eligible for extended-term appointment.
- e. Gretchen Nordstrom as Assistant Lecturer in English, effective August 24, 1992, at an annual (9-month) salary rate of \$23,016. This appointment is eligible for extended-term appointment.
- f. Judith K. Powers as Assistant Lecturer in English, effective August 24, 1992, at an annual (9-month) salary rate of \$23,016. This

appointment is eligible for extended-term appointment.

g. John G. Williams as Associate Lecturer in Zoology and Physiology, effective August 24, 1992, at an annual (9-month) salary rate of \$35,004. This appointment is eligible for extended-term appointment.

#### COLLEGE OF HEALTH SCIENCES

h. Suzey J. Delger as Senior Lecturer in the School of Nursing, effective August 26, 1992, at an annual (9-month) salary rate of \$29,244. This appointment is eligible for extended-term appointment.

i. Nancy Jansa as Senior Lecturer in the School of Nursing, effective August 26, 1992, at an annual (9-month) salary rate of \$33,264. This appointment is eligible for extended-term appointment.

j. Holly Miller as Assistant Lecturer in the School of Nursing, effective August 26, 1992, at an annual (9-month) salary rate of \$27,912. This appointment is eligible for extended-term appointment.

k. Susan H. Steiner as Associate Lecturer in the School of Nursing, effective August 26, 1992, at an annual (9-month) salary rate of \$29,244. This appointment is eligible for extended-term appointment.

l. James E. Thompson, Director, Medical Technology Program, as Assistant Lecturer, effective July 1, 1992, at an annual (11-month) salary rate of \$34,416. This is an extended-term appointment of two years.

- m. Teresa Lynn Wolff as Senior Lecturer in the School of Nursing, effective August 26, 1992, at an annual (9-month) salary rate of \$32,412. This appointment is eligible for extended-term appointment.

### **Administrative Appointments**

#### **COLLEGE OF ARTS AND SCIENCES**

- a. M. Ian Adams, Associate Professor of Modern and Classical Languages, as Head of the Department of Modern and Classical Languages for a three-year term, effective August 15, 1992, with no change in salary.
- b. Myron B. Allen III, Professor of Mathematics, as Head of the Department of Mathematics for a three-year term, effective August 15, 1992, with no change in salary.
- c. Adeniyi A. Coker, Jr. as Director of the African American Education Office and Associate Professor of Theatre and Dance, with tenure, effective December 30, 1992, at an annual (9-month) salary rate of \$48,000.
- d. Rebecca J. Hilliker, Associate Professor in Theatre and Dance, as Head of the Department of Theatre and Dance for a three-year term, effective August 15, 1992, with no change in salary.
- e. James A. Martin, Professor of Philosophy, as Head of the Department of Philosophy for a three-year term, effective August 15, 1992, at no change in salary.

- f. William H. Moore, Professor of History, as Head of the Department of History for a three-year term, effective August 15, 1992, at no change in salary.
- g. Stephen C. Ropp, Professor of Political Science, as Director of International Studies for a three-year term, effective July 15, 1992, with no change in salary.

#### COLLEGE OF BUSINESS

- h. Robert E. Allen, Professor of Business Administration, as Associate Dean for the 1992-93 academic year, effective August 24, 1992, at an annual (11-month) salary rate of \$79,752.

#### COLLEGE OF EDUCATION

- i. Carl L. Reynolds, Associate Professor in the Division of Lifelong Learning and Instruction, as Associate Dean in the College of Education, effective August 24, 1992, at an annual (11-month) salary rate of \$48,912.

#### COLLEGE OF HEALTH SCIENCES

- j. Ward K. Gates, Associate Professor and Associate Dean of Physical and Health Education, as Acting Associate Dean of Health and Human Services effective September 1, 1992 through June 30, 1993, at an annual (11-month) salary rate of \$70,128.
- k. Mark William Lusk as Chair of the Department of Social Work and Professor of Social Work, with tenure, effective August 24, 1992, at an annual (9-month) salary rate of \$50,004.



### SCHOOL OF EXTENDED STUDIES AND PUBLIC SERVICE

- l. James M. Shaeffer as Director, School of Extended Studies and Public Service and Head, Division of Extended Credit Programs, for a three-year period, effective September 1, 1992, at no change in salary. A review of administrative performance will be conducted no later than Spring 1995.
- m. H. Gordon Harris, Professor and Head of the Department of Petroleum Engineering, as Professor and Head of the Department of Petroleum Engineering and Director of the Enhanced Oil Recovery Institute for a four-year period, effective July 1, 1992, with no change in salary.

### Administrative Reappointments

#### COLLEGE OF ARTS AND SCIENCES

- a. Mary Jane Edwards as Head of the Department of Art for a three-year term, effective August 15, 1992, at no change in salary.
- b. William A. Gern as Head of the Department of Zoology and Physiology for a three-year term, effective August 15, 1992, at no change in salary.
- c. Dennis H. Knight as Head of the Department of Botany for a three-year term, effective August 15, 1992, at no change in salary.

### COLLEGE OF ENGINEERING

- d. John Steadman as Associate Dean of the College of Engineering and Head of the Department of Electrical Engineering for the 1992-93 fiscal year, effective July 1, 1992 at no change in salary.
- e. David L. Whitman as Assistant Dean of the College of Engineering for the 1992-93 academic year at no change in salary.

### Adjunct Appointments

#### COLLEGE OF ARTS AND SCIENCES

- a. Matthew E. Hermes as Adjunct Professor of Chemistry, for a two-year period, effective August 1, 1992.

#### COLLEGE OF ENGINEERING

- b. James W. Glass as Adjunct Professor of Chemical Engineering, effective August 24, 1992, through May 8, 1993.

#### COLLEGE OF HEALTH SCIENCES

- c. Marsha K. Siegel as Adjunct Lecturer in Nursing, for the three-year period July 1, 1992, through June 30, 1995.
- d. Barbara A. Vinson as Adjunct Lecturer in Nursing, for the three-year period July 1, 1992, through June 30, 1995.

### Adjunct Reappointment

#### COLLEGE OF ENGINEERING

- a. Sally Jean Steadman, Adjunct Lecturer in Engineering Science, as Adjunct Assistant Professor of Engineering Science for the period September 1, 1992, through August 31, 1995.

### Reappointments

The following reappointments were approved for the 1992-93 academic year:

<u>Name</u>	<u>Department</u>	<u>Rank</u>
<u>COLLEGE OF ENGINEERING</u>		
Hamilton, Jere C.	Civil and Architectural Engineering	Lecturer
Polson, Donald E.	Civil and Architectural Engineering	Lecturer
Skaggs, Rodney B.	Civil and Architectural Engineering	Lecturer
<u>COLLEGE OF HEALTH SCIENCES</u>		
Beeken, Janice E.	Nursing	Temporary Assistant Professor
Hansuld, Tia Jean	Nursing	Temporary Assistant Professor
Knight, Judith Redd	Nursing	Temporary Assistant Professor
Newcomer-Culp, Marilyn K.	Nursing	Temporary Instructor
Wilson, Deborah F.	Nursing	Temporary Instructor
Yarbrough, Mary Sue	Nursing	Temporary Assistant Professor

### Leaves of Absence Without Pay

#### COLLEGE OF ARTS AND SCIENCES

- a. Gary Smart, Professor of Music, for the 1992 Fall semester, to complete a teaching assignment at Kobe College in Japan and pursue a Fulbright Fellowship in Indonesia.
- b. Eugene Zenzen, Assistant Professor of Music, for the 1992-93 academic year, to participate in the UW-Osaka University exchange program.

#### COLLEGE OF BUSINESS

- c. Joni Hersch, Professor of Economics and Finance, for the 1992-93 academic year. Dr. Hersch has been awarded an NSF Visiting Professorship for Women to spend the upcoming year at the California Institute of Technology.

### Changes in Assignment

#### COLLEGE OF ARTS AND SCIENCES

- a. Mark S. Boyce, Professor of Zoology and Physiology and Director of the University of Wyoming - National Park Service Research Center, be reassigned as Professor of Zoology and Physiology, effective July 1, 1992, with no change in salary.

- b. Gladys Crane, Professor in Theatre and Dance and Head of the Department of Theatre and Dance, be reassigned as Professor of Theatre and Dance, effective August 14, 1992, with no change in salary.
- c. John H. George, Professor of Mathematics and Head of the Department of Mathematics, be reassigned as Professor of Mathematics, effective August 15, 1992. Dr. George is on leave without pay for the 1992-93 academic year.
- d. Richard Howey, Professor of Philosophy and Head of the Department of Philosophy, be reassigned as Professor of Philosophy, effective August 15, 1992, with no change in salary.

#### COLLEGE OF BUSINESS

- e. Douglas Bonett, Associate Professor of Business Administration, and Associate Dean, be reassigned as Associate Professor of Business Administration, effective August 24, 1992, at an annual (9-month) salary rate of \$65,040.

#### COLLEGE OF EDUCATION

- f. Gary F. Render, Professor in Leadership, Educational Studies, and Human Development; and Associate Dean, be reassigned as Professor in Leadership, Educational Studies, and Human Development, effective August 24, 1992, at an annual (9-month) salary rate of \$51,864.

### UW/CC CENTER

g. Richard Dale VonRiesen, Professor of Management and Marketing, and Coordinator, Business Programs, be reassigned as Professor of Management and Marketing, effective August 26, 1992, at an annual (9-month) salary rate of \$68,532.

### Retirements

Name	Position	Birth Date	Employment Date	Retirement Date
Dreesen, James A.	Associate Professor of Physics & Astronomy	08/23/27	09/01/65	12/31/92 with designation as <u>Emeritus</u>
Hancock, Shirley	Sr. Admin. Secretary Pharmacy	03/11/31	09/7/71	09/04/92 with designation as <u>Retired</u>

### TIAA-CREF Global Annuities Option

On July 1, 1992, TIAA-CREF began offering a new retirement investment account, the Global Equities Account, to participants in its programs. This account is a stock portfolio which includes both domestic and foreign holdings. However, Global Equities concentrates much more heavily on foreign equities than does CREF's Stock account, and offers interested employees the opportunity to take greater advantage of foreign markets for either growth or diversification.

As with previous new offerings by TIAA-CREF, the Global Equities account is an

institutional option and is not available to UW employees until the Board of Trustees decides to include it in its group retirement plan. As before, the new account is available automatically to employees who have Supplemental Retirement Annuities.

The new Global Equities account has been reviewed by the University Retirement and Insurance Committee which has recommended its inclusion in the University's TIAA-CREF employee retirement program.

Based on reviews by the Retirement and Insurance Committee and the University administration, the Personnel Committee recommended and Trustees of the University of Wyoming approved adoption of the new TIAA-CREF Global Equities account.

#### **UW Employee Suggestion Award**

In July 1991 the Board of Trustees adopted regulations permitting employees to receive a monetary award (10 percent of the savings up to \$1,000) for suggestions that were implemented within the institution resulting in measurable savings. By regulation, the Board has final authority in determining whether an award shall be made.

A team of employees from the residence halls proposed implementation of a program to reduce the annual cost of rehanging bookshelves in White, Downey, McIntyre and Orr Halls and redistributing some of these shelves to Crane and Hill Halls where no built-in bookshelves are currently provided. Each year a number of students in White, Downey, McIntyre and Orr remove one or both bookshelves from the wall in order to create bunkbed arrangements. At the close of the academic year residence hall maintenance personnel must check and/or rehang those shelves that have been removed. The time and material cost for this activity amounts to \$4,740 annually.

A suggestion has been made that only one bookshelf be hung in a number of rooms in the Washakie complex thereby allowing students to utilize a bunkbed arrangement and that the excess shelves be relocated to Hill and Crane. The cost to relocate these bookshelves to Hill and Crane amounts to \$1,868, resulting in an estimated savings of \$2,872.

This suggestion was evaluated by the Director of Housing and implemented. In accordance with the suggestion award guidelines, the Personnel Committee recommended and Trustees approved a monetary award of \$285 to be divided equally among William Hardy, Basil Gonzales and Debra Meryhew. Funding for this award is to be paid from a residence hall operating account.

Trustee Kinnaman asked whether students could participate in the UW Employee Suggestion Awards program. The administration will look into the matter and report back to the Trustees.

#### **Part-Time Appointments/Faculty Resignations**

Part-time appointments and faculty resignations were reported to the Trustees for their information.

#### **PHYSICAL PLANT AND EQUIPMENT COMMITTEE**

President Hammons called on Chairman

Udike for a report from the Physical

Plant and Equipment Committee meeting held on September 18. Committee members Udike, Jorgensen, Kinnaman, Kirk, and Schutte and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff.



Based on the committee meeting, the following recommendations and reports were presented to the full Board.

**Purchase of Land on Pilot Knob**

The National Telecommunication and Information Administration (NTIA), Department of Commerce, has awarded Wyoming public radio and television a total of \$1,019,875 in federal grant monies to construct the first phase of a state microwave broadcast system to expand the area covered by KUWR-FM radio and KCWC-TV. The KUWR-FM radio share is \$239,898. These grant funds will be matched by a 1992 Wyoming legislative appropriation of \$667,000.

As part of this expansion, the University seeks to purchase a one-acre tract of land on Pilot Knob, east of Laramie, to locate a new tower and facilities from which both public radio and television signals will be broadcast into southeast Wyoming.

Construction of the tower and support facilities will be funded by the federal grant and legislative funds set aside for this expansion.

Mr. Paul Etchepare, Pilot Peak Land and Livestock Company, has agreed to accept the University's offer of \$50,000 for the one-acre tract. The fair market price of \$50,000 is based upon a certified appraisal by Mr. Emory Smith.

Based on a recommendation from the Physical Plant and Equipment Committee, Mr. Updike moved to authorize the University to purchase of the one-acre tract of land on Pilot Peak for the appraised value of \$50,000. The motion was seconded by Mr. Jorgensen, and it carried.

### **Progress Report and Change Orders**

As a matter of information, the progress reports and change orders on current construction projects were provided to the Physical Plant and Equipment Committee.

### **Review of Architects Selected for Construction Projects**

Trustee Jorgensen requested that the University administration provide data on architects selected for major construction projects over the last 10 years and how they performed, particularly in relation to how designed projects met budgeted costs. It is anticipated that such reports will be available for the December Trustee meeting.

### **INVESTMENT COMMITTEE**

President Hammons called on Chairman Jorgensen for a report from the Investment Committee meetings held on September 17 and 18. Committee members Jorgensen, Bonner and Brown and ex-officio members Hammons and Roark attended the committee meeting, along with other Trustees and University staff. Based on the committee meeting, the following reports were presented to the full Board.

### **Summary of September 17 Investment Committee Meeting**

Chairman Jorgensen reported on a meeting of the Investment Committee which was held on Thursday, September 17, from 1:00 to 5:00 p.m., with the Investment Adviser, John A. Vann, and Investment Managers, Lewis W. Parker of Dreman Value Management and David H. Banta of J. M. Hartwell Company, Inc. He reported that it was a very informative meeting and of great benefit to the Investment Committee.

Mr. Vann projected that in the short term the economy would remain flat, that consumer confidence is low, and that any recovery will be slow and gradual. We can expect to see the same thing for months to come.

Mr. Jorgensen reported that each of the investment managers reported on his style of investing. Dreman Value Management is a value management firm and J. M. Hartwell is a growth management firm. He stated that both advisers are different, but both know their business.

#### **Quarterly Report of Investments**

A quarterly report on the status of the W. R. Coe and Charles Chacey Kuehn Estate funds and University Endowment funds for the quarter ending June 30, 1992, provided by John A. Vann, Investment Adviser to the Investment Committee, was provided to the Investment Committee for information only.

Some of the Trustees reported having difficulty understanding the report and suggested that it would be helpful if a consistent reporting format was followed.

#### **DEVELOPMENT COMMITTEE**

President Hammons called on Trustee Schutte

Schutte for a report from the Development Committee meeting of September 18, 1992. Trustees Schutte, Bonner and Sharratt attended the committee meeting, along with Trustees and University personnel. The following information items were reported to the full Board:

### **Development Office Operating Plan - July 1, 1992 to June 30, 1993**

Enclosure 1, cherry, describing development operations in the central development office and in the colleges and divisions was presented to the Trustees. All development office policies and procedures, including those approved by the Trustees, are in the document.

### **Executive Summary - Centennial Campaign**

Trustees were provided with an executive summary of the Centennial Campaign, included as Enclosure 2, buff, which chronologically lists the phases and events of the campaign and makes recommendations for the conduct of future fund-raising campaigns.

### **Fall Student Phonathon**

Vice President for Institutional Advancement Pete Simpson reported that the fall student phonathon, which is an important element in the University's Annual Fund, will be conducted in two phases this year. Students will call only past donors in the fall and non-donors in the spring. For the first time, some students will be paid for their efforts this year, rather than having it on an all-volunteer basis. Dr. Simpson reported that Annual Fund giving had increased yearly since 1986.

Vice President Simpson introduced Richard Hatfield, the University's new major gifts officer.

### **ASUW Update**

Responding to a request from Trustee President Deborah Hammons, ASUW President Travis Gentry reported to Trustees on 1992-93 goals. Trustee Gentry said that ASUW had formulated a mission statement which reads:

We, as ASUW representatives, endeavor to increase awareness and involvement in the University of Wyoming, promote the realization of student potential and enhance the quality of education and life at the University of Wyoming through comprehensive representative and legislation.

ASUW goals for the upcoming year include improving awareness and involvement through communication and public relations, enhancing the quality of education through academic advising, teacher evaluations, looking at teaching versus research, ASUW educational outreach, and reviewing the grading system, improving the quality of life through campus improvements, community relations, and health/safety awareness, and improvements in the ASUW organization itself. Trustee Gentry also provided each Trustee with a copy of the ASUW fact sheet.

Trustee Hammons thanked Trustee Gentry for his report, and said that Trustees would like a periodic update from ASUW.

### **PUBLIC COMMENTS**

Staff Council President Kay Augustin

reported that the Agnes Milstead book recycling program had been very successful. Staff Council is now requesting grant monies for continuation of the project. Ms. Augustin said that a Staff Council committee is reviewing performance appraisal policies of other institutions in the area. The group is hoping to meeting with Trustees at their October or December meeting.

Frank Millar, chair of Faculty Senate, said that the group will hold its first meeting of the academic year on Monday, September 21. Faculty Senate is working on a UniReg to change probation guidelines. They are also looking at a faculty workload policy.

Trustee Kirk stated that she had attended the alumni board meeting the previous day and emphasized the importance of a good working relationship between the Trustees and both the alumni and foundation boards.

**ADJOURNMENT AND DATE OF NEXT MEETING**

There being no further

business to come before the

Board, the meeting adjourned at 9:50 a.m. The next meeting is scheduled for October 16-17, 1992 in the Old Main Board Room.

Respectfully submitted,

Donna J. Mecham  
Deputy Secretary

# DEVELOPMENT OFFICE - OPERATING PLAN

July 1, 1992 - June 30, 1993

DEVELOPMENT OFFICE - OPERATING PLAN  
JULY 1, 1992 - JUNE 30, 1993

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DEVELOPMENT OFFICE - OPERATING PLAN  
JULY 1, 1992 - JUNE 30, 1993

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## II. EXECUTIVE SUMMARY

The Development Office is one of three areas directed by the Vice President for Institutional Advancement. Its purpose is to conduct and coordinate institutional advancement through private (non-governmental) contributions.

The organizational model for fund raising at the University of Wyoming is one whereby some functions are centralized and others take place in the colleges or divisions. Fund raising is managed according to a process which was developed by the UW Foundation. The fund-raising process is general enough to cover most projects and provide for the discussion, approval, implementation and evaluation of activities.

There is a distinction between central priorities and college or division priorities. Central priorities are those determined by President Roark. Since 1989 these have been taken from Agenda: 2000 which calls upon fund-raising to secure fiscal resources and other support to allow the mission of the University to be realized with distinction and excellence, and to increase the current level of private giving to the University to approximately \$22.5 million annually.

The following Agenda: 2000 goals and objectives were recommended by President Roark to be adopted as priority areas for fund raising by the directors of the Foundation and the Trustees:

- The University Honors Program

- Endowed positions

- Undergraduate teaching excellence

- Environment and natural resources

College priorities currently consist of projects which have been approved by President Roark according to the fund-raising process.

The Development Office organization chart shows the functional areas of the office itself and the role of the directors of the University of Wyoming Foundation.

The directors of the Foundation have roles in governance and fund raising. Individual directors are associated with one or more colleges and divisions as advisors, advocates and volunteers on fund-raising projects.

The Vice President for Institutional Advancement is also Executive Director of the

University of Wyoming Foundation.

The Development Office has five fund-raising program areas. These are annual giving, college (constituent) development, corporate and foundation giving, major giving and planned giving. The responsibilities for stewardship (donor recognition), prospect research, prospect management and publications are also handled by Development Office staff.

The most important technical component of fund-raising operations is the ADVANCE Alumni Development System (ADS), one of the four major computer systems on campus (ADS, Student Information System, Financial Records System, Human Resource System).

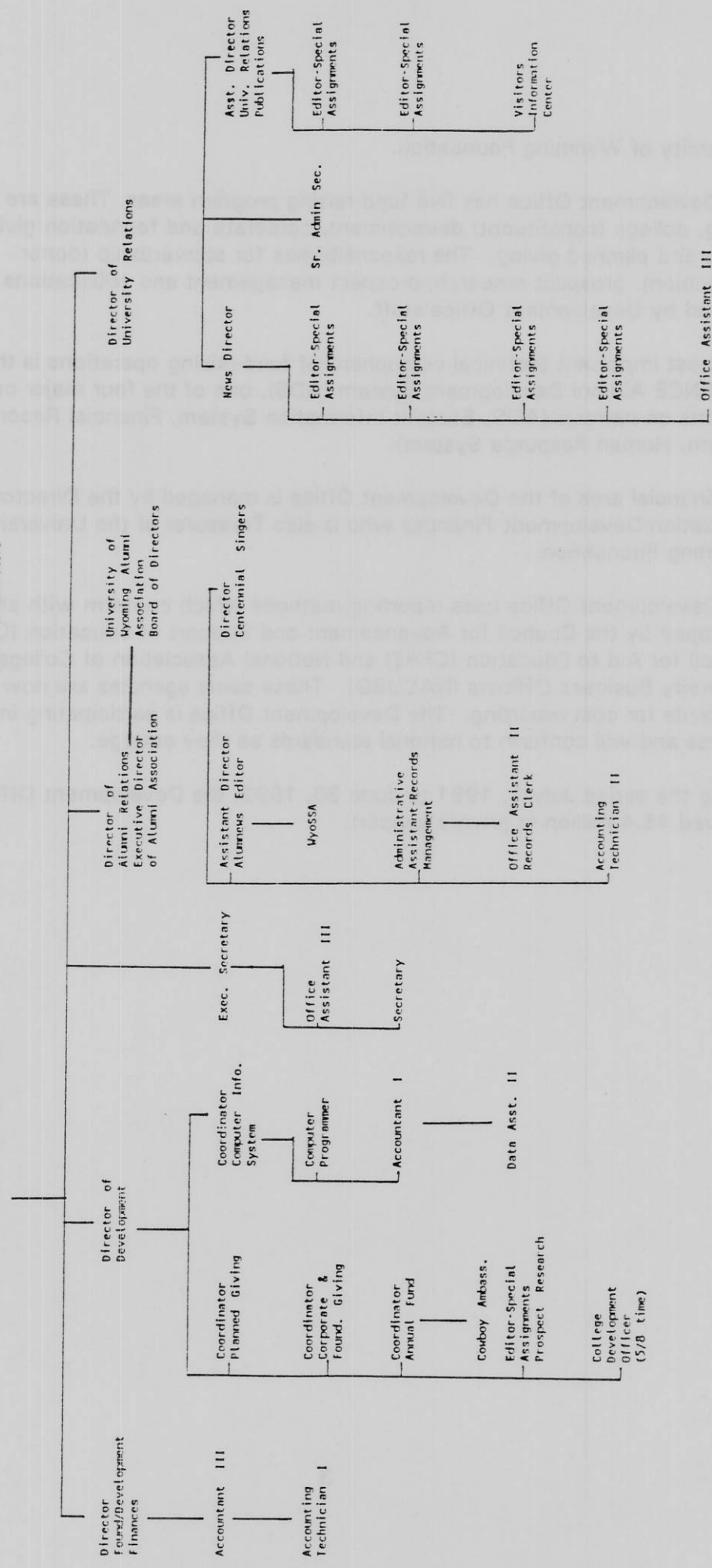
The financial area of the Development Office is managed by the Director of Foundation/Development Finances who is also Treasurer of the University of Wyoming Foundation.

The Development Office uses reporting methods which conform with standards developed by the Council for Advancement and Support of Education (CASE), Council for Aid to Education (CFAE) and National Association of College and University Business Officers (NACUBO). These same agencies are now developing standards for cost reporting. The Development Office is participating in this process and will conform to national standards as they emerge.

During the period July 1, 1991 to June 30, 1992, the Development Office received \$5.4 million in private support.

Vice President for  
Institutional Advancement & Executive Director  
of the University of Wyoming Foundation

University of Wyoming  
Foundation  
Board of Directors



**UNIVERSITY OF WYOMING**

**GIFT POLICY GUIDELINES**

Approved by UW Trustees  
March 30-31, 1989

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## Introduction

The Trustees of the University of Wyoming are committed to pursue consistent, coordinated and aggressive efforts to raise funds from the private sector to further the University's mission and help it achieve the excellence made possible by private dollars. To accomplish this, a statutorily separate entity, the University of Wyoming Foundation, was established as an umbrella organization to receive private gifts for the benefit of the University. The UW Foundation is a non-profit, corporate entity exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The purposes of the Foundation, as set forth in its Charter, are to secure private support for the University of Wyoming and to administer the gifts and manage the assets thus accumulated.

The UW Foundation enhances private fund-raising by virtue of the following:

1. Establish credibility -- The Foundation Board of Directors, representing private-gift donors, serves to guarantee that funds will be used only for the purposes for which they were given. This Board does not answer to State agencies and its sole charge is to act in the donor's behalf for the benefit of the University.
2. Marshal volunteers -- One of the Foundation's most important purposes is to provide a formal mechanism for identifying and using volunteers. The Foundation defines roles for the volunteers and involves them in fund-raising.
3. Allow life income agreements -- Life income arrangements (charitable remainder annuity trusts, unitrusts, gift annuities, etc.) are methods of giving which can provide major endowment potential for the University. Wyoming statutes generally prohibit the University from incurring debt, such as the obligation to make payments of a life interest to beneficiaries.



The UW Foundation has greater flexibility and can provide the mechanism for accepting these life income agreements.

4. Increase investment potential -- The UW Foundation provides the opportunity for pooling assets for investment purposes to take advantage of higher-yield investments and diversification. Further, it is not bound by State statutes which tend to reduce the investment flexibility of the University. Additionally, the Foundation's Investment Committee, in coordination with professional investment counsel, determines investment policy whereby relieving the University of this responsibility related to private gift dollars.
5. Ensure integrity of private funds -- The UW Foundation is governed by a majority of Directors who are not employed by the University. This alleviates the fear that State budgeted funds will be reduced in proportion to private gift support. It further protects against State control of private monies.

Additionally, the Trustees have authorized, and secured funding for, the establishment of the University Office of Development. The staffing of this office includes a professional fund-raising team and various support personnel. Office of Development personnel also handle the day by day business activities and record keeping requirements of the UW Foundation, which, in turn, funds a portion of the Development Office budget.

With these mechanisms and personnel in place, it is the object of this document to establish institutional "policy and guidelines" covering the solicitation of private support for the University. Following is an enumeration of this policy and guidelines which have been approved by the President of the University and the Board of Directors of the UW Foundation and adopted by the University of Wyoming Trustees.

I. General Policy

The purposes of the Office of Development are (1) to create an awareness within the private sector of the financial needs of the University which are not met by State or federal support and (2) to implement plans by which these financial needs can be met through private gift support. To fulfill these purposes, the Office of Development shall institute an organized program for obtaining gift support from alumni, friends, faculty and staff, corporations and foundations on both an annual and specific-case basis. The general policy of the Trustees is stated in UNIREG 33:

The solicitation of private gifts by anyone, for the benefit of the University of Wyoming, or any agency thereof, shall require the prior approval of the Vice President for Institutional Advancement.

II. Guidelines for Policy Implementation

To maximize the productiveness of the development effort, the guidelines that govern fund raising for the benefit of the University, including all its functional units, are defined below.

A. Coordinating Appeals for Funds and Approaches to Donors

It shall be the responsibility of the Office of Development to serve as the coordinating agency for all fund-raising programs and for all solicitation of funds from individuals, corporations, foundations or other private organizations in order to avoid an excessive number of solicitations in the name of the University. Written requests to undertake programs or solicitations should be channeled through the appropriate dean/department head.

Examples of programs to be coordinated through the Office of Development include:

1. Plans to raise funds from alumni on an annual basis, similar to, or as a part of, the Development Office's Annual Fund.
2. Establishment of an "associates", "friends", or "membership" program designated to solicit financial support.
3. Special fund-raising efforts appealing to various constituency groups for support of scholarships, memorials, fellowships, professorships, chairs, etc.
4. Plans to raise private funds for the construction, expansion or renovation of a University building, regardless of other sources of funding.
5. Requests of private sources for the funding of new or existing academic programs.

B. Coordinating Appeals to Corporations and Foundations

It shall be the responsibility of the Office of Development to coordinate the cultivation and solicitation of corporations and private foundations. Such coordination is necessary to avoid an inappropriate number of solicitations to any one source of corporate or foundation funds.

University departments contemplating proposals to corporations should notify the Office of Development in advance so that this information will be properly reflected in the prospect files.

C. Minimum Funding Requirements

The Office of Development shall maintain up-to-date information (available to potential donors) of gift amounts, as prescribed by the Trustees, required to name buildings, endow professorships, endow chairs, endowed (named) scholarships, etc.

D. Preparing Fund-Raising Literature

The preparation or assembling of any literature (brochures, booklets, letters, etc.) to be used to attract private funds to the University shall be coordinated through the Office of Development so that the most accurate information appropriate to a particular fund-raising effort is reflected. Accordingly, this office shall also be responsible for maintaining a master calendar incorporating the schedule of all fund-raising mailings and solicitations.

E. Maintaining Prospect Files

It shall be the responsibility of the Office of Development to establish and maintain prospect and resource files for the purpose of providing timely and relevant information about prospective individual donors, foundations and corporations.

F. Involvement of Volunteers in Fund-Raising Efforts

Whenever volunteers are to be involved in fund-raising efforts, it shall be the responsibility of the Office of Development to assist in the selection and recruitment of the volunteers and to provide them with training, as necessary, and information in order for them to be effective in the solicitation of funds.

G. Accepting, Recording and Acknowledging Gifts

It shall be the responsibility of the Office of Development to officially record and acknowledge receipt of all gifts to the University and the UW Foundation including cash and gifts-in-kind of whatever nature. A complete record of all donors to the University and the Foundation shall be maintained and shall be kept strictly confidential. Donor anonymity will be protected whenever requested by the donor.

All gifts are acknowledged. All gifts of \$1,000 or more shall be acknowledged by letter; acknowledgment letters for gifts of \$1,000 or more shall be signed by the President of the University. Specific gifts may also be acknowledged by deans, department heads or others who deem it appropriate.

All cash gifts shall be forwarded to the Office of Development for deposit to the appropriate University or Foundation account. Gifts-in-kind and restricted gifts can present special problems, which are addressed later in this document. For acceptance, recording and acknowledgment purposes, all such gifts shall be reviewed by the Office of Development in conjunction with the unit designated to receive the gift and the Legal Services Office, if necessary.

H. Reporting of Private Philanthropy

It shall be the responsibility of the Office of Development to compile records on all private giving and provide reports on same periodically, or as requested, to University officials, the Trustees, the Foundation Board of Directors and appropriate agencies such as the Council for Financial Aid to Education.



I. Public Statements Regarding Gifts

It shall be the responsibility of the Vice President of Institutional Advancement, in coordination with the University's Office of University Relations and Media Services, to initiate the preparation of all public statements concerning gifts to the University and the Foundation. Coordination should also include beneficiary departments, if applicable, in the case of restricted gifts.

III. Guidelines for areas of Special Consideration

A. Gifts-in-Kind -- For federal tax purposes, gifts-in-kind fall into four categories:

1. Intangible Personal Property (securities, patents, copyrights, installment obligations, partnership interests, mineral royalties, trade names and trademarks, etc.) -- Gifts of intangible personal property are generally intended for resale (negotiable securities) or to be held for income production. Intangible personal property gifts are not subject to the related-use rule, which applies to gifts of tangible property, and donors are usually eligible for a charitable contribution deduction equivalent to full fair market value. All intangible personal property gifts should be forwarded to the Office of Development for recording, acknowledgment and placement with the Vice President for Finance or the Treasurer of the UW Foundation, as appropriate.

2. Tangible Personal Property (vehicles, personal papers, antiques, stamp collections, rare coins, works of art, books, jewelry, gemstones, equipment, livestock, etc.) -- Gifts of tangible personal property are, most often, intended for use by the charity, in this case the University or the

Foundation. The Office of Development and the recipient department should review such gifts carefully to ensure that acceptance will not involve financial commitments or other obligations disproportionate to the usefulness of the gift. Consideration should be given to the costs of maintenance, cataloging, shipping, space requirements for display or storage, etc.

In many cases, gifts of tangible personal property receive adverse tax treatment or are subject to certain limitations depending, in part, on whether or not the property is put to a use related to the charity's exempt function. The question of related use is an item by item consideration and is not necessarily determined merely by the fact that the charity retains the property. The burden of proof ultimately falls upon the donor.

Accordingly, potential donors of such property should be cognizant of the possible pitfalls associated herewith.

3. Real Estate -- Outright gifts of real property can be both advantageous to the donor and lucrative to the charity. However, some of the cautions described above concerning tangible personal property gifts apply as well to real estate gifts. Each proposed gift of real estate should be investigated carefully by the Office of Development. Often, real estate gifts are not readily marketable and the University and/or the Foundation should be prepared to assume the related expenses (legal, maintenance, insurance and taxes) and the additional staff time required for managing the property. Real estate gifts obviously tainted with the self-interest of the donor should be avoided.

Proposed contributions of real property subject to debt (most commonly a mortgage) should be reviewed with extreme caution. Such gifts can involve serious tax consequences for both the donor (bargain sale rules) and the

charity (unrelated debt-financed income). If the Foundation is expected to assume the indebtedness on the property (the University cannot legally assume such debt), the proposed gift will not be accepted unless the University wants the subject property for its own use and has the financial capacity to lease the property from the Foundation for at least an amount equivalent to the debt-service requirements.

4. Life Insurance -- A gift of a life insurance policy often presents an appealing way of making an outright charitable gift. It allows a donor to satisfy his/her philanthropic desires now and frequently permits a much larger gift than could otherwise be made currently.

A charitable contribution deduction is allowed for a gift of a life insurance policy if it is made irrevocable by naming the University or the Foundation the owner and beneficiary of the policy. If premium payments are continuing on the policy, the donor will receive additional contribution deductions by making periodic cash contributions to the University or Foundation equal to the premium amount, in which case the receiving entity will make the premium payments.

B. Appraisals of Gifts-in-Kind -- When gifts-in-kind are accepted and it is the intent of the donor to receive a charitable contribution deduction, it shall be the responsibility of the donor, not the University or the Foundation, to obtain an independent appraisal for tax purposes. Employees of the University shall not become involved in the appraisal process. Direct involvement of the University or the Foundation in securing appraisals could result in the appraisal's accuracy and objectivity being challenged by the Internal Revenue Service. (For gifts over \$5,000 in value, an employee of the donee is, in fact, not considered a qualified appraiser under IRS regulations.)



It is in the donor's best interest that neither the University nor the Foundation provide directly or be responsible for securing the services of appraisers in connection with property gifts.

To record the value of gifts-in-kind, that is to give proper recognition to donors for gifts-in-kind, the guidelines recommended by the National Association of College and University Officers (NACUBO) are used. Gifts greater than \$5,000 (accompanied by IRS Form 8283) are recorded at the current market or appraised value. Gifts under \$5,000 that are given a market value by a staff expert will be recorded at that value. If there is no appraised value of any kind the gift will be recorded at \$1.00. NACUBO guidelines read "Major gifts of real and personal property, such as land, houses, paintings, antiques, and rare books, should be reported at the fair market value placed on them by an independent, expert appraiser. Small gifts of real and personal property, such as rare books and prints, with an apparent worth of less than \$5,000 may be valued by a staff member of the institution with some expertise, such as a librarian or profesor of art, and that informal valuation may be used for institutional reporting purposes."

- C. Restricted gifts -- Acceptance of a gift which has various restrictions on its use established by the donor, imposes a legal obligation to comply with those restrictions. Therefore, it is necessary that the nature and extent of these obligations be clearly understood. The terms of all restricted gifts should be reviewed with utmost care to ensure that they do not detract from the usefulness and desirability of the gift to the University. If the proposed terms of a gift are deemed unacceptable, the donor will be requested to remove or modify such restrictions. A gift will be refused or returned when its restricted purpose (1) is inappropriate or not conducive to the best interest of the University or the Foundation, (2) is to promote or

prohibit the present or future employment of any individual by the University, or to augment the wages of a specific employee named by the donor, (3) is clearly a commercial endeavor, or (4) would obligate the University or the Foundation to undertake responsibilities, financial or otherwise, which they may not have the ability, or be willing, to meet.

- D. Control of Donated Funds -- Only donated funds over which the University or the Foundation has full and unconditional control will be receipted as charitable contributions for federal tax purposes. IRS regulations prohibit donors from retaining control over donated funds, by whatever means, and receiving a charitable contribution deduction.

Donors may restrict their gifts to specific uses, if acceptable to the institution, but may not retain the right to revoke the gift or redirect its use at their discretion. In funding scholarships, donors may establish selection criteria in general terms, e.g., students in a particular field of study, students from a particular geographical location, etc., but may not retain the right unto themselves to select individual recipients of the scholarship awards.

(NOTE: Many service clubs, and even some individuals, provide annual scholarship funds for specific individuals selected by the donor organization or individual when a tax deduction is not a consideration. The University of Wyoming is pleased to handle these "pass through" awards for students attending the University and this section of the Guidelines is not intended to prohibit or discourage this type of student support in any way.)

- E. Payments to Individuals from UW Foundation Funds -- Direct payments to

employees (faculty or staff, full- or part-time) or students of the University representing compensation, honoraria, or scholarship awards, from contributed funds or the income generated thereon held by the UW Foundation, are prohibited. If the Foundation holds certain funds from which compensation payments are permissible, payments to the employee will be precessed through the University Payroll Office and said funds will be transferred from the Foundation to the University. Likewise, funds held for faculty or staff honoraria and student scholarships will be transferred to the University as required and be distributed to recipients by the appropriate University Department.

**UNIVERSITY OF WYOMING**  
**NAMED GIFT CRITERIA**

Approved by UW Trustees  
March 30-31, 1989

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## Named Gift Criteria

(March 29, 1989)

These criteria will change with economic conditions and University priorities. Their purpose is to set reasonable minimum limits for named-gift opportunities.

### A. Endowments

Endowments may be named for a donor or an honoree when financial and other criteria are met.

Only commonly accepted types of endowments are listed here. Colleges or departments may recommend special activities to donors and suggest appropriate amounts of funding provided that the activities are consistent with Gift Policy Guidelines and approved by the Office of Development before donors are solicited.

#### 1. University Relations -- \$5,000 or more

Endowments may be established for the University as a whole and not designated for a college or program area. The President of the University will allocate the income. Trustees have authority for final approval.

#### 2. College or Program Excellence -- \$5,000 or more

Endowments may be designated for colleges or programs but the income may be unrestricted. The dean or program head determines how the income is to be spent.



3. Faculty Enrichment

a. Chairs -- \$1,000,000 - \$3,000,000

Contributions to establish an endowed chair create a new faculty position <sup>or endow an existing position</sup>. Such a chair may be filled with distinguished visiting scholars on a rotating basis or by a permanent appointee. A named chair must be consistent with the mission of the University, in accord with established University procedures and meet the criteria established by the academic unit housing the chair.

b. Professorships -- \$350,000 - \$750,000

Contributions to endow a professorship may be used to fund an existing position as well as to establish a new position.

Endowments of \$350,000 are recommended for junior faculty positions and \$750,000 for senior faculty positions.

c. Visiting Professorships -- \$200,000 - \$350,000

Endowments for this purpose provide funding for eminent visiting professors on short-term contract with the University of Wyoming.

d. Emeritus Professor Funds -- \$150,000

Endowments support work by a retired member of the University of Wyoming faculty or an eminent retiree from another institution.

e. Distinguished Lectureship -- \$100,000

Endowed lectureships support the expenses of bringing guest speakers to campus.

f. Faculty Excellence Awards -- \$75,000

Faculty Excellence Awards recognize outstanding faculty performance in teaching, research or service.

g. Faculty Speaker Funds -- \$50,000

Faculty speaker funds cover expenses of off-campus lectures by UW faculty.

4. Student Enrichment

a. Undergraduate/graduate Scholarship Funds -- \$10,000

Endowments support student scholarship awards for tuition, fees, room and board, etc. Such scholarship funds may be restricted to students in specific colleges, to students from specific geographical areas, etc., as per UW Gift Guidelines.

b. Graduate Fellowships and Awards -- \$75,000 - \$300,000

Endowments support graduate and post-graduate students through fellowships, prizes, awards, loans and grants.



c. Presidential Scholarships/Fellowships -- \$50,000 - \$75,000

Endowments support merit-based student awards authorized through a Presidential Scholarship Program.

Minimum endowment for a Presidential Scholarship Program is \$50,000. Minimum endowment for a named Presidential Graduate Fellowship is \$75,000.

NOTE: Donors are also encouraged to make scholarship contributions of any amount to the University's General Scholarship Fund or a specific college's General Scholarship Fund. Scholarship awards from these funds are distributed on the basis of academic achievement and financial need.

B. Buildings and Places

The President, the Development Advisory Council or the Joint Development Committee may recommend names for new or existing physical plant facilities, rooms, wings, improvements, landscaping or recreational areas based on contributions meeting the criteria set forth below. Final approval rests with the Trustees.

1. Campus Landmarks and Landscaping -- Total Direct Costs
2. Current Facilities -- 25% of Replacement Cost

Previously constructed facilities which are unnamed can be named

by a donor or a donor's designee through a substantial contribution of approximately 25% or more of the replacement cost of the facility.

3. New Facilities -- 50% of Construction Cost

Fifty percent or more of the estimated construction cost of the building and, where possible, additional endowment support to defray operational cost, is required to name capital projects funded by private funds at the University. Certain exceptions can be made by the Trustees depending on the funding plans for a specific capital campaign project. In general, naming criteria for funding rooms, wings and improvements also require contributions of 50% or more of the estimated construction cost.

C. Opportunities for Non-Endowed Named Gifts

1. Non-endowed scholarships may be named if there is a commitment by the donor to fund the scholarship at a rate of \$1,000 per year for at least five years.
2. Non-endowed awards may be named if there is a commitment by the donor to fund the award at a rate of \$1,000 per year for at least five years.
3. Major gifts-in-kind (equipment, art works, collections, etc.), valued at a minimum of \$15,000, may be named.

4. Gifts of real property accepted and held by the University for research, extension or instruction may be named.
5. Student loan funds may be established and named with a minimum contribution of \$5,000.

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UNIVERSITY OF WYOMING

CENTENNIAL CAMPAIGN 1985-1990

FINAL REPORT 1991 - EXECUTIVE SUMMARY

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## UNIVERSITY OF WYOMING CENTENNIAL CAMPAIGN 1985-1990

The Centennial Campaign final report is intended to provide a useful record of the campaign. It has four sections: Chronological Summary; Recommendations for Future Campaigns; Appendices; and Scrapbook.

The principal audiences for this report are the University of Wyoming Foundation and the University Trustees and officers.

### I. Chronological Summary of Events:

#### February 1983

President Donald L. Veal formed a university-wide Ad Hoc Development Committee of the Vice President for Academic Affairs, the Vice President for Finance, the Vice President for Research (there was no Vice President for Development in 1983), representatives of the Faculty Senate, Staff Council, ASUW, academic colleges, student services, athletics, the library, and other key units on campus to outline institutional priorities for extra-mural support.

#### June 1983

Draft document prepared by drafting subcommittee presented to and reviewed by Ad Hoc Development Committee.

#### December 1983

Joyce Scott presented the report of the Ad Hoc Development Committee to the Development Committee of the Trustees, chaired then by Gordon Mickelson. The Development Committee approved the report and authorized the university administration to proceed with planning for a feasibility study.

#### January 1984

Wyoming legislature appropriated \$350,000 for Centennial Chair.

#### September 1984

John Grenzebach and Associates, Incorporated consulting firm completed development program review of the University. One purpose of the audit was to assess the University's readiness to conduct a major capital campaign. One result was a reorganization of the Development Office with Peter K. Simpson as Vice President for Advancement and Executive Director of the UW Foundation.

#### January 1985

President Donald L. Veal requested that the legislature appropriate state funds as a match for private contributions to a centennial campaign.

#### April - May 1985

Feasibility/planning study was conducted by John Grenzebach and Associates, Incorporated for a capital campaign. The purpose of the study was to determine the potential for the University of Wyoming to mount and successfully complete a major gifts campaign for \$12 to \$15 million over a period of five years.

#### **June 1985**

David Bauer made an oral report to AHC/AM Program Planning Committee on American Heritage Center, holdings, furnishings, future needs, etc.

#### **June 1985**

Final report of feasibility study presented. Needs on which the feasibility was conducted where the American Heritage Center (\$12 million), academic chairs, distinguished professorships and scholarships (\$6 million), and Art Museum (\$6 million). Funds raised from private sources were to be half the total or \$12 million. The study recommended that UW proceed with a confidential campaign with a goal at \$8 to \$10 million and that it have consultant help. A decision not to use consultants was made by the administration early in the campaign.

#### **Session Laws of Wyoming, 1985**

##### **Section 067D, Chapter 232, page 493**

\$2.8 million was appropriated as Centennial Fund match, to be transferred to the UW permanent endowment as soon as matching funds from nongovernmental sources were received. Funds could only be expended for distinguished professorships, departmental chairs, endowed scholarships and funds for development of plans for the Art Museum at UW.

\$1 million was appropriated to develop plans and specifications for the American Heritage Center.

#### **January 1986**

Centennial Campaign National Committee and Executive Committee were formed and Larry Woods was named as Chairman.

#### **Session Laws of Wyoming, 1986**

##### **Section 067D, Chapter 2, page 7**

Footnote to the appropriated Centennial Fund match was amended to read "funds from nongovernmental or Indian tribal sources are received..."

#### **Session Laws of Wyoming, 1986**

##### **Section 067D, Chapter 37, page 64**

\$3,170,645 was appropriated for the American Heritage Center

\$250,000 was appropriated for the Art Museum.

#### **March - August 1986**

Design competition was initiated for complex to house the American Heritage Center and Art museum. Purpose of the competition was to select an architect.

#### **May 1986**

Centennial Campaign kick-off dinner was held and marked the beginning of the leadership gift phase of campaign.

**August 1986**

First issue of Centennial Campaign newsletter published.

**September 1986**

Trustees received report of the competition jury and selected winner, Antoine Predock, Albuquerque, New Mexico.

**January 1987**

Wyoming Legislature de-appropriated \$250,000 for the Art Museum.

**January 1987**

Case statement published.

**May 1987**

Endowment for Indian students established by Northern Arapaho tribe.

**June 1987**

Acting President Robert S. Houston presented status report of Centennial Campaign to Trustees. Report summarized appropriations to complete the legislative commitment.

**July 1987**

President Roark began his tenure.

**September 1987**

Trustees approved the name of American Heritage Center: Eleanor Chatterton Kennedy/Joe and Arlene Watt American Heritage Center.

**July 1988**

Centennial Campaign video, "A Lasting Legacy" produced.

**August 1988**

Larry Woods resigned as Chairman of the Centennial Campaign and was not replaced.

**September 1988**

Joel P. Smith of John Grenzebach and Associates, Inc. was hired to help complete Centennial Campaign.

**September - October 1988**

Centennial Campaign National Board of Directors met in Laramie

**October 1988**

National Endowment for the Arts approved challenge grant of \$400,000 for the University of Wyoming Art Museum.



**November 1988**

Local campaign was carried out by Chicago alumni to raise money for Chicago Room in the Art Museum.

**February 1989**

Archival Consultants Gracy, Mason & Peterson reported on collections held by the American Heritage Center.

**May 1989**

Local campaign carried out by Denver alumni to raise money for a Colorado Room in the Art Museum.

**October 1989**

Storer pledge (\$1,000,000) was received for the American Heritage Center.

**December 1989**

Antoine Predock made a presentation to Foundation Board and Trustees of the University.

**Session Laws of Wyoming, 1989**

\$5,136,660 appropriated for American Heritage Center/Art Museum construction.

**March 1990**

Proposal submitted to Kresge Foundation for construction funds for American Heritage Center/Art Museum. Request declined in June 1990.

**May 1990**

Direct mail solicitation was made to faculty and staff.

**July 1990**

Final direct mail solicitation was made to all alumni.

**September 1990**

John and Jane Wold Centennial Chair in Energy established.

**September 1990**

Proposal for interim financing presented to the Trustees so that construction could proceed on the American Heritage Center/Art Museum.

**October 5, 1990**

Groundbreaking ceremony was held for American Heritage Center/Art Museum Complex.

**December 31, 1990**

Centennial Campaign formally came to a close. Summary fund-raising report submitted to University of Wyoming Foundation. (Collection of pledges and planned gifts will continue.)

**January 1991**

Last Centennial Campaign newsletter published.

The business of completing the Centennial Campaign continues: collection of pledges, sale of gifts of property, the construction process itself, permanent recognition of donors and stewardship of donors all must be completed.

## UNIVERSITY OF WYOMING CENTENNIAL CAMPAIGN 1985-1990

### II. RECOMMENDATIONS FOR FUTURE CAMPAIGNS

Useful recommendations should include the views of staff leadership and volunteer leadership and should also be fairly general. Though it is tempting to make a detailed list of "if we knew then what we know now" items, such a list will be avoided in the hope that most items will be covered under general recommendations:

1. From the outset make the campaign a program of the institution's governing boards staffed by the development office rather than a staff effort which is reported to the governing boards.
2. Conduct feasibility study before final recommendations are made for elements of the campaign.
3. Consider inflation and discounting of pledges in setting goals.
4. Match the campaign elements to acceptable gifts, e.g., no planned gifts for the construction projects.
5. If the campaign involves academic programs, then determine the academic priorities before the campaign begins.
6. Secure a consensus from the campus community on the campaign goals before proceeding.
7. Adhere more closely to "textbook" advice in phasing the campaign, e.g., wait until 50-60% of the goal has been raised before announcing.
8. Include the naming possibilities in the case statement.
9. Be more explicit about ways to give in the case statement.
10. If any match is involved, spell out the details of securing the match in advance of the campaign and involve accountants in the process.

**UNIVERSITY OF WYOMING  
CENTENNIAL CAMPAIGN 1985-1990**

**III. APPENDICES**

1. Final Recommendations of Ad Hoc Development Committee to President Donald L. Veal, December 1983
2. Minutes of the Development Committee of the Trustees, December 1983
3. Feasibility study by John Grenzebach and Associates, Incorporated
4. "Dear Colleagues," February 6, 1990, by Peter K. Simpson
5. Bridge Financing HB0002, 1990  
American Heritage Center/Art Museum
6. Centennial Campaign Financial report, December 31, 1990
7. Financial Procedures
8. Criteria for listing on recognition wall
9. List of named rooms and unnamed rooms
10. List of academic positions established or enhanced through the Centennial Campaign
11. Summary of endowed scholarships
12. Selected building documents



UNIVERSITY OF WYOMING  
CENTENNIAL CAMPAIGN 1985-1990

#### IV. SCRAPBOOK

In typical scrapbook fashion, the Centennial Campaign scrapbook has a wide variety of items in it. The best way to preserve and present them is to use a combination of pockets, paste ups, and copies. The contents are listed here.

1. Early informational flyers
2. Direct mail pieces
3. Case statement
4. Case statement update
5. Fact sheets
6. Centennial Campaign Newsletters
7. Newspaper clippings
8. Groundbreaking program
9. Pocket for future items beyond the writing of final report, e.g., dedication of building